



STANSBURY RECREATION SERVICE AREA BOARD OF TRUSTEES
CANDIDATE PACKET
GENERAL ELECTION DAY: NOVEMBER 4, 2025

Dear Candidate,

Thank you for your interest in serving on the Stansbury Recreation Service Area Board of Trustees. As an elected official serving on the Board of Trustees, you will also serve on the Stansbury Service Agency Board of Directors. The time commitment as a trustee is expected to be 7 to 10 hours a week on average.

This packet has been prepared to help you with the filing process. You will find a list of important dates regarding the election and the required forms for filing in the packet.

It is your responsibility to become familiar with the applicable law regarding campaigns for office in the State of Utah (Utah Code §20A-9 & §20A-11.) The duty of Stansbury Service Agency is limited to accepting and filing the reports and noting the date received.

Interested candidates must file for a place on the ballot with the Stansbury Service Agency's clerk, Ingrid Swenson. The dates for filing are from June 2, 2025, through June 9, 2025, from 8:00 am - 4:00 pm, Monday - Friday. The completed Candidate Applications must be delivered in person to the Stansbury Service Agency's Administrative Offices at 1 Country Club Dr, Ste 1, Stansbury Park, UT 84074.

If the number of eligible candidates does not exceed the number of offices for which you have filed, the Stansbury Recreation Service Area Board of Trustees may cancel the election and declare the Candidate elected.

Sincerely,

John H. Wright
Board of Trustees Chair
Stansbury Recreation Service Area

STANSBURY RECREATION SERVICE AREA CANDIDATE PACKET

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- ❖ Important Dates
 - June 2 – 9, 2025 during business hours - Candidate filing period
 - September 5, 2025, at 5 pm (MST) - Deadline to submit the Candidate profile for the general election
 - November 4, 2025 - General Election Day
 - 1st Stansbury Board Business Meeting of 2026– Sworn In

STANSBURY SERVICE AGENCY (SSA)

History

Stansbury Park is a planned master community originally created in the late 1960s and located in unincorporated Tooele County. When the original developer went bankrupt, properties were transferred to Tooele County. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area were created for the purposes of (1) providing recreation services and owning, operating, and maintaining the golf course, clubhouse, swimming pool, sailing lake, playgrounds, and all equipment, facilities, and grounds related to it; and (2) owning operating and maintaining the open space and greenbelt areas and all equipment, facilities, and grounds related to it. Stansbury Recreation Service Area and Stansbury Greenbelt Service Area are local government entities. They are accountable to the residents annexed into each service area who help support these service areas' mission through property tax. Originally, these service areas operated independently of each other until 1992, when Stansbury Service Agency was formed through an Interlocal agreement with Tooele County to provide operational management to both the Recreation and Greenbelt service areas.

Mission Statement

Our mission is to enrich the lives of the residents of Stansbury Park by providing (1) safe, welcoming parks and recreation facilities and (2) affordable, diverse recreation and cultural opportunities whereby people of all ages may play, learn, and interact.

Core Values

- (1) We value Sustainability: balance environmental, economic, and equity concerns to set realistic program, infrastructure, and service levels.
- (2) We value Visionary leadership: respect the vision that built the park and recognize the need for ongoing leadership and flexibility in achieving excellence.
- (3) We value Safety: support safe and thriving environments for employees and residents.
- (4) Responsiveness and Innovation: anticipate and thoughtfully respond to diverse needs, continually improving and tailoring park and recreation services to changing needs.
- (5) Partnerships & Technology: continually evaluate existing and potential partnerships and technology to better serve the community.

Agency Government

The Board constitutes the policy-making body of the Agency. It is presently composed of three (3) trustees elected to the Stansbury Recreation Service Area and three (3) trustees elected to the Greenbelt Service Area by voters within the annexed boundaries of these areas.

Functions of the Board of Trustees

- A. The Board passes resolutions and policies, appropriates funds, and performs such other duties and responsibilities as are required of it or otherwise allowed by law.

