



THE COUNTY OF CHESTER



COMMISSIONERS:

Michelle Kichline
Kathi Cozzone
Terence Farrell

CHESTER COUNTY VOTER SERVICES

Government Services Center
601 Westtown Road, Suite 150
P.O. Box 2747
West Chester, PA 19380-0990
(610) 344-6410 FAX: (610) 344-5682

KARA C. RAHN, Director

February 1, 2017

Dear Candidate:

Enclosed with this letter is a candidate packet which includes all information you should need to circulate and file your nomination petitions for the 2017 Municipal Primary Election. We look forward to being of service to you this year and wish you well in your candidacy.

Please be sure to review all the enclosed material before completing any of the forms. If you have any questions feel free to contact this office at (610) 344-6410.

Sincerely,

A handwritten signature in blue ink that reads "Kara C. Rahn".

Kara C. Rahn
Director

Enclosures

1. Instructions for Circulating & Filing Nomination Petitions
2. Nomination Petition Signature Requirements & Filing Fees
3. 2017 Important Dates to Remember
4. 2017 Campaign Finance Dates
5. Petition Withdrawal Form
6. Statement of Financial Interests Form
7. Nomination Petition Check-off List

INSTRUCTIONS FOR CIRCULATING & FILING NOMINATION PETITIONS

Notice: You may duplicate these nomination petitions **prior to circulation** if the duplicates are **exact** copies of the originals (2 sided, head to foot). You may complete all blank spaces at the top of the front page of the nomination petition (see 1A & 1B below) prior to duplication to eliminate clerical error.

Tax Collectors who are running for the first time must file a copy of a PA State Police Background Check with their petition (FBI Criminal History Check is required for residents residing in PA less than two years). Tax collectors who are running for a second or subsequent term of office are not required to file the background check. Please see the Chester County Voter Services website for the statute regarding these requirements.

These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; Chester County Voter Services is not responsible for errors and omissions.

Chester County Voter Services cannot provide legal, tax, or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.

1. PRIOR TO CIRCULATION

- A.** All blank spaces which appear at the top of the front page of each nomination petition must be completed before signatures are obtained.
- B.** Type or print the name of the candidate on the face of the petition **exactly** as the candidate wants to appear on the ballot. A nickname is allowed only if it is a derivative of the legal given name. All women proposed as candidates must use their given name on their petitions, e.g. Mary Jones, not Mrs. John Jones.

2. SIGNERS

- A.** Each signer may sign petitions only for as many candidates for each office as they are permitted to vote.
- B.** Each signer of a petition must be a registered and enrolled elector of the party and district referred to in the petition. Democratic electors must sign Democratic petitions, and Republican electors must sign Republican petitions.
- C.** Each signer must personally insert the information concerning printed name of elector, place of residence, and date of signing. The residence should be listed exactly as it appears on their registration affidavit. Post Office boxes

cannot be used. In the case of an elector having a rural route number or R.D., the township should be listed. The date can be written in words or numbers; e.g. February 14, 2017 or 2/14/17. Female signers must use their given name; Mary Jones, not Mrs. John Jones.

D. Candidates may sign their own petition.

3. CIRCULATOR'S AFFIDAVIT

A. The **circulator** of the petition **must be a registered and enrolled member of the political party referred to in the petition.** For the office of Magisterial District Justice, **the circulator need not be a duly registered and enrolled member of the designated party.** (25 P.S. 2869(a)) Election Code.

B. Candidates may circulate their own petition.

C. The Circulator's Affidavit on each petition page must be signed and notarized after each page is circulated. **Each** notarization **must** include the official notary seal box – the embossed impression seal is not necessary for a valid **Pennsylvania** notary.

4. CANDIDATE'S AFFIDAVIT

A. The candidate **must** complete the **Candidate's Affidavit** and have it notarized on the petition. **Each** notarization **must** include the official notary seal box – the embossed impression seal is not necessary for a valid **Pennsylvania** notary.

B. **Official Name to Appear On Ballot.** Please plainly print or type on the petition the name you wish to appear on the ballot. Remember to do this on both the front and the back of the petitions.

5. WAIVER OF EXPENSE AFFIDAVIT

A. The Waiver of Expense Affidavit is an optional part of a nominating petition. Candidates who fill out, sign and notarize the Waiver are excused from filing a Campaign Finance Report unless they have activity of \$250.00 or more in any reporting period.

B. Candidates must still keep records of all expenditures and donation regardless of the waiver. If the candidate's activity meets or exceeds \$250.00, the Candidate is required to file an itemized and notarized Campaign Finance Report.

