

# Filing For the Stone County Health Department Board of Trustees

**Election Date: April 8<sup>th</sup>, 2025**

## When to File

“Declaration of Candidate for Nomination” and “Notice to Candidate” form must be completed and returned between **December 10<sup>th</sup> and December 31<sup>st</sup>, 2024**.

**\*\* Please be aware the Stone County Health Department will close at noon on December 24<sup>th</sup> and remain closed through January 1<sup>st</sup>. To file your form during the closure please call 417-294-7812.\*\***

## Where to File

“Declaration of Candidate for Nomination” and “Notice to Candidate” form must be returned to the Stone County Health Department in Reeds Springs or Galena during business hours.

**\*\* Please be aware the Stone County Health Department will close at noon on December 24<sup>th</sup> and remain closed through January 1<sup>st</sup>. To file your form during the closure please call 417-294-7812.\*\***

## Additional Required Documents

You must also file a “Financial Disclosure Statement for Political Subdivisions” with the Missouri Ethics Commission (MEC) by **January 21<sup>st</sup>, 2025** (see attached). If the “Financial Disclosure Statement for Political Subdivisions” is not received by MEC you will be disqualified as a candidate punishable by removal from the ballot. Please see attached form and instructions.

For additional information during business hours please call Pam Burnett at 417-272-0050

For additional information after business hours or to file during the holiday closure please call: 417-294-7812



# ***DECLARATION OF CANDIDATE FOR NOMINATION***

I, \_\_\_\_\_, a resident and registered voter of the county of \_\_\_\_\_ Stone \_\_\_\_\_ and the state of Missouri, residing at \_\_\_\_\_, do announce myself a candidate for the office of, Stone County Health Department Board of Trustee, to be voted for at the General Municipal Primary election to be held on the 8<sup>th</sup> day of April, 2025, and I further declare that if nominated and elected to such office I will qualify.

\_\_\_\_\_  
*Name (type or print your name exactly as it is to appear on ballot)*

\_\_\_\_\_  
*Residence Address*

\_\_\_\_\_  
*City, State, Zip*

\_\_\_\_\_  
*Telephone Number*

\_\_\_\_\_  
*Signature of Candidate*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of election official or other authorized witness*

\_\_\_\_\_  
*Date*



# Notice to Candidate

## Regarding Personal Financial Disclosure (PFD)/Financial Interest Statement Filing Requirement

### Part One: Candidate Information

Candidate's Name: \_\_\_\_\_ Political Subdivision: Stone County Health Department  
Office Sought: Stone County Health Department Board of Trustee Election Date: April 8, 2025

### Part Two: Filing Status (check one)

**Candidate must file a PFD/Financial Interest Statement with the Missouri Ethics Commission (proceed to part 3)**

**Candidate is not required to file a PFD/Financial Interest Statement (proceed to part 4)**

A candidate must file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision has an annual operating budget over \$1 million and the subdivision does not have a conflict of interest ordinance on file with the MEC and the candidate is required to file pursuant to §§ 105.483—105.492, RSMo.; or
- The political subdivision has an annual operating budget over \$1 million and has a conflict of interest ordinance on file with the MEC that specifically requires a candidate running for this position to file; or the candidate (or their spouse, child(ren), parents, or a business in which they own a substantial interest) has had a business transaction with the political subdivision in excess of \$500 in the preceding 12 months; or
- The candidate is a new Associate Circuit Judge Candidate (incumbent state judicial candidates file with the Supreme Court).

A candidate is not required to file a PFD/Financial Interest Statement if (only one must apply):

- The political subdivision's annual operating budget is \$1 million or under; or
- The political subdivision's annual operating budget is over \$1 million and the subdivision has a conflict of interest ordinance on file with the MEC that does not require a candidate running for this position to file (note: if a candidate, their spouse, child(ren), parents, or a business in which they own a substantial interest has had a business transaction with the subdivision, candidate may still need to file); or
- The office sought by the candidate is political party committee man or committee woman.

