



“How to Run for a Local Office”

- This is not an “official election board” training. We are an independent, non-profit organization that cares about its local community by offering trainings that enable people of good character to consider running for office!
- For all official documents and verifications of information received here; please contact your election board.

Disclaimer

- I would like to acknowledge and thank the following people for sharing information that I used in this PowerPoint:
 - Dan Brockett with the Penn St. Agricultural Ext.
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 - PA Department of Community Economic Development and the use of their publications and manuals
 - <http://www.newpa.com/local-government/publications>

Acknowledgements...

Exciting Adventure

- You could be one of more than 30,000 of the elected offices in PA local government
 - County
 - Municipal (Boro & Twp)
 - School
- Making important decisions about...
 - The future of your community
 - Setting policies on schools land use, and any other level of local government service
- When you run, consider this...
 1. Can I afford the commitment of TIME, MONEY and ENERGY necessary to run for public office?
 2. Am I qualified to hold the office being sought?
 3. Will I make the time to do the job right?

Making the Decision...

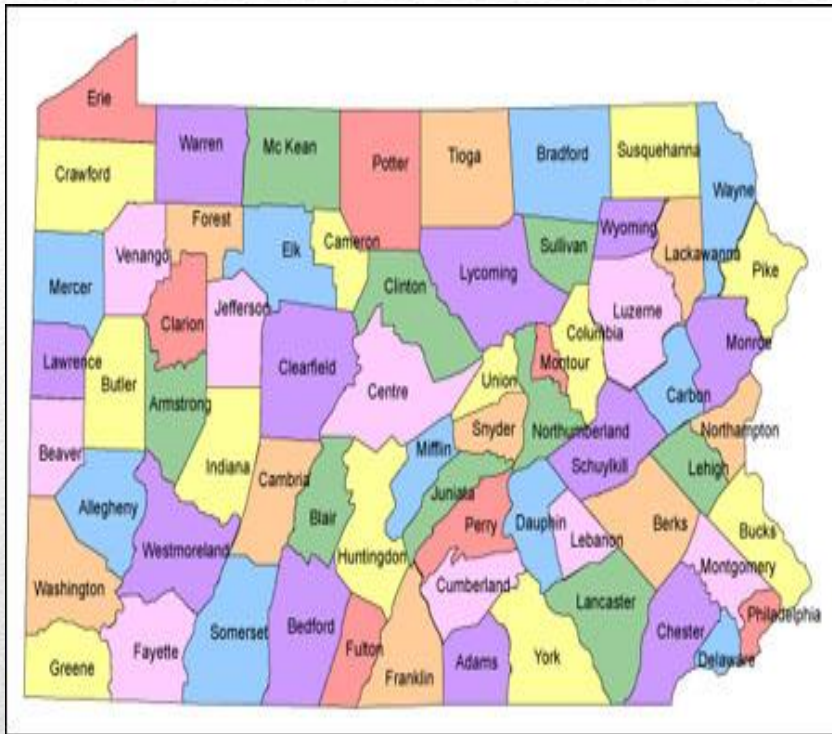
- Article II, Section 7 of the Pennsylvania Constitution prohibits persons convicted of embezzlement of public monies, bribery, perjury or other infamous crimes from holding any office of trust or profit in the Commonwealth.
- This prohibition extends to include local government offices.

**Is there anything that
could disqualify me from
running for office?**

- Holding of more than one public office is not in itself illegal.
- Two or more offices may be held concurrently by the same individual except where the Constitution or the General Assembly have declared the offices incompatible
- Offices are incompatible only if the legislature has acted to declare them so

Incompatible Offices

PENNSYLVANIA



Local Government – A power reserved to the states in Article X of the US Constitution

- 67 Counties
- 56 Cities
- 958 Boroughs
- 1 Incorporated Town
- 1547 Townships
- 500 School Districts

Taken from PA Local
Government Fact Sheet

- Legislation establishes powers:
 - County code
 - Township code
 - Borough code
 - School code

<http://www.newpa.com/local-government/local-government-law-library>

How the State Defines Local Government

How PA Classifies Governments

- 9 classes of counties
- 4 classes of cities
- 2 classes of townships
- 1 class of boroughs and school districts

What Class is Venango?

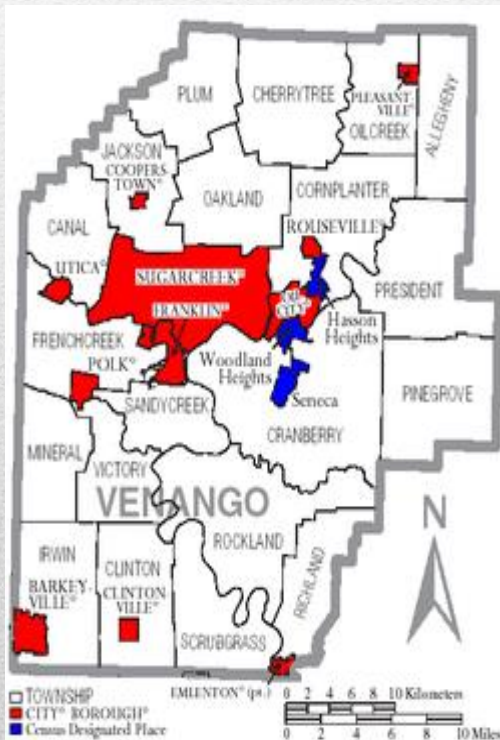
- *PA constitution says all governments of the same class must be treated the same.*
-