C. Late fees accumulate by the day, so it is important to track your expenses and know your Campaign Finance obligations.

6. FILING FEES

- A. **No** nomination petition will be accepted for filing in the office of Voter Services unless it is accompanied by the proper filing fee paid in **cash, certified check or money order** – payable to Chester County Voter Services. Personal checks will not be accepted.
- B. Filing fees will **not be refunded** for any reason, including candidate withdrawal.

7. FILING YOUR PETITION

- A. All petitions of the same party must be bound together when filed. Please staple in upper left hand corner.
- B. Each petition page must be numbered; e.g. Page 1 of 2, Page 2 of 2, etc., at the bottom of the page just above the filing receipt.
- C. If you would like a receipt for your filing, please complete the receipt part on the bottom of the petition.
- D. All Nomination Petitions for all Municipal offices, **with the exception of Judge of the Court of Common Pleas**, must be filed by 4:30 P.M., March 7, 2017, with:

Chester County Voter Services
601 Westtown Road, Suite 150
P.O. Box 2747
West Chester, PA. 19380-0990

- E. All other Nomination Petitions must be filed with the Department of State:

Bureau of Commissions, Elections and Legislation
Commonwealth Keystone Building
400 North Street
Room 125 Plaza Level
Harrisburg, PA 17120

8. STATE ETHICS COMMISSION STATEMENT OF FINANCIAL INTERESTS FORM

- A. Follow all instructions on the form.
- B. Make sure a copy is submitted with your petition.

9. CASTING OF THE “LOTS”

- A. This is to determine the ballot order and will be held on March 13, 2017 in Room 171 of the Government Services Center, 601 Westtown Road, West Chester, PA 19382 at 9:30 AM.

SIGNATURE REOUREMENTS & FILING FEES

OFFICE	NUMBER OF SIGNATURES	FILING FEE	FILING PLACE	OFFICE TERM	CROSS FILING?
<u>COMMON PLEAS JUDGE</u>	250	\$100.00	HBG	10 YRS	YES
<u>COUNTY COMMISSIONER</u>	250	\$100.00	CCVS	4 YRS	NO
<u>CLERK OF COURTS</u>	250	\$100.00	CCVS	4 YRS	NO
<u>CONTROLLER</u>	250	\$100.00	CCVS	4 YRS	NO
<u>CORONER</u>	250	\$100.00	CCVS	4 YRS	NO
<u>DISTRICT ATTORNEY</u>	250	\$100.00	CCVS	4 YRS	NO
<u>PROTHONOTARY</u>	250	\$100.00	CCVS	4 YRS	NO
<u>RECORDER OF DEEDS</u>	250	\$100.00	CCVS	4 YRS	NO
<u>REGESTER OF WILLS</u>	250	\$100.00	CCVS	4 YRS	NO
<u>SHERRIFF</u>	250	\$100.00	CCVS	4 YRS	NO
<u>TREASURER</u>	250	\$100.00	CCVS	4 YRS	NO
<u>DISTRICT JUSTICE</u>	100	\$50.00	CCVS	6 YRS	YES
<u>SCHOOL DIRECTOR</u>	10	NONE	CCVS	4 YRS	YES
<u>MAYOR</u>	10	NONE	CCVS	4 YRS	NO
<u>COATESVILLE CITY COUNCIL</u>	10	\$25.00	CCVS	4 YRS	NO
<u>BOROUGH COUNCIL</u>	10	NONE	CCVS	4 YRS	NO
<u>AUDITOR</u>	10	NONE	CCVS	6 YRS	NO
<u>CALN TWP COMMISSIONER</u>	10	\$5.00	CCVS	4 YRS	NO
<u>TWP. SUPERVISOR</u>	10	NONE	CCVS	6 YRS	NO
<u>TAX COLLECTOR</u>	10	NONE	CCVS	4 YRS	NO
<u>CONSTABLE</u>	10	\$10.00	CCVS	6YRS	NO
<u>JUDGE OF ELECTIONS</u>	10	NONE	CCVS	4 YRS	NO
<u>INSPECTOR OF ELECTIONS</u>	5	NONE	CCVS	4 YRS	NO

ALL INFORMATION CONTAINED HEREIN SUBJECT TO CHANGE WITHOUT NOTICE

FILING LOCATIONS: HBG: SECRETARY OF THE COMMONWEALTH
www.dos.state.pa.us
717-787-5280

