

Clintonville Area Commission

2024 Commissioner Candidate Election Packet General Election for Districts 4, 5 and 7

Election will be held Saturday, August 24, 2024

Please acknowledge you have received a 2024 Commissioner Candidate Election Packet and provide the following information:

Name (Print): _____

Residence Address: _____

Email: _____

Commission District: 4 5 7

Cell Phone or Preferred Phone Number: _____

Business Phone Number: _____

Date: _____

Signature: _____

PLEASE EXECUTE THIS COVER SHEET AND LEAVE IT WITH THE WHETSTONE LIBRARY STAFF MEMBER FROM WHOM YOU RECEIVED THE CANDIDATE PETITION PACKET.

Questions? Contact Melissa Doll, Election Committee Chair, Clintonville Area Commission, at 917-232-8176 (cell) or dcm8694@gmail.com

Clintonville Area Commission

2024 Commissioner Candidate Elections

General Information

Thank you for your interest in becoming a candidate for a seat on the Clintonville Area Commission. This information packet contains several items that you will need to pursue your candidacy:

1. Cover Sheet
2. General Information
3. Election Timeline
4. Description of CAC Districts
5. Election Rules
6. Nominating Petition Affidavit
7. Nominating Petition
8. Write In Candidate Form

Circulating Petitions

The candidate must personally circulate the petition.¹ **To be certified, a candidate's petition must have a minimum of 25 valid signatures.** Space for 50 signatures has been provided so that candidates can use the petition to meet additional neighbors and obtain additional signatures. In the past, the Election Committee has invalidated signatures for various reasons, so it is wise to obtain more than the 25 required. (There is no rule prohibiting a person from signing more than one petition.)

Candidates' petitions, along with the notarized Nominating Petition Affidavit, must be received by the Election Committee by 4:00 p.m. on Friday, JULY 19, 2024. If the petition is late, the candidate's name will not be allowed on the ballot but the candidate may seek to qualify as a write-in candidate.

Within five days of receipt of the completed petition, the Election Committee will announce whether the candidate has met the nominating qualifications. The Election Committee will notify the candidate by telephone or by email.

Caveat

This information is a guide. We've done the best we can to summarize the Election Rules, but if there is a discrepancy between the Rules and this information, you should follow the Election Rules. The Election Rules are attached.

¹ If you have a disability that prevents you from circulating the petitions, please contact the Election Committee to ask for an exemption from this rule.

Campaigning

In general, campaigns are not restricted by the Election Rules. Some candidates have run quiet campaigns; others have run very visible campaigns. Candidates can spend whatever money they want to on their campaign, but no money is available from the CAC or the City of Columbus.

Traditionally, local media publishes candidate profiles. The Election Committee will release the names, addresses, email addresses, and phone numbers of all candidates, but candidates may wish to contact the local media directly to ensure that they are included in any profile. All information you submit to the Election Committee is public record.

Each certified candidate and write-in candidate may provide to the Election Committee a candidate statement. The candidate may describe in 300 words or less (1) what major problems they would like to address if elected and may describe in 300 words or less (2) what attributes they have that would make them a good commissioner. In the alternative a candidate may choose his/her own format for the statement with a maximum of 500 words permitted. Under either alternative, no more than the prescribed number of words will be posted. No corrections will be made to grammar, spelling, etc. At its discretion, the Committee will not post inappropriate statements. A statement is not required. Statements must be given to the Chair of the Elections Committee electronically by Tuesday, August 6, 2024, at 6:30 pm.

Political Signs

The Columbus City Code (§ 902.02) prohibits the placement of any unauthorized signs or advertising in the City right of way. Contrary to what many may assume, there is no exception in the City Code for political signs. Under current law (specifically C.C. § 3375.18), the placement of political campaign signs in the public right of way, including the shoulders and medians of city streets and highways, is illegal within the city of Columbus.

The communities of Clintonville, including civic and business organizations, are actively involved in the beautification of our area and the maintenance of our public right of ways. We ask in advance that you respect the Columbus City Code and the work of our community volunteers. Please advise your supporters and volunteers that yard signs must not be placed in or along public streets and right of ways in the City of Columbus and can only be placed on private property (whether residential, commercial or institutional) with the permission of the property owner.