### Part Three: Filing Deadlines and Penalties

- If the PFD/Financial Interest Statement is not filed by January 14, 2025 (14 days after the closing date of candidate filing for the election), candidate will be assessed a \$10 per day late fee for each day the report is late.
- If the PFD/Financial Interest Statement is not filed by January 21, 2025 (21 days after the closing date of candidate filing for the election), candidate will be disqualified as a candidate and their name will be removed from the ballot.

NOTE: If the political subdivision has a conflict of interest ordinance with the MEC:

1. And if filing deadlines are not met, penalties (if any) are assessed by the political subdivision in accordance with its ordinance.
2. Candidate must also file a copy of their PFD/Financial Interest Statement with the governing body/subdivision

### Part Four: Acknowledgement (completed by candidate and witnessed by election official)

I, \_\_\_\_\_, hereby acknowledge the authority of the Missouri Ethics Commission, (print name)  
or the political subdivision for which I am filing, in enforcing laws governing candidates for elected office in Missouri; and acknowledge that I have received:

\_\_\_\_\_  
Candidate Initials Notice to Candidate: written notice of candidate's obligation to file a PFD/Financial Interest Statement, including the consequences for failure to file on time; and

\_\_\_\_\_  
Candidate initials The MEC's Guide to Ethics Law—A Plain English Summary: regarding laws governing candidates for elected office in Missouri.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Candidate's email address

\_\_\_\_\_  
Signature of election official (witness)

\_\_\_\_\_  
Date



## Starting January 1, you can file this form online instead of on paper

*Prior to January 1, filers must complete the paper form,  
and submit via mail, email, fax, or hand-delivery*

If you already have a MEC Online ID (ex: F#####) and password from a previous PFD filing, **starting January 1**, simply log-in using that information.

If you are a new electronic filer, follow the steps below to create your filer account:

1. Go to [mec.mo.gov](http://mec.mo.gov) and select *LOGIN* on the top right.
2. Select *PFD E-Filer Account Request* from the drop down menu and complete the required information.
3. Select *Submit Account Information* to submit.
4. Upon staff processing the request, an MEC Online ID and password will be sent to the email address provided. You will then be able to electronically file your PFD starting January 1.

*Questions? Call 573-751-2065 or email [pfdonline@mec.mo.gov](mailto:pfdonline@mec.mo.gov)*

You can request the redaction of your dependent child's name and employment information by completing a redaction request form, linked under the "Help Center" section on our homepage.



08/2024







Missouri Ethics Commission (MEC)

PO Box 1370, Jefferson City MO 65102, Fax: 573-526-4506, pfdonline@mec.mo.gov

Office Use:

Financial Disclosure Statement for Political Subdivisions

105.485(4), RSMo

1. Statement Information (select one)

Type: [ ] New [ ] Amended

2. Filing Status & Time Period Covered (select one & insert time period)

A. Filing Status

- [ ] Annual Filer: file from Jan 1 to Dec 31 of prior year...
[ ] Newly Appointed/Employed: file for calendar year before start date...
[ ] Incumbent Candidate: file from Jan 1 of prior year to closing date...
[ ] New Candidate: file for the 12-month period before the closing date...

B. Time Period Covered: From \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_(mm/dd/yyyy)

3. Filer Information

Form fields for Filer's name, Spouse's name, Mailing address, City, State, Zip, Dependent child's name, Name of Political Subdivision or State Agency, Title (Position/Office Seeking)

[ ] Check if spouse is filing separate from yourself (if your spouse is not required to file a PFD, this statement MUST disclose his/her information).
\*Includes all children, stepchildren, foster children and wards under the age of eighteen residing in the person's household and who receive in excess of 50% of their support from the person.

4. Transaction Information

A. List the transactions, valued at more than \$500, you, your spouse, or any relative within the first degree of blood or marriage had with the political subdivision listed above. Do not include compensation received as an employee, payment of taxes, fees or penalties or transfers for no consideration.

