

2025 Candidate Guidebook





June 2025

Dear Candidate,

Congratulations on your decision to run for elected office in the Town of Hideout!

Thank you for your willingness to serve our community. This candidate guidebook has been prepared to assist you throughout the municipal election process. It includes important information and key dates, along with an overview of election procedures, campaign finance requirements, and applicable laws. Please review it carefully.

While this guide provides a helpful summary, it is your responsibility as a candidate to become familiar with all applicable election laws, important dates, and regulations. We strongly encourage you to review the *Utah State Code*, particularly Titles 10 and 20A, as well as the *Hideout Municipal Code*, Sections 1.10, 1.14, and 1.26.

Throughout your campaign, please don't hesitate to contact me with any questions. If you request specific documents or information, please note that the same materials will be shared with all candidates to ensure a fair and transparent process.

On behalf of the Town of Hideout, I wish you the very best in your candidacy.

Sincerely,

Alicia Fairbourne
Hideout City Recorder
435-640-2188

afairbourne@hideoututah.gov

WELCOME

You are about to embark on a meaningful journey into public service. Serving as an elected official can be both challenging and deeply rewarding. Public service often requires setting aside personal preferences in favor of decisions that best serve the entire community.

As a member of the Town Council, you will be expected to come prepared, stay informed on key issues, and uphold the highest standards of integrity and conduct. Your role will involve active participation in meetings, collaboration with fellow officials, and a commitment to working as part of a team to serve the Town of Hideout.

One of the best ways to begin your public service is by conducting a campaign that is honest, respectful, and fair. It's important to remember that elected office is not about personal agendas or special interests—it is about representing all residents and making informed, balanced decisions. At times, you may be called upon to support actions that are unpopular with friends or those in attendance at public meetings, but leadership requires considering the broader perspective and the full set of facts before reaching a decision.

Council service is not a platform for personal gain. In fact, such conduct is often prohibited by law. The positions of Mayor and Council Member are roles of trust that demand integrity, objectivity, and a sincere commitment to serving others.

Throughout your campaign, please don't hesitate to contact me with any questions. If you request specific documents or information, please note that the same materials will be shared with all candidates to ensure a fair and transparent process.

We appreciate your willingness to serve and wish you the very best in your candidacy.



PERSONAL COMMITMENT

Serving as a Council Member requires a significant investment of time, energy, and dedication. To perform effectively, you will need to balance three important aspects of your life: your responsibilities as an elected official, your family and personal life, and your professional career.

While you are likely familiar with the demands of your personal and professional commitments, many candidates underestimate the time required to fulfill the duties of public office. On average, Council Members spend between 10 to 20 hours per week on Town-related responsibilities. This includes preparing for and attending regularly scheduled Town Council meetings, as well as participating in informal meetings, work sessions, and special discussions to address emerging issues.

Council Members also serve as liaisons to advisory boards, commissions, and community organizations. These additional assignments further contribute to the scope of the role and underscore the importance of effective time management and personal commitment.

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IMPORTANT INFORMATION

QUALIFICATIONS FOR ELECTED OFFICE

1. You must be a registered voter
2. You must be a resident of the municipality (Town of Hideout) or recently annexed territory for twelve (12) consecutive months immediately before the date of the election
3. In accordance with Utah Constitution Article IV, Section 6, any mentally incompetent person, any person convicted of a felony, or any person convicted of treason or a crime against the elective franchise may not hold office in this state until the right to hold elective office is restored

OFFICES TO BE VOTED ON AND TERMS

There are two (2) Council Member positions, each with a four-year term, and one Mayor position with a four-year term. Service dates will start January 1, 2026, and end on December 31, 2030.

FILING FOR ELECTIVE OFFICE

Each person seeking to become a candidate for a municipal office must file a *Declaration of Candidacy*, in person with the City Recorder, beginning June 2 through June 6, 2025 between the hours of 8:00 a.m. and 5:00 p.m.

**Please note: Typical office hours are Monday through Thursday, 8:30 a.m. – 5:00 p.m. If you plan to file outside of the regular office hours, please contact Alicia Fairbourne at 435-640-2188 to schedule.*

Primary Election Criteria

There must be five (5) or more candidates who file a declaration of candidacy for the two open council seats in order to hold a Primary Election, and/or three (3) or more candidates for the open Mayor position.

If there are four (4) or less candidates who file a declaration of candidacy for Council Member, and/or two (2) or less who file a declaration of candidacy for the Mayor position, there will not be a Primary Election held for that position and those candidates will automatically proceed to the General Election.

ETHICS

The State of Utah has enacted the “Municipal Officers’ and Employees’ Ethics Act” which establishes standards of conduct for elected and appointed officials. You can find this information in the following Utah Code: **UCA 10-3-1301 through 10-3-1312**

CAMPAIGNING

CAMPAIGN MANAGER

A candidate must complete an Affidavit Designating Campaign Manager with the City Recorder.

This will allow the Recorder to work with and provide information to the Campaign Manager as directed and permitted by the Candidate.

If an affidavit is not provided to the Recorder, information will not be given without a properly completed GRAMA (Government Records Access and Management Act) request.

POLITICAL CAMPAIGN SIGNS

Political signs are not required to receive a sign permit. However, all political signs must follow regulations and standards as outlined in these materials.

1. Signs may not be located within 150 feet of a building that is serving as a polling place or where a ballot drop box is located. (UCA 20A-3a-501)
2. Signs may not be erected or maintained on or overhanging public property or a public right-of-way, this includes traffic signs, street signs and utility poles.
3. Signs may not constitute a safety hazard, obstruct view or create a nuisance.
4. Signs may not be erected, constructed, or maintained upon any property without the consent of the owner or person entitled to possession of the property.
5. Improperly placed signs will be removed by town personnel.

To avoid public nuisance issues and as a matter of courtesy, please remove campaign signs within a reasonable time after the election.

CPA HOA RULES FOR POLITICAL CAMPAIGN SIGNS

**Please note: certain subdivisions may have other restrictions according to their respective HOA. Please refer to the specific subdivision's HOA's rules regarding political signage. The Town of Hideout is not responsible for any violations.*

9.1. GENERAL RULES FOR THE EXTERIOR OF UNITS

Nothing, including signs, is to be hung from or displayed in, or on, the Project on the exterior of a Lot or a Lot, or from any other structure on the Project, except as specifically authorized in these Rules, or by the Board, in writing. Except as permitted herein or by the Board in writing, no signs or any other device with the apparent purpose of communicating any message to someone outside of a Lot shall be hung or displayed in any Lot. Signs, flags, or other devices may be displayed temporarily, and without prior permission, to warn of dangerous conditions.

