



OWATONNA
AREA CHAMBER OF COMMERCE

2026

**RUNNING FOR OFFICE
RESOURCE PACKET**



SO, SHOULD YOU RUN FOR OFFICE?

There are several reasons people run for local office. Some run because they are inspired by a desire to contribute to their communities. Others are motivated by dissatisfaction with an incumbent, believing they could do a better job. Some are recruited by well-intended friends, neighbors or colleagues. Then there are those who seek office for a single burning issue.

Whatever the reason, potential candidates are advised to carefully appraise both themselves and the political climate they would enter.

Personal strengths and weaknesses:

Why run for this office?

What is your family's attitude toward your candidacy?

Is your self-confidence strong enough to take public and/or personal criticism?

To what extent are you prepared to work on a broad range of topics and issues?

The Office:

Is this the correct office for you to run for?

What fundamental rewards does the office offer?

Does this office have the potential to influence the kinds of changes you want to see?

What time commitment will be necessary if you are elected?

The Campaign:

How many days are there until Election Day?

How much time will you have to campaign?

How much time can your core supporters give?

What are the fundraising traditions in the community?

How much money will I need?

What are the potential sources of contributions?

The Opposition:

How many opponents are there likely to be?

Is the incumbent running?

What are the personal and political strengths/weaknesses of each candidate?

Have any of the opponents made a previous race and what were their campaign tactics?

Legal Requirements:

What are the applicable election laws? (For example: filing, finance, legal deadlines, dates)

Opinion Influencers:

What local issues have provoked local debate or citizen reaction lately?

What issues surround this office?

What other races or issues will be on the ballot?

Who really influences decisions in the community?

What are influential organizations?

What are community media outlets?

Conflict of Interest:

Do you have a financial conflict of interest?

Are you willing to give up revenue that you may otherwise earn from selling products/services to the city/county/school?

Candidate Filing & Filing Fees:

Before a general election, there is a two-week filing period during which candidates can submit their affidavit of candidacy to the **filing officer**. Prospective candidates should contact the filing officer to learn which offices will be on the ballot at the upcoming election--some offices may only be up for election every two, three, four, or six years.

Owatonna City Offices

Candidates in cities where a primary is **not held** may file from July 14, 2026 until July 28, 2026 at 5 p.m.

Candidates for Mayor, Council Member, and other elected city offices must file with the city clerk. **Jeanette Clausen the contact, and her office is located at City Hall 540 West Hills Circle.*

Filing Fee: \$20

Township Offices

Candidates in towns that hold elections in **November** may file from July 14, 2026 until July 28, 2026 at 5 p.m.

Candidates for Town Clerk, Town Supervisor, Town Treasurer, and other elected township offices must file with the town clerk.

Filing Fee: \$2

School District Offices

Candidates in school districts where a primary is **not held** may file from July 14, 2026 until July 28, 2026 at 5 p.m.

Candidates for School Board Member must file with the school district clerk.

**Note school administrative office at former high school site, 333 E. School Street. Turn filing in to Sarah Hoffman.*

Filing Fee: \$2

Federal Offices

Candidates for U.S. Senator and U.S. Representative may file from May 19, 2026 until June 2, 2026 at 5 pm.

State Offices

Candidates for Governor, Lieutenant Governor, Secretary of State, State Auditor, Attorney General, State Senator, State Representative and any Judicial office may file from May 19, 2026 until June 2, 2026 at 5 pm.

County Offices

Candidates for county offices such as County Attorney, County Sheriff, County Commissioner, and Soil and Water Supervisor may file from May 19, 2026 until June 2, 2026 at 5 pm.

Updated: 6/2026



Office of the Minnesota Secretary of State
AFFIDAVIT OF CANDIDACY

Filing# _____
Cash/Check# _____
Amount\$ _____

Instructions

All information on this form is available to the public. Information provided will be published on the Secretary of State's website. If filing for partisan office and not a major party candidate, you must file both an affidavit of candidacy and a nominating petition. (Minn. Stat. 204B.03)

Candidate Information

Name, Office, and Party

Candidate Name (as it will appear on the ballot)

Office Sought

District#

Political Party or Principle (State or Federal offices only)

Name of Incumbent (Judicial seats only)

Contact Information

Required (federal, judicial, county attorney, and county sheriff candidates are exempt)

Check box if you do not have an email address



Phone number

Email (non-government issued)

Address Information

Residence Address Required (unless box is checked; federal, judicial, county attorney, and county sheriff candidates are exempt)



My residence address is to be classified as private data.

I certify a police report has been submitted, an order for protection has been issued, or I have a reasonable fear for my or my family's safety; or my address is otherwise private by Minnesota law. I have attached a separate form listing my residence address.

Residence Address

City

State

Zip Code

Campaign Contact Information (Address required if box above is checked)

Campaign Address

City

state

zip Code

Campaign Website

Affirmation

For all offices, I swear (or affirm) that this is my true name or the name by which I am generally known in the community.

If filing for a state or local office, I also swear (or affirm) that:

- I am eligible to vote in Minnesota;
I have not filed for the same or any other office at the upcoming primary or general election except as authorized by Minn. Stat. 204B.06, subd. 9;
I am, or will be on assuming office, 21 years of age or more;
I will have maintained residence in this district for at least 30 days before the general election; and
If a major political party candidate, I either participated in the party's most recent precinct caucuses or intend to vote for a majority of that party's candidates at the next general election.

