

**INSTRUCTIONS FOR CIRCULATING AND FILING NOMINATION PETITIONS
WITH THE WESTMORELAND COUNTY BOARD OF ELECTIONS:**

**PLEASE READ ALL INFORMATION ON THE PETITION AND THE FOLLOWING
INSTRUCTIONS PRIOR TO CIRCULATING THE NOMINATION PETITION**

FIRST DAY TO CIRCULATE: TUESDAY, FEBRUARY 14, 2017.

**PETITIONS AND OTHER ASSOCIATED DOCUMENTS MUST BE FILED WITH THE
ELECTION BUREAU BY 4:00 PM ON TUESDAY, MARCH 7, 2017.**

1. Prior to Circulation:

A. All blank spaces which appear on the top of the front page of the nomination petition must be completed BEFORE signatures are obtained.

B. Typewrite or print the name of the candidate on the face of the petition EXACTLY as the candidate wants it to appear on the ballot. A nickname is allowed ONLY if it is a derivative of the legal given name. Professional titles are not used on the ballot, such as "Doctor", "Attorney" etc. If a married woman is proposed as a candidate, her first name should be used on the petition, e.g. "Mary Jones" not "Mrs. John Jones". If the maiden name is used as part of the last name e.g. "Mary Smith Jones" indicate if there is a hyphen between the maiden and married name, e.g. "Mary Smith-Jones". If you are using a name other than your given LEGAL name you must complete and return an Affidavit of Name Change. This form is available at the Election Bureau.

2. Signers:

PLEASE SEE SIGNATURE REQUIREMENTS ON PAGE 4

A. Different petition pages must be used for signers who reside in different counties. This applies to school districts that cross over to another county.

B. Each signer may sign petitions for as many candidates for each office as he/she is permitted to vote for and NO MORE.

C. Each SIGNER of the petition must be a registered and enrolled member of the political party referred to in the petition. (Democratic electors must sign only the Democratic petitions and Republican electors must sign only the Republican petitions). Since Magisterial District Justice and School Director candidates may cross file (seek the nomination of more than one party), a different set of petitions must be filed for each party.

D. Each SIGNER MUST PERSONALLY INSERT the information concerning residence, printing of name and date of signing. Signers should list their address with the house number, street address and MUNICIPALITY of residence (NOT the mailing address). In the case of an elector having a rural route or R.D. number, the township should be listed. The date of signing may be expressed in words or numbers; e.g. February 14, 2017 or 2/14/2017. A married woman must use her given name; e.g. Mary Jones not Mrs. John Jones.

3. **Circulator's Affidavit:** The circulator's Affidavit must be signed and notarized AFTER the petition is circulated and must be executed on each petition sheet and that the circulator is a qualified elector duly registered and enrolled as a member of the designated political party listed on the petition. Please keep in mind that the person swearing to the Circulators' Affidavit is the person who has personally circulated the petition to each of the signers. Each notarization MUST include notary seal, county of notary's office and date of commission expiration. **UNDERLINED PORTION DOES NOT APPLY TO CIRCULATOR FOR THE OFFICE OF MAGISTERIAL DISTRICT JUDGE.**

4. **Candidate's Affidavit:** The Candidate's Affidavit must be completed, signed and notarized AFTER the petition is circulated and must be executed on each petition sheet. Each notarization MUST include notary seal, county of notary's office and date of commission expiration.

5. **Waiver of Expense Account Reporting Affidavit:** The Waiver of Expense Account Reporting Affidavit must be signed if the petitioner DOES NOT intend to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250) during any reporting period. If the Waiver of Expense Affidavit is not completed, the candidate will be required to file Campaign Finance Reports every reporting period; otherwise, only when contributions or expenditures exceed \$250 per period. Please take notice of the Campaign Expense reporting dates. These dates must be observed to avoid penalty.

6. Complete all blank spaces on the bottom reverse side of the petition. (DO NOT COMPLETE BELOW "Filed in the Office of the County Board of Elections").