Candidates are requested to remove any posters or flyers by Thursday, August 29, 2024.

Orientation

The Election Committee will conduct a Candidate Orientation on Thursday, June 20, 2024, from 6:30 pm to 7:30 pm at Whetstone Library, 3909 North High Street, Columbus, OH 43214. The informative session is optional but highly encouraged and is a great opportunity for candidates to ask questions about the election proceedings. Note that once this session is completed, all questions regarding the election process must be in writing and directed to the Election Committee Chair (see contact information below).

Election Day

The polls will be open on Saturday, August 24, 2024, from 10:00 am to 2:00 pm at Whetstone Library, 3909 N. High St. Columbus, OH 43214. **Before receiving a ballot, voters must present photo identification that validates their residency in the district in which they are voting and that they are at least 18 years of age.** If the voter does not have photo identification with his/her current address, the voter may present a personal check or current utility bill that verifies his/her address within the Commission District. A voter without photo identification will be required to complete a residency statement with the ballot in order to cast a ballot, and their ballot will not be anonymous and will be subject to challenge. Candidates are encouraged to advise potential voters of these requirements.

No one may campaign at a polling place. Election monitors will direct any person campaigning at a polling place to leave.

Candidates may have a silent witness at the polling place.

Advance Voting

The Election Committee will hold one advance, in person, voting day for the 2024 general election. The date is Tuesday, August 20, 2024, from 6:00 pm to 8:00 pm, at Whetstone Library, 3909 N. High St. Columbus, OH 43214. Voters not available to vote on Election Day may vote at this time. The identification requirements set forth above for Election Day apply to advance voting. Candidates are encouraged to advise potential voters of these requirements. Candidates are encouraged to advise potential voters that the best way for a resident to participate in the Election is to vote in person on Election Day. If a voter cannot do that, they should be encouraged to consider voting on the advance voting date, August 20, 2024.

Additional Information

Additional information about the Clintonville Area Commission, including the Commission Bylaws, is available at <http://www.clintonvilleareacommission.org/>

Election Committee Contact Information

Contact with the Election Committee should be directed to Chairperson Melissa Doll at (917) 232-8176 (cell) or dcm8694@gmail.com.

CAC Annual Election Timeline – 2024

Friday, June 14	Candidate Petition Packet Made Available Online at CAC Website: http://www.clintonvilleareacommission.org/ Copies of Candidate Petition Packet are available for pick up at Front Desk of Whetstone Library, 3909 N. High St. Columbus, OH 43214
June 14 – July 19	Candidate Signature Collection Period
Thursday, June 20 6:30 – 7:30 p.m.	Orientation Meeting for Candidates Whetstone Library, 3909 North High Street, Columbus OH 43214 (Optional, but Strongly Encouraged)
Friday, July 19 4:00 p.m.	Deadline for Submission of Candidate Petitions and Notarized Nominating Petition Affidavits to the Election Committee Submit to Front Desk at Whetstone Library, 3909 North High Street, Columbus, OH 43214
Wednesday, July 24	Election Committee Certifies Completed Candidate Packets
Thursday, August 1 7:00 p.m.	Election Committee Presents Certified Candidates to the CAC
Friday, August 2 5:00 p.m.	Potential Write-In Candidates must submit their completed candidate packets by 5:00 p.m. to the Front Desk at Whetstone Library, 3909 North High Street, Columbus, OH 43214
Tuesday, August 6 6:30 p.m.	Election Committee Certifies Write-in Candidate(s) and notifies all candidates Deadline for submission of candidate statements to be posted on the CAC website. Election Committee posts final information on election districts, location of polls, date and hours of election, descriptions or maps of the districts, names of candidates for each district and identification requirements at the polls.
Friday, August 9 (or earlier)	Election Committee Submits to Media Information on: Election Districts, Location of Polls, Date and Hours of Election, Descriptions or Maps of the Districts, Names of Candidates for Each District, Identification Requirements at the Polls
Tuesday, August 20 6:00pm – 8pm	Early Voting Day: Whetstone Library, 3909 North High Street, Columbus, OH 43214