9.1.3. The Board hereby authorizes Owners and Occupants to display political signs related to a particular election. Political signs are permitted for a period of sixty (60) days before and two (2) days after any election. One (1) sign per candidate or ballot measure of no more than 20 x 24 inches in size is permitted for each Lot.

ELECTIONEERING

“Electioneering” includes any oral, printed, or written attempt to persuade persons to refrain from voting or to vote for or vote against any candidate or issue.

A polling place or voter assistance center means the physical place where ballots are cast, which includes the town office building and ballot drop boxes during the period in which vote-by-mail ballots may be cast.

On the day of any election, within a polling place, voter assistance center, or in any public area within 150 feet of the building where a polling place or ballot box is located, a person may not:

- Do any electioneering
- Circulate cards or handbills of any kind
- Solicit signatures to any kind of petition
- Engage in any practice that interferes or disrupts the administration of the polling place, voter assistance center, or ballot box
- Obstruct the doors at the polling place or prevent free access to and from the polling place, voter assistance center, or ballot box
- Remove a ballot from the polling place unless the poll worker is assisting a physically disabled voter outside the building
- Solicit any voter to show his ballot

CAMPAIGN LITERATURE

Please be aware that placing campaign literature inside residential mailboxes is a violation of federal postal standards. Anything placed in the mailbox must have proper postage attached and have been processed through the postal system. Any material found in the mailboxes will be removed by the postal carrier and, at the discretion of the postmaster, the offender may be charged with violation of federal postal standards. You are also encouraged to warn your campaign workers against the use of mailboxes for campaign literature. Feel free to check with the postmaster on any postal questions you may have, including requests for assistance with mailing bulk rate campaign literature.

FAIR AND IMPARTIAL ELECTION

It is the duty of the City Recorder to provide a fair and impartial election for the residents of Hideout. The City Recorder does not take sides nor do they openly support one candidate over the other; each candidate will be treated equally.

In the event that a candidate or designated campaign manager requests public information, historical information, or voting information from the City Recorder, this information will be provided to all candidates, regardless if it is requested or not.

STATEWIDE ELECTRONIC VOTER INFORMATION

In accordance with Utah Code 20A-7-801, the Lieutenant Governor's Office has developed the Statewide Electronic Voter Information Website Program. This website allows registered voters to view information particular to them including their polling place, information on candidates, propositions, etc.

Candidates who wish to provide their biographical information, contact information, and a 200-word qualifying statement for the Statewide Electronic Voter Information Website must submit everything by **5:00 p.m. on June 27th** for the Primary Election, and by **5:00 p.m. on September 5th** for the General Election. The following page will instruct you as to how to submit your profile on the state election website.

Submitting Your Candidate Profile

The Lieutenant Governor's Office provides candidates with the opportunity to submit a candidate profile for the website [VOTE.UTAH.GOV](https://vote.utah.gov). Your profile includes biographical information, a picture, and a short statement. Submitting a candidate profile is optional.

Candidates are responsible for submitting their profile by the deadline. Deadlines are established by law (see Utah Code 20A-7-801(4)). As a result, late submissions cannot be accepted. Due to the volume of profiles being submitted, edits after submission cannot be accommodated.

This year, candidates will receive an email link to complete their bio (from elections@utah.gov). These links will be sent to the email provided on the candidate's **filing form**. Please check your spam folder if the link is not in your inbox.

If you do submit a profile for the Primary Election, and then make it to the General Election, you will need to resubmit a new profile for the Election, due to state law. Your Primary Election profile will NOT carry over to the General Election.

How Do I Submit My Profile?

1. After being sent the link, follow the instructions to submit your profile. **Please read and review the information on the page carefully.**
2. After reading the page, select "Submit Candidate Information." Complete the form and submit it.
3. Click the link and complete the form. Once the submission deadline has ended, our office will review the submissions and notify candidates if their profiles require correction. This process typically takes a few weeks to complete.
4. After the review period is over and before ballots are sent, our office will post the profiles on [VOTE.UTAH.GOV](https://vote.utah.gov) under the "Learn About Candidates and Issues" tab.

When Can I Submit My Profile?

PRIMARY Election Candidates:

- For candidates who have a primary election, the deadline for their submission is **June 27th, 2025, at 5:00 PM** Mountain Time.

GENERAL Election Candidates:

- General election candidates have until **September 5th, 2025, at 5:00 PM** Mountain Time.

Do you need assistance with your candidate profile?

Contact the Utah Lieutenant Governor's Office at (801) 538-1041 or <mailto:elections@utah.gov>
Open Monday – Friday, 8:00 am – 5:00 pm (state and national holidays excluded)

[Voter Information Website](#)

Effective 5/7/2025

20A-7-801 Statewide Electronic Voter Information Website Program -- Duties of the lieutenant governor -- Content -- Duties of local election officials -- Deadlines -- Frequently asked voter questions -- Other elections.

- (1) There is established the Statewide Electronic Voter Information Website Program administered by the lieutenant governor in cooperation with the county clerks for general elections and municipal authorities for municipal elections.
- (2) In accordance with this section, and as resources become available, the lieutenant governor, in cooperation with county clerks, shall develop, establish, and maintain a state-provided Internet website designed to help inform the voters of the state of:
 - (a) the offices and candidates up for election;
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters; and
 - (c) the status of a voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), accessible only by the voter.
- (3) Except as provided under Subsection [\(6\)](#), the website shall include:
 - (a) all information currently provided in the Utah voter information pamphlet under [Chapter 7, Part 7, Voter Information Pamphlet](#), including a section prepared, analyzed, and submitted by the Judicial Performance Evaluation Commission describing the judicial selection and retention process;
 - (b) on the homepage of the website, a link to the Judicial Performance Evaluation Commission's website, [judges.utah.gov](#);
 - (c) a link to the retention recommendation made by the Judicial Performance Evaluation Commission in accordance with [Title 78A, Chapter 12, Part 2, Judicial Performance Evaluation](#), for each judicial appointee to a court that is subject to a retention election, in accordance with Section [20A-12-201](#), for the upcoming general election;
 - (d) all information submitted by election officers under Subsection [\(4\)](#) on local office races, local office candidates, and local ballot propositions;
 - (e) a list that contains the name of a political subdivision that operates an election day voting center under Section [20A-3a-703](#) and the location of the election day voting center;
 - (f) other information determined appropriate by the lieutenant governor that is currently being provided by law, rule, or ordinance in relation to candidates and ballot questions;
 - (g) any differences in voting method, time, or location designated by the lieutenant governor under Subsection [20A-1-308\(2\)](#); and
 - (h) an online ballot tracking system by which a voter can view the status of the voter's trackable ballot, in accordance with Section [20A-3a-401.5](#), including:
 - (i) when a ballot has been mailed to the voter;
 - (ii) when an election official has received the voter's ballot; and
 - (iii) when the voter's ballot has been counted.
- (4) (a) An election official shall submit the following information for each ballot under the election official's direct responsibility under this title:
 - (i) a list of all candidates for each office;

