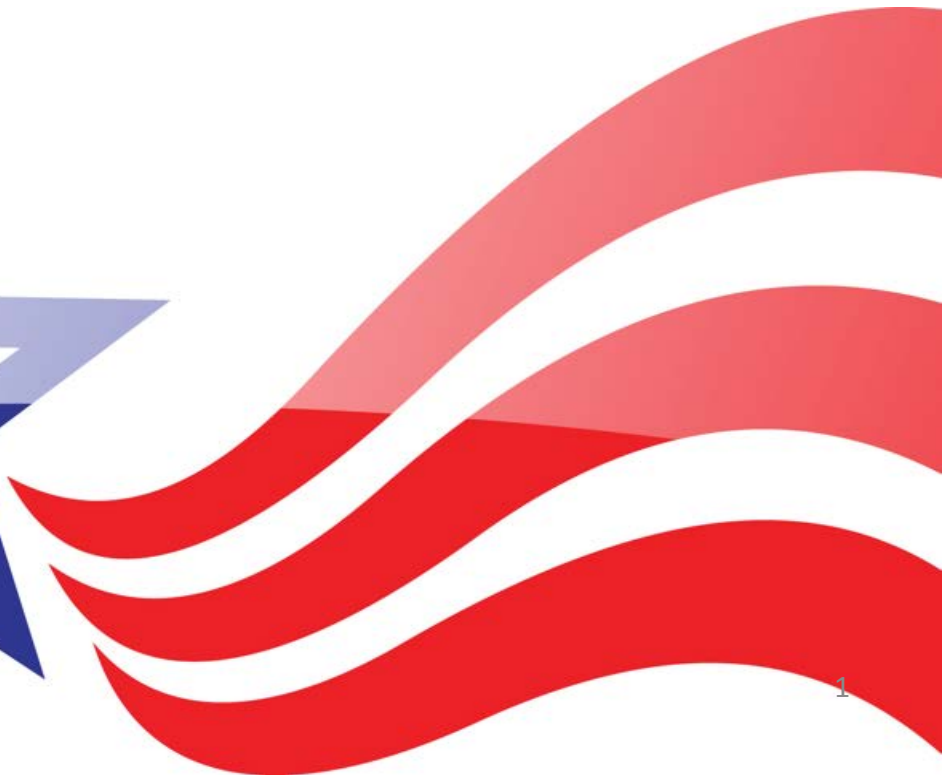


**WYOMING  
COUNTY  
CANDIDATES  
NIGHT**

February 2, 2021



## **PROGRAM OVERVIEW:**

**To provide candidates practical information on everything you need to know about running for a wide range of local offices**

## **WHAT WE WILL COVER:**

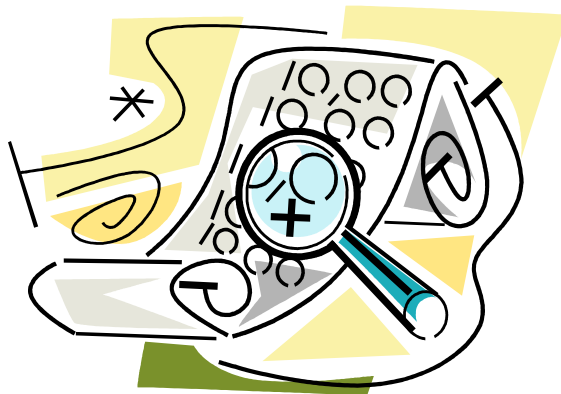
- **Offices up for Election**
- **Election Cycle Calendar**
- **Petitions, Statements of Financial Interest, and Filing Fees**
- **Cross Filing**
- **Campaign Finance**
- **Committees**

# OFFICES UP FOR ELECTION IN 2021

- ***County Row Offices:*** District Attorney, Treasurer, Coroner
- **Magisterial District Judge:** 44-3-02
- ***School Directors***
- ***Borough Offices:*** Members of Council, Auditors, Tax Collectors
- ***Township Offices:*** Supervisors, Auditors, Tax Collectors
- **Constables**
- **Judges & Inspectors of Election**

