

## City Clerk Planning Worksheet – 2025 City Elections

City: \_\_\_\_\_

Clerk: \_\_\_\_\_

### City Clerk Contact Information

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Please complete this worksheet and return it to the county auditor no later than August 6.

### 1. List of Offices

Determine which offices will be on the ballot for this year's city election.

Office	Length of Term	Date Term Ends	Name of Incumbent	Date of Appointment (if applicable)

### 2. Type of Nomination Process

Mark the nomination method adopted by the city's ordinance. Attach a copy of the ordinance with this worksheet (unless the city has primary election provisions).

- ☐ Primary election provisions
- ☐ Runoff election provisions
- ☐ Nomination by petition only (Chapter 45 cities)
- ☐ Nomination by petition or by convention (Chapter 44 and 45 cities)
- ☐ Nomination by convention only (Chapter 44 cities)
- ☐ Special charter city

All cities operate under primary election provisions unless the city has adopted another nomination method. For more information, see the City Clerk's guide.

## City Clerk Planning Worksheet - 2025 City Elections

### 3. Population of City

Mark the appropriate population range for your city.

☐ 25,000 or greater   ☐ 7,500 – 24,999   ☐ 2,500 – 7,499   ☐ 2,499 or Less

In Chapter 45 cities, the population determines the number of signatures candidates will need to collect for nomination petitions.

### 4. Public Measures

Does the city council plan to include any public measures on the ballot at the regular city election?

☐ Yes   ☐ No   ☐ Maybe

The full text of public measures must be filed with the county auditor by 12:00 noon on the day after the candidate nomination period closes.

- Cities with primary election provisions:      August 29, 2025
- Cities without primary election provisions:      September 19, 2025

### 5. Publication

Which newspaper(s) are in general circulation within your city?

---

---

---

---

In which newspaper(s) do you publish your official council minutes?

---

---

---

---