- (ii) if submitted by the candidate to the election official's office no later than 5 p.m. on the last business day that is at least 45 calendar days before the primary election or no later than 5 p.m. on the last business day that is at least 60 calendar days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following current biographical information if desired by the candidate, current:
 - (I) age;
 - (II) occupation;
 - (III) city of residence;
 - (IV) years of residence in current city; and
 - (V) email address; and
 - (C) a single web address where voters may access more information about the candidate and the candidate's views; and
- (iii) factual information pertaining to all ballot propositions submitted to the voters, including:
 - (A) a copy of the number and ballot title of each ballot proposition;
 - (B) the final vote cast for each ballot proposition, if any, by a legislative body if the vote was required to place the ballot proposition on the ballot;
 - (C) a complete copy of the text of each ballot proposition, with all new language underlined and all deleted language placed within brackets; and
 - (D) other factual information determined helpful by the election official.
- (b) The information under Subsection [\(4\)\(a\)](#) shall be submitted to the lieutenant governor no later than one business day after the deadline under Subsection [\(4\)\(a\)](#) for each general election year and each municipal election year.
- (c) The lieutenant governor shall:
 - (i) review the information submitted under this section, to determine compliance under this section, prior to placing it on the website;
 - (ii) refuse to post information submitted under this section on the website if it is not in compliance with the provisions of this section; and
 - (iii) organize, format, and arrange the information submitted under this section for the website.
- (d) The lieutenant governor may refuse to include information the lieutenant governor determines is not in keeping with:
 - (i) Utah voter needs;
 - (ii) public decency; or
 - (iii) the purposes, organization, or uniformity of the website.
- (e) A refusal under Subsection [\(4\)\(d\)](#) is subject to appeal in accordance with Subsection [\(5\)](#).
- (5) (a) A person whose information is refused under Subsection [\(4\)](#), and who is aggrieved by the determination, may appeal by submitting a written notice of appeal to the lieutenant governor before 5 p.m. within 10 business days after the date of the determination. A notice of appeal submitted under this Subsection [\(5\)\(a\)](#) shall contain:
 - (i) a listing of each objection to the lieutenant governor's determination; and
 - (ii) the basis for each objection.
- (b) The lieutenant governor shall review the notice of appeal and shall issue a written response within 10 business days after the day on which the notice of appeal is submitted.
- (c) An appeal of the response of the lieutenant governor shall be made to the district court, which shall review the matter de novo.
- (6) (a) The lieutenant governor shall ensure that each voter will be able to conveniently enter the voter's address information on the website to retrieve information on which offices, candidates, and ballot propositions will be on the voter's ballot at the next general election or municipal election.
- (b) The information on the website will anticipate and answer frequent voter questions including the following:
 - (i) what offices are up in the current year for which the voter may cast a vote;

- (ii) who is running for what office and who is the incumbent, if any;
- (iii) what address each candidate may be reached at and how the candidate may be contacted;
- (iv) for partisan races only, what, if any, is each candidate's party affiliation;
- (v) what qualifications have been submitted by each candidate;
- (vi) where additional information on each candidate may be obtained;
- (vii) what ballot propositions will be on the ballot; and
- (viii) what judges are up for retention election.

- (7) The lieutenant governor shall ensure that each voter may conveniently enter the voter's name, date of birth, and address information on the website to retrieve information on the status of the voter's ballot if the voter's ballot is trackable under Section [20A-3a-401.5](#).
- (8) As resources are made available and in cooperation with the county clerks, the lieutenant governor may expand the electronic voter information website program to include the same information as provided under this section for special elections and primary elections.

Amended by Chapter [448](#), 2025 General Session

MASTER BALLOT POSITION LIST 2024-2025

In accordance with Utah Code Section 20A-6-305, Utah Lieutenant Governor Deidre M. Henderson hereby establishes the Master Ballot Position List, establishes written procedures for election officials to use the Master Ballot Position List, establishes written procedures for the Lieutenant Governor in conducting the randomization in a fair manner, and provides a record of the random selection process used.

A. Master Ballot Position List

- | | |
|--------------|--------------|
| 1. B | 14. G |
| 2. Z | 15. L |
| 3. C | 16. F |
| 4. W | 17. T |
| 5. R | 18. X |
| 6. E | 19. P |
| 7. N | 20. U |
| 8. A | 21. O |
| 9. J | 22. V |
| 10. Y | 23. H |
| 11. M | 24. I |
| 12. K | 25. Q |
| 13. S | 26. D |

B. Written procedures for election officials to use the master ballot position list.

In accordance with Utah Code Section 20A-6-305, election officers shall use the master ballot position list for 2024-2025 to determine the order in which to list candidates on the ballot for any election held during those years.

To determine the order in which to list candidates on the ballot, the election officer shall apply the randomized alphabet as so:

- The candidate's surnames as listed on the declaration of candidacy
- If two or more candidates have surnames that begin with the same letter, the list shall be applied to each subsequent letter in the candidates' surnames as listed on the declaration of candidacy
- If two or more candidates have an identical surname as listed on the declaration of candidacy, the list shall be applied to the candidates' given (first) names as listed on the declaration of candidacy

C. Written procedures for the Lieutenant Governor in conducting the randomization in a fair manner and record of the random selection process used.

The Office of the Lieutenant Governor will conduct the randomization process by drawing wooden letter tiles from an opaque bag and following these procedures:

1. A wooden tile with each letter of the alphabet printed is to be placed in an opaque bag
2. Three individuals are to be selected to draw tiles out of the bag
3. The order the individuals draw tiles out of the bag is selected at random by rolling the die
4. The person rolling the highest number on the die picks first, the second highest roller picks second, and the lowest roller picks third
5. Ties are broken by rolling the die until one of the individuals in the tie rolls a number that is higher than the other person they are tied with
6. Letters are pulled out of the opaque bag until all tiles are removed
7. The order the tiles were picked from the bag became the Master Ballot Position List

The randomization was done on Tuesday, January 9, 2024, at 10:00 am in the rotunda of the Utah State Capitol. Notice of the meeting was published on the Public Notice Website and broadcast live on Zoom. A recording of the meeting can be found on the vote.utah.gov website.

