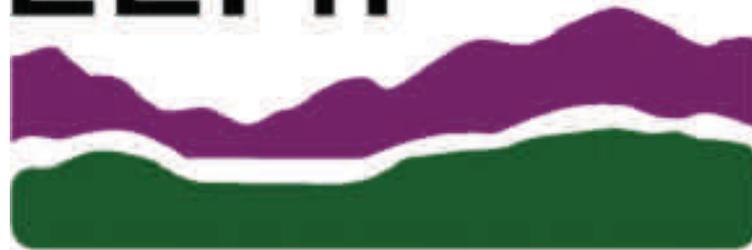


LEHI



PIONEERING UTAH'S FUTURE

2013 Election Guide

Lehi City Offices
153 North 100 East
Lehi, UT 84043
(801) 768-7100
www.lehi-ut.gov



Administrative Offices
153 North 100 East
Lehi, Utah 84043
Tel (801) 768-7100
Fax (801) 768-7101

June 2013

Dear Candidate:

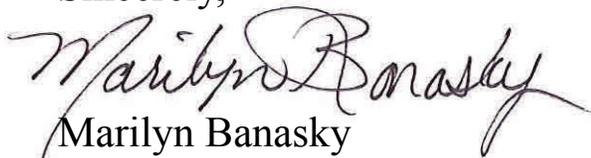
Congratulations on your decision to run for an elected office in Lehi City!

This Candidate Guide to Elections has been prepared to provide basic information you will need to know about the election process, along with necessary forms.

The City Recorder's Office supervises the candidate filing process for Lehi City elections, as well as running the elections themselves. Should you have questions or need additional information, please feel free to contact me at (385) 201-2254 or send me an e-mail to mbanasky@lehi-ut.gov.

Best wishes for a successful campaign.

Sincerely,


Marilyn Banasky
City Recorder

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HOW TO BECOME A CANDIDATE

Any resident wishing to become a candidate for available office will be able to file a Declaration of Candidacy with the City Recorder during office hours (7:00 a.m. to 6:00 p.m.) beginning June 1, 2013 through June 7, 2013 (Utah Code 20A-9-203) and pay the \$35.00 filing fee.

The person wishing to become a candidate must personally sign the Declaration of Candidacy form in front of the City Recorder and/or other officer qualified to administer the oath. *They must also sign the formal acknowledgment of the Financial Disclosure due dates and may sign the Pledge of Fair Campaign Practices if they wish.*

Positions Available for the 2013 Election

MAYOR

Four-Year Term (2014—2017)

CITY COUNCIL – 2 seats

Four-Year Term (2014-2017)

Filing Qualifications

A person filing a declaration of candidacy for a City office shall (Per UCA 20A-9-203):

- be a United States citizen at the time of filing;
- be at least 18 years old at the time of the next municipal election;
- be a resident of Lehi City or a resident of an area recently annexed into Lehi City for a period of 12 consecutive months immediately preceding the date of the election;
- be a registered voter of Lehi City;
- 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 under Section **20A-2-101.5**

Each elected officer of the City shall maintain residency within the boundaries of the City during their term of office.

For the 2013 election, the ballot will be alphabetized based on the following table as per 20A-6-305:

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

*LEHI CITY
PLEDGE OF FAIR CAMPAIGN PRACTICES*

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of Utah has a moral obligation to observe and uphold, in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their right to a free election, and that the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

I SHALL conduct my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing, without fear or favor, the record and policies of my opponents that I believe merit criticism.

I SHALL NOT use nor shall I permit the use of scurrilous attacks on any candidate or the candidate's immediate family. I shall not participate in or nor shall I permit the use of defamation, libel, or slander against any candidate or the candidate's immediate family. I shall not participate in nor shall I permit the use of any other criticism of any candidate or the candidate's immediate family that I do not believe to be truthful, provable, and relevant to my campaign.

I SHALL NOT use nor shall I permit the use of any practice that tends to corrupt or undermine our American system of free elections, or that hinders or prevents the free expression of the will of the voters, including practices intended to hinder or prevent any eligible person from registering to vote or voting.