Saturday, August 24 10:00am – 2:00pm	Election Day: Whetstone Library, 3909 North High Street, Columbus, OH 43214
	Election Committee Holds Counting Session After Polls Close Committee Announces Uncertified Results of the Election
Friday, August 30	Election Complaints Must be Submitted to the Election Committee Chair in Writing No Later Than 9:00 p.m.
August 31 – September 4	Period During Which Election Committee Considers Complaints. Any Appeals by Candidates Must be Submitted in Writing to the CAC Chair within 3 Days of the Decision. Appeals Will be Considered at the Next CAC Meeting.
	At the End of the Period, the Committee Certifies Results to the CAC Chair, Election Committee Chair Notifies Candidates of Final Results
Thursday, September 5	New Commissioners Announced at CAC Meeting at 7:00 p.m. for Districts with No Outstanding Appeals or Challenges, Appointment Forms are Submitted and Processed by September 30
September – December	New Commissioners Meet with Liaison City-Wide Commissioner Training Offered Zoning Training Offered
January 2025	New Commissioners Appointment Terms Begin

The Districts Up for Election Are:

District 4: Bounded on the south by the center line of Orchard Lane (west of High Street) and by the center line of Oakland Park Avenue (east of High street), on the east by the railroad tracks just east of Indianola, on the north by the center line of Arden Road and its eastward projection (east of High Street) and by the center line of Hollenback Drive and its westward projection (west of High Street), and on the west by the Olentangy River.

District 5: Bounded on the south by the center line of Arden Road and its eastward projection, on the east by the railroad tracks just east of Indianola, on the north by the center line of Glenmont Road and its eastward projection, and on the west by the center line of High Street.

District 7: Bounded on the south by the center line of Glenmont Road and its eastward projection, on the east by the railroad tracks just east of Indianola, on the north by the center line of Garden Road, and on the west by the center line of High Street.

Maps of all CAC Districts are available on the Commission website:
<http://www.clintonvilleareacommission.org/>



CLINTONVILLE AREA COMMISSION

Election Rules - 2024

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I. Election Committee

The Committee is responsible for:

- (1) Convening meetings to plan and execute election procedures.
- (2) Determining the polling location(s) for each District in which an election is to occur.
- (3) Enlisting and assigning volunteer workers to staff polling places.
- (4) Providing poll worker training and creating poll worker orientation materials.
- (5) Obtaining and distributing equipment and supplies required in the polling places.
- (6) Selecting a location for and equipping headquarters for the Committee.
- (7) Arranging for the production and distribution of petitions for potential candidates for Commission seats.
- (8) Providing an orientation for potential candidates.
- (9) Certifying the adequacy of circulated petitions submitted by potential candidates and making public announcement of the names and Districts of the certified candidates who qualify by timely filing of petitions.
- (10) Arranging for and supervising the production of ballots.
- (11) Verifying that no person has voted more than once in any election.
- (12) Tallying the votes and certifying the results to the Commission.
- (13) Providing timely website information to the CAC webmaster.
- (14) Providing regular reports of the election process to the CAC during the election cycle.
- (15) Making all other necessary and appropriate arrangements and determinations with respect to the nomination and election process.

II. Elections

- A. The Committee shall determine the polling hours.

- B. The Committee shall determine the location of polling places. To encourage voter participation, the Committee will:
- (1) Select well-known sites for polling places that provide public access and adequate access to disabled persons.
 - (2) Select sites with adequate parking and clearly marked entrances.
 - (3) Designate the polling places no later than the deadline for submitting nominating petitions.

C. Publicity

The Committee shall:

- (1) Submit a call for candidates for publication to at least one newspaper of general circulation in the community and to the CAC website and social media outlets ten weeks before the election, announcing the Districts in which elections are to be held, descriptions or maps of those Districts, and the place or places where petitions and copies of the Election Rules may be obtained. The Committee may also use any other means to publicize the elections as may be available and appropriate.
- (2) At least ten days before the election, submit to at least one newspaper of general circulation in the community and to the CAC website and social media outlets:
 - (a) the election Districts;
 - (b) the location of the polls;
 - (c) the date and hours of the election;
 - (d) descriptions or maps of those Districts;
 - (e) the names of the candidates for each District who have established eligibility by petition;
 - (f) that a voter must present a photo identification and evidence of place of residence and age, or sign a statement that he or she is eighteen years of age or older and currently resides at a stated address within the election District; and
 - (g) The Committee shall not include the names of Write-In Candidates in the announcements for the election.