# HOW TO FILE NOMINATION PETITIONS

- Circulating dates
- Filling out the petition
- Collecting the signatures
- Filing your petition
- Statements of Financial Interest



# HOW TO FILE NOMINATION PETITIONS

## Dates for Circulating Petitions:

- First Legal day to collect signatures and file your petition:
  - Tuesday, February 16, 2021
  - Last legal day to collect signatures and file your petition:
    - Tuesday, March 9, 2021

# NOMINATION PETITIONS CONTINUED

## PETITIONS

Check to make sure you have the correct petition

<u>Office</u>	<u>Petition</u>
County Office	100 Signatures
Magisterial District Judge	100 Signatures
Boro/Twp Office	10 Signatures
School Director	10 Signatures
Constables	10 Signatures
Judge of Elections	10 Signatures
Inspector of Elections	5 Signatures

# NOMINATION PETITIONS

## TOP/FRONT OF PETITION

### MUST BE FILLED OUT PRIOR TO

### CIRCULATING PETITION

PETITION - 10 NAMES - MUNICIPAL 1/15

(814) XXX-XXXX  
WILLIAM PENN PRINTING COMPANY, PITTSBURGH, PA ©

Signatures must be procured within the legal period for securing same: and this Petition must be filed in the office of the County Board of Elections on or before the last day prescribed by law.

EACH SIGNER MAY SIGN PETITIONS FOR AS MANY CANDIDATES FOR EACH OFFICE AS HE OR SHE CAN VOTE FOR, AND NO MORE

#### COMMONWEALTH OF PENNSYLVANIA

## PETITION

To have name of Candidate Printed upon the Official Ballot  
for the Primary Election

We, the undersigned, all of whom are qualified electors of Clearfield County and

Clearfield Borough and are registered and  
(ELECTORAL DISTRICT IN WHICH THE NOMINATION OR ELECTION IS TO BE MADE)

enrolled members of the Democratic Party or Policy, hereby

petition the County Board of Elections of Clearfield County

to have the name of Joseph P Voter  
(TYPEWRITE, PRINT OR WRITE PLAINLY THE ABOVE NAME AS YOU WISH IT TO APPEAR ON THE OFFICIAL BALLOT)

whose Profession, Business or Occupation is Retired Place of

Residence is 123 Main St 16830  
(WITH STREET, NUMBER (WHERE POSSIBLE) AND ZIP CODE)

printed upon the Official Ballot of the Aforesaid Party in the said District, for the Municipal Primary for the year 20 15,

as a candidate for the Office of Member of Council - 4 year term

(TITLE OF OFFICE)

# NOMINATION PETITIONS

## TOP/FRONT OF PETITION – CONT.

- ✓ Put phone number at top right corner
- ✓ *“Qualified electors of “: Wyoming County*
- ✓ *“Electoral District in which the nomination or election is to be made”:* County, Borough, Township, or School District (be sure to include your precinct, ward, district, or region)
- ✓ *“Enrolled members of the”* : Your political party (must be Democrat or Republican for the Primary)



# NOMINATION PETITIONS

## TOP/FRONT OF PETITION – CONT.

- ✓ *“Name”*: Name as you want it to appear on ballot – MUST match your voter registration. If you want you can change your voter registration, however; you must change it BEFORE circulating your petition
- ✓ *“Occupation”*: If retired put retired, homemaker put homemaker, etc.
- ✓ *“Place of Residence”*: Must be your 911/physical address (where you hang your hat) You do not live in a post office box or at your office
- ✓ *“For the year”* 2021
- ✓ *“Office of”* Name of office you are running for, the proper titles can be found on the “Offices up for Election in 2021” portion of your petition packet

# NOMINATION PETITIONS

## COLLECTING SIGNATURES



**SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS**

SIGNATURE OF SIGNER	PRINTED NAME OF ELECTION	PLACE OF RESIDENCE			DATE OF SIGNING
		House No.	Street or Road	City, Borough or Township	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT.