If filing for one of the following offices, I also swear (or affirm) that I meet the requirements listed below:

- United States Senator- I will be an inhabitant of this state when elected and I will be at least 30 years old and a citizen of the United States for not less than nine years on the next January 3rd, or if filled at special election, within 21 days after the election.
United States Representative - I will be an inhabitant of this state when elected and I will be at least 25 years old and a citizen of the United States for not less than seven years on the next January 3rd, or if filled at special election, within 21 days after the election.
Governor or Lieutenant Governor- I will be at least 25 years old on the first Monday of the next January and a resident of Minnesota for not less than one year on election day. I am filing jointly with
Supreme Court Justice, Court of Appeals Judge, District Court Judge; or County Attorney- I am licensed to practice law in Minnesota. My Minnesota attorney license number is and a copy of my license is attached.
Supreme Court Justice, Court of Appeals Judge, or District Court Judge - I will not turn 70 years of age before the first Monday of next January.
State Senator or State Representative- I will have maintained residence in Minnesota not less than one year and in this district for six months on the day of the general or special election,
County Sheriff- I am a licensed peace officer in Minnesota. My Board of Peace Officer Standards and Training license number is and a copy of my license is attached.
School Board Member- I have not been convicted of an offense for which registration is required under Minn. Stat. 243.166.
County, Municipal, School District, or Special District Office - I meet any other qualifications for that office prescribed by law.

Candidate Signature _____ Date _____

Subscribed and sworn to before me this _____ day of _____, 20__ -

Notary public or other officer empowered to take and certify acknowledgement

(Notary stamp)

Candidate Qualifications

- must be eligible to vote in Minnesota
- must have not filed for another office at the upcoming primary or general election
- must be 21 years of age or more upon assuming office
- must have maintained residence in their district for at least 30 days before the general election

Additional Qualifications

SCHOOL BOARD MEMBER

- must have not been convicted of an offense for which they are required to register as a predatory offender under [*Minnesota Statutes 243.166*](#)

Financial Reporting

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

WHERE TO FILE:

- The municipal (city or town) clerk
- School Districts - School district clerk
- Townships - Town clerk
- Cities - City clerk • Soil & Water - Conservation Districts

WHEN TO FILE: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year.

Subsequent reports must be filed:

During an election year-An "election year" is any year in which the candidate's name or a question appears on the ballot. In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary. This report required regardless of whether the candidate or issue is on the primary ballot or a primary is not conducted

- 10 days before the general election or special election

- 30 days after a general election or special election

- By January 31 of each year following the year when the initial report was filed. During a non-election year- By January 31 of each year following the year when the initial report was filed. Once a final report (see below) is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or **ballot** question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH	\$		TOTAL CASH-ON-HAND	\$	
IN-KIND	+				
TOTAL AMOUNT RECEIVED	=				

DISBURSEMENTS

Include the amount, date and purpose for all disbursements made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. **Submit** a separate report for each project. Attach additional sheets if necessary.

Project title or **description** _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true **statement**. _____
Signature Date

Report
 0:
 0
 11=2
 2
 3
 Use only

Printed Name _____ Telephone _____ Email (if available) _____

Address-----

INSTRUCTIONS

(Reference: *Minnesota Statutes, Chapters [211A](#) and [211B](#)*)

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk- same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk - same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- o 10 days before the primary or special primary
- o 30 days after a general election or special election
- o 10 days before the general election or special election
- o By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand designated to be used for political purposes as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, Veterans Service Building, 20 W 12th St., Ste. 210, St. Paul, MN 55155, using the same schedule as above.

***FINAL REPORT:** A final report may be filed anytime after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State [Campaign Finance and Public Disclosure Board](#) for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.

CITY OF
OWATONNA

July 17, 2024

The Citizens of Owatonna
Owatonna, MN 55060

RE: Political Signs during an election

The City receives a number of questions, complaints, and concerns every time there is an election. With the 2024 General Election set to take place on November 5, 2024 we wanted to address some of the issues that consistently come up and how they will be addressed:

- 1) Size Regulations: Minnesota State Statutes section 211B.045 states that election/ political signs posted by 46 days prior to the State Primary election through 10 days after the general election may not be regulated with regards to the size and number of signs. The City cannot enforce size, height or the number of signs on a property and will not be following up on these items.
- 2) In Public Space: The City's code of ordinances does not allow election or political signs to be located on public property, including within the public right of way. If signs are located on public property the City will remove the signs promptly. If signs are clearly located within the public right of way they will also be removed.
- 3) Sign Content: In 1971 (Cohen v. California) the US Supreme Court ruled that free speech can only be restricted under severe circumstances beyond offensiveness, further stating that a mere four letter word was not sufficient justification to allow states to restrict free speech. The City cannot restrict signs with potentially offensive content related to the wording on the sign.

Feel free to contact me at greg.kruschke@owatonna.gov or call at (507) 774-7317 if there are any further questions or if you require any additional information.

Sincerely,

Is/Greg Kruschke, **AICP**
Community Development Manager
City of Owatonna