MUNICIPAL CAMPAIGN FINANCE INFORMATION

DEFINITIONS:

Contribution: A gift, subscription, donation, loan, advance, or deposit of money or anything of value given to the filing entity, an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the filing entity, any transfer of funds from another reporting entity to the filing entity, compensation paid by any person or reporting entity other than the filing entity for personal services provided without charge to the filing entity, remuneration from: any organization or its directly affiliated organization that has a registered lobbyist; or any agency or subdivision of the state, including school districts, a loan made by a candidate deposited to the candidate's own campaign, and in-kind contributions. Please refer to *Utah Code § 20A-11-101* for the full legal definition and additional provisions.

Expenditure: Any of the following made by a reporting entity or an agent of a reporting entity on behalf of the reporting entity: any disbursement from contributions, receipts, or from the separate bank account required by this chapter; a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes; an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for political purposes; compensation paid by a filing entity for personal services rendered by a person without charge to a reporting entity; a transfer of funds between the filing entity and a candidate's personal campaign committee; goods or services provided by the filing entity to or for the benefit of another reporting entity for political purposes at less than fair market value; or an independent expenditure, as defined in Section [20A-11-1702](#). Please refer to *Utah Code § 20A-11-101* for the complete legal definition and further details.

All candidates are required to disclose all actual and committed sources of funding, in-kind contributions, or materials provided to support them in their campaign from whatever source. All campaign expenditures must also be disclosed.

CLASSIFICATION:

Signed campaign financial disclosures received by the City Recorder pursuant to this section are classified as **public records** and are subject to GRAMA.

Campaign finance laws require that all campaign financial disclosure reports be available to view by the public electronically. The Town of Hideout will post all campaign financial disclosure reports on our website: www.hideoututah.gov, as well as the state website: www.disclosures.utah.gov.

CAMPAIGN FINANCIAL REPORTING

Candidates for elected municipal offices must file signed Campaign Financial Statements with the City Recorder containing itemized and total campaign contributions and expenditures as listed on the dates below:

Financial Disclosure Due Dates

Date:

**Tuesday,
August 5th
@ 5:00 p.m.**

Primary Election Report – All Candidates in a Primary Election – Must be filed no later than 7 days prior to the Primary Election.

**Thursday,
September 11th
@ 5:00 p.m.**

Post-Primary Election – All Candidates eliminated in the Primary Election – Must file within 30 days after the Primary Election.

**Tuesday,
October 7th
@5:00 p.m.**

28 Day Report – All candidates **not** eliminated in the Primary Election OR General Election Candidates – Must file 28 days before the General Election.

**Tuesday,
October 28th
@ 5:00 p.m.**

General Election Report – All General Election Candidates – Must be filed no later than 7 days prior to the General Election.

**Thursday,
December 4th
@ 5:00 p.m.**

Post-General Election Report – All General Election Candidates – Must be filed within 30 days after the General Election.

Varies

30 Days after Disqualification – Contact the City Recorder

All financial disclosures must be filed with the City Recorder. Submissions may be received via email to afairbourne@hideoututah.gov or dropped off at Town Hall.

Penalty:

There are penalties that apply for failure to file a timely campaign financial disclosure statement, including the statutory provision that requires **removal of the candidate's name from the election ballot** for failure to file a financial disclosure statement when required. Please remember **all reports are due by 5:00 p.m. Mountain Standard Time on the due date.**

TOWN OF HIDEOUT CODE OF ORDINANCES

Purpose and intent. The purpose of this section is to comply with Sections 1.10, 1.14, and 1.26 of Hideout Municipal Code, Section 10-3-208 of the UCA (Utah Code Annotated), and to establish campaign financial disclosure requirements for candidates for elective office in the Town of Hideout.

Section 10-3-208 UCA indicates that municipalities may, by ordinance, adopt more stringent definitions and financial disclosure requirements established in this section; however, if the provisions of this section are not met by the municipality's ordinance, State Statute shall prevail.

Hideout Municipal Code

1.10 MAYOR AND TOWN COUNCIL

1.10.010 Eligibility and Residency Requirements

- A. Declaration of Candidacy: A person filing a declaration of candidacy for a town office shall:
 - 1. Have been a resident of the town in which the person seeks office for at least three hundred sixty five (365) consecutive days immediately before the date of the election; and
 - 2. Meet the other requirements of Utah Code § 20A-9-203.
- B. Annexed Areas: A person living in an area annexed to the town meets the residency requirement of this section if that person resided within the area annexed to the town for at least three hundred sixty five (365) consecutive days before the date of the election.
- C. Registered Voter: Any person elected to town office shall be a registered voter in the town.
- D. Residency Maintained: Each elected officer of the town shall maintain residency within the boundaries of the town during officer's term of office.
- E. Residence Outside Town: If an elected officer of the town establishes a principal place of residence as provided in Utah Code § 20A-2-105 outside of the town during the officer's term of office, the office is automatically vacant.
- F. Continuous Absence From Town: If an elected town officer is absent from the town any time during the officer's term of office for a continuous period of more than sixty (60) days without the consent of the town council, the town office is automatically vacant.

1.14 ELECTIONS

1.14.010 Conduct

Election for mayor and council members shall be conducted according to the municipal section of Utah Code § 20A-9-404(1) and (2).

1.14.020 Primary Election; When Held

This section provides for the candidates for mayor and council members to be nominated at a primary election if required. A primary election will be held only when the number of candidates filing for an office exceeds twice the number to be elected. The candidates nominated at the primary election plus candidates that were not required to run in the primary are to be placed on the November ballot.

1.26 CAMPAIGN FINANCE

1.26.010 Campaign Finance to Follow Utah State Statute

All candidates for Hideout elective municipal office shall comply with the campaign finance guidelines and requirements contained in Utah Code §§ 10-3-208, 10-3-209 or successor statutes.

1.26.020 Penalty

Any candidate for Hideout elective municipal office who fails to comply with this chapter is guilty of an infraction.