- B. The Board establishes policy through broad policy directives and general task assignments of a goal-oriented nature.
- C. The Board reviews the General Manager's performance and establishes the General Manager's compensation level annually.
- D. In every case, the will of the Board shall be expressed by a majority vote of a quorum of the Board. No statement or act of any individual member of the Board shall be viewed as the will of the Board.
- E. The Board will review this document annually, or as it otherwise determines is appropriate, to ensure that it is pertinent and current.

Compensation

A district board member may receive compensation for the member's service, as determined by the board. Before a board of trustees may adopt a compensation increase for a member of the board of trustees, the board of trustees must hold a public hearing on the compensation increase in accordance with *Utah Code* 17B-1-307(2). The board may allow a member to receive per diem and travel expenses for up to 12 meetings or activities per year, in accordance with rules adopted by the board or *Utah Code* 11-55-103 (*Utah Code* 17B-1-307). Board members may not receive compensation for service as board members in addition to compensation the board members receive as members of a county or municipal legislative body in accordance with *Utah Code* 17B-1-308(1).

Ethics

Utah Code [67-16](#) addresses ethics and conflicts of interest. Generally, ethics prohibit the acceptance and solicitation of gifts, compensation, or loans by a public officer or employee. A public officer may accept an occasional non-cash gift with a value of \$50 or less. A conflict of interest may be allowed as long as full and proper disclosure is made. In January of each year, a public officer is required to prepare a written conflict of interest disclosure statement that is to be posted on the entity's website until the public officer leaves office. Refer to *Utah Code* [67-16-6](#), [67-16-7](#), [67-16-8](#) & [67-16-16](#) and your legal counsel for specific disclosure requirements.

It is important to understand this part of *Utah Code* because the penalties for violations are significant.

PROSPECTIVE BOARD TRUSTEE INFORMATION

Election

A board of trustees may be elected or appointed depending upon the Utah Code section under which the district was created and the law, ordinance, or resolution creating the district. It is important that governing boards remain fully staffed and that vacancies are filled in a timely manner. The number of governing board members varies based on the Utah Code section under which the district was organized and the district's by-laws or organizing documents.

Term of Office

- A. Trustees are elected in conformance with the laws of the State of Utah. Generally, governing boards should consist of an odd number of members (at least three) who serve four-year terms which begin at noon on January 1 following the member's election or appointment. Utah Code [17B-1-303 to 306](#) and Utah Code [20A-1-512](#) generally define appointing or electing board members. Specific appointment or election procedures may vary by the type of district. In nearly all situations, board vacancies should be advertised, and interested citizens should be given the opportunity to be considered for the vacancy.
- B. The law also states that, "each board of trustees member shall serve until a successor is duly elected or appointed and qualified, unless the member earlier is removed from office or resigns or otherwise leaves office" (Utah Code [17B-1-303\(2\)\(b\)](#)). In other words, if a board member's term expires and a new board member has not been appointed or elected, the existing board member should continue to serve.
- C. A Trustee is not limited in the number of terms the member may serve.

Training

Each member of the Board shall complete training as prescribed by statute. This includes: (1) Within one year of appointment/election (and reappointment/reelection), each Trustee must complete the Local District & Special Service District Board Member Training provided by the Utah State Auditor. (2) Annually, each Trustee must complete Utah Open & Public Meetings Act training.

Conflicts of Interest

Trustees are required to disclose actual and potential conflicts of interest between their public duties and private interests.

Schedule of meeting for Stansbury Service Agency Board of Directors

The Stansbury Service Agency Board of Directors holds 24 regular meetings per year. A schedule of meetings with specific dates is adopted by the Board of Directors at the beginning of each year based on the following schedule:

❖ Regular Meeting:

- Board Meeting – on the 2nd Wednesday of the month
- Board Meeting – on the 4th Wednesday of the month

Recreation and Greenbelt Service Area - as determined by the Board of Trustees
Committee Meetings – as determined by the Committees.

