

MONTGOMERY COUNTY VOTER SERVICES/ELECTION BOARD



Dear Candidate:

The Montgomery County Election Board is making every effort to provide for a user friendly and efficient filing of nomination petitions. This packet provides important information pertaining to the circulation and filing of your petitions.

1. The **FIRST DAY** for candidates to circulate and file petitions is **FEBRUARY 14, 2017** and the **LAST DAY** is **MARCH 7, 2017**. We anticipate that the line of candidates waiting to file will be longest on March 6th and 7th. It is to your advantage to file before these dates. In the event the petition must be rejected for errors or omissions, you may possibly be able to rectify the situation.
2. Your completed Statement of Financial Interests along with the proper filing fee, if applicable, must accompany nomination petitions. A copy of this Statement must also be filed with the local governing body of the office you are seeking before March 7, 2017.
3. If you need **copies** of your nomination petitions and/or Statement of Financial Interests please make them **before** you file with this office.
4. Those candidates who **DO NOT** sign the *Waiver of Expense Account Reporting Affidavit* are **REQUIRED** to file the 2nd Friday Pre and 30 Day Post Campaign Expense Reports with this office regardless of having any financial activity related to your seeking office. These reporting forms can be obtained from this office upon request. Failure to file will result in costly fines.

If you have any questions, please feel free to contact this office at 610-278-3275.

Thank you,
Montgomery County Voter Services

2017 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER

FIRST DAY TO CIRCULATE AND FILE NOMINATION PETITIONSFEBRUARY 14

LAST DAY TO CIRCULATE AND FILE NOMINATION PETITIONSMARCH 7

First day to circulate and file nomination papersMarch 8

Last day for withdrawal by candidates who filed nomination petitionsMarch 22

Last day to REGISTER before the primaryApril 17

Last day to apply for a civilian absentee ballot.....May 9

Last day for County Board of Elections to receive voted civilian
Absentee ballotsMay 12

MUNICIPAL PRIMARYMAY 16

First day to REGISTER after primaryMay 17

Last day for County Board of Elections to receive voted military and
overseas absentee ballots (**submitted for delivery no later than
11:59 P.M. on May 15, 2017**)May 23

Last day to circulate and file nomination papersAugust 1

Last day for withdrawal by candidates who filed by nomination papersAugust 8

Last day for withdrawal by candidates nominated at the primaryAugust 14

Last day to REGISTER before the November electionOctober 10

Last day to apply for a civilian absentee ballot.....October 31

Last day for County Boards of Elections to receive voted civilian
absentee ballotsNovember 1

MUNICIPAL ELECTIONNOVEMBER 7

First day to REGISTER after November electionNovember 8

Last day for County Board of Elections to receive voted military and
overseas absentee ballots (**submitted for delivery no later than
11:59 P.M. on November 6, 2017**)November 14

DRAWING FOR BALLOT POSITION

THE DRAWING FOR BALLOT POSITIONS IN THE 2017 MUNICIPAL PRIMARY WILL BE HELD ON **MARCH 15, 2017**, IN THE COMMISSIONERS' BOARD ROOM IN ONE MONTGOMERY PLAZA. YOU MAY DRAW IN PERSON OR HAVE A PROXY DRAW FOR YOU. SHOULD YOU DESIGNATE A PROXY, AUTHORIZATION MUST BE MADE IN WRITING. SHOULD NEITHER YOU NOR YOUR PROXY APPEAR FOR THE DRAWING, THE BOARD OF ELECTIONS WILL APPOINT SOMEONE TO DRAW FOR YOU.

NOTE: BECAUSE THE GOVERNOR OF THE STATE OF PENNSYLVANIA IS A REGISTERED DEMOCRAT, DEMOCRATIC PARTY CANDIDATES APPEAR FIRST ON ALL BALLOTS.

INSTRUCTIONS FOR PETITIONS

1. **ALL** blank spaces which appear at the top of each petition must be completed **BEFORE** signatures are obtained. Blank spaces will be grounds for rejection. Be sure to include your zip code.
2. Type or print the name of the candidate on the face of the petition **EXACTLY** as the candidate would like it to appear on the ballot.
3. If the office you are running for is an unexpired term, you must specify whether the term is for 2, 4 or 6 years.
4. Check with your local governing body to determine what offices should appear on the ballot.
5. Affidavits must be filled-in **COMPLETELY** before Petition is notarized. Affidavits **CANNOT** be amended or blank areas filled in **AFTER** they have been notarized.