UTAH STATE MUNICIPAL CODE

Campaign Finance Statutes: Municipal Candidates

Effective 5/7/2025

- (1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for purposes of this section:
- (a) "Agent of a candidate" means:
 - (i) a person acting on behalf of a candidate at the direction of the reporting entity;
 - (ii) a person employed by a candidate in the candidate's capacity as a candidate;
 - (iii) the personal campaign committee of a candidate;
 - (iv) a member of the personal campaign committee of a candidate in the member's capacity as a member of the personal campaign committee of the candidate; or
 - (v) a political consultant of a candidate.
 - (b) "Anonymous contribution limit" means for each calendar year:
 - (i) \$50; or
 - (ii) an amount less than \$50 that is specified in an ordinance of the municipality.
 - (c) (i) "Candidate" means a person who:
 - (A) files a declaration of candidacy for municipal office; or
 - (B) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a municipal office.
 - (ii) "Candidate" does not mean a person who files for the office of judge.
 - (d) (i) "Contribution" means any of the following when done for political purposes:
 - (A) a gift, subscription, donation, loan, advance, or deposit of money or anything of value given to a candidate;
 - (B) an express, legally enforceable contract, promise, or agreement to make a gift, subscription, donation, unpaid or partially unpaid loan, advance, or deposit of money or anything of value to the candidate;

- (C) any transfer of funds from another reporting entity to the candidate;
 - (D) compensation paid by any person or reporting entity other than the candidate for personal services provided without charge to the candidate;
 - (E) a loan made by a candidate deposited to the candidate's own campaign; and
 - (F) an in-kind contribution.
- (ii) "Contribution" does not include:
- (A) services provided by an individual volunteering a portion or all of the individual's time on behalf of the candidate if the services are provided without compensation by the candidate or any other person;
 - (B) money lent to the candidate by a financial institution in the ordinary course of business; or
 - (C) goods or services provided for the benefit of a candidate at less than fair market value that are not authorized by or coordinated with the candidate.
- (e) "Coordinated with" means that goods or services provided for the benefit of a candidate are provided:
- (i) with the candidate's prior knowledge, if the candidate does not object;
 - (ii) by agreement with the candidate;
 - (iii) in coordination with the candidate; or
 - (iv) using official logos, slogans, and similar elements belonging to a candidate.
- (f) (i) "Expenditure" means any of the following made by a candidate or an agent of the candidate on behalf of the candidate:
- (A) any disbursement from contributions, receipts, or from an account described in Subsection (3)(a);
 - (B) a purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value made for political purposes;
 - (C) an express, legally enforceable contract, promise, or agreement to make any purchase, payment, donation, distribution, loan, advance, deposit, gift of money, or anything of value for a political purpose;
 - (D) compensation paid by a candidate for personal services rendered by a person without charge to a reporting entity;
 - (E) a transfer of funds between the candidate and a candidate's personal campaign committee as defined in Section [20A-11-101](#); or
 - (F) goods or services provided by a reporting entity to or for the benefit of the candidate for political purposes at less than fair market value.
- (ii) "Expenditure" does not include:
- (A) services provided without compensation by an individual volunteering a portion or all of the individual's time on behalf of a candidate; or

(B) money lent to a candidate by a financial institution in the ordinary course of business.

(g) "In-kind contribution" means anything of value other than money, that is accepted by or coordinated with a candidate.

(h) (i) "Political consultant" means a person who is paid by a candidate, or paid by another person on behalf of and with the knowledge of the candidate, to provide political advice to the candidate.

(ii) "Political consultant" includes a circumstance described in Subsection (1)(h)(i), where the person:

(A) has already been paid, with money or other consideration;

(B) expects to be paid in the future, with money or other consideration; or

(C) understands that the person may, in the discretion of the candidate or another person on behalf of and with the knowledge of the candidate, be paid in the future, with money or other consideration.

(i) "Political purposes" means an act done with the intent or in a way to influence or tend to influence, directly or indirectly, any person to refrain from voting or to vote for or against any candidate or a person seeking a municipal office at any caucus, political convention, or election.

(j) "Reporting entity" means:

(i) a candidate;

(ii) a committee appointed by a candidate to act for the candidate;

(iii) a person who holds an elected municipal office;

(iv) a party committee as defined in Section [20A-11-101](#);

(v) a political action committee as defined in Section [20A-11-101](#);

(vi) a political issues committee as defined in Section [20A-11-101](#);

(vii) a corporation as defined in Section [20A-11-101](#); or

(viii) a labor organization as defined in Section [20A-11-1501](#).

(2) (a) A municipality may adopt an ordinance establishing campaign finance disclosure requirements for a candidate that are more stringent than the requirements provided in Subsections (3) through (8).

(b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1).

(c) If a municipality fails to adopt a campaign finance disclosure ordinance described in Subsection (2)(a), a candidate shall comply with financial reporting requirements contained in Subsections (3) through (8).

(3) Each candidate:

(a) shall deposit a contribution in a separate campaign account in a financial institution; and

(b) may not deposit or mingle any campaign contributions received into a personal or business account.

- (4) (a) In a year in which a municipal primary is held, each candidate who will participate in the municipal primary shall file a campaign finance statement with the municipal clerk or recorder no later than seven days before the day described in Subsection [20A-1-201.5\(2\)](#).
- (b) Each candidate who is not eliminated at a municipal primary election shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (i) 28 days before the day on which the municipal general election is held;
 - (ii) seven days before the day on which the municipal general election is held; and
 - (iii) 30 days after the day on which the municipal general election is held.
- (c) Each candidate for municipal office who is eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement within 30 days after the day on which the municipal primary election is held.
- (5) If a municipality does not conduct a primary election for a race, each candidate who will participate in that race shall file a campaign finance statement with the municipal clerk or recorder no later than:
- (a) 28 days before the day on which the municipal general election is held;
 - (b) seven days before the day on which the municipal general election is held; and
 - (c) 30 days after the day on which the municipal general election is held.
- (6) (a) If a candidate seeks appointment to fill a midterm vacancy in a municipal office the candidate shall, no later than three business days before the day on which the municipal legislative body meets to interview the candidate in accordance with Section [20A-1-510](#), file a campaign finance statement with the municipal clerk or recorder.
- (b) Upon receipt of the campaign finance statement described in Subsection [\(6\)\(a\)](#), the municipal clerk or recorder shall immediately submit a copy of the statement to the municipal legislative body.
- (7) Each campaign finance statement described in Subsection (4), (5), or (6) shall:
- (a) except as provided in Subsection (7)(b):
 - (i) report all of the candidate's itemized and total:
 - (A) contributions, including in-kind and other nonmonetary contributions, received up to and including five days before the campaign finance statement is due, excluding a contribution previously reported; and
 - (B) expenditures made up to and including five days before the campaign finance statement is due, excluding an expenditure previously reported; and
 - (ii) identify:
 - (A) for each contribution, the amount of the contribution and the name of the donor, if known; and
 - (B) for each expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or
 - (b) report the total amount of all contributions and expenditures if the candidate receives \$500 or less in contributions and spends \$500 or less on the candidate's campaign.