Governing Board Responsibilities

Stephen J. Gauthier explains in his book, *Governmental Accounting, Auditing, and Financial Reporting*, that a governing board provides the leadership needed for an entity to achieve its purpose. A board is not free to act in any way it chooses and is ultimately judged based on the following four criteria:

- Effectiveness – How well does the board achieve its objectives or purpose?
- Efficiency – Does the board make optimal use of the resources placed under its control?
- Compliance – Does the board comply with applicable policy, law, or regulation?
- Reporting – Does the board prepare regular financial reports that are made available to those who pay the tax or fee used to operate the district?

As compliance and reporting requirements are presented in this manual, keep in mind that the underlying principle is that the governing board is accountable to its constituents for everything that happens within the district.

Board members do not serve indefinitely. Therefore, one of the most important things a board can do is establish good policies and procedures that will last beyond its service. Good policies and procedures will protect district resources in the event that a future board member does not maintain high ethical standards.

Generally, the following are areas of responsibility for governing boards:

- Meetings
- Budgeting
- Accounting
- Reporting
- Internal Control
- Personnel
- Purchasing
- Records (GRAMA)
- Insurance
- Fund Balance Limitation
- District Contact Information/Registration
- Training

Board Member Responsibilities

State law requires a governing board to appoint a chair, clerk, and treasurer. The board may elect other officers as the board considers necessary. The offices of chair, clerk, and treasurer may NOT be held by the same person. The clerk may be a board member, part-time staff, full-time staff, or contractor. The treasurer may be a board member, part-time staff, full-time staff, or contractor. The chair may only be a board member. Noted below are the specific responsibilities of each officer, as well as financial related

governing board responsibilities specifically required by law (See Utah Code Title [17B-1-631 through 17B-1-638](#))

Chair

- Conduct meetings.

Clerk (or other designated person not performing treasurer duties)

- Attend meetings and keep a record of the proceedings.
- Maintain financial records.
- Prepare checks after determining that the claim:
 - Was authorized by the board or financial officer,
 - Does not over expend the budget, and
 - Was approved in advance by the board or its designee.
- Present a detailed financial report at least quarterly to the board.
- May not sign a single signature check.

Treasurer

- Sign checks after determining that sufficient funds are available.
- Maintain custody of all money.
- Deposit and invest all money in accordance with the State Money Management Act ([Utah Code 51-7](#)).
- Receive all public funds and money payable to the district.
- Keep an accurate, detailed account of all money received.
- Issue receipts for money received.

Entire Board

- Approve all expenditures – however, the board may authorize a district manager or other official to act as the financial officer for the purpose of approving 1) payroll checks, if the checks are prepared in accordance with a schedule approved by the board, and 2) routine expenditures, such as utility bills, payroll-related expenses, supplies, and materials.
- Set a maximum sum over which all purchases may not be made without the board’s approval.
- At least quarterly, review all expenditures authorized by the financial officer. ([Utah Code 17B-1-642](#))
- In a district with an expenditure budget of less than \$50,000 per year, a governing board member shall sign all checks. (Utah Code [17B-1-635](#)).

District Board Responsibilities Checklist

Effectiveness

- Develop and communicate a district mission statement.
- Appoint District Officers (required):
 - Board Chair – conduct meetings.
 - District Treasurer – custodian of funds. All public treasurers must obtain crime insurance.

- District Clerk – maintain financial records and prepare (not sign) disbursements.
- Establish written policies and procedures (i.e. Purchasing, Personnel, GRAMA, etc.).
- Appoint an Audit Committee (recommended) – This committee conducts risk assessments, helps establish internal control policy, and ensures audit findings are addressed.
- Develop a Disaster Response Plan and ensure employees are trained on how to respond.
- Be familiar with emerging technology affecting district operations.

Efficiency

- Regularly review current contracts – Rebid contracts every 5 years.
- Review budget-to-actual reports, bank statements and reconciliations, at least quarterly.
- Encourage innovation and cost saving among employees.