D. Staff

- (1) The Election Committee shall appoint at least two people to staff each polling place. Such staff shall not include CAC members, candidates in that year's election to the CAC, or members of a candidate's immediate family or household.
- (2) Before the election, the Committee shall designate a presiding staff member for each polling place and specify that person's authority and duties.
- (3) The duties of the polling staff shall include the orderly operation of the polls and balloting, verifying voter eligibility, maintaining a register of persons voting, and ensuring the security of the ballots.

III. Candidates

A. The Committee is authorized to verify in whatever way it considers appropriate the place of residence for any candidate whose residency is challenged, for example:

- (1) The potential candidate's County Board of Elections voting address, if any.
- (2) The potential candidate's residence address as listed on a utility bill or a bank statement.
- (3) Written statements from neighbors abutting the potential candidate's residence.

B. All potential candidates are encouraged to attend a candidate orientation provided by the Election Committee.

Following the orientation, any question from a potential candidate or certified candidate to the Committee must be submitted in writing or asked at a public meeting. The Committee will respond to questions in writing and will make the answer available to all candidates.

IV. Candidate Nomination

A. Petition Procedures

- (1) The Committee shall make nominating petitions available at one or more locations designated by the Committee, beginning at least ten weeks before Election.
- (2) A potential candidate for election to the CAC shall obtain petitions from the designated place and shall at the time of the receipt of the petition place on file his or her name, signature, residence address, CAC District, email address (if available) and telephone number. Any attempt to deceive in providing the above information may result in a disqualification by the Committee for that election.
- (3) A potential candidate shall personally circulate the petition(s) for his or her candidacy. The Committee may grant an exemption to this requirement if the potential candidate submits an exemption request in writing and demonstrates that he or she has a disability which would make it a hardship for the potential candidate to personally circulate his or her petitions. The Committee will provide its decision in writing. If an exemption is granted, the candidate shall designate a Circulator for gathering signatures for the candidate's candidacy.
- (4) Each potential candidate, or, in the case of a potential candidate granted a disability exemption, the Circulator, must complete and execute the affidavit at the end of the petition before its submission to the Committee at the location specified by the Committee. At a minimum, the affidavit will include a certification that the potential candidate is qualified to be a candidate for the CAC.
- (5) Each potential candidate must submit a petition containing the following information for at least 25 qualified voters who reside in the potential candidate's District:
 - (a) printed name;
 - (b) valid signature;
 - (c) residence address;
 - (d) residence phone number or email address; and
 - (e) date signed
- (6) Potential candidates shall submit nominating petitions and affidavits for candidacy with the Election Committee at least five days before the regular August CAC meeting in the election year. If a Candidate wishes verification of submission of the petition, the Candidate shall contact the Chairperson of the Election Committee by email. The email address

of the Chairperson will be made available to the Candidates in the nominating packets.

B. Petition Validation

- (1) The Committee shall check the validity of the petition signatures for each potential candidate by attempting to contact a representative number of petition signers by telephone or email.
- (2) If any discrepancies or possible improprieties are discovered from these contacts, the Committee shall check all signatures for that potential candidate for validity in a like manner until either 25 valid signatures are found or the potential candidate's petition is ruled invalid for lack of sufficient signatures.
- (3) The determination of the Committee shall be announced within five days of the deadline for submitting the petition.