Form fields for Date (mm/dd/yyyy) and Parties involved in transaction (repeated twice)

B. List the transactions for any business entity, in which you, your spouse, or dependent child(ren) held a substantial interest, that conducted business with the political subdivision listed above valued at more than \$500. Do not include payments of taxes, fees or penalties due to the political subdivision or transactions involving payment for providing utility service to the political subdivision or transfers for no consideration.

Form fields for Date (mm/dd/yyyy), Name of Business, and Parties involved in transaction (repeated twice)

5. Signature (select one, sign & date)

- [ ] I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.
[ ] I affirm and attest under penalty of perjury that information and facts in this report are complete, true, and accurate and that my spouse has refused or failed to provide information concerning his or her financial interest and that I have no working knowledge of such interests. I further acknowledge that I am aware that any false statement or declaration made herein is punishable under Ch. 575 RSMo.

Filer's Signature (Required) Date (mm/dd/yyyy)

**NOTE:** The following information is required from the **Chief Administrative Officer** and **Chief Purchasing Officer** *only*. Include information for filer, spouse and dependent child(ren).

**6. Employment**

List the name and address of each employer from whom you, your spouse, or dependent child(ren) received income of \$1,000 or more during the time period covered by this statement.

_____ Employer Name	_____ Employer Address/City/State/Zip	_____ Person's name whom received income
_____ Employer Name	_____ Employer Address/City/State/Zip	_____ Person's name whom received income

**7. Sole Proprietorships**

List each sole proprietorship owned by you, your spouse or dependent child(ren) during the time period covered by this statement.

_____ Sole Proprietorship Name	_____ Sole Proprietorship Address/City/State/Zip
_____ Sole Proprietorship Name	_____ Sole Proprietorship Address/City/State/Zip

**8. General Partnerships, Joint Ventures**

List each general partnership and joint venture in which you, your spouse or dependent child(ren) were a partner or participant, and the names of partners or co-participants, unless such names and addresses are filed with the Secretary of State, during the time period covered by this statement.

_____ General Partnership or Joint Venture Name	_____ Address/City/State/Zip	_____ Nature of Business	_____ Partner/Coparticipant's Name & Address	_____ Party Involved
_____ General Partnership or Joint Venture Name	_____ Address/City/State/Zip	_____ Nature of Business	_____ Partner/Coparticipant's Name & Address	_____ Party Involved

**9. Stocks, Bond & Other holdings**

EXCEPTION: Interest in any qualified plan or annuity pursuant to the Employees Retirement Income Security Act (ERISA) is not required to be listed.

**A. Limited Partnerships, Closely-held Corporations:** List the name of any closely-held corporation/limited partnership in which you, your spouse, or dependent child(ren) own ten percent (10%) or more of any class of the outstanding stock or units during the time period covered by this statement.

_____ Limited Partnership/Closely-held Corporation Name	_____ Address/City/State/Zip	_____ Nature of business	_____ Party Involved
_____ Limited Partnership/Closely-held Corporation Name	_____ Address/City/State/Zip	_____ Nature of business	_____ Party Involved

**B. Publicly Traded Corporation or Limited Partnership:** List the name of any publicly traded corporation or limited partnership which is listed on a regulated stock exchange or automated quotation system in which you, your spouse or dependent child(ren) own two percent (2%) or more of any class of outstanding stock, units or other equity interests during the time period covered by this statement.

