

2025 Candidate Information

City of Lawrence - Filing Requirements

2025 Election Dates:

Primary: Tuesday, August 5, 2025 *(if more than 2 times the number of candidates to be elected file for office)* Lawrence Charter Ordinance
General: Tuesday, November 4, 2025 K.S.A. 25-2102(a)

Filing Deadline:

June 2nd by Noon K.S.A. 25-2109

Filing Location: All Candidates must pay report fees, appoint treasurers and file periodic campaign finance reports K.S.A. 25-2110(a)
Candidates file at the Douglas County Clerk's Election Office, 711 W. 23rd Street Suite 1, Lawrence, KS 66046

Filing by Fee:

The filing fee is \$20 and the report fee is \$50. K.S.A. 25-21a01

Filing by Petition:

The nomination petition signed by 50 qualified electors of the City. The report fee is \$50. K.S.A. 25-2110(b)

Documents to be filed:

Declaration of Intention (Filing Form)

- Obtain and file this form with the Douglas County Clerk's Office.
- Clerk's Office sends a copy of the declaration to the Governmental Ethics Commission (GEC) for the purpose of campaign finance reporting.

Nomination Petition (used if filing by petition)

- Obtain and file this form with the Douglas County Clerk's Office.

Statement of Substantial Interests for Local Office

- Completed form is due no later than ten (10) days after the filing deadline.

Appointment of Treasurer Form

- Candidates have ten (10) days after filing to file the Appointment of Treasurer Form.
- Douglas County Clerk's Office forwards a copy of the completed form to the GEC.
- Candidates may not take in or spend any campaign funds until the Appointment of Treasurer Form is filed.

Affidavit of Exemption from Filing Receipts and Expenditures Reports

- Completed form is due nine (9) days prior to the primary election.
- Douglas County Clerk's Office forwards a copy of the completed form to the GEC.
- If a candidate anticipates receiving and spending less than \$1000.00 in the Primary Election and anticipates receiving and spending less than an additional \$1000.00 in the General Election, he/she can file an Affidavit of Exemption. This affidavit waives the need for a candidate to file campaign Receipts and Expenditures Reports.
- A First Class City candidate must appoint a treasurer and file an Appointment of Treasurer Form even if an Affidavit of Exemption is filed.

Receipts and Expenditures Report

- Form is provided by the GEC and is mailed directly to a candidate's treasurer.
- Completed reporting form is filed with the Clerk's Office.
- Clerk's Office forwards a copy of the report to the GEC.
- During an election cycle, three (3) Receipts and Expenditures Reports are required for First Class City candidates:
(1) a pre-primary election report; (2) a pre-general election report; and (3) an early January wrap-up report.