CCVS: CHESTER COUNTY VOTER SERVICES
www.chesco.org/elections
610-344-6410

FILING FEES ARE PER PARTY

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION

2017 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER

First day to circulate and file nomination petitions	February 14
Last day to circulate and file nomination petitions	March 7
First day to circulate and file nomination papers.....	March 8
Last day for withdrawal by candidates who filed nomination petitions	March 22
Last day to REGISTER before the primary	April 17
Last day to apply for a civilian absentee ballot.....	May 9
Last day for County Board of Elections to receive voted civilian absentee ballots	May 12
MUNICIPAL PRIMARY	May 16
First day to REGISTER after primary	May 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)	May 23
Last day to circulate and file nomination papers	August 1
Last day for withdrawal by candidates nominated by nomination papers.....	August 8
Last day for withdrawal by candidates nominated at the primary	August 14
Last day to REGISTER before the November election	October 10
Last day to apply for a civilian absentee ballot.....	October 31
Last day for County Boards of Elections to receive voted civilian absentee ballots	November 3
MUNICIPAL ELECTION	November 7
First day to REGISTER after November election	November 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)	November 14

Note: All dates in this calendar are subject to change without notice.



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF STATE
BUREAU OF COMMISSIONS, ELECTIONS AND LEGISLATION**

210 NORTH OFFICE BUILDING
HARRISBURG, PENNSYLVANIA 17120-0029
WWW.DOS.STATE.PA.US

TELEPHONE (717) 787-5280 FAX (717) 705-0721 E-MAIL: ra-stccampaignfinance@state.pa.us

2017 ELECTION DATES

Municipal Primary Election.....May 16, 2017
Municipal Election.....November 7, 2017

2016 CAMPAIGN FINANCE REPORT FILING DATES

<u>TYPE OF REPORT</u>	<u>COMPLETE AS OF</u>	<u>FILING DEADLINE</u>
<u>2016 Annual Report</u>	Sat., December 31, 2016	Tuesday, January 31, 2017

2017 MUNICIPAL PRIMARY CAMPAIGN FINANCE REPORT DEADLINES

<u>Sixth Tuesday Pre-Primary</u>	Cycle 1	Monday, March 27, 2017	Tuesday, April 4, 2017
<u>Second Friday Pre-Primary</u>	Cycle 2	Monday, May 1, 2017	Friday, May 5, 2017
<u>24-Hour Reporting</u>	Daily	Tuesday, May 2, 2017 (begins)	(ends/includes) May 16, 2017
<u>Thirty Day Post-Primary</u>	Cycle 3	Monday, June 5, 2017	Thursday, June 15, 2017

2017 MUNICIPAL ELECTION CAMPAIGN FINANCE REPORT DEADLINES

<u>Sixth Tuesday Pre-Election</u>	Cycle 4	Monday, September 18, 2017	Tuesday, September 26, 2017
<u>Second Friday Pre-Election</u>	Cycle 5	Monday, October 23, 2017	Friday, October 27, 2017
<u>24-Hour Reporting</u>	Daily	Tuesday, Oct. 24, 2017 (begins)	(ends/includes) Nov. 7, 2017
<u>Thirty Day Post-Election</u>	Cycle 6	Monday, November 27, 2017	Thursday, December 7, 2017

2017 ANNUAL REPORT DEADLINE

<u>2017 Annual Report</u>	Cycle 7	Sun., December 31, 2017	Wednesday, January 31, 2018
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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.

(OVER)

SIXTH TUESDAY PRE-PRIMARY or PRE-ELECTION REPORTS are required to be filed *only* by candidates for statewide office, their authorized candidate committees, and any political committee or lobbyist that has made an expenditure to influence the election of a statewide candidate. In 2015, statewide offices appearing on the ballot include the following:

**JUSTICE OF THE SUPREME COURT
JUDGE OF THE SUPERIOR COURT
JUDGE OF THE COMMONWEALTH COURT**

Political committees/lobbyists that have not made an expenditure to influence the election of a candidate for the statewide offices listed above do not need to file the Sixth Tuesday Pre Primary/Election report

SECOND FRIDAY PRE- and THIRTY DAY POST-PRIMARY or ELECTION REPORTS are required to be filed by all candidates appearing on the ballot and all political committees and lobbyists that have made expenditures to influence the election of such candidates. In 2015, offices appearing on the ballot include:

**JUSTICE OF THE SUPREME COURT
JUDGE OF THE SUPERIOR COURT
JUDGE OF THE COMMONWEALTH COURT
JUDGE OF THE COURT OF COMMON PLEAS
JUDGE OF THE MUNICIPAL COURT (PHILADELPHIA COUNTY)
ALL LOCAL/MUNICIPAL OFFICES (FILED WITH APPROPRIATE COUNTY BOARD OF ELECTIONS)**

ANNUAL REPORTS must be filed by *all* candidates, political committees and contributing lobbyists that have not filed a termination report.