Compliance

- Obtain training (training.auditor.utah.gov; archives.utah.gov/rim/certification.html):
 - Board Member Training (within 1 year of every election/appointment)
 - Open and Public Meetings Act Training (annually)
 - GRAMA training for records officers (annually)
- Implement and enforce strong internal controls – (e.g. separation of duties, appropriate oversight of financial activities, bank statements).
- Hire competent staff – use clearly defined skills and qualifications, employee performance measures, and annual evaluations.
- Ensure meeting notice and agendas are posted to the Public Notice Website (utah.gov/pmnl/).
- Renew registration with Lieutenant Governor’s Office annually.

Reporting

- Adopt a budget before the end of the fiscal year.
- Ensure the board hires a CPA to perform an annual audit or AUP. Otherwise, complete a Self-Evaluation Form (for entities with revenues and expenditures < \$350,000).
- Ensure transparency uploads are made on time.
- Ensure Deposit & Investment reports are submitted for June 30 and December 31 to the State Treasurer’s Office (reporting.auditor.utah.gov/UtahTreasuryLogin)
- Ensure Impact Fee Report (if applicable) and Fraud Risk Assessment Questionnaire are submitted with financial statements to the Office of the State Auditor.

SPECIAL DISTRICT CANDIDATE QUALIFICATIONS

All Special District Candidates must meet the following qualifications to be included on the ballot (Utah Code Section [17B-1-302](#), [306](#)):

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code [§20A-2-101](#) states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code [§20A-2-101.5](#) states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*

DECLARATION OF CANDIDACY INSTRUCTIONS

Information about the Declaration of Candidacy:

- ❖ Applications must be submitted to the Stansbury Service Agency's clerk, in person, between June 2, 2025, and June 9, 2025, from 8:00 am – 4:00 pm, Monday – Friday. No late submissions will be accepted.
- ❖ The Applicant's name provided on the Declaration of Candidacy form will be the name listed on the ballot.
- ❖ As all election updates and other official communications during the election cycle will be communicated to the Applicant through the email address provided on the Declaration of Candidacy form, please verify that the email address listed is correct.

Elections:

The Candidate will be decided solely in the general election held on November 4, 2025.

Candidate Profile:

Candidates are encouraged to provide a profile to the Vote Utah website for public access. Information and dates to submit the profile are listed below:

Dates to submit a candidate profile:

- ❖ General Election Candidates – September 5, 2025, at 5:00 pm (MST)

Posting the Candidate profile:

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional. Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.

This year, candidates will receive an email link to complete their bio (from elections@utah.gov). These links will be sent to the email provided on the candidate's filing form. Please check your spam folder if the link is not in your inbox.

SIGN POLICY

Campaign signs may be posted according to Stansbury Service Agency's policies and as directed below:

- ❖ All signs must be approved by the Stansbury Service Agency management prior to being placed on Service Agency Property.
- ❖ A map of approved areas where signs are allowed is included in this packet. Signs will be removed if they are not in the approved areas.
- ❖ Campaign signs may be placed on the Agency property only in the right of ways and the green spaces. Campaign signs are prohibited from being placed at any Service Agency park or facility. Campaign signs may be placed 30 days prior to a general election and must be removed within 5 days following the election. Campaign signs are limited to no more than 10 per Candidate.
- ❖ Per Utah code, signs of any kind are prohibited from being placed on utility poles, traffic signs, or other state-owned property.
- ❖ Signs may not be more than 4'x6' in size without written approval from the Stansbury Service Agency management.
- ❖ Signs must be placed 2 feet from the roadway and cannot obstruct any view for motorists.

Approved Areas for Campaign Signs



2025 SPECIAL DISTRICT DECLARATION OF CANDIDACY

Please note that the information on this form may be available to the public in accordance with Utah State Code 63G-2-301 and 63G-2-210.

FIRST NAME (as it will appear on the ballot)

MIDDLE NAME (as it will appear on the ballot)

LAST NAME (as it will appear on the ballot)

for the office of _____ for the _____ (two or four-year) term

for the city/town of _____.

State of Utah

County of _____ } ss.