- (8) Within 30 days after receiving a contribution that is cash or a negotiable instrument, exceeds the anonymous contribution limit, and is from a donor whose name is unknown, a candidate shall disburse the amount of the contribution to:
- (a) the treasurer of the state or a political subdivision for deposit into the state's or political subdivision's general fund; or
 - (b) an organization that is exempt from federal income taxation under Section 501(c)(3), Internal Revenue Code.
- (9) (a) A municipality may, by ordinance:
- (i) provide an anonymous contribution limit less than \$50;
 - (ii) require greater disclosure of contributions or expenditures than is required in this section; and
 - (iii) impose additional penalties on candidates who fail to comply with the applicable requirements beyond those imposed by this section.
- (b) A candidate is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (9)(a) if:
- (i) the municipal ordinance establishes requirements or penalties that differ from those established in this section; and
 - (ii) the municipal clerk or recorder fails to notify the candidate of the provisions of the ordinance as required in Subsection (10).
- (10) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 35 days before each municipal general election, notify the candidate in writing of:
- (a) the provisions of statute or municipal ordinance governing the disclosure of contributions and expenditures;
 - (b) the dates when the candidate's campaign finance statement is required to be filed; and
 - (c) the penalties that apply for failure to file a timely campaign finance statement, including the statutory provision that requires removal of the candidate's name from the ballot for failure to file the required campaign finance statement when required.
- (11) Notwithstanding any provision of Title 63G, Chapter 2, Government Records Access and Management Act, the municipal clerk or recorder shall:
- (a) make each campaign finance statement filed by a candidate available for public inspection and copying no later than one business day after the statement is filed; and
 - (b) make the campaign finance statement filed by a candidate available for public inspection by:
 - (i) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the day on which the statement is filed; and
 - (ii) in order to comply with the requirements of Subsection [20A-11-103\(4\)\(b\)\(ii\)](#), providing the lieutenant governor with a link to the electronic posting described in Subsection (11)(b)(i) no later than two business days after the day on which the statement is filed.
- (12) (a) If a candidate fails to timely file a campaign finance statement required under Subsection (4) or (5), the municipal clerk or recorder:

- (i) may send an electronic notice to the candidate that states:
 - (A) that the candidate failed to timely file the campaign finance statement; and
 - (B) that, if the candidate fails to file the report within 24 hours after the deadline for filing the report, the candidate will be disqualified; and
- (ii) may impose a fine of \$50 on the candidate.
- (b) The municipal clerk or recorder shall disqualify a candidate and inform the appropriate election official that the candidate is disqualified if the candidate fails to file a campaign finance statement described in Subsection (4) or (5) within 24 hours after the deadline for filing the report.
- (c) If a candidate is disqualified under Subsection (12)(b), the election official:
 - (i) shall:
 - (A) notify every opposing candidate for the municipal office that the candidate is disqualified;
 - (B) send an email notification to each voter who is eligible to vote in the municipal election office race for whom the election official has an email address informing the voter that the candidate is disqualified and that votes cast for the candidate will not be counted;
 - (C) post notice of the disqualification on a public website; and
 - (D) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; and
 - (ii) may not count any votes for that candidate.
- (13) An election official may fulfill the requirements described in Subsection (12)(c)(i) in relation to a mailed ballot, including a military overseas ballot, by including with the ballot a written notice:
 - (a) informing the voter that the candidate is disqualified; or
 - (b) directing the voter to a public website to inform the voter whether a candidate on the ballot is disqualified.
- (14) Notwithstanding Subsection (12)(b), a candidate who timely files each campaign finance statement required under Subsection (4) or (5) is not disqualified if:
 - (a) the statement details accurately and completely the information required under Subsection (7), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (b) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (15) A candidate for municipal office who is disqualified under Subsection (12)(b) shall file with the municipal clerk or recorder a complete and accurate campaign finance statement within 30 days after the day on which the candidate is disqualified.
- (16) A campaign finance statement required under this section is considered filed if it is received in the municipal clerk or recorder's office by 5 p.m. on the date that it is due.
- (17) (a) A private party in interest may bring a civil action in a court with jurisdiction under Title 78A, Judiciary and Judicial Administration, to enforce the provisions of this section or an ordinance adopted under this section.

(b) In a civil action under Subsection (17)(a), the court may award costs and attorney fees to the prevailing party.

Amended by Chapter [90](#), 2025 General Session

Personal Use Expenditures

Effective 5/1/2024

10-3-209. Personal use expenditure -- Authorized and prohibited uses of campaign funds -- Enforcement -- Penalties.

- (1) Unless a municipality adopts by ordinance more stringent definitions, the following are defined terms for the purposes of this section:
- (a) "Candidate" means a person who:
 - (i) files a declaration of candidacy for municipal office; or
 - (ii) receives contributions, makes expenditures, or gives consent for any other person to receive contributions or make expenditures to bring about the person's nomination or election to a public office.
 - (b) "Officeholder" means a person who is elected to and currently holds a municipal office.
 - (c) (i) "Personal use expenditure" means an expenditure that:
 - (A) is not excluded from the definition of personal use expenditure by Subsection (2) and primarily furthers a personal interest of a candidate or officeholder or a candidate's or officeholder's family, which interest is not connected with the performance of an activity as a candidate or an activity or duty of an officeholder; or
 - (B) would cause the candidate or officeholder to recognize the expenditure as taxable income under federal law.
 - (ii) "Personal use expenditure" includes:
 - (A) a mortgage, rent, utility, or vehicle payment;
 - (B) a household food item or supply;
 - (C) a clothing expense, except:
 - (I) clothing bearing the candidate's name or campaign slogan or logo that is used in the candidate's campaign;
 - (II) clothing bearing the logo or name of a jurisdiction, district, government organization, government entity, caucus, or political party that the officeholder represents or of which the officeholder is a member; or
 - (III) repair or replacement of clothing that is damaged while the candidate or officeholder is engaged in an activity of a candidate or officeholder;
 - (D) an admission to a sporting, artistic, or recreational event or other form of entertainment;
 - (E) dues, fees, or gratuities at a country club, health club, or recreational facility;
 - (F) a salary payment made to a candidate, officeholder, or a person who has not provided a bona fide service to a candidate or officeholder;

- (G) a vacation;
- (H) a vehicle expense;
- (I) a meal expense;
- (J) a travel expense;
- (K) a payment of an administrative, civil, or criminal penalty;
- (L) a satisfaction of a personal debt;
- (M) a personal service, including the service of an attorney, accountant, physician, or other professional person;
- (N) a membership fee for a professional or service organization; and
- (O) a payment in excess of the fair market value of the item or service purchased.