I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees or volunteers.

I SHALL immediately and publicly repudiate support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of an opponent, to methods in violation of the letter or spirit of this pledge. I shall accept responsibility to take firm action against any subordinate who violates any provision of this pledge or the laws governing elections.

I SHALL defend and uphold the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of Utah, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

.....
Print Name

.....
Signature

.....
Date



**Each
candidate
may elect
to sign the
Pledge of
Fair
Campaign
Practices**

DATES TO REMEMBER

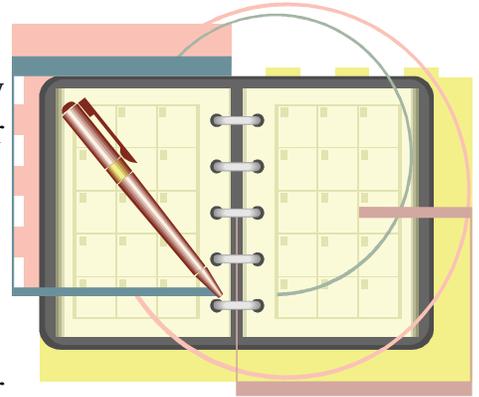
Filing timeframe for Declaration of Candidacy

June 1 – June 7, 2013: A declaration of Candidacy must be received in the City Recorder's office no later than 6:00 p.m. on June 7th.

Election Dates

• **Primary Election date - August 13, 2013** (*if necessary**)

*Filings for each office must exceed twice the number of candidates to be elected in order to hold a Primary Election.



Write-In Filing Deadline: September 6, 2013. To become a valid write-in candidate, a person must file a Declaration of Candidacy form with the City Recorder not later than 60 days before the November election. The candidate must also qualify all the requirements of the office.

• **General Election date - November 5, 2013**

Campaign Financial Disclosure Reports Due

Listed below are the deadlines for financial disclosure reporting:

- **September 12, 2013** Each candidate for municipal office who is eliminated at a municipal primary election shall file with the City Recorder a campaign finance statement no later than thirty (30) days after the municipal primary election.
- **October 29, 2013** Each candidate for a municipal office who is not eliminated at a municipal primary election shall file with the city Recorder a campaign finance statement no later than seven (7) days before the municipal general election; and
- **December 5, 2013** No later than thirty (30) days after the municipal general election.

Swearing In

Successful candidates are sworn in and begin their term of office at 12 o'clock noon on the first Monday in January (January 6, 2014) following the election, or as soon thereafter as practical.

Getting your Candidate Information out to the Public

Lehi City will provide space on our web-site at www.lehi-ut.gov for candidates to submit pictures, links to a candidates election web-site and any information they wish to submit regarding their candidacy. Names and pictures will also be printed in the City's newsletter and will refer residents to view additional information on the City's web-site.

The Utah State Legislature has also developed the Statewide Electronic Voter Information Web-site vote.utah.gov. This website allows registered voters to view information particular to them including their polling place, election officials, and a sample ballot with information on candidates and propositions.

This web-site is also available for candidates to submit information about themselves. This information can be submitted on-line no later than **45 days before the primary election and 60 days before the general election** with contact information and a 200 words qualifying statement at vote.utah.gov. Once you submit your profile an email will be sent to the Lt. Governor's office notifying them that your profile is complete. They will review and approve your profile page and link it to your name on the "Sample Ballot" found at vote.utah.gov.

In accordance with State law, when a Declaration of Candidacy is filed, the City Recorder is required to provide candidates with a copy of UCC Section 20A-7-801 regarding the Statewide Electronic Voter Information web-site. The code is listed below:

20A-7-801 STATEWIDE ELECTRONIC VOTER INFORMATION WEBSITE PROGRAM

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; and
 - (b) the content, effect, operation, fiscal impact, and supporting and opposing arguments of ballot propositions submitted to the voters.