I, _____, being first duly sworn, say that I reside at _____ (Street), City of _____, County of _____, state of Utah, _____ (Zip Code), _____ (Telephone Number, if any); that I meet the qualifications for the office of board of trustees member for _____ (state the name of the special district); that I am a candidate for that office to be voted upon at the next election; and that, if filing via a designated agent, I will be out of the state of Utah during the entire candidate filing period, and I hereby request that my name be printed upon the official ballot for that election.

Email Address

(one that is closely monitored)

Candidates must provide the filing officer with an email address at the time of filing if the candidate wishes to display a candidate profile on the Statewide Electronic Voter Information website. [20A-9-203\(4\)\(c\)\(iv\)\(B\)](#)

Signature of Candidate
(must be signed in the presence of the filing officer)

Subscribed and sworn to before _____ on this _____
(filing officer name) (month/day/year)

(Seal)

(City or town)

(Date Received)

QUALIFICATIONS FOR CANDIDATE FILING DECLARATION

Please initial:

- _____ The filing officer read the constitutional and statutory qualifications as listed below to me, and I meet those qualifications.
- _____ I understand that an individual who holds a municipal elected office may not, at the same time, hold a county elected office.
- _____ I agree to file all campaign financial disclosure reports, and I understand that failure to do so may result in my disqualification as a candidate for this office, possible fines and/or criminal penalties, including removal of my name from the ballot.
- _____ I have completed and/or updated my conflict of interest disclosure statement and it is accurate as of the date of filing my declaration of candidacy according to 17B-1-306.1.
- _____ I received a copy of the pledge of fair campaign practices, and I understand that signing this pledge is voluntary.
- _____ I provided a valid email, or physical address if no email is available, and I understand this will be used for official communications and updates from election officials.
- _____ I understand I will receive all financial disclosure notices by email.
- _____ I understand my name will appear on the ballot as it is printed on this declaration of candidacy, and that I may not make any amendments or modifications after 5:00 p.m. on June 9, 2025.
- _____ I have received a copy of Section 20A-7-801 regarding the Statewide Electronic Voter Information Website Program and its applicable deadline.

QUALIFICATIONS

Before the filing officer accepts any declaration of candidacy, the filing officer shall read to the candidate the constitutional and statutory requirements for candidacy, and the candidate shall state whether he/she fulfills the requirements. If the candidate indicates that he/she does not qualify, the filing officer may not accept his/her declaration of candidacy (Utah Code Section 20A-9-203).

SPECIAL DISTRICT CANDIDATE

Utah Code §17B-1-302, 306

Utah Code §20A-9-203

- Registered voter within the boundaries of the special district in which the individual is elected*
- Must have resided within the district for which the candidate is seeking office for the 12 consecutive months immediately before the date of the election. (November 4, 2025)
- Maintain a principal place of residence within the district, and within the district that the elected officer represents, during the officer's term of office
- Not convicted of a felony, treason, crime, or offense relating to elections**
- Cannot have been declared mentally incompetent

** Utah Code §20A-2-101 states: A registered voter (1) is a citizen of the United States; (2) is a resident of Utah; (3) will, on the date of that election, be at least 18 years old, (4) has been a resident of Utah for 30 days immediately before that election; (5) and is registered to vote.*

*** Utah Code §20A-2-101.5 states: A person convicted of a felony loses the right to hold office until (1) all felony convictions have been expunged, OR (2) ten years have passed since the most recent felony conviction AND the person has paid all court-ordered restitution and fines AND the person has completed probation, been granted parole, or completed the term of incarceration associated with the felony.*



PLEDGE OF FAIR CAMPAIGN PRACTICES

(Utah Code §20A-9-206)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use, nor shall I permit the use of, scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in, nor shall I permit the use of, any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use, nor shall I permit the use of, any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices."