CLASSIFICATIONS OF GOVERNMENT

- 67 Counties – currently (9) classifications

- **VENANGO COUNTY** considered a **6th class county**

Those having a population of 45,000 and more but less than 95,000 inhabitants and those having a population of 35,000 and more but less than 45,000 inhabitants which by ordinance or resolution of the Board of County Commissioners elect to be a county of the 6th class.



County Government Elected Officials



Combinations of offices are common to other sixth class counties!

- Governed by:
 - 3 member board of County Commissioners
 - Other independent elected officials (ROW OFFICES)
 - District Attorney
 - Sheriff
 - Register of Wills/Recorder of Deeds/Clerk of Orphans Court
 - Coroner
 - Prothonotary/Clerk of Courts
 - Treasurer
 - (3) Auditors or (1) Controller
-

District Attorney

- The District Attorney is the chief law enforcement officer in the County. The District Attorney must be a member of the Bar in Pennsylvania and must have established residency in the County a minimum of ~~one~~ two years prior to election.
- As the chief law enforcement officer the DA has authority over all criminal cases arising within the county; and in the interest of justice, has the authority to prosecute or dismiss criminal charges filed by law enforcement or private complaint.
 - The Office of the District Attorney represents the people of the Commonwealth; and in interest of the people prosecutes violations of the Crimes Code, the Vehicle Code, the Liquor Code, the Controlled Substance Drug Device and Cosmetic Act, the Pharmacy Act, and various laws of general health welfare and safety.
 - The DA and Assistant District Attorneys advise law enforcement in criminal procedure and law providing twenty-four hour advisory assistance and in major crime investigations provide on site assistance to the police.

Venango County Sheriff

- The Sheriff is the highest local police officer in the county and referred by the courts as the “Chief Law Enforcement Officer of His Bailiwick”. The Sheriff is elected to a four year term in office.
- The Sheriff’s Office is currently comprised of 12 full time Deputy Sheriffs, an Administrative Assistant and 1 department clerk. In addition to this, there is an appointed Chief Deputy Sheriff. The Sheriff’s Office is available twenty-four hours a day, seven days a week for contact through the Venango County 911 Center, which dispatches the appropriate law enforcement agency for emergency calls.
- Perform courthouse/courtroom security.
- Serve warrants, including bench warrants, domestic relations warrants and district court warrants.
- Serve all civil process issued through the Court of Common Pleas and the District Judges’ Offices, and other county and state civil courts.

Sheriff's Office cont...

- Conduct personal property sheriff sales.
- Conduct Real Estate Sheriff Sales.
- Transport prisoners on a routine basis and by court order.
- Enforce court orders to assist other county agencies such as Children and Youth Services and the juvenile court system.
- Serve and enforce protection from abuse orders.
- Enforce the Pennsylvania Vehicle Code and Crimes Code.
- Conduct background checks as part of the process of issuing Licenses to Carry Firearms.

The Register of Wills is responsible for probating wills and granting Letter of Administration. The Register is also responsible for and has jurisdiction over records of wills, inventories, inheritance tax documents and any other miscellaneous documents filed. The Register of Wills is the agent for the Commonwealth for the collection of inheritance tax.

The Recorder of Deeds is responsible for the public repository of real estate records, military discharges, official commissions and other documents. The Office of the Recorder of Deeds is used by ordinary citizens on a daily basis. It is an important interface between taxpayers, real estate professionals and county government

The Clerk of Orphans' Court is responsible for performing the administrative record keeping duties of that court. The Clerk of Orphans' Court issues marriage licenses. All documents relating to adoption are filed with the Clerk of Orphans' Court.

Register of Wills/Recorder of Deeds/Clerk of Orphan's Court

- As required by the state constitution, Venango County has a coroner. This officer is elected by popular vote and is a part-time position. The coroner (or assistant) investigates all violent deaths and performs autopsies when there is reason to suspect that death may have been caused by other natural causes.