C. Write-in Candidate Application

- (1) A person who does not submit a nominating petition pursuant to Section IV(A), as well as a person who submitted a petition pursuant to Section IV(A) that was not validated pursuant to Section IV(B), may qualify as a Write-In Candidate by submitting their completed candidate packet to the Committee no later than 5 p.m. the day after the regular August meeting of the CAC in the election year. Only 15 valid signatures will be required for a write-in candidate if no candidate submitted a valid petition under Section B. above.
- (2) A potential Write-In Candidate for election to the CAC shall obtain a petition from the designated place and shall at the time of receipt of the petition place on file his or her name, signature, residence address, CAC District, email address (if available) and telephone number. Any attempt to deceive in providing this information will result in disqualification by the Committee for that election.
- (3) A potential Write-In Candidate must submit a petition containing the following information for at least 15 qualified voters who reside in the potential Write-In Candidate's district:
 - (a) printed name;
 - (b) valid signature;
 - (c) residence address;
 - (d) residence phone or email address; and
 - (e) date signed

A person seeking to be a Write-In Candidate who previously submitted a nominating petition pursuant to Section (IV)(A) that as not validated pursuant to Section IV(B) must obtain 15 new signatures, however the signatures may be the same.

- (4) The Committee shall determine whether the potential Write-In Candidate meets the eligibility requirements other than timely filing of nomination petitions, and if the result is affirmative, shall certify that the applicant qualifies as a Write-In Candidate, no later than the five days after the deadline for receiving the application.
 - (5) The Committee shall immediately notify any Petition Candidate of the existence of a Write-In Candidate in the same District.
- D. If there is only one candidate for a single district, and there are no Write-In Candidates for that district, the Commission shall declare the candidate the winner of the election and cancel that portion of the election.

V. Ballots

- A. The Committee shall record the total number of ballots produced for each District.
- B. Each ballot shall prominently display the identifying number for the respective District of the candidates listed.
- C. Each ballot shall carry a list, headed with the phrase "Vote for One", of the names of Petition Candidates certified by the Committee as meeting Candidate Qualifications for that CAC District, with a "()" preceding each name.
- D. The order of listing candidate's names on the ballot of each District shall be determined randomly.
- E. Each ballot in a District in which there is a certified Write-In Candidate shall conclude with a blank line, preceded by a "()" for use in the event voters wish to write in the name of a Write-In Candidate.
- F. No Write-In Candidates are to be listed on the ballots.
- G. No political party or other organization shall be named on the ballot in association with a candidate's name.

VI. Polling Procedures

- A. In addition to voting on Election Day, voters will be provided the opportunity to vote early. The early voting date(s) will be scheduled after announcement of the candidates' and write-in candidates' certification and prior to the last Saturday in August (i.e. Election Day).
- B. Each polling place will have, at a minimum, a secure ballot box, ballots, a map of CAC districts, the CAC bylaws and election rule, and a poll book for registering voters.
- C. Each voter must present evidence of current age and address to a polling place election staff member designated by the Committee for that purpose. Acceptable forms of information include:
 - (1) Photo identification with current address and age
 - (2) Photo identification with another piece of identification with the voter's current address and age
 - (3) Photo identification with date of birth and an out-of-date address plus a bill, check, or the like (printed or digital) showing a current address.
 - (4) A statement signed by the voter that he or she is eighteen years of age or older and currently resides at a stated address within the election District in which he or she is voting.

If an age and residency statement is provided pursuant to (4) above, a poll worker shall staple the statement to the ballot so that any person may challenge the age and/or residency of the voter. Any candidate, candidate's witness, Committee member, CAC member, or poll worker may review the age and residency statement. Any disputed age and residency statement that will impact the outcome of an election will be reviewed by two or more Committee members. The Committee members shall resolve the dispute by contacting the voter for further proof of age and/or residency, including the information reflected in (1), (2) or (3) above, and, in cases where residency is at issue, they may also contact neighbors abutting the address provided for verification.

- D. A voter may cast an anonymous ballot by presenting identification that complies with Section C (1) – (3) above. By submitting an age and residency statement pursuant to Section C (4) above, a voter acknowledges that the ballot is no longer anonymous.
- E. Using the identification provided in accordance with Section C above, the polling place staff member shall verify that the voter is eligible to vote in the district election for which a ballot is requested and has not previously voted at the polling place. Upon such

verification, the voter shall register in the poll book, entering name, signature, and residence address.

- F. The voter shall be provided with a single ballot and shall cast a vote by marking the ballot and depositing it in a sealed ballot box provided for that purpose.
- G. No person shall engage in any campaigning within 100 feet of the entrance of the building used by voters at the polling place during the time the poll is open on Election Day.
- H. At the appropriate polling place, a witness may represent a candidate or an individual or group supporting or opposing any issues or candidate on the ballot. No witness shall directly or indirectly campaign for issues or candidates on the premises of a polling place. A candidate shall not serve as a witness to the voting. No witness shall serve as a poll worker.
- I. The polling staff shall deliver the sealed ballot boxes to the Committee immediately upon the closing of the polls.