- (3) Except as provided under Subsection (6), the website shall include:
- (a) all information currently provided in the Utah voter information pamphlet under Title 20A, Chapter 7, Part 7, Voter Information Pamphlet, including a section prepared, analyzed, and submitted by the Judicial Council describing the judicial selection and retention process;
 - (b) all information submitted by election officers under Subsection (4) on local office races, local office candidates, and local ballot propositions;
 - (c) a list that contains the name of a political subdivision that operates an election day voting center under Section 20A-3-703 and the location of the election day voting center; and
 - (d) 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.
- (4) (a) An election official shall submit the following information for each ballot label 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 at 5 p.m. at least 45 days before the primary election and 60 days before the general election:
 - (A) a statement of qualifications, not exceeding 200 words in length, for each candidate;
 - (B) the following 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 prior to placing it on the website to determine compliance under this section;
 - (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 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 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) 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.

10-3-208 Campaign Finance Disclosure in Municipal Election

10-3-208. Campaign finance disclosure in municipal election.

(1) As used in this section:

(a) "Reporting date" means:

- (i) 10 days before a municipal general election, for a campaign finance statement required to be filed no later than seven days before a municipal general election; and
- (ii) the day of filing, for a campaign finance statement required to be filed no later than 30 days after a municipal primary or general election.

(b) "Reporting limit" means for each calendar year:

- (i) \$50; or
- (ii) an amount lower than \$50 that is specified in an ordinance of the municipality.

(2) (a) (i) Each candidate for municipal office:

- (A) shall deposit a campaign 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.

(ii) Each candidate for municipal office who is not eliminated at a municipal primary election shall file with the municipal clerk or recorder a campaign finance statement:

- (A) no later than seven days before the date of the municipal general election; and
- (B) no later than 30 days after the date of the municipal general election.

(iii) 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 no later than 30 days after the date of the municipal primary election.

(b) Each campaign finance statement under Subsection (2)(a) shall:

(i) except as provided in Subsection (2)(b)(ii):

(A) report all of the candidate's itemized and total:

(I) campaign contributions, including in-kind and other nonmonetary contributions, received before the close of the reporting date; and

(II) campaign expenditures made through the close of the reporting date; and

(B) identify:

(I) for each contribution that exceeds the reporting limit, the amount of the contribution and the name of the donor;

(II) the aggregate total of all contributions that individually do not exceed the reporting limit; and

(III) for each campaign expenditure, the amount of the expenditure and the name of the recipient of the expenditure; or

(ii) report the total amount of all campaign contributions and expenditures if the candidate receives \$500 or less in campaign contributions and spends \$500 or less on the candidate's campaign.

(3) (a) As used in this Subsection (3), "account" means an account in a financial institution:

(i) that is not described in Subsection (2)(a)(i)(A); and

(ii) into which or from which a person who, as a candidate for an office, other than a municipal office for which the person files a declaration of candidacy or federal office, or as a holder of an office, other than a municipal office for which the person files a declaration of candidacy or federal office, deposits a contribution or makes an expenditure.

(b) A municipal office candidate shall include on any campaign finance statement filed in accordance with this section:

10-3-208 Campaign Finance Disclosure Continued

- i) a contribution deposited in an account:
 - (A) since the last campaign finance statement was filed; or
 - (B) that has not been reported under a statute or ordinance that governs the account; or
- (ii) an expenditure made from an account:
 - (A) since the last campaign finance statement was filed; or
 - (B) that has not been reported under a statute or ordinance that governs the account.
- (4) (a) A municipality may, by ordinance:
 - (i) provide a reporting limit lower than \$50;
 - (ii) require greater disclosure of campaign contributions and 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 for municipal office is subject to the provisions of this section and not the provisions of an ordinance adopted by the municipality under Subsection (4)(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 (5).
- (5) Each municipal clerk or recorder shall, at the time the candidate for municipal office files a declaration of candidacy, and again 14 days before each municipal general election, notify the candidate in writing of:
 - (a) the provisions of statute or municipal ordinance governing the disclosure of campaign 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.
- (6) 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) (A) posting an electronic copy or the contents of the statement on the municipality's website no later than seven business days after the statement is filed; and
 - (B) verifying that the address of the municipality's website has been provided to the lieutenant governor in order to meet the requirements of Subsection 20A-11-103(5); or
 - (ii) submitting a copy of the statement to the lieutenant governor for posting on the website established by the lieutenant governor under Section 20A-11-103 no later than two business days after the statement is filed.
- (7) (a) If a candidate fails to file a campaign finance statement before the municipal general election by the deadline specified in Subsection (2)(a)(ii)(A), the municipal clerk or recorder shall inform the appropriate election official who:
 - (i) shall:
 - (A) if practicable, remove the candidate's name from the ballot by blacking out the candidate's name before the ballots are delivered to voters; or
 - (B) if removing the candidate's name from the ballot is not practicable, inform the voters by any practicable method that the candidate has been disqualified and that votes cast for the candidate will not be counted; and
 - (ii) may not count any votes for that candidate.
- (b) Notwithstanding Subsection (7)(a), a candidate who files a campaign finance statement seven days before a municipal general election is not disqualified if:
 - (i) the statement details accurately and completely the information required under Subsection (2)(b), except for inadvertent omissions or insignificant errors or inaccuracies; and
 - (ii) the omissions, errors, or inaccuracies are corrected in an amended report or in the next scheduled report.
- (8) 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 is it due.
- (9) (a) A private party in interest may bring a civil action in district court to enforce the provisions of this section or an ordinance adopted under this section.
- (b) In a civil action under Subsection (9)(a), the court may award costs and attorney fees to the prevailing party.



Sample

**MUNICIPAL CAMPAIGN FINANCIAL DISCLOSURE
FINANCIAL REPORT TO LEHI CITY
DUE BY 5:00 P.M. – THURSDAY, SEPTEMBER 12, 2013**

Full name of Candidate

Street Address

City, State, ZIP Code

Name of Office

1. Total contributions of donors who gave more than \$50 (Form "A" total) \$ _____
2. Aggregate total of contributions of \$50 or less \$ _____
3. Total campaign expenses (Form "B" total) \$ _____
4. Balance at the end of the reporting period \$ _____

Date

Signature of Candidate



Sample

**ITEMIZED CONTRIBUTION REPORT
(FORM "A")**

Date Received	Name of Contributor	Complete Mailing Address & ZIP Code	Amount of Contribution
.....	TOTAL CONTRIBUTIONS OF MORE THAN \$50	\$

CAMPAIGN REGULATIONS

Lehi City Development Code 23.040(D)

D. **Political Signs** promoting a political candidate or political position for an election recognized by Lehi City. The City encourages political signs to be removed within fourteen (14) calendar days following an election. No political sign shall be placed on public property, semaphore poles, utility poles, public/street trees, or within the public right-of-way.

VOTING OFFENSES

UCC 20A-3-501 Polling Place—Prohibited Activities

(1) As used in this section:

(a) "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; and

(b) "polling place" means the physical place where ballots and absentee ballots are cast and includes the county clerk's office or city hall during the period in which absentee ballots may be cast there.

(2) (a) A person may not, within a polling place or in any public area within 150 feet of the building where a polling place is located:

(i) do any electioneering;

(ii) circulate cards or handbills of any kind;

(iii) solicit signatures to any kind of petition; or

(iv) engage in any practice that interferes with the freedom of voters to vote or disrupts the administration of the polling place.

(b) A county, municipality, school district, or local district may not prohibit electioneering that occurs more than 150 feet from the building where a polling place is located, but may regulate the place and manner of that electioneering to protect the public safety.

(3) (a) A person may not obstruct the doors or entries to a building in which a polling place is located or prevent free access to and from any polling place.

(b) A sheriff, deputy sheriff, or municipal law enforcement officer shall prevent the obstruction of the entrance to a polling place and may arrest any person creating an obstruction.

(4) A person may not:

(a) remove any ballot from the polling place before the closing of the polls, except as provided in Section 20A-4-101; or

(b) solicit any voter to show his ballot.