CORONER

Prothonotary

- As Prothonotary (chief clerk and record keeper for civil proceedings)
 - Preparation of Argument List and Civil Court Trial List.
 - Custodian for divorce costs, arbitration funds, Common Pleas Court funds, divorce testimony, court exhibits and Common Pleas Court Seal.
 - Payment of all civil court jurors.
 - Signature and authorization of all writs and processes of the court.
 - Certification and transmittal of all appeal cases to higher courts.
 - Collection of state taxes on legal documents.
 - Passport applications.
 - Recording and filing of various legal papers.
 - Appointment of divorce masters and arbitrators.
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Clerk of Courts

- As Clerk of Courts (chief clerk and record keeper for criminal proceedings)
 - Custodian of all juvenile records.
 - Custodian of the seal of the court.
 - Administers oaths and affirmations.
 - Swears in all juries and witnesses.
 - Keeps minutes of each hearing and trial.
 - Maintains a record of all exhibits received into evidence.
 - Custodian of all bail bond money.
 - Certifies payments of all jurors.
 - Collects and transmits all fines and forfeited bonds.
 - Custody and maintenance of records of all Accelerated Rehabilitative Disposition (ARD) cases.
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TREASURER

- The County Treasurer is a four-year elected position and is the chief tax collector, a position that holds a high degree of responsibility.
 - The Treasurer and staff are accountable for receipting and depositing all monies received by the County and involved in the releasing and disbursing all expenditures on the treasury.
 - The Treasurer maintains the cash management by investing the monies in short term investments and only transfers cash on an as need basis.
 - Your County Treasurer's office also serves as the repository for many monies remitted from the various county departments, with all funds kept separate and fully accounted for on a department by department basis.
 - The Treasurer also is an agent of the commonwealth and administers the following licenses:
 - **Dog License**
All dogs 3 months of age are required to have a dog license. The dog must be licensed in the county they reside. Lifetime dog licenses are available.
 - **Hunting**
Valid from July 1st - June 30th of each year. Senior Resident Lifetime License is available.
 - **Fishing**
Valid from January 1st - December 31st of each year. Senior Resident Lifetime License is available at the Treasurer's Office. Applicant must be 65 years of age during the year of issue. For more information you may access PA Fish Commission web site at: www.fish.state.pa.us.
 - **Sportsman's Pistol Permit**
Valid for five (5) years from date of issue. Applicant must appear in person with ID. The application must possess a current hunting or Fishing license. Fee for permit is \$6.00.
 - **Small Games of Chance & Bingo**
Available to eligible non-profit organizations which have been in existence at least one year. License valid for one year. Fee is \$100.00.
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Elected Auditors

- The office of the County Auditors consists of an elected board of three auditors: two from the majority party and one from the minority party, elected in the same manner as the County Commissioners.
 - The County Auditors audit, prove and adjust the accounts of all the offices of Venango County.
 - Each year the auditors must complete an annual audit and financial report, of the prior year, which is filed with the Department of Commerce and Economic Development (DCED) in Harrisburg and available to the public.
 - In the course of preparing the annual report we audit all county offices. In some cases all the receipts and disbursements are audited; but in most cases where there are numerous transactions, a sampling is taken and audited. Detailed work papers are prepared and retained in audit files.
 - Special audits are required in the case of a Department head leaving or a District Magistrate retiring or a fiduciary fund ending. These duties are performed in accordance with County Code.
 - The County Auditors are always available to answer questions to help with better record keeping for the entire county
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COUNTY COMMISSIONERS

- The Board of Commissioners is elected to serve a term of four years. The Commissioners are responsible for the overall management of county operation as it relates to the county budget, establishing policies, authorizing resolutions and ordinances, taxing contract administration, insurance, and legal issues. In addition, the following county divisions are directly reportable to the Board of Commissioners for the provision of services:
 - County Solicitor
 - County Administrator/Chief Clerk Operations
 - Community Services
 - Finance and Administration
 - Human Services
 - Human Resource Department
 - The Commissioners serve on the following boards directly related to County government: Elections, Retirement, Salary Board, Prison Board, various Human Service Advisory Boards; and has a seat on or appoints persons to serve on a variety of community Boards of Directors such as Planning Commission; County Assessment Board; Tourist Promotion; Housing Authority; County Conservation District; Penn State Cooperative Extension; Venango County Industrial Development Authority; Sugarcreek Station/Sugar Valley Lodge; and the Oil Heritage Regional Park, Inc.
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- Magisterial District Judges are elected to six-year terms in a partisan election. A candidate must be 21 years of age and a legal resident of the magisterial district in which they are seeking election. The Court of Common Pleas is required to submit to the Supreme Court of Pennsylvania in the year following the decennial census a recommendation on the alignment of the magisterial districts in the County.
- Venango County has three magisterial districts and three district justices who preside over the "magisterial courts" in the county. Magisterial courts are courts with limited jurisdiction. All summary misdemeanor and felony criminal cases originate at the district justice level. A district justice may accept a plea or conduct a full hearing and sentence in all summary matters including game or fish law violations and traffic violations. Pleas and sentencing may occur at the district justice level in all criminal charges classified as misdemeanors of the third degree and on first offence, second degree misdemeanor driving under the influence charges. In criminal cases where a preliminary hearing is conducted the Commonwealth has the burden of "prima facie" case against the defendant in order for the case to be bound over to Common Pleas court.

District Judges

- All county officers are elected at the municipal election before the expiration of the terms of the current office holders
- The term begins the 1st Monday after their election and extends for (4) years.