PENALTIES - In accordance with the Campaign Finance Reporting Law, those who file required reports after the filing deadline are assessed a late filing fee of \$20 per day for the first six days that a report is late, and \$10 per day thereafter, up to a maximum penalty of \$250.

SPECIAL ELECTION - In the event of any special election, candidates and committees should contact this bureau regarding reporting requirements and filing deadlines.

POLITICAL COMMITTEE TREASURERS - It is the treasurer's responsibility to file required committee reports. Keep this schedule available for reference prior to each reporting deadline. If you need a reporting form, you may print one from the Department's web site (www.dos.pa.gov) or request one from the bureau. You may also file your report online. From the web site, select the link to Campaign Finance and then to Online Filing for more information. Please remember that all reports must include your filer identification number on the cover page.

24 HOUR REPORTING - Section 1628 of the Campaign Expense Reporting Law, 25 P.S. § 3248, requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of five hundred dollars (\$500) or more, or any person making an independent expenditure of five hundred dollars (\$500) or more after the final pre-election/pre-primary report has been deemed completed shall report such contribution or expenditure to the appropriate supervisor. The candidate, chairperson or treasurer of the political committee shall send the report of late contributions within twenty-four (24) hours of receipt of the contribution. The same shall apply to persons making independent expenditures. The bureau will accept the filing of *24 Hour Reports* by facsimile at 717-705-0721, or via e-mail at: ra-stcampaignfinance@state.pa.us. The filing of reports by facsimile or e-mail applies only to *24 Hour Reports*; it does not apply to the filing of campaign finance reports. The filing of late contribution reports does not remove the obligation to also report those contributions on the appropriate post-election/post-primary expense report filing. Please contact our office for specific reporting dates for late contribution reports.

QUESTIONS - If you have any questions about Pennsylvania's Campaign Finance Reporting Law or reporting requirements, please direct them to the Campaign Finance Division of this bureau at 717-787-5280 or via e-mail at ra-stcampaignfinance@state.pa.us.

NOTE: All dates are subject to change without notice in the event of passage of any amendatory legislation.

PETITION WITHDRAWAL

TO THE CHESTER COUNTY BOARD OF ELECTIONS:

I, _____, DO HEREBY WITHDRAW MY
(PRINT CANDIDATE NAME)

NOMINATION PETITION FOR THE OFFICE OF

_____ IN _____
(PRINT NAME OF OFFICE) (MUNICIPALITY OR PRECINCT)

FOR THE PRIMARY ELECTION TO BE HELD ON

_____, 20____.
(PRIMARY ELECTION DATE)

(SIGNATURE OF CANDIDATE)

(ADDRESS OF CANDIDATE)

(CITY, STATE, ZIP)

Commonwealth of Pennsylvania
County of Chester

Before me appeared the candidate named above and in due form of law acknowledged the foregoing withdrawal to be to be of his/her own act and deed and desired the same to be recorded as such.

Official Notary seal

Sworn to and Subscribed before me this

_____ day of _____, 20____.

(Notary Signature)

(Official Title)

Note: Withdrawals must be filed no later than 4:30 p.m. on the 15th day after the last day to file nomination petitions

CHECK-OFF LIST BEFORE FILING YOUR PETITION

NOMINATION PETITION

- _____ Minimum number of signatures obtained
- _____ First date of signing not earlier than February 14, 2017
- _____ Last date of signing no later than March 7, 2017

FRONT OF PETITION

- _____ Candidate's descriptive information all completed
- _____ Name of Candidate EXACTLY as it will appear on ballot

BACK OF PETITION

- _____ Affidavit of Circulator printed (including address and municipality), signed and notarized **AFTER** obtaining the last signature
- _____ Candidate's Affidavit printed (including Title of Office, address, municipality and election district where indicated), signed and notarized within the time frame of circulation period

NOTARIZATIONS

- _____ Both affidavits **MUST** include the Notary's signature and the notary's official inked stamp indicating the municipality and expiration date of commission - **Notary's embossed seal is not the official inked stamp**

SIDE OF PETITION

- _____ Party, Office, Municipality, Ward, District, Term filed in
- _____ Name of Candidate EXACTLY as it will appear on ballot
- _____ Election Year: 2017

It is the candidate's responsibility to insure that:

- Candidate is of the district and party named on petition (School Directors and MDJ can cross file)
- All signers are of the district and party of the candidate

FILE EARLY
DO NOT WAIT UNTIL THE LAST DAY TO FILE WHEN IT
WILL BE TOO LATE TO MAKE ANY NECESSARY CHANGES