(5) A person may not receive a voted ballot from any voter or deliver an unused ballot to a voter unless that person is a poll worker.

(6) Any person who violates any provision of this section is guilty of a class A misdemeanor.

(7) A political subdivision may not prohibit political signs that are located more than 150 feet away from a polling place, but may regulate their placement to protect public safety.

VOTER REGISTRATION

In order to vote, a person must be a registered voter. The requirements to become a registered voter are:

- *Be a United States Citizen;
- *Be a resident of Utah for at least 30 days immediately before the next election;
- *Be at least 18 years old by the next election; and
- *Have your principal place of residence in a specific voting precinct in Utah.



Qualified persons can register in the Utah County Clerk's Office Monday through Friday, 8:00 a.m. to 5:00 p.m. up until 15 days prior to the date of the next election. They will be able to vote in the upcoming election, but will not be able to utilize early voting because they missed the 30-day deadline. They can also register to vote on-line at vote.utah.gov.

Qualified persons may register to vote in the next election using a by-mail application form that can be found at the Utah County web-site by logging on to <http://www.co.utah.ut.us/Dept/ClerkAud/Elections/VoterReg.asp>. The form must be completed and signed by the applicant. The applicant can mail or deliver the form to the County Clerk/Auditor's Office. If mailed, the application must be post-marked no later than 30 days prior to the date of the next election. Voter registration can also be done on-line at vote.utah.gov.

Qualified persons may register to vote when applying for or renewing a driver license. The Driver License Division will assist applicants in completing the form and will transmit the completed forms to the Utah County Clerk/Auditor Office.

If you have any questions with regard to voter registration, please contact the Utah County Clerk, Elections Office, 100 East Center Street, Room 3100, Provo, UT 84606 call the Utah County Elections Office at 801-851-8128.

ABSENTEE VOTING

Any person who is registered to vote may vote by absentee ballot. Absent-Voter ballots will be available for the Primary election in mid-June 2013, and in mid-October for the General election.



An application for an Absent-Voter ballot is required, and such applications may be obtained from the County Recorder's Office located in at 100 East Center Street—Room 3100, Provo, or by calling the County Recorder's Office (801) 851-8128 and requesting an application in person, by mail or fax.

This application form must be received by the Election Officer as follows:

- Not later than the Thursday before the election if the absent-voter ballot is to be mailed within the United States or for military and overseas voters.
- On Election Day, if a registered voter is confined to a medical or long-term care institution after the deadline for filing has passed.

Emergency Absentee Voting Provision:

***The hospitalized voter is a registered voter who is hospitalized or otherwise confined to a medical or long-term care institution after the deadline for filing an application for an absentee ballot has passed. The absent-voter application form may only be used on Election Day and must be returned to the Election Officer before the polls close on Election Day.

Return of Absent-Voter Ballots:

The voted absent-voter ballot must be mailed or delivered so the Recorder receives it before the close of polls on Election Day or it must be clearly post-marked before the Election Day and received not later than noon the day of the official Election Canvass.

EARLY VOTING

Utah State Code 20A-3-601 outlines the requirements for early voting. They are as follows:

- Any registered voter may vote early.
- The early voting period shall begin 14 days before the date of the election and be held a minimum of four hours per day, four days a week, up to the Friday before the election.
- Polls shall close at 5 p.m. on the last day of early voting.
- Voter is required to show ID when early voting.

POLLING PLACES

State law requires the City Recorder to designate the polling places to be used during a Municipal Election; and to obtain approval of the City Council for the same.

Polling places are typically located in public schools or other public buildings.