Terms of Office for County Officials

- Must be 18 years of age (21 yrs for Treasurer in Third Class City)
- A citizen of the United States
- Resident of the county/city/district/borough for one year preceding their election
- In many cases must be a “Registered Voter”
(see pg 8 of Campaign packet)
- DISTRICT ATTORNEYS
 - Must be resident of the county and **learned in law**.
 - They must reside in the county for which elected or appointed for (2) years before their election or appointment if not a 7th or 8th class county.
 - In sixth class counties, the DA must have been admitted to practice before the Supreme court for at least two years prior to taking the oath of office; **or** must have been admitted to practice before the Supreme Courts for at least six months prior to taking the oath of office and have practiced law before a court of record for at least (5) years.

General Qualifications

- Prior to taking the oath of office, newly elected coroners must attend a course of instruction and pass an examination given by the Coroner's education board. In the event that does not happen or that person fails the exam, the position shall be deemed vacant.

Extra Requirement for Coroner

- **County Officers**

- Elected county officers are prohibited from serving as a member of the legislative body of a city, boro, town or township, municipal treasurer or tax collector, school director of any school district or member of a board of health.
- A county officer may not be a member of the county zoning hearing board.
- No member of Congress, nor any person holding or exercising any office or appointment of trust or profit under the United States, can hold or exercise any compensated county office at the same time. This does not apply to U.S. reserve officers or enlisted personnel not called into active duty.

Incompatible Offices

- The district attorney is not eligible to a seat in the legislature or to any other office under the laws and Constitution of the Commonwealth, except an office in the militia, while in office.
- When the county commissioners establish the office of DA as full time, the district attorney is prohibited from deriving any other income from private legal practice and must completely sever any affiliations with any law firm.

...for a District Attorney

- Elective Offices
 - For cities operating under the 3rd Class City code or the Optional Third Class City Charter Law with the commission form, mayor-council form, or council-manager form, the elective offices are as follows:
 - **Mayor**
 - **Council Members:** (4) in commission cities, (5), (7) or (9) in optional charter cities
 - **Controller**
 - **Treasurer**
 - In council-manager cities under the Optional Third Class City Charter Law, the mayor may be chosen by council from among its members instead of being elected directly by the voters.

Third Class City Offices



CITY OF FRANKLIN

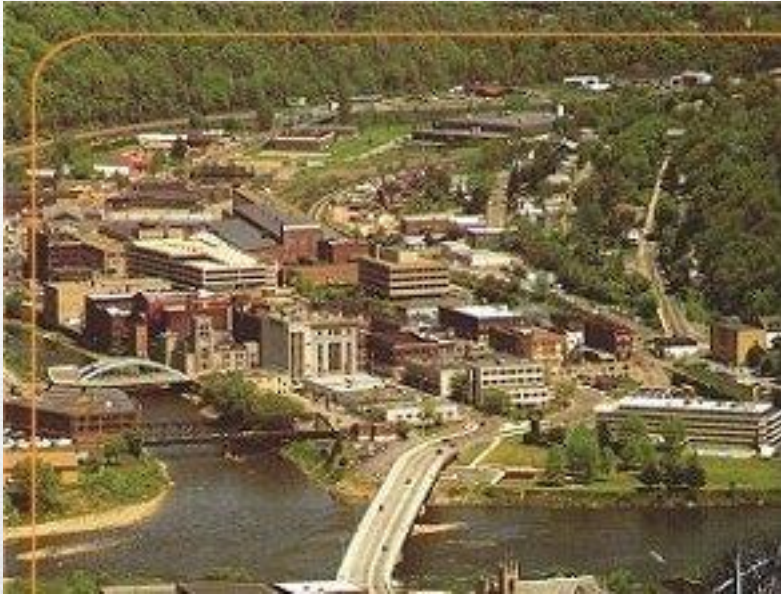
- The City of Franklin is a **3rd Class City** of Pennsylvania, organized under a **Home Rule Charter**, which was formally adopted in 1974.

Government Type

- Franklin's governing body is the City Council, which consists of
 - (6) Elected Council positions and the Mayor, who presides over the meetings. (3 at-large, 3 ward)
 - A City Manager is employed as the City's chief administrative officer.
 - The City employs 73 full-time employees to carry out the administrative, police, fire, and public services.

Taken from Franklin's website

CITY OF OIL CITY



Taken from Oil City's
website

- The City of Oil City operates under a **Council/Manager form** of government that was created under the auspices of the Pennsylvania Optional **Third Class Charter Law**.
- As such, the City Manager serves as the chief administrative and executive officer of the City under the direction of a
 - (5) Member City Council, composed of a Mayor and four Councilpersons elected **at-large**.

- Role of mayors in 3rd class cities vary with the form of government operating in a city.
- **May** have power to enforce and execute laws
- **May** supervise the conduct of council meetings
- In the mayor-council form – the mayor serves as chief executive officer and operates separately from council
- Depending on the city code, mayors can be elected or appointed from among the council members)



The Role of a Mayor...

