

## Candidate Filing 101: Greene County

Every two years, Greene County has elected official positions for county offices that are available for election. Below is the information on qualifications, terms, and candidate filing for each position.

### Qualifications:

All positions do have the following general qualifications that are applied (*Art. VII § 8 Constitution of Missouri; § 115.349.3 RSMo.*):

- Citizen of the United States
- Resident of the state 1 year next preceding election
- Registered voter

Office	RSMo Reference	Term & Next Election	Specific Qualifications
Assessor	Art. VI, § 18(b) Constitution of Missouri; § 53.010, RSMo	4 Years 2020	Resident of county
County Auditor	§ 55.060, RSMo (1 <sup>st</sup> class without charter form of government; 2 <sup>nd</sup> class counties)	4 Years 2022	-Over 21 years of age -Resident of county 3 months next preceding election -Familiar with the theory and practice of accounting by education, training and experience
Circuit Clerk	§ 483.010, RSMo	4 Years 2022	-Resident of county 3 months next preceding election -Over 21 years of age
County Clerk	§ 51.050, RSMo	4 Years 2022	-Over 21 years of age -Resident of the county 1 year next preceding election

Office	RSMo Reference	Term & Next Election	Specific Qualifications
<b>Presiding County Commissioner</b>	§ 49.020, RSMo	4 Years 2022	-Resident of the county
<b>County Commissioner (District 1 and District 2)</b>	§ 49.020, RSMo	4 Years 2020	-Resident of the county -Resident of the district (if elected from a district)
<b>Prosecuting Attorney</b>	§ 56.010, RSMo	4 Years 2022	-At least 21 years of age -Licensed to practice law in Missouri -Resident of the county 1 year next preceding election
<b>Public Administrator</b>	§ 473.730, RSMo	4 Years 2020	-At least 21 years of age -Resident of the state of Missouri and the county 1 year prior to general election -Current in the payment of all personal and business taxes -Must provide a copy of a signed affidavit from a surety company indicating that candidate meets bond requirements
<b>Sheriff</b>	§ 57.010, RSMo	4 Years 2020	-Resident of county for more than 1 year before filing -Resident taxpayer and elector of county -No felony convictions -Capable of efficient law enforcement -Has a valid peace officer license

Office	RSMo Reference	Term & Next Election	Specific Qualifications
<b>County Treasurer</b>	§ 54.010, § 54.040, RSMo (Requirements for 1 <sup>st</sup> and 2 <sup>nd</sup> class and township counties only)	4 Years 2020	-At least 21 years of age -Resident of the state and county 1 year before election -Current in payment of personal and real estate taxes -Must provide a copy of a signed affidavit from a surety company indicating that candidate meets bond requirements
<b>Township or Ward Committeemen and Committeewomen</b>	§§ 115.607-115.613, RSMo (§115.342, 115.350 & 130.071.2 do not apply to Township or Ward Committeemen and Committeewomen)	2 Years 2020	-Resident of county and committee district 1 year next preceding the election -Registered voter in county and district for 1 year next preceding the election

### Filing Process:

For all positions open in 2020, candidate filing will begin at **8AM on Tuesday, February 25, 2020** in the Greene County Clerk's Office at 940 North Boonville, Room 113. The first day of candidate filing the Greene County Clerk's Office uses a random drawing system for ballot placement. After the first day of filing, all remaining qualified candidates will appear in the order of which the filings were received. Candidate filing will conclude at **5PM on Tuesday, March 31, 2020** at 940 North Boonville, Room 113.

Filing must be completed in person unless the candidate is physically disabled and submits a declaration of a licensed physician's sworn statement of such or the candidate is a member of the Armed Forces of the United States on active duty and submits a declaration of the sworn statement of the candidate's commanding officer so stating (RSMO 115.355.2). If the candidate falls within either category, the candidate can file by certified mail.

## Candidate Filing Checklist

### To File, You Will to Verify the Following:

- US Citizenship
- Voter Registration in Greene County
- All Taxes Have Been Paid (Income, Personal Property, Real Estate, etc)

### To File, You Will Need to Obtain the Following:

- Valid Peace Officer's License (Sheriff Only)
- Valid Missouri Bar License (Prosecuting Attorney Only)
- Signed Affidavit from a Surety Company indicating that you meet the bond requirements (Collector, Public Administrator, Treasurer Only)

### To File, You Will Need to Pay the Following:

- \$50 Filing Fee to the Affiliated Local Political Party (Committee persons are exempt)

Filing fees may be waived by filing a Declaration of Inability to Pay and a petition endorsing the filer's candidacy (RSMO 115.357.3).

### To File, You Will Need to Complete the Following\*:

- Declaration of Candidacy
- Form 5120 (Committee persons are exempt)
- Missouri Ethics Commission's Notice to Candidate Acknowledgement
- Greene County Acknowledgement of Committee persons, How Selected (Committee persons only)

\*The Declaration of Candidacy and Form 5120 can be completed prior to filing to expedite the filing process.

## Independent Candidate Filing Process

Candidates that wish to not be affiliated with a political party are able to run for elected positions in a General Election as independent candidate.

The candidate must submit a signed petition to the Greene County Clerk's Office at 940 North Boonville, Room 113 no later than **5:00 pm on Monday, July 27, 2020** (RSMO 115.329). The petition must be signed by at least 2% of the total number of registered voters who voted at the last election for candidates for the office being sought or is equal to 10,000 voters, whichever is less (RSMo 115.321.4)\*.

In addition to the petition, the candidate must also follow the same qualifications and submit the following completed documents/acknowledgements as previously mentioned: Declaration of Candidacy, Form 5120, Notice of Candidate.

\*For the 2020 Offices available for election, the total of registered voters that voted in 2016 for Greene County was 131,498. 2% is equivalent to 2,630 registered voters.

A sample petition page can be found here: <https://greenecountymo.gov/files/PDF/file.pdf?id=35066>

For more information or questions, please call the Greene County Clerk's Office at (417) 868-4060 or email us at [countyclerk@greenecountymo.gov](mailto:countyclerk@greenecountymo.gov).

Greene County Clerk's Office  
940 N Boonville Ave, RM 113  
Springfield MO 65802  
(417) 868-4060  
[countyclerk@greenecountymo.gov](mailto:countyclerk@greenecountymo.gov)