- ✓ **DO NOT** begin to collect signatures before Tuesday, February 16, 2021....this would be considered a fatal flaw
- ✓ **DO NOT** use old Petitions, they have changed since the last Municipal Election
- ✓ Signers must be registered to vote (you can not register them and have them sign at the same time, registration must first be processed by the Voter Registration office)
- ✓ Signers must be from the political party that you are registered in and seeking the nomination for
- ✓ They must live in the municipality you are running in
- ✓ Must be a registered voter of that municipality and party

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT.

- ✓ Signers must fill out the entire line for themselves
- ✓ Signers can only sign as many petitions as there are offices up for election
- ✓ Signature of Elector: Should be as they are registered  
Check your street list if they do not know how they are registered
- ✓ Printed Name of Elector: PRINT name as signed and registered
- ✓ Date of Signing: Date at time of signing
- ✓ Place of Residence: Where you live
  - House number: 911/physical number of your house
  - Street or Road: 911 /Physical name of road you live on
  - City, Township, Borough: NOT the mailing city.....this is the municipality that you live in

# NOMINATION PETITIONS

## COLLECTING SIGNATURES – CONT

- Signature requirements vary by office, please see the “Offices up for Election 2021/Signature Requirements and Filing Fee” handout in your petition packet
- ONLY collect signatures between February 16, 2021 and March 9, 2021
- DO NOT use ditto ( “ ) marks
- If the signer makes a mistake, simply draw a single line through the entry. DO NOT use white out, erase, or completely black anything out on the petition
- Always try to get more than the required signatures, this will help safeguard your petition in the event that someone challenges the validity of the signatures

# **NOMINATION PETITIONS**

## **BACK OF PETITION**

### **"STATEMENT"**

# NOMINATION PETITIONS

## AFFIDAVITS

### STATEMENT OF CIRCULATOR

- Most times it is the candidate that circulates their own petition
- Petitions can be circulated by someone else of the same party as the candidate. They will be required to fill out this statement if that is the case
- Only 1 circulator per petition sheet
- School Board candidates can cross-file and MUST have someone from the opposite party circulate the petitions for that party.....i.e. if the candidate is a Republican and they want to cross file to appear on the Democratic ballot, they must have a Democrat circulate those petitions
- School Directors and Magisterial district Judges are the only office on the ballot this election cycle that can cross file

# STATEMENT OF CIRCULATOR -CONTINUED

- Split into two sections
- No longer need a notary to fill out
- Left side is for the Circulator to complete
- *“Signature of Circulator”* –

## THE FOLLOWING SECTIONS CAN (AND SHOULD) BE FILLED OUT PRIOR TO NOTARIZATION

- *“Printed Name of Circulator”* – Name of person who circulated the petition, as registered
- *“Street Address”* – 911/Physical address (NO PO Boxes)
- *“Post Office”* – This is the city/town in your mailing address
- *“City, Borough, or Township”* – Municipality that you are registered in i.e. Lemon Township, Laceyville Borough, Monroe Township



# NOMINATION PETITIONS

# AFFIDAVITS

## CANDIDATES AFFIDAVIT

- To be completed by the candidate NOW A SEPERATE SHEET
- Split into two sections: left side is for the notary, right side is for the candidate

THE FOLLOWING SECTIONS CAN (AND SHOULD) BE FILLED OUT PRIOR TO NOTARIZATION (exception: signature)

- *“Title of Office”* – Title of the office you are running for (should match the front)
- *“Signature of Candidate”* – **DO NOT** sign until in front of a notary
- *“Printed Name of Candidate”* – Print your name as registered
- *“Street Address”* – 911/physical address (NO PO Boxes)
- *“Post Office”* – city/town in your mailing address
- *“City, Borough, or Township”* – Municipality in which you are registered i.e. – Clinton Township, Laceyville Borough, Tunkhannock Township
- *“Election District of Candidate”* – This is the election district the candidate is running in i.e. if you are a candidate for school director you would put the name of the school district as well as the region/district