SIGNATURE REQUIREMENTS AND FILING FEES

OFFICES	NUMBER OF SIGNATURES	FILING FEE
COUNTYWIDE	250	\$100.00
MAGISTERIAL DISTRICT JUDGE (MAY CROSS FILE)	100	\$50.00
SCHOOL DIRECTORS (MAY CROSS FILE)**	10	NONE
FIRST CLASS TOWNSHIP OFFICES	10	NONE
SECOND CLASS TOWNSHIP OFFICES	10	NONE
BOROUGH OFFICES	10	NONE
CONSTABLES	10	\$10.00
TAX COLLECTOR	10	NONE
AUDITOR	10	NONE

****Candidates who cross file for school director must have republican signatures and a republican circulator on a republican petition and democratic signatures and a democratic circulator on a democratic petition.**

Make certified checks or money orders payable to: MONTGOMERY COUNTY TREASURER (cash is also acceptable). Personal checks will not be accepted.
(Filing fees will not be refunded for any reason, including the candidate's withdrawal.)

SIGNERS

1. Each signer may sign petitions for as many candidates for each office as *they are permitted to vote for* and no more.
2. Each signer of a petition must be a registered and enrolled elector of the Party referred to in the petition. Republican electors can only sign Republican petitions and Democratic electors can only sign Democratic petitions.
3. Each signer must reside in the electoral district referred to in the petition.
4. The signer's address should be as it appears on their registration affidavit. The township or borough must be listed. The date of signing may be expressed in words or numbers (February 23, 2017 or 2-23-17).
5. The use of ditto ("") marks is ***grounds for rejecting the petition.***

CIRCULATOR'S AFFIDAVIT AND CANDIDATE'S AFFIDAVIT

1. **THE AFFIDAVIT OF CIRCULATOR ON EACH PETITION MUST BE SIGNED AND NOTARIZED AFTER EACH PETITION IS CIRCULATED.**
2. The candidate must complete the Candidate's Affidavit. In the case of multiple petitions, only ONE Candidate's Affidavit need be completed and notarized.
3. Each notarization must be properly executed, including:
 - a. Date of notarization (make sure it is later than the date of the signers' signatures)
 - b. Notary's signature
 - c. Notary's seal (rubber stamp)
 - d. Date the Notary's commission expires** Embosser optional
4. **The Voter Services/Election Board office does NOT employ a Notary Public. Have your petitions notarized before you attempt to file.**
5. Petitions may be filed in person or mailed:

Physical Address:

Election Board
One Montgomery Plaza
425 Swede Street
6th Floor, Suite 602
Norristown, PA 19401

Mailing Address:

Montgomery County Court House
Election Board
P.O. Box 311
Norristown, PA 19404-0311

Office hours: Monday through Friday, 8:30am to 4:15pm

6. **ALL PETITIONS MUST BE RECEIVED (PHYSICALLY) IN THIS OFFICE NO LATER THAN 4:15 P.M., MARCH 7, 2017. POSTMARKS DO NOT COUNT.**

WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

The “Waiver of Expense Account Reporting Affidavit” relates to your campaign finance obligations. This waiver is optional, but we highly recommend that candidates execute this section. If filled out, **this waiver releases your obligation to file campaign finance reports AS LONG AS the two following requirements are met:**

1. You do not open a Candidate’s Authorized Committee; and
2. You do not receive contributions or make expenditures toward the current election, either of which totaling more than two hundred fifty dollars (\$250) during any single reporting period (listed below)

If at any time you do not meet either of these criteria, you are obligated to file campaign finance reports even if you executed this waiver.

If you do not fill out this waiver, you are required by law to submit campaign finance reports during every reporting period regardless of any financial activity taking place. Even if you have no activity you will still be obligated to file a report listing zero (0) balances. In the event that you do not file your report, the appropriate fines will be assessed to you.