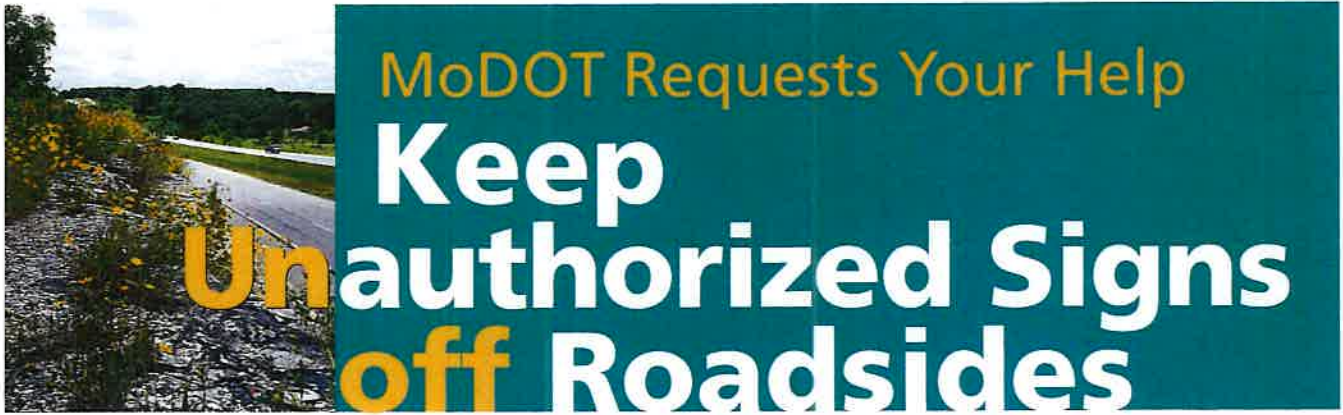
_____ Corporation/Limited Partnership Name	_____ Party Involved
_____ Corporation/Limited Partnership Name	_____ Party Involved

**10. Corporations**

List the name and address of each corporation for which you, your spouse, or dependent child(ren) served in the capacity of a director, officer or receiver during the time period covered by this statement.

_____ Corporation Name	_____ Corporation Address/City/State/Zip	_____ Person's name who served in this capacity
_____ Corporation Name	_____ Corporation Address/City/State/Zip	_____ Person's name who served in this capacity

This form is required to be filed with the Missouri Ethics Commission and with the governing body of your political subdivision. All elected and appointed officials as well as employees of a political subdivision must comply with §105.454 RSMo., on conflicts of interest and their own local code of ethics.



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**MoDOT has a mandate to provide quality, safe traveling conditions for the public and safe working conditions for its employees. It must do whatever it takes to make those conditions a reality. This includes placing restrictions on unauthorized roadside signs.**

- Missouri State Statute 227.220 and Missouri Department of Transportation policy prohibit installation or maintenance of non-approved items on state right of way.
- Non-approved advertising signs or display materials include streamers, garage-sale signs, political signs, banners and balloons.
- Installation and maintenance of these items is unsafe for the people doing so. They also can be dangerous distractions to motorists and obstacles to department roadside operations.
- Because safety is MoDOT's top priority, the department prohibits installation or maintenance of any non-approved items on state right of way.
- MoDOT staff will remove these items wherever they are found.
- Removed signs will be held at the nearest MoDOT maintenance facility.

Thank you for your cooperation. For more information, call 1-888 ASK MODOT.



Missouri Department of Transportation



# Register for Candidate Training

Congratulations on your candidacy for public office! If you have questions about how to navigate Missouri's ethics laws as you begin your campaign, you are encouraged to register for the Missouri Ethics Commission's webinars for new candidates. Hosted by the MEC's knowledgeable in-house experts, these webinars cover essential topics such as campaign finance and personal financial disclosure.

**Register today to secure your spot and lay a strong foundation for your journey into public service.**

## Topics covered by MEC webinars include:

### Campaign Finance:

- When and how to form and register a candidate committee
- Contributions, expenditures, and record-keeping best practices
- How to complete a campaign finance report

### Personal Financial Disclosure:

- Top tips for completing a personal financial disclosure (PFD)
- Important PFD deadlines and penalties

## Campaign Finance Training Series

Join the Missouri Ethics Commission (MEC) for an essential webinar series created for new candidates for public office in Missouri, hosted by the MEC's Compliance and Education Specialists.