# NOMINATION PETITIONS

## AFFIDAVITS

### WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

- ❖ Not required to be signed, however we strongly advise signing. If you choose not to sign you will be required to file Campaign Finance Reports
- ❖ To be completed by the candidate
- ❖ Split into two sections: Left side is for the notary, Right side is for the candidate
- ❖ *“Signature of Candidate”* – **DO NOT** sign until in front of a notary

### THE FOLLOWING SECTIONS CAN (AND SHOULD) BE FILLED OUT PRIOR TO NOTARIZATION

- ❖ *“Printed Name of Candidate”* – Print name as registered, must match all other names on the petition
- ❖ *“Street Address”* – 911/physical address of candidate (NO PO Boxes)
- ❖ *“Post Office”* – city/town in your mailing address
- ❖ *“City, Borough, or Township”* – Municipality in which you are registered i.e. Lemon Township, Factoryville Borough, Meshoppen Township
- ❖ *“Election District of Candidate”* - This is the election district the candidate is running in i.e. if you are a candidate for school director you would put the name of the school district as well as the region/district
- ❖ Judges of Election and Inspectors of Election are not required to file this affidavit and it is not part of their petition

# NOMINATION PETITION

## BACK OF PETITION

**Be sure to turn your petition sideways to complete this section**

- **“Party”** – party affiliation of candidate
- **“Office of”** – Title of office you are seeking
- **“City, Borough, Township”**  
Municipality you are running in i.e. School Directors will put the name of the School District on this line
- **“Ward or District”** - If your municipality is divided into wards or districts you must indicate which one you are running in
- **“To Have Name Of”** – Name of candidate as registered. Must match name on front (this is how your name will appear on the ballot)
- **“Municipal Primary for the Year 2021”**
- **“Filed in the Office of the County Board of Elections”** – leave this section blank the election office will fill this in

Party Democratic  
 Office of Member of Council  
 City } Clearfield  
 Borough }  
 Township }  
1st Ward \_\_\_\_\_ District \_\_\_\_\_  
 For a 4 year Term

**PETITION**

**To Have Name of**

Joseph P Voter  
(Write or print name plainly as you wish it to appear on ballot)

As Candidate Printed  
 On the Official Ballot  
 of  
 The Above Named Party,  
 District and Office  
 For the

**MUNICIPAL PRIMARY**  
**For the Year 2015**

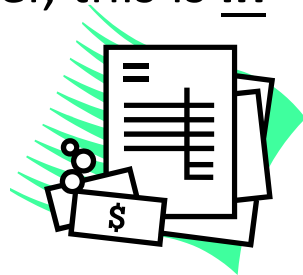
Filed in the Office of the County Board of Elections.

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_ Clerk.

# STATEMENTS OF FINANCIAL INTEREST

- Administered by the State Ethics Commission
- Used to disclose any potential conflicts of interest
- Original is filed with the secretary of the municipality, county, or school district in which you are running (MUST be filed by March 9, 2021)
- Copy MUST be filed with your nomination petition
- All information is for the “previous” year – 2020
- Judges of Election and Inspectors of Election are NOT required to file this with their petition
- If you are already an office holder, this is in addition to your yearly filing



# FILING FEES

- *County Wide Row Offices* \$100
  - *Magisterial District Judge* \$ 50
  - *Constables* \$ 10
- 

- All other offices running during this 2021 Municipal Election do NOT have a filing fee
- Filing fees MUST be paid when the petition is filed
- Only Money Orders, Cash, or Certified Checks are accepted – NO Personal or Business checks. Money orders and certified checks can be made out to the Wyoming County Election Office
- These fees are non-refundable