(2) As used in this section, "personal use expenditure" does not mean an expenditure made:

- (a) for a political purpose;
- (b) for candidacy for public office;
- (c) to fulfill a duty or activity of an officeholder;
- (d) for a donation to a registered political party;
- (e) for a contribution to another candidate's campaign account, including sponsorship of or attendance at an event, the primary purpose of which is to solicit a contribution for another candidate's campaign account;
- (f) to return all or a portion of a contribution to a donor;
- (g) for the following items, if made in connection with the candidacy for public office or an activity or duty of an officeholder:
 - (i) (A) a mileage allowance at the rate established by the Division of Finance under Section [63A-3-107](#); or
(B) for motor fuel or special fuel, as defined in Section [59-13-102](#);
 - (ii) a meal expense;
 - (iii) a travel expense, including an expense incurred for airfare or a rental vehicle;
 - (iv) a payment for a service provided by an attorney or accountant;
 - (v) a tuition payment or registration fee for participation in a meeting or conference;
 - (vi) a gift;
 - (vii) a payment for the following items in connection with an office space:
 - (A) rent;
 - (B) utilities;
 - (C) a supply; or
 - (D) furnishing;
 - (viii) a booth at a meeting or event; or

- (ix) educational material;
 - (h) to purchase or mail informational material, a survey, or a greeting card;
 - (i) for a donation to a charitable organization, as defined by Section [13-22-2](#), including admission to or sponsorship of an event, the primary purpose of which is charitable solicitation, as defined in Section [13-22-2](#);
 - (j) to repay a loan a candidate makes from the candidate's personal account to the candidate's campaign account;
 - (k) to pay membership dues to a national organization whose primary purpose is to address general public policy;
 - (l) for admission to or sponsorship of an event, the primary purpose of which is to promote the social, educational, or economic well-being of the state or the candidate's or officeholder's community;
 - (m) for one or more guests of an officeholder or candidate to attend an event, meeting, or conference described in this Subsection (2); or
 - (n) to pay childcare expenses of:
 - (i) a candidate while the candidate is engaging in campaign activity; or
 - (ii) an officeholder while the officeholder is engaging in the duties of an officeholder.
- (3) (a) A municipality may adopt an ordinance prohibiting a personal use expenditure by a candidate with requirements that are more stringent than the requirements provided in Subsection (4).
- (b) The municipality may adopt definitions that are more stringent than those provided in Subsection (1) or (2).
- (c) If a municipality fails to adopt a personal use expenditure ordinance described in Subsection (3)(a), a candidate shall comply with the requirements contained in Subsection (4).
- (4) A candidate or an officeholder may not use money deposited into a campaign account for:
- (a) a personal use expenditure; or
 - (b) an expenditure prohibited by law.
- (5) A municipality may enforce this section by adopting an ordinance:
- (a) to provide for the evaluation of a campaign finance statement to identify a personal use expenditure; and
 - (b) to commence informal adjudicative proceedings if, after an evaluation described in Subsection (5)(a), there is probable cause to believe that a candidate or officeholder has made a personal use expenditure.
- (6) If, in accordance with the proceedings described in Subsection (5)(b) established in municipal ordinance, a municipality determines that a candidate or officeholder has made a personal use expenditure, the municipality:
- (a) may require the candidate or officeholder to:

- (i) remit an administrative penalty of an amount equal to 50% of the personal use expenditure to the municipality; and
 - (ii) deposit the amount of the personal use expenditure into the campaign account from which the personal use expenditure was disbursed; and
- (b) shall deposit the money received under Subsection (6)(a)(i) into the municipal general fund.

Amended by Chapter [447](#), 2024 General Session

VOTER REGISTRATION

Residents wishing to vote must be registered. Registration is handled by the Wasatch County Clerk's Office, located at 25 N Main, Heber City, UT 84032.

Registration forms are available at the Wasatch County Clerk's Office, the Hideout Town Recorder's Office, or online at vote.utah.gov.

Voters may also register to vote or update their address online at vote.utah.gov.

**Please note: this option requires the voter to have a valid Utah Driver License.*

SAME-DAY VOTER REGISTRATION

Voters who missed the registration deadlines may still register to vote on Election Day at the Voter Service Center at the Wasatch County Clerk's Office, located at 25 North Main Street, Heber. Voters will need to bring a valid form of identification (*i.e. current Driver License*), as well as a form that proves residency (*i.e. utility bill with name and current Hideout address*).

VOTE BY MAIL

The 2025 Primary and General Municipal Elections will be conducted using vote-by-mail; a system where all registered voters use mail in ballots to vote.

Registered voters are not required to fill out an application for the vote-by-mail ballot; each registered voter will be mailed a ballot and instructions for returning the ballot. Ballots will be mailed approximately 21 days prior to each election. Voted ballots must be mailed and received by the County Clerk's office by the close of the polls on election day. Voters may also deposit their voted ballots up until the close of the polls on election day at the ballot drop box located at Hideout Town Hall, 10860 N. Hideout Trail, or at any one of the ballot boxes located within Wasatch County.

During your campaign you may be asked about the vote-by-mail process. Please take the time to review the *Frequently Asked Questions* provided on the following pages to help you clearly understand the process.

As always, if questions arise that you are unable to answer, please don't hesitate to contact our office. We are here to help!

VOTE BY MAIL FREQUENTLY ASKED QUESTIONS

- **When will I receive my ballot?**

Ballots are mailed no sooner than 21 days before an election. Ballots for the Primary Election will be mailed the week of July 22nd; and for the General Election the week of October 14th.

Ballots cannot, and will not, be forwarded by the Postal Service. All ballots determined undeliverable will be returned to the County Clerk's Office.

- **Can I pick up a ballot from the Clerk's Office for a neighbor, child, or parent?**

No. Ballots must be mailed to a registered voter's residential or mailing address. We cannot give or mail ballots to anyone other than the voter. *(Special exceptions may apply. Contact the County Clerk's office at 435-657-3190).*

- **When must my ballot be returned?**

Ballots must be mailed and received by the County Clerk's office no later than 8:00 pm on election day. Ballots may also be deposited in any ballot drop box located within Wasatch County by the close of polls on Election Day (8:00 pm). There is a ballot drop box located at Hideout Town Hall in front of the building, or you can visit <https://hideoututah.gov/election-info/> for a list of other drop box locations.

- **What if I am not sure if I am a registered voter?**

You may check your voter registration status, register to vote, or update your address by visiting vote.utah.gov.

- **What if I have moved, did not receive my ballot, or lost my ballot?**

If you have not received your ballot within two weeks after they have been mailed, please contact the County Clerk's Office at 435-657-3190 to verify your address or to request a replacement ballot.

- **Can two ballots be returned in the same envelope?**

No. There should only be one ballot in each envelope. We must have a signed affidavit for each ballot by each voter.