- As with the mayor, the role and powers of city council vary with the form of government
 - ie. In the commission form – each member administers one of five city departments
- The council appoints other city officers and employees
- Council will elect one of its own to serve as council president
- Council appoints a chief clerk who works for city council
- Council members have no administrative role
- In council-manager city, the council might select one of its members as mayor to preside over the meetings
- The council appoints a city manager who serves as the chief administrative officer of the city

The Role of City Council

- The treasurer serves as collector of taxes for the city school district and often the county.
- The treasurer must possess a bond to cover all monies received in the capacity as treasurer.
- The treasurer must pay all warrants countersigned by the director of accounts and finance and the city controller
- The treasurer is also responsible for keeping public funds in such financial depositories as city council directs
- The treasurer may appoint assistants and employees, but the number and compensation are determined by city council.

Role of City Treasurer

- The controller is responsible for examining, auditing and settling all city accounts.
- The Code gives the controller subpoena power.
- The controller is required to provide city council with an annual audit report
- The Code mandates that the controller countersign all warrants for payment of funds out of the city treasury.
- NOTE: Home rule cities have varying approaches to the office of controller. Some may appoint an accounting firm and others solely appoint an independent accounting firm.

Role of City Controller

- The city officers are elected at large by the voters of the city at the municipal election held in odd-numbered years.
- They serve for a term of (4) years from the first Monday of January after their election

Term of Office for City Officials

- All elected officers must be at least 21 years of age
- Have resided in the city one year prior to their election
- They must continue to reside in the city during their term of office
- The city controller and city treasurer shall be competent accountants to qualify for their office.

Qualifications for City Officials

- City Officers – except as otherwise provided in the 3rd Class City Code, membership on the board of health is incompatible with every other city office.
 - Whenever a nonprofit corp. acts as the board of health, not more than (2) members of council and (1) member of the school board may serve as members of the city's board of health
- No city officer, official or employee is eligible for appointment to any civil service board
- Elected city officers other than council members may be appointed to serve as members of municipal authorities created by the city; except where the authority may prohibit this
 - Council members are prohibited from serving on authority boards

Incompatible Offices for City Officials

- Members of a zoning hearing board can hold no other office in the municipality. The zoning officer may hold no elective office in the municipality
- No city officer may serve as an election officer during their terms of office or within (2) months after leaving office
- No city officer may serve as school director during their term of office
- No elected county officer may serve as city council member or treasurer

Incompatible Offices cont...

- No officer of the United States or of the Commonwealth (except notaries public or officers of the militia)
- No officers of the school district or county, or no officers or employees of the city or municipal authority may serve as a council member.
- It is unlawful for any member of the legislature to hold or exercise the office of council member in any incorporated city of the Commonwealth.
- Council members are ineligible to hold any city or county offices while serving as a member of council

Incompatible Offices for Council Members

(2) Classes of Townships

1 st Class –	Over 300 People Per Square Mile	91 Townships
2 nd Class	Less than 300 People Per Square Mile	1455 Townships

- **1st Class**

- Commissioners: (5) elected at large, or in township divided into wards, one per ward
- Treasurer
- Three auditors or (1) appointed auditor, or (1) controller where such office as been created
- An assessor and assistant assessor (only in fourth to eighth class counties)

Term of Office: All elected township officials serve for a four-year (staggered) terms, except auditors who are elected for a term of six years.

Township Officers

- **2nd Class**

- (3) or (5) **supervisors** if approved by voters by referendum
- One assessor (only in fourth to eighth class counties)
- Three auditors
- **One tax collector**

- Term of Office: All officers are elected at large by the voters of the township at municipal elections occurring in odd-numbered years. Supervisors and auditors serve for overlapping six-year terms. Assessors and tax collectors serve for four years.



Most of our
Townships

Township Officers

BOROUGHs

- Boroughs are all one class
 - No distinction by size or population
 - Tend to be older, small urban centers
 - **Council** has 3, 5, 7, or 9 members depending on size
 - **Mayor**
 - **Tax Collector**
 - Three Auditors or One Controller (Except where the office has been abolished by appointment of an independent auditor)
 - Assessor (only in boros located within fourth through eighth class counties)
-

- Borough officials are elected at the municipal election held in odd-numbered years.
- With the exception of auditors whose terms run for (6) years, all other elected officials serve a four-year term.
- The term of office begins the first Monday of January after the election.
- Council Members are elected in overlapping terms and one auditor is elected at each municipal election.

Terms of Office for Boro Officials

- Only registered voters of boroughs are eligible to hold elective offices.
- Officers must be 18 years of age and residents of the borough.
- All borough officers must have resided in the borough continuously for at least one year before their election.
- The controller must be a competent accountant and have resided in the borough for at least four years prior to election.

Qualifications

- No individual is permitted to hold more than one elective borough office; however, any borough official is eligible to hold any appointive borough office where there is no incompatibility in fact
- The mayor nor council members may receive compensation for any borough appointive office
- No elected official may serve as an employee in a borough with a population of 3,000 or more
- A school director shall not be eligible for an elective borough office
- No borough officer may be a member of a zoning hearing boardand more (see Elective Office in Local Government Handbook)

Incompatible Offices for Boro Officers

- The Borough Code authorizes council to remove a member of council who refuses or neglects to attend two successive regular council meetings, unless detained by illness or absence from the borough.
- It can also remove a council member (through a hearing) who, though attending council meetings, neglects or refuses to vote, withdraws from council or otherwise refuses to act in an official capacity.