2017 CAMPAIGN EXPENSE REPORTING DATES

TYPE OF REPORT	COMPLETE AS OF	FILING DEADLINE
2 nd Friday Pre-Primary	May 1, 2017	May 5, 2017
30 Day Post-Primary	June 5, 2017	June 15, 2017
2 nd Friday Pre-Election	October 23, 2017	October 27, 2017
30 Day Post-Election	November 27, 2017	December 7, 2017
2017 Annual Report	December 31, 2017	January 31, 2018

- Postmarks are acceptable as proof of timely filing when the report is postmarked by the U.S. Postal Service NO later than the *day prior* to the filing deadline.
- A penalty of \$20.00 per day will be assessed for the first six days that the report is overdue. A penalty of \$10.00 per day will be assessed after the first six days and can reach a maximum of \$250.00.
- Candidates executing the *WAIVER OF EXPENSE REPORTING AFFIDAVIT* on their petition may **disregard** these filing deadlines, provided that they DO NOT form a political committee and/or receive contributions and/or make expenditures in excess of \$250.00 during any reporting period.

STATE ETHICS ACT INFORMATION

THE STATE ETHICS COMMISSION CAN SUPPLY CANDIDATES WITH THE NECESSARY INFORMATION PERTAINING TO FINANCIAL INTEREST STATEMENT FILINGS. FOR ANSWERS TO QUESTIONS NOT FOUND BELOW, PLEASE CONTACT THE STATE ETHICS COMMISSION IN HARRISBURG. THEIR NUMBER IS 1-800-932-0936 OR 1-717-783-1610.

CANDIDATES WHO MUST FILE A FINANCIAL INTEREST STATEMENT

MAGISTERIAL DISTRICT JUDGES
COUNTYWIDE OFFICES
FIRST CLASS TOWNSHIP OFFICES
SECOND CLASS TOWNSHIP OFFICES
BOROUGH OFFICES
SCHOOL DIRECTORS
CONSTABLES
TAX COLLECTORS
AUDITORS
WRITE-IN CANDIDATES
INDEPENDENT CANDIDATES
SUBSTITUTE CANDIDATES

WHEN AND WHERE TO FILE FINANCIAL INTEREST STATEMENTS

- **ONE COPY MUST ACCOMPANY THE NOMINATION PETITION AT THE TIME OF FILING. FAILURE TO PROVIDE A COPY AT THIS TIME WILL RESULT IN THE REJECTION OF THE NOMINATION PETITION.**
- **ONE COPY MUST ALSO BE FILED WITH THE LOCAL GOVERNING BODY NO LATER THAN MARCH 7, 2017.**

(Example) An Upper Dublin Township Commissioner's Candidate's Statement should be submitted to the Secretary of Upper Dublin Township.

(Example) An Upper Dublin School Director's Candidate's Statement should be submitted to the Upper Dublin School District.

THE MOST COMMON REASONS PETITIONS ARE REJECTED:

- THE WRONG PETITION FORM WAS USED; *ANY FORM PRIOR TO 2015 IS **OBSOLETE**.*
- THERE WERE NOT ENOUGH SIGNATURES.
- IT WAS CIRCULATED PRIOR TO FEBRUARY 14, 2017.
- IT WAS SUBMITTED TO THE COUNTY ELECTION BOARD AFTER MARCH 7, 2017.
- THE DATES ON THE SIGNATURE LINES ARE BEFORE FEBRUARY 14, 2017 OR AFTER MARCH 7, 2017.
- THE PETITION IS NOT PROPERLY NOTARIZED.
- ANY PART OF THE PETITION DOCUMENT IS NOT FILLED IN.
- THE NOTARY DATE IS BEFORE THE LAST REQUIRED SIGNATURE.
- A COPY OF THE ETHICS FORM DOES NOT ACCOMPANY THE PETITION.
- THE REQUIRED FEE IS NOT SUBMITTED.

YOUR PETITION MAY BE CHALLENGED IN COURT FOR VARIOUS REASONS INCLUDING:

- THE SIGNER IS NOT AN ENROLLED VOTER IN THE PETITIONER'S PARTY.
- THE SIGNER DOES NOT RESIDE IN THE DISTRICT WHERE THE PETITIONER IS SEEKING A CANDIDACY.
- A COPY OF THE ETHICS FORM IS NOT FILED (BEFORE MARCH 7, 2017) WITH THE GOVERNING BODY OF THE OFFICE SOUGHT BY THE PETITIONER.
- THE DATES ON THE SIGNATURE LINES ARE OUT OF ORDER.