VII. Counting of Ballots

- A. Immediately following the conclusion of all voting and the transportation of all ballots to the headquarters, the Committee shall count the ballots from the ballot boxes.
- B. No ballots for a non-certified write-in candidate shall be counted.
- C. Blank ballots shall be counted to ensure integrity of election results.
- D. Any person may witness the counting.

VIII. Security of Ballots

- A. During the period of active balloting, election materials will be stored in sealed containers in a secure place whenever the materials are not in use by the Election Committee. Active balloting is from the start of Early Voting and concludes with the closing of the polls on Election Day.
- B. All voted ballots for each District shall be placed in a sealed container after counting has been completed.

- C. The sealed containers shall be kept in a secure place until two weeks after the election or until any formal election complaint is resolved, whichever is later, at which time, the materials will be handled in accordance with the City of Columbus Record Retention Policy.
- D. Ballots not used in the election shall be handled in the same manner as voted ballots.

IX. Results

- A. The Committee shall informally notify the candidates and the CAC Chairman of the uncertified election results within twenty-four hours of the close of the polls.
- B. Before the Committee certifies the election results, the Committee shall disqualify a potential candidate or candidate who is ineligible to serve due to death, withdrawal of candidacy, lack of residency, or other reason in violation of these rules or rulings by the mayor or city attorney.

Clintonville Area Commission
Commissioner Candidate Nominating Petition Affidavit

State of Ohio)
) ss:
County of Franklin)

I, _____ (Candidate's Name), swear that the following is true:

- I am at least eighteen years old;
- I reside in the district designated in the petition at the address appearing on this affidavit;
- I personally circulated the foregoing nominating petition, containing ____ signatures;
- To the best of my knowledge, information, and belief, all the signers were qualified to sign;
- To the best of my knowledge, information, and belief, every signature is the signature of the person it purports to represent.

Signature of Candidate

Candidate's Printed Name

Candidate's Home Street Address

City, State, Zip Code

Home and Work Telephone Numbers

Email address

Signed and sworn before me this ____ day of _____, 2024.

Notary Public

Note: Attach this affidavit to the end of your petition

NOMINATING PETITION

We the undersigned residents of Clintonville Area Commission, as described in 3111.02, Columbus City Code, District # _____ each being 18 years of age or older, hereby nominate _____ as a candidate for the office of member representative from this district to the Clintonville Area Commission for a three-year term to be voted for at the general election held on Saturday, August 24, 2024.

You must be at least 18 years old and a resident of the above Clintonville Area Commission District to sign this form. Members of the Commission's Election Committee may con people who sign this petition to verify the signatures. Residents may sign the petition of more than one candidate.

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**2024 Clintonville Area Commission Election
Write-in Candidate Form**

I _____ (print your legal name) am a resident of district _____ (indicate the CAC district number in which you reside) and over the age of eighteen. I request to be certified by the Committee as a write in candidate. My contact information is below.

_____ (your signature)
_____ (street address)
_____ (city/zip)
_____ (phone)
_____ (email address, if available)

I am providing the following for verification by the Chair of the Clintonville Area Commission Election Committee:

- _____ *a copy of a current photo identification reflecting my date of birth and current address*
- _____ *if the above does not reflect my current address, a copy of a current (within past 30 days) utility bill with name and address*
- _____ *if the above does not reflect my date of birth, a copy of another document reflecting that date of birth*

Your name will not be printed on the ballot. Rather, a blank line will appear. Please advise us of all names that can be expected to be seen written on ballots cast by your constituents:

Since potential Write-In Candidates do not submit notarized affidavits, the Clintonville Area Commission Election Committee reserves the right to revoke candidacy if it is determined that any or all of the above documentation is falsified or it is determined by other means that said candidate does not have current residency established within the district or it is determined by other means that said candidate is not over the age of eighteen. In such a case, said candidate would be formally contacted by the Election Committee.