Printed Name: _____ Office: _____

Signature: _____ Date: _____

***This is a voluntary pledge. Candidates are not required to sign this pledge of fair campaign practices.**

***This document is considered a public record and will be retained for public inspection until 30 days following the election.**

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Voter Information Website

Effective 5/7/2025

20A-7-801. Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election;
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
 - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
 - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](#);
 - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
 - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
 - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
 - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
 - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
 - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
 - (i) when a ballot has been mailed to the voter;
 - (ii) when an election official has received the voter's ballot; and
 - (iii) when the voter's ballot has been counted.
- (4) (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;
 - (ii) if submitted by the candidate to the election official's office no later than 5 p.m. on the last business day that is at least 45 calendar days before the primary election or no later than 5 p.m. on the last business day that is at least 60 calendar days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
 - (iii) factual information pertaining to all ballot propositions submitted to the voters, including:

- (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
- (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
- (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
- (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
- (i) what offices are up in the current year for which the voter may cast a vote;
 - (ii) who is running for what office and who is the incumbent, if any;
 - (iii) what address each candidate may be reached at and how the candidate may be contacted;
 - (iv) for partisan races only, what, if any, is each candidate's party affiliation;
 - (v) what qualifications have been submitted by each candidate;
 - (vi) where additional information on each candidate may be obtained;
 - (vii) what ballot propositions will be on the ballot; and
 - (viii) what judges are up for retention election.
- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.



Submitting Your Candidate Profile

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website VOTE.UTAH.GOV. Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional.

Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, **late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.**

This year, candidates will receive an email link to complete their bio (from elections@utah.gov). **These links will be sent to the email provided on the candidate's filing form.** Please check your spam folder if the link is not in your inbox.

If you do submit a profile for the Primary Election, and then make it to the General Election, you will need to resubmit a new profile for the Election, due to state law. Your Primary Election profile will NOT carry over to the General Election.

How Do I Submit My Profile?

1. After being sent the link, follow the instructions to submit your profile. **Please read and review the information on the page carefully.**
2. After reading the page, select "Submit Candidate Information." Complete the form and submit it.
3. Click the link and complete the form. Once the submission deadline has ended, our office will review the submissions and notify candidates if their profiles require correction. This process typically takes a few weeks to complete.
4. After the review period is over and before ballots are sent, our office will post the profiles on VOTE.UTAH.GOV under the "Learn About Candidates and Issues" tab.

When Can I Submit My Profile?

PRIMARY Election Candidates:

- For candidates who have a primary election, the deadline for their submission is June 27th, 2025, at 5:00 PM Mountain Time.

GENERAL Election Candidates:

- General election candidates have until September 5th, 2025, at 5:00 PM Mountain Time.

Do you need assistance with your candidate profile?

Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or elections@utah.gov
Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

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PRIVATE CONTACT INFORMATION

This information provided here will only be used by the Elections Office staff to contact you regarding required notices, financial reports, and other important items.

Candidate Name (REQUIRED)

Home Address (REQUIRED)

Telephone Number (REQUIRED)

Email Address (REQUIRED)

Signature of Filing Officer

Date

Office of the Lieutenant Governor

350 N. State Street, Suite 220 – P.O. Box 142325 – Salt Lake City, UT 84114-2325

Tel: 801-538-1041 Fax: 801-538-1133 Email: elections@utah.gov



Conflict of Interest Disclosure Form

UNDER THE MUNICIPAL OFFICERS' AND EMPLOYEES' ETHICS ACT
(Utah Code Annotated Section 10-3-1313, 20A-11-1604(6)), and 10-3-301.5

Regulated Officeholder/Candidate (Print Name)

1. The name and address of each current employer and each employer during the preceding year including a brief description of the employment, occupation, and job title.

Current Employer(s):

| | | | |
|-------------------|--|------------|--|
| Employer Name | | Occupation | |
| Employer Address | | Job Title | |
| Brief Description | | | |
| Employer Name | | Occupation | |
| Employer Address | | Job Title | |
| Brief Description | | | |

Preceding Year Employer(s):

| | | | |
|-------------------|--|------------|--|
| Employer Name | | Occupation | |
| Employer Address | | Job Title | |
| Brief Description | | | |
| Employer Name | | Occupation | |
| Employer Address | | Job Title | |
| Brief Description | | | |

2. The name of the entity in which the regulated officeholder/candidate is or was an owner or officer during the current or preceding year including a brief description of the type of business or activity conducted by the entity and position.