Interesting Fact...

- PA Constitution provides for the effective system of public schools. Which consist of districts, intermediate units, and the state Dept. of Education
- Schools can be divided into 5 classifications according to population
- Administered by 9 member school boards elected by the people for 4-yr **overlapping terms** (except Philadelphia)

SCHOOL DISTRICTS



- A school board is a legislative body of citizens called school directors who are elected locally by their fellow citizens and who serve as agents of the state legislature. Each board consist of nine members who serve (4) year terms of office without pay.
- School directors, although locally elected, are really state officials co-partners with the legislature.

What is a School Board?

- Are charged, by law, with providing quality education for the youth of their community. These boards have (3) functions:
 1. **Planning** – Boards are required to engage in strategic planning by regulations of the State Board of Education. Appropriate reports of the results of such planning must be filed with the Department of Education
 2. **Setting policy** – The central responsibility of a board, both in theory and in law, is to be the policy-forming body. Policy means actions of the board that set written goals and objectives for the school and parameters for actions
 3. **Evaluating results** – The board must evaluate the results of planning.

What does a school board member do?

- Adopt courses of study in consultation with the superintendent
- Establish the length of the school term
- Adopt textbooks
- Elect superintendents and hire necessary employees
- Enter into written contracts with professional employees and into collective bargaining agreements
- Adopt the annual budget
- Levy taxes; appoint a tax collector under certain circumstances
- Provide necessary grounds and school buildings
- Prescribe, adopt and enforce reasonable rules and regulations regarding school activities, publications and organizations
- Provide special educations for children with mental or physical disabilities

Some required “duties” of school boards

- A citizen of Pennsylvania
- Of good moral character
- At least 18 years old
- A resident of the school district for at least one year prior to election or appointment

Eligibility

- The PA Constitution bars from elective office anyone convicted of an “infamous” crime
- School directors cannot be employed by, or doing business with, the district where they are elected or appointed, subject to certain exceptions.
- Certain municipal offices are incompatible with school directors
- The “Hatch Act”, a federal statute, prohibits federal employees, and some state and local government employees whose job functions “involve” federal funding, from running for partisan elective office. (not holding the office)

Incompatibilities for School Board

- A Constable is a sworn Law Enforcement / Peace Officer that can arrest for felony crimes and breaches of the peace committed in his presence, or by warrant anywhere in the commonwealth.
- A Constable is also an officer empowered to carry out the business of the statewide district court system, by serving warrants of arrest, mental health warrants, transporting prisoners, service of summons, complaints and subpoenas, and enforcing protection from abuse orders as well as orders of eviction and judgment levies.
- Constables are also charged with maintaining order at the election polls and ensuring that no qualified elector is obstructed from voting, Constables are the only Law Enforcement Officials permitted at the polls on election day.
- Constables are elected at the municipal level, however State law governs Constables and they have statewide authority, thus the title became "State Constable".
- Constables are empowered to enforce both criminal and civil laws, Police Officers are empowered to enforce criminal and traffic laws, Sheriff's are the chief law enforcement officer of the County and are empowered to enforce criminal, civil and traffic laws.

Constables

Taken from...

<http://www.pastateconstables.com/history.php>

- The Venango County Republican Committee helps to elect Republicans to local, state, and federal office. The Committee:
- Recruits quality Republicans to run for public office in Venango County.
- Promotes the registration of Venango County voters as Republicans.
- Helps to collect petition signatures for state and federal candidates.
- Persuades Venango County voters to vote for Republican candidates for local, state, and federal office.
- Gets registered Venango County Republicans out to vote on primary and election days.
- Assures that Venango County primaries and elections are conducted fairly and lawfully.

Political Party Committee Men and Women

Primary Election vs. General Election

In Pennsylvania's Primary Elections, voters choose their party's nominees to run in the General Election by casting ballots.

Pennsylvania holds closed Primary Elections, meaning you must be a member of the party to vote for that party's candidate (for example, you could not vote in the Republican primary unless you are a registered member of the Republican Party). The candidates that receive the highest number of votes in the Primary Election will be the nominee representing their party on the General Election ballot.

Primary elections in Pennsylvania are held on the third Tuesday of May in all years except Presidential years, when it is held on the fourth Tuesday of April. General Elections are always held the first Tuesday, after the first Monday, in November.

What is the PRIMARY election?