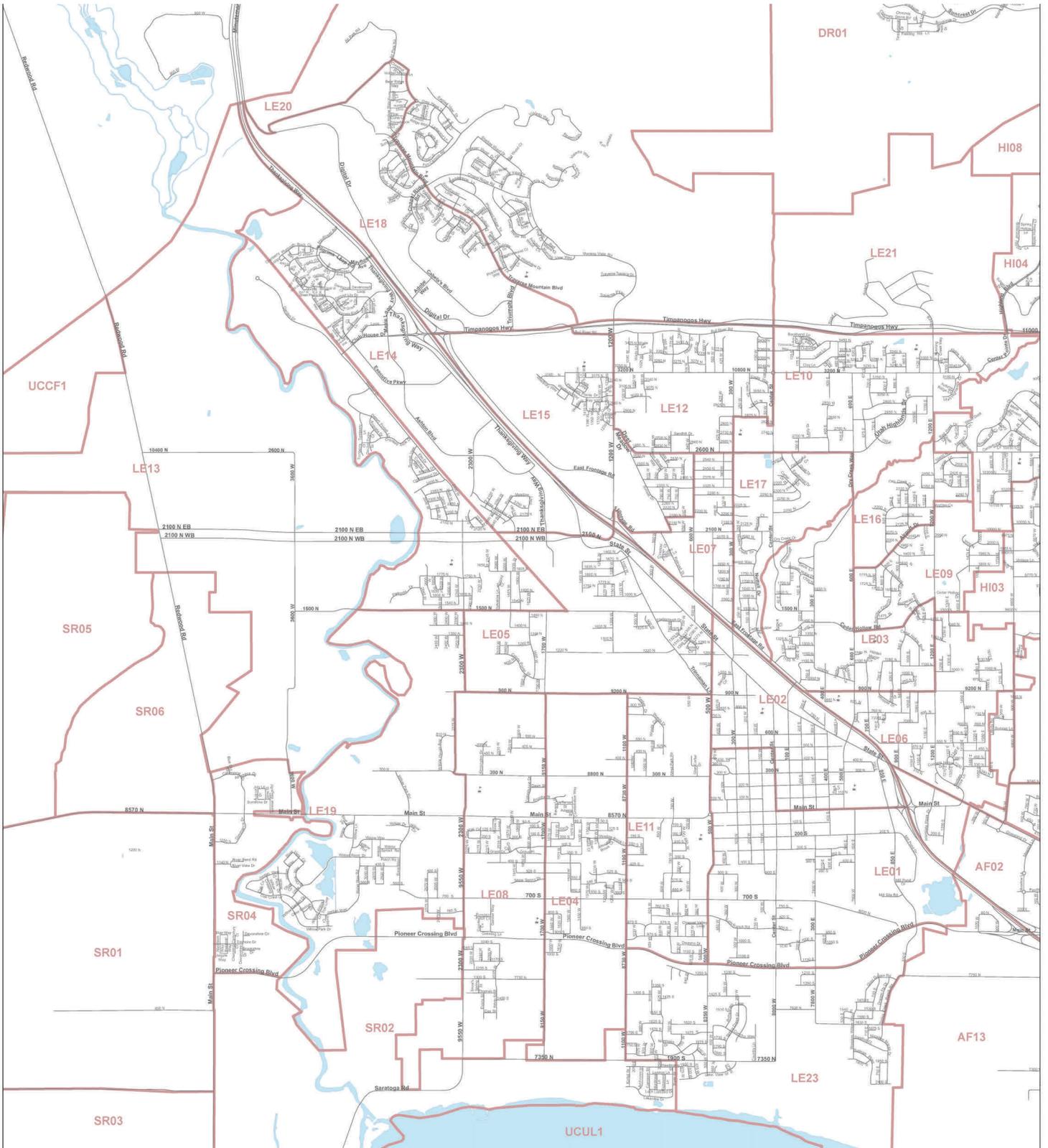
The list of polling places will be published in the Daily Herald Newspaper the Sunday prior to each election, on the City's web-site www.lehi-ut.gov, as well as the City's newsletter.

Copies of the approved list of polling places can be obtained from the City Recorder's Office once it has been adopted by the City Council.

Polling places will be open the day of election from 7:00 a.m. to 8:00 p.m.

**PICTURE ID IS REQUIRED
TO VOTE
IN ANY ELECTION**

VOTING PRECINCTS





Lehi City
153 North 100 East
Lehi, UT 84043
(801) 768-7100
Fax (801) 768-7101
www.lehi-ut.gov