- **What if I make a mistake marking my ballot?**

If you make a mistake marking your ballot, cross through the incorrect selection and candidate's name. Fill in the correct oval; circle both the oval and name of the correct choice. Make your intent clear. Do not sign or initial the error.

- **Why do I need to sign the ballot affidavit on the envelope?**

This confirms the voter's identity. The signature on the affidavit is compared to the signature on the voter's voter registration form.

- **What if my signature has changed?**

Complete a new voter registration form and submit it to the Wasatch County Clerk's Office.

- **What if I forgot to sign the affidavit on the envelope before I sealed it?**

If you are not sure whether you signed your affidavit, sign the outside of the envelope before depositing it in a drop box.

- **What if I signed another voter's affidavit?**

Cross off the wrong signature and sign the correct affidavit. If the envelope has already been sealed, you may sign the outside of the envelope.

- **Do I have to return my ballot by mail?**

No. Ballots may be placed in the ballot box at the Hideout Town Office Building, located at 10860 N. Hideout Trail, or any ballot box within Wasatch County, until the polls close on Election Day at 8:00 p.m.

All returned ballots must be returned no later than 8:00 p.m. on Election Day. It is unlawful to accept any hand-delivered ballots after the polls are closed.

If you have any other election-related questions, please contact the City Recorder, Alicia Fairbourne, at 435-640-2188 or email at afairbourne@hideoututah.gov.

ELECTION DAY

A single voter service center will be open on Election Day at the Wasatch County Clerk's Office, located at 25 North Main Street, Heber. The voter service center is not intended to be a polling place; rather, it is a place for individuals with voting issues to go and receive assistance.

The voter service center will be open on Election Day during the traditional voting hours of 7:00 a.m. – 8:00 p.m. However, if a voter has a question or concern about their ballot or would like to cast their ballot in person prior to Election Day, they may contact the Wasatch County Clerk's Office at 435-657-3190 or visit <https://www.wasatchcounty.gov/ClerkAuditor>.

ELECTION NIGHT RESULTS

Returned ballots will be tabulated and the results will be released on the Wasatch County Clerk's web site after 8:00 p.m. on Election Day. **These results are not the official election results.** The Clerk's Office has up to two weeks to canvass the election and tabulate all eligible votes.

OFFICIAL ELECTION RESULTS

The final tabulation will be brought to the Hideout Board of Canvassers to be certified. The dates for final canvassing will be one-to-two weeks following each of the elections.

RECOUNTS

For races in which 400 or fewer total votes are cast, a losing candidate may request a recount if the margin of loss is **one vote**.

A candidate who files a request for a recount shall file the request:

- **For a municipal primary election, with the municipal clerk, no later than 5:00 p.m. on the first business day that is at least three calendar days after the day on which the canvass is completed; or**
- **For all other elections, with the municipal clerk, no later than 5:00 p.m. on the first business day that is at least three calendar days after the day on which the canvass is completed.**

Please refer to *Utah Code § 20A-4-401* for complete details.

OATH OF OFFICE

Once elected, council members are required to take the following oath of office during the Oath of Office Ceremony held in January following the General Election.

“I do solemnly swear that I will support, obey, and defend the Constitution of the United States, and the Constitution of the State of Utah, and that I will discharge the duties of my office with fidelity.”

IMPORTANT DATES

2025 PRIMARY ELECTION

**Please Note: The Primary Election will only be held if more than five (5) eligible candidates file for the two Council seats, and/or if more than three (3) eligible candidates file for the Mayor seat during the filing period.*

Monday, June 2 nd through Friday, June 6 th	Filing period for Declaration of Candidacy Forms or Nominating Petition. Forms must be filed with the City Recorder during the hours of 8:00 a.m.—5:00 p.m. *Town Offices will be closed on Friday, June 6 th , but will be open for Declaration filing only.
Friday, June 27 th , 5:00 p.m.	Deadline for Candidates to submit 200-word bio for the State Voter Information Website
Monday, July 22 nd	Vote-by-Mail ballots to be mailed (<i>no sooner than 21 days before Election Day.</i>) Each registered voter will be mailed a ballot with instructions. Ballot drop boxes opened through 8:00 p.m. on Election Day.
Tuesday, August 5 th , 5:00 p.m.	Each candidate who will participate in the Municipal Primary shall file a Campaign Finance Statement with the City Recorder no later than 5:00 p.m., seven days before the Primary Election
Tuesday, August 12 th	Municipal Primary Election Day. In-person voting hours are from 7:00 a.m. to 8:00 p.m. at the Wasatch County Clerk’s Office, 25 North Main Street, Heber. Voters may drop off their ballot at any ballot drop box located within Wasatch County. Ballots will not be accepted after 8:00 p.m.
Tuesday, August 19 th – 26 th	Municipal Primary Election Canvass (verification and certification of election results) (<i>Date TBD</i>)

2025 GENERAL ELECTION

Tuesday, September 2 nd	Last day a <u>write-in</u> Candidate can file a Declaration of Candidacy for the Municipal General Election (<i>65 days before the General Election</i>)
Friday, September 5 th , 5:00 p.m.	Deadline for Candidates to submit 200-word bio for the State Voter Information Website
Thursday, September 11 th , 5:00 p.m.	Deadline for Candidates who were eliminated at the Primary Election to submit a financial disclosure report (<i>30 days after the Primary Election</i>)
Tuesday, October 7 th , 5:00 p.m.	Deadline for Candidates who were not eliminated in the Primary to submit a financial disclosure report (<i>28 days before the General Election</i>)
Tuesday, October 14 th	Vote-by-Mail ballots to be mailed (<i>no sooner than 21 days before Election Day</i>) Each registered voter will be mailed a ballot with instructions. Ballot drop boxes opened through 8:00 p.m. on Election Day.
Tuesday, October 28 th , 5:00 p.m.	Deadline for General Election Candidates to submit a financial disclosure (<i>7 Days before the General Election</i>)
Tuesday, November 4 th	Municipal General Election Day. In-person voting hours are from 7:00 a.m. to 8:00 p.m. at the Wasatch County Clerk's Office, 25 North Main Street, Heber. Voters may drop off their ballot at any ballot drop box located within Wasatch County. Ballots will not be accepted after 8:00 p.m.

2025 GENERAL ELECTION CONT.

Tuesday, November 11 th – November 18 th	Municipal General Election Canvass (verification of election results) (<i>Date TBD</i>)
Thursday, December 4 th , 5:00 p.m.	Deadline for filing the Campaign Financial Reporting Statements (<i>30 days after the General Election</i>)
Thursday, January 1st, 2026 12:00 p.m.	Elected candidates take office