IMPORTANT ELECTION DATES - Primary

February 13	First day to circulate and file nomination petitions
March 6	Last day to circulate and file nomination petitions
March 7	First day to circulate and file nomination papers
April 16	Last day to register before the primary
May 8	Last day to apply for a civilian absentee ballot
May 11	Last day for County Board of Elections to receive voted civilian absentee ballots
May 15	MUNICIPAL PRIMARY



- Make your decision
- Contact your local party chair and announce
- Send letters to committee persons in your party and get their **individual support**
- Pickup your petitions and begin circulating within the designated time period
- Establish a committee to elect if you want to go big
- Order signs & other campaign literature
- Campaign like crazy
 - Dinners, dinners, and dinners (each ticket is an expense)
 - Place ads in the local newspaper & other political directories (don't forget your...PAID FOR BY CANDIDATE)
- Canvas your area – walk, call, etc...
- Get your team ready to work the polls

Where did I start?

How to file nomination petitions

- Complete the top section of each petition prior to circulating it for signatures.
 - Collect signatures ONLY from February 13, 2018 to March 6, 2018.
 - Have the circulator complete the "Affidavit of Circulator" on the back of the petition and have it notarized prior to the candidate filing the petition.
 - Complete the section entitled "Candidate's Affidavit" and have it notarized prior to filing the petition.
 - If filing multiple petitions, only one Candidate's Affidavit must be notarized. Multiple petitions should be numbered consecutively to show how many petitions are being filed.
-

Who can sign your petition?

- A registered voter.
- A voter registered in the same political party as the candidate. ***Please verify their political party as many voters have changed their party affiliation over the past years.***
- A resident of the candidate's political district
- Each signer may sign as many petitions as the number of candidates he/she can vote for at the succeeding election for the office.

Example: If 4 Republicans are running for 2 Borough Council seats, a registered Republican voter can only sign 2 petitions.

Tips for petitions

- Check your name with the county elections office – avoid nicknames.
- Do not allow signers to use ditto marks – get a complete address for EACH signer.
- CAUTION: When completing the address section of the petition, the signer must list the township or borough he resides in – not where he receives mail.

No P.O. Boxes.

Example: if you live in Banana Township but have an Appleville mailing address, you must list Banana Township on the petition.

- If you have a circulator, they must be the same party as you, the candidate, unless you are allowed to cross file.
-

How not to get thrown off the ballot

- Do not use old petitions from previous years or the wrong colored petitions
 - Obtain more than the required number of signatures in order to better withstand any challenge to the petition.
 - Make sure all signers are registered voters in your party. (unless cross-filing)
 - File ALL required forms and make sure they are properly notarized.
-

Signature Requirements

10 **valid** signatures for

- Borough Council member
- Mayor
- Township Supervisor
- School Director – 10/party
- City Council (ward)
- Auditor
- Constable
- Tax Collector

100 **valid** signatures for

- Magisterial District Judges
- County Row Offices
- Oil City Treasurer
- City Council (at large)

*Protect your candidacy: get more signatures
than is required!*

Filing Fees

If a filing fee is required, it must be paid when filing your petition with the County Board of Elections.

- Constables - \$10
 - Magisterial District Judges - \$50/party
 - County Row Offices - \$100
 - City Council (ward) - \$25
 - City Council (at large) - \$25
 - City Treasurer - \$25
-
- ✓ *No Personal Checks will be accepted.*
 - ✓ *Filing fees are not refundable.*
-

Cross-filing

Who can cross-file?

- Magisterial District Judges and School Directors

How do I cross-file?

- Circulate and file two separate petitions - one for each political party.

Can I circulate both petitions?

- Magisterial District Judges: YES
 - School Directors: NO, only the petition for your political party. Someone from the other party must collect signatures on the other party's petition.
-

Cross-filing (continued)


How many signatures do I need?

You need the minimum required signatures on each party's petition.

How many filing fees do I have to pay?

School director: \$0

District Justice: \$50 x two parties = \$100



Policies for lists and labels vary by county. Check with the county elections office on fees and availability.

Typically available:

- street lists for the political district
 - sorted by alphabetical or walking
 - available on a disc for a fee of \$5.00
- mailing labels
 - sorted by all voters or households
 - a fee of \$0.30 per sheet will be charged for labels

Street Lists And Mailing Labels

Statement Of Financial Interest – what is it?

- All candidates must complete and file this with their nomination petition at the time of filing, with the exception of Judge of Election, Inspector of Election, Incumbent Magisterial District Judges, State Committeeman/Committeewoman, Committeeman/Committeewoman. Failure to do so will result in immediate rejection of the petition.
 - This statement is used to disclose any potential conflicts of interest. It is administered by the State Ethics Commission.
 - It is filed annually by all candidates, elected officials and appointed officials.
 - Statements of Financial Interest are public information.
-

- The initial version of the first Pennsylvania Public Official and Employee Ethics Act("Ethics Act"), Act 170 of 1978, primarily became effective January 1, 1979. The Ethics Act was amended and reenacted in 1989 by Act 9 of 1989 and was codified in 1998 by Act 93 of 1998, 65 Pa.C.S. § 1101 et seq. The Ethics Act was further amended by Act 134 of 2006. The Ethics Act provides that public office is a public trust and that any effort to realize personal financial gain through public office, other than compensation provided by law, is a violation of that trust. The Ethics Act was passed to strengthen the faith and confidence of the people of the Commonwealth in their government. The Ethics Act established the State Ethics Commission to administer and enforce the provisions of the Ethics Act and to provide guidance regarding the standards established by the Ethics Act.