7. NO ADDITIONAL COMPLETED PETITIONS WILL BE ACCEPTED BY THE WESTMORELAND COUNTY ELECTION BUREAU AFTER INITIAL FILING.

8. **Tax Collector Candidates:** Those who are running for the first time must file a copy of a Pa State Police Background Check with the petition and file the original with the municipality. Tax Collectors who are running for a second or subsequent term of office are not required to file the background check.

9. **Statement of Financial Interest:**

A: All incumbent and non-incumbent candidates (other than Constables) for County and Local offices must file the Statement of Financial Interests in TWO LOCATIONS:

1. The white copy must be filed with the governing authority of the political subdivision (i.e., in the county, city, township, borough or school district) in which he is a candidate on or before the last day for filing the nomination petition. Forms are NOT to be forwarded to the State Ethics Commission in Harrisburg. IT IS THE RESPONSIBILITY OF THE PETITIONER TO VERIFY THE HOURS OF OPERATION FOR THEIR FILING DISTRICT.

2. The yellow copy of the Statement must be APPENDED TO THE NOMINATION PETITION to appear on the ballot.

B. Incumbent and non-incumbent CONSTABLES are required to file with the State Ethics Commission and append a copy to the nomination petition.

PENALTIES

NO NOMINATION PETITION TO APPEAR ON THE BALLOT FOR ELECTION SHALL BE ACCEPTED BY THE RESPECTIVE STATE OR LOCAL ELECTION OFFICIAL UNLESS THE PETITION HAS APPENDED THERETO A STATEMENT OF FINANCIAL INTERESTS. FAILURE TO FILE THE STATEMENT IN ACCORDANCE WITH THE PROVISIONS OF THIS ACT SHALL, IN ADDITION TO ANY OTHER PENALTIES PROVIDED, BE A FATAL DEFECT TO A PETITION TO APPEAR ON THE BALLOT. See, 65PA.C.S. sec 404(b)(3).

Please see filing instructions on the back page of the Statement of Financial Interests. All questions may be directed to:

**State Ethics Commission
309 Finance Building
P.O. Box 11470
Harrisburg, PA 17108-1470
(717) 783-1610 or 1-800-932-0936
www.ethics.state.pa.us**

**10. Filing Fees and Place of Filing:
PLEASE SEE FILING FEE REQUIREMENTS ON PAGE 4**

A. No nomination petition requiring a filing fee will be accepted unless it is accompanied by the filing fee. Filing fees for petitions may be paid by check, certified check, money order or cash at the office of the County Treasurer. The petition and Filing fee receipt can then be filed with the Election Bureau.

B. Filing fees will not be refunded in the event a candidate withdraws or for any other cause.

C. Petitions are to be filed with the Westmoreland County Election Bureau, 2 N. Main Street, Suite 109 Courthouse Square, Greensburg, PA 15601. The office is open from 8:30 A.M. until 4:00 P.M., Monday through Friday. DEADLINE for petition return is March 7, 2017 at 4:00 P.M.

SIGNATURE REQUIREMENTS AND FILING FEES:

OFFICES FOR:	NO. OF SIGNERS:	FILING FEE
COUNTY	250	\$100.00
JUDGE OF THE COURT OF COMMON PLEAS (Filing Fees paid at time of filing with the Secretary of the Commonwealth)	250	
CITY (Cities of the Third Class)	100	\$25.00
BOROUGH	10	NO FEES
FIRST CLASS TOWNSHIP North Huntingdon Penn Rostraver	10	NO FEES
ALL OTHER TOWNSHIPS	10	NO FEES
SCHOOL DIRECTOR Greensburg-Salem School District Jeannette City School District Monessen City School District Burrell School District <u>AT LARGE ONLY</u>	100	NO FEES
ALL OTHER SCHOOL DISTRICTS Including: Burrell School District Regions I, II, III New Kensington-Arnold Regions I, II, III	10	NO FEES
CONSTABLE	10	\$10.00
MAGISTERIAL DISTRICT JUDGE	100	\$50.00
JUDGE OF ELECTION	10	NO FEES
INSPECTOR OF ELECTION	5	NO FEES