The city clerk reviews each submitted candidacy petition and declaration of candidacy, and, if authorized by ordinance, determines a person’s eligibility to hold office.

Acceptance: If the person is considered an eligible candidate, the city clerk sends an acceptance letter to him or her. Below is a sample:

Dear :

After reviewing the candidate documents submitted for Council Seat , I have determined that you are eligible to serveon the City Council.

Your name will appear on the regular election ballot scheduled for October , 20 . Thank you for your interest in serving the City of . Sincerely,

City Clerk

**Rejection:** If the person is considered not an eligible candidate, the city clerk sends a rejection letter to him or her. Below is a sample:

Dear :

After reviewing the candidate documents submitted for Council Seat , I have determined that you are not eligible to serve on the city council for a the following reason:

(cite the city ordinance requirement for disqualification)

Your name will not appear on the regular election ballot scheduled for October , 20 . Thank you for your interest in serving the City of .

Sincerely,

City Clerk