

**KANSAS CITY BOARD OF ELECTION COMMISSIONERS
FILING PROCEDURE
MAYOR AND COUNCIL ELECTION
Filing Date: November 14, 2006**

1. Filings will begin at 8:00 a.m., Tuesday, November 14, 2006, in the first floor office of the Kansas City Board of Election Commissioners, 1828 Walnut.
2. Candidates will be admitted to the building at 7:45 a.m. to assemble in the lobby area. Each candidate will receive a number when entering the building.
3. The filing line will be designated and will extend from the internal Election Board door to the rear of the building, along the south wall.
4. Beginning at 8:00 a.m., candidates will be admitted, three at a time, to the counter area.
5. Petition pages will be counted and reviewed for accuracy and completeness. While KCEB staff members complete this process, Candidates will complete an affidavit and present identification. Upon completion of the process, candidates will be provided a copy of the receipt and the filing form.
6. Candidates will then be provided with campaign disclosure forms and financial disclosure forms. Receipts for these documents will also be furnished.
7. Candidate order for those candidates filing with the Kansas City Election Board will be established by the time stamp affixed to documents filed in our office. If candidates file with other election authorities, those offices will have their own procedures. The City Clerk will certify the final ballot form, including the sequence of candidates to appear on the ballot.