Check if not applicable

| | | | |
|------------------------------|--|----------|--|
| Entity Name (current) | | Position | |
| Brief Description | | | |
| Entity Name (preceding year) | | Position | |
| Brief Description | | | |

3. The name of each individual or entity, including a brief description of the type of business or activity, from which the regulated officeholder/candidate has received \$5,000 or more in income during preceding year.

Check if not applicable

| | |
|------------------------|--|
| Individual/Entity Name | |
| Brief Description | |
| Individual/Entity Name | |
| Brief Description | |

4. The name and brief description of each entity in which the regulated officeholder/candidate holds any stocks or bonds having a fair market value of \$5,000 or more as of the date of this disclosure statement or during the preceding year (excluding funds managed by a third party, including blind trusts, managed investment accounts, and mutual funds).

Check if not applicable

| | |
|-------------------|--|
| Entity Name | |
| Brief Description | |
| Entity Name | |
| Brief Description | |

5. The name of each entity or organization **not** listed above in which the regulated officeholder/candidate currently serves, or served in the preceding year, in a paid leadership capacity or in a paid or unpaid position on a board of directors including a brief description of the business or activity and position held.

Check if not applicable

| | | | |
|-------------------|--|----------|--|
| Entity Name | | Position | |
| Brief Description | | | |
| Employer Name | | Position | |
| Brief Description | | | |

6. (Optional): Description of any real property in which the regulated officeholder/candidate holds an ownership or other financial interest that the regulated officeholder/candidate believes may constitute a conflict of interest including a description of the type of interest.

Check if not applicable

| | |
|------------------|--|
| Real Property | |
| Type of Interest | |
| Real Property | |
| Type of Interest | |

7. The name of the regulated officeholder/candidate's spouse and the name and address of each current and preceding year employer if the regulated officeholder/candidate believes the employment may constitute a conflict of interest.

Check if not applicable

| | |
|------------------------------|--|
| Spouse | |
| Employer (current) | |
| Employer (preceding year) | |

8. The name of any other adult residing in the regulated officeholder/candidate's household who is **not** related by blood, including a brief description of their employment or occupation if the regulated officeholder/candidate believes the adult's presence may constitute a conflict of interest.

Check if not applicable

| | |
|---|--|
| Other Adult | |
| Employment description OR Occupation | |

| | |
|---|--|
| Other Adult | |
| Employment description OR Occupation | |

9. (Optional) A description of any other matter or interest that the regulated officeholder/candidate believes may constitute a conflict of interest.

Check if not applicable

Check if applicable:

Under UCA 20A-11-1604(7)(a), I claim that I am an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my employment under Item 1 be redacted.

Under UCA 20A-11-1604(7)(a), I claim that my spouse is an at-risk government employee as defined in UCA 63G-2-303(1)(a) and that my spouse's employment under Item 7 be redacted.

I, the regulated officeholder/candidate, believe the information provided is true and accurate to the best of my knowledge.

Date: _____

Regulated Officeholder/Candidate Signature

Privacy Notice:

- The personal data collected in this form will be available to the public under 63G-2-301.
- Any personal data redacted in accordance with 20A-11-1604(7)(a) is not considered a public record under 63G-2-301. This data will be used for administrative purposes and will not be displayed to the public. This information is required under 20A-11-1604. Violation of this section may result in a class B misdemeanor and a \$100 fine. The information, unless specified, will be publicly available on the disclosures and possibly other election-related websites. Personal data collected on the website will not be sold. The personal data will be included in the record series GRS 1911.

DATED THIS _____ DAY OF _____ 202__

By: _____

Title/Office: _____

SWORN TO AND SUBSCRIBED BY ME

THIS _____ DAY OF _____ 202__

NOTARY PUBLIC