# CROSS FILING

- Cross Filing means that you can run on both the Democratic and the Republican ballot
- During the 2021 Municipal Election the only office eligible to cross file are School Directors & Magisterial District Judge
- Requires 2 sets of petitions and all the required paper work
- MUST have someone from the opposite party circulate the petition for the opposite ballot
- Signers MUST sign the petition for the party they are registered in – Republicans can not sign on the Democratic Petition and vice versa



# CAMPAIGN FINANCE



## FIRST AND FOREMOST

READ YOUR CAMPAIGN FINANCE REPORTING  
LAW MANUAL  
IN ITS ENTIRETY

AS A CANDIDATE IT IS YOUR RESPONSIBILITY TO  
UNDERSTAND THE LAWS AND REQUIREMENTS  
FOR REPORTING

OUR OFFICE CAN NOT GIVE YOU LEGAL ADVICE

# CAMPAIGN FINANCE

- If you or a political committee intend to spend or receive funds over \$250 in a reporting period, you must file a report, regardless of whether you signed the waiver or not.
- There are 4 reporting periods for candidates/committees: reports will be due in May, June, October, and December
- If you **do not** sign the Waiver of Expense on the back of the petition you are **required** to file reports even if you do not spend or raise any funds
- Penalties for overdue reports: \$20 for the first 6 days then \$10 per day after that up to a maximum of \$250
- If you sign the waiver and then form a committee, that negates the waiver and you **MUST** file campaign finance reports. Both the committee and the candidate must file reports.
- **ALL** reports during this Election Cycle are to be filed with the Wyoming County Election Office.

***TIP:** Sign the waiver and report if necessary*



# POLITICAL COMMITTEES



- If you form a committee, they **MUST** register with the Wyoming County Election Office
- Every committee must have a treasurer and chairperson
- Each candidate/committee shall keep records of the names and addresses of each person who contributes at least \$10
- Committees must be authorized by the candidate
- If a committee is formed both the committee and the candidate must file a campaign finance reports
- If a report is not filed in a timely matter for a committee, the treasurer is personally responsible for any and all late fees
- All campaign finance laws apply to committees as well as candidates

# OTHER IMPORTANT TIDBITS.....



- READ ALL INSTRUCTIONS BEFORE BEGINNING**
  
- Be consistent when filling out your petition
  
- Please **PRINT NEATLY** or type your petition – it must be legible . This is where we get the information for the ballot.
  
- Each candidate is entitled to 1 free paper copy of street lists
  
- Election office DOES NOT do specialized reports, however you can purchase a CD for \$25 and manipulate it any way needed (must be requested and paid for in advance)
  
- Placement of political signs are regulated by the municipalities not the Board of Elections (exception: 10 foot rule)
  
- All Printed material must include a disclaimer i.e. Paid for by.....

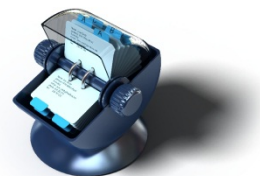
# OTHER IMPORTANT TIDBITS.....Continued

- Election Office hours are 8:30 a.m. – 4:00 p.m. Monday – Friday
- If you want the prothonotary Office Notary to do your notary work call ahead to make sure someone is available
- File early to avoid long lines as we near the petition filing deadline
- Make sure everything is filled out **BEFORE** coming to the Election office to file your petition. This is the responsibility of the candidate NOT the Election office. If your paperwork is not complete you will be asked to step aside to complete your forms so that we can keep the lines moving.
- Please respond **PROMPTLY** to any and all correspondence received from the Election office.
- Nomination Papers for 3<sup>rd</sup> Party candidates filing dates March 10 – August 2, 2021. Number of signatures needed will be 2% of the highest votes from 2019, district.

# CONTACT INFORMATION

## ***WYOMING COUNTY ELECTION/ VOTER REGISTRATION OFFICE***

1 Courthouse Square  
Tunkhannock, PA 18657  
(570)996-2226



### ***Director of Elections***

Florence M. Kellett

e-mail:

**[Fkellett@wycopa.org](mailto:Fkellett@wycopa.org)**