1. When to Form and Register a Committee Webinar
2. Maintaining a Committee Webinar
3. E-Filing a Campaign Finance Report Webinar
4. Top 10 Tips for Campaign Finance Reporting Webinar
5. After Election Guidelines Webinar

SCAN HERE FOR DETAILS  
AND TO REGISTER



OR EMAIL  
[TRAINING@MEC.MO.GOV](mailto:TRAINING@MEC.MO.GOV)

## Additional resources available at [mec.mo.gov](http://mec.mo.gov)

- Access the full MEC training schedule—including campaign finance and PFD webinars
- Committee checklists, calendars, publications, FAQs and committee registration information
- On-demand tutorials on campaign finance topics



# MEC

MISSOURI  
ETHICS  
COMMISSION

3411 A Knipp Drive  
Jefferson City, MO 65109  
Phone: 800-392-8660  
573-751-2020  
[mec.mo.gov](http://mec.mo.gov)



# Candidate Committee Checklist

As a candidate, you may need to form and register a candidate committee with the Missouri Ethics Commission if your campaign finance activity exceeds certain thresholds (see our *When to Form and Register a Committee* brochure). Use the checklist below to register your committee and establish best practices for committee maintenance.

## Candidate Committee Registration:

- Select a committee name, incorporating the last name of the candidate.
- Select a treasurer who is a resident of the candidate's district, or any county containing a portion of the candidate's district.
- Open an official committee bank account at a bank, savings and loan, or credit union within Missouri in the name of the committee as it will be registered with the MEC.
- Complete and submit a *Statement of Committee Organization* to the MEC. To complete this statement, go to [mec.mo.gov](http://mec.mo.gov), click on the "Register or Amend a Committee" link in the "Help Center" box.

## Candidate Committee Maintenance:

- Research and establish a plan for proper record-keeping. All candidates must retain records of their contributions and expenditures, regardless of if they registered a candidate committee with the MEC. Records must be kept for at least three years after the election or the last report to which the records pertain.
- Review contribution limits and restrictions on receiving and making contributions.
- Review reporting calendar and add deadlines to a calendar you check often. The MEC will email committees about relevant campaign finance deadlines. Read these emails carefully.
- File all campaign finance reports on time to avoid late fees. See below for general information about the different types of reports candidate committees may need to file. The MEC offers calendars of reporting deadlines for each election cycle at [mec.mo.gov](http://mec.mo.gov).
- Take advantage of MEC resources to assist you with campaign finance requirements. The MEC offers live webinars, recorded tutorials, publications, calendars, and more to assist candidates and committees.

## 2025 Candidate Committee Reporting Deadlines:

The MEC offers calendars of exact reporting deadlines for each election cycle at [mec.mo.gov](http://mec.mo.gov) and in the 2025 Ethics Guide

- Quarterly Reports: Mandatory for all committees. Filed by the 15th of January, April, July, and October.
- 40 Day Before Election Report: Due the 40th day before the February 2025, March 2025, and April 2025 elections. Only required if committee accepted contributions or made contributions or expenditures for the election cycle.
- 8 Day Before Election Report: Due the 8th day before any 2025 election cycle. Only required if the committee made contributions or expenditures for the election cycle.
- 30 Day After Election Report: Due the 30th day after any 2025 election cycle. Only required if the committee made contributions or expenditures for the election cycle.
- 48 Hour Report of Contribution over \$5,000: Due within 48 hours of an individual or committee receiving a monetary or in-kind contribution valued over \$5,000.
- 24 Hour Notice of Late Contribution Received: Any receipt of a monetary or in-kind contribution valued over \$250 received less than 12 days prior to an election must be reported within 24 hours.



MISSOURI  
ETHICS  
COMMISSION

[www.mec.mo.gov](http://www.mec.mo.gov)  
[helpdesk@mec.mo.gov](mailto:helpdesk@mec.mo.gov)  
573-751-2013