



MEMORANDUM

To: Administration/Public Works Committee Members
Cc: Mayor Bowlin and other City Council Members

From: Ryan S. Thomas, City Administrator

Date: January 6, 2017

Re: St. Louis County Board of Election Commissioners – New Services Offered

Background

The past fall, it was brought to my attention that the St. Louis County Board of Election Commissioners was now offering a free service to municipalities to manage the candidate filing process and requirements for municipal elections. In order for the County to manage this function, it would require a cooperation agreement adopted by City Ordinance (sample attached). In this first election cycle that this new program is being offered, only the cities of Bel-Ridge, Crystal Lake Park and Oakland have chosen to participate. With candidate filing already underway, the next opportunity for Wildwood to consider such an arrangement would be with the April 2018 municipal election.

Recommendation

It is recommended that the City continue to conduct its own candidate filing for municipal elections.

Reasons for Recommendation

1. The Wildwood Office of City Clerk has been able to effectively conduct the candidate filing process in past elections.
2. Candidates would likely appreciate a local contact to help them through process.
3. Candidate filing through the County would be less convenient at their Maplewood location.

I will be available for any comments or questions at the January 10, 2017 Administration/Public Works Committee Meeting.

RST

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**COOPERATION AGREEMENT
BETWEEN THE ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS
AND _____**

THIS AGREEMENT, is made and entered into this ____ day of _____, 20__
between the St. Louis County Board of Election Commissioners (the "BOARD"), a public entity
established and existing pursuant to Section 115.017 RSMo, and
_____, a Local Government Entity ("ENTITY") established
pursuant to the statutes of the State of Missouri.

WHEREAS, the BOARD and the ENTITY wish to enter into a Cooperation Agreement
to allow the ENTITY to transfer certain responsibilities relating to candidate filings in elections.

NOW WHEREFORE, the parties hereby agree as follows:

1. **OBLIGATIONS OF THE ENTITY**: In order to effectuate this agreement, the
ENTITY will do the following:

- a. Pass a resolution or ordinance authorized by all parties necessary to create a
binding obligation of the ENTITY which requests and authorizes the BOARD to
process candidate filings beginning with the _____ election and ending with the
_____ election.
- b. Execute this AGREEMENT by and through its authorized representatives at
least three (3) weeks prior to the first day of candidate filings in the _____
election.
- c. Reimburse the BOARD for the cost of publication as provided in Section 2.0
below. Publication expenses will be billed to the ENTITY pursuant to Section
115.065.1 RSMo.

2. **OBLIGATIONS OF THE BOARD**: The BOARD will cause notice of all elections pursuant to Section 115.127.5 RSMo. The ENTITY may designate which publications to be used by the BOARD at the time of execution of this agreement. Failure to so designate will permit the BOARD to choose the publications to be used.

3. Filing Deadlines: The BOARD will accept filings pursuant to state law and will define the filing period and hours of filing pursuant to the election laws.

4. Final Ballot: At the close of filing, the BOARD will provide a list of declared candidates and their ballot order as determined by lottery to the municipal clerk, secretary or other official designated to receive such information. At that point, the responsible official is required to prepare and to file the certificate of election pursuant to the statutory deadlines provided by Missouri law.

NOW WHEREFORE, the parties agree to and adopt the terms of this COOPERATION AGREEMENT between the ST. LOUIS COUNTY BOARD OF ELECTION COMMISSIONERS and the ENTITY. The ENTITY warrants and declares that the persons signing on its behalf have been duly authorized by the legislative body of the ENTITY and conforms to the ordinances of the ENTITY.

ST. LOUIS COUNTY BOARD
OF ELECTION COMMISSIONERS

ENTITY: _____

BY: _____
Director of Elections

Official

Attest: _____
Title

DATE: _____