State Ethics Commission

How to file a Statement of Financial Interest

- File the form with the political subdivision in which you are seeking office (i.e. township office, borough hall, school administration office, etc. with the exception of Constables who must file with the State Ethics Commission) on or before the last day for filing a petition.
 - A copy of the form must also be appended to the nomination petition, or your name will not be put on the ballot.
 - Be sure to complete all blocks and sign the form.
-

Campaign Signs

- Please obtain permission from the appropriate Township, Borough, City, or private property owner regarding the posting of campaign signs.
 - **All campaign literature must have a disclaimer on them noting who authorized/approved and who paid for the ad.**
 - The Pennsylvania Election Code says that no one may campaign, post campaign signs, or distribute campaign material within 10 feet of the entrance to a polling place on Election Day.
-

- If you **do not** plan to spend \$250 or more on your campaign, the Waiver of Expense Account Reporting Affidavit on the back of your petition(s) must be **signed and notarized**. The waiver excuses you from filing financial reports.
- *If you sign the 'Waiver of Expense' and find that you have spent or received more than \$250 for any of the reporting periods, then you are responsible for filing a Campaign Expense Report for that period.*
- If you expect to spend \$250 or more, information concerning Campaign Expense Reporting Laws and forming a committee will be provided to you when you file a petition. You will need to file a series of expense reports either way!! (Whether as an individual or committee)

Campaign Expense Reporting...



- A candidate may form a campaign committee to operate on his/her behalf. (This is not required!)
- If a committee is formed, there are several responsibilities of which the candidate and committee treasurer should be aware.
 1. File a “Political Committee Registration Statement”
 2. A Candidate must file an “Authorization for a Political Committee to Receive Funds on Behalf of a Candidate”
 3. Appoint a Chairperson and Treasurer. In order to operate, these may not be the same individual. A vacancy in these offices prohibits the committee from receiving contributions or making expenditures.

Campaign Committees

- Each candidate and committee shall keep records of the names and addresses of each person from whom a contribution of over \$10 has been received and a record of the rest.
- All records shall be retained by the candidate or treasurer for a period of (3) years after such information is reported
- Any person receiving any contribution on behalf of a political committee or candidate shall turn such contributions over to the treasurer of that committee or the candidate within (10) days of its receipt

Interesting Requirements...

- Vouchers or copies of vouchers for all sums expended amounting to more than \$25 shall be retained by the candidate or the committee treasurer and shall be available for public inspection but do not have to be filed with the report.
- May a corporation or unincorporated association make a contribution to a candidate or a political committee?
 - NO...except in connection with any question to be voted on by the electors of this Commonwealth
- Is there any limit to the amount of money which an individual can contribute?
 - NO...however; if the amount is in excess of \$100 it cannot be in the form of currency (cash)

Contribution Limits & Voucher Requirements...

Campaign Finance Reporting Requirements

4 reporting periods for candidates / committees:

- 2nd Friday – Pre-Primary
- 30 Day Post Primary
- 2nd Friday – Pre-Election
- 30 Day Post Election

Penalties for overdue reports:

- \$20/day for the first six (6) days , \$10/day after the first six (6) days, Maximum \$250
-

A candidate or political committee may file a termination report

- when there is a zero balance
- no unpaid debts or obligations
- but not until after the election

Annual report due January 31

if termination report not filed

Financial reporting close-out

Poll Watchers

Each candidate is entitled to appoint two watchers in each election district (48 Election Districts in Venango)

- Candidate submits a written request to the county elections office for each watcher.
 - Watchers certificates are issued to the specific election district in which the watcher resides
 - Watcher may be assigned to observe the election process in any polling place in the county during Election Day
-

What watchers do

Watchers have the right to be present in the polling place

- from the time that the election officers meet before the opening of the polls,
- until the counting of votes is completed and the district register and voting checklist have been locked and sealed

Watchers may inspect

- the poll book
- either of the two numbered list of voters

during those intervals when voters are not in the polling place waiting to vote

Don't forget:

- Pay attention to the calendar
 - Follow all the rules for petitions and notarized forms
 - File your statement of financial interest
 - Pay attention to deadlines for financial reporting
 - Decide whether you'll want poll watchers
 - Consider ordering lists and labels
 - *When in doubt -- talk to your county elections office*
-

- **Election Staff**

- Abby Flockerzi –Director of Elections (814) 432-9512
- Geraldine M. McGuinness – Voter Registration Coordinator (814) 432-9514

- **County Board of Elections**

- Albert “Chip” Abromovich - Democratic
- Vince Witherup, Vice Chair – Republican
- Timothy Brooks, Chair – Republican

Contact Information

- Democratic – John Kluck
 - 1-814-657-3108
 - jkluck14@yahoo.com
- Republican – Martha Breene
 - 1-814-758-0451
 - cmhb@comcast.net

County Party Venango Chairpersons

Questions, comments,
discussion



And now it's your turn . . .
