

County of Union

PENNSYLVANIA

Elections and Voter Registration

Chief Election Coordinator and Registrar

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Dear Candidate:

The Union County Elections Office is making every effort to provide a user friendly and efficient process for filing a nomination petition. Please review the important information pertaining to the filing of a nomination petition that is listed below and in the pages and attachments that follow.

- Petitions must be filed in the Union County Elections Office located at 155 N. 15th Street, Lewisburg, Pa. 17837. Office hours are Monday through Friday 8:00 a.m. to 4:30 p.m.
- The first day to circulate and file a petition for the 2021 Municipal Primary, to be held on May 18, 2021, is Tuesday, February 16, 2021.
- The last day to circulate and file a petition for the 2021 Municipal Primary is Tuesday, March 9, 2021. All Petitions must be received in the Union County Elections Office no later than 4:30 p.m., Tuesday, March 9, 2021. **There will be no exceptions for the filing deadline and post marks do not count.** You may wish to file before this date as any errors or omissions that might be cause for rejecting the petition could possibly be corrected.

If you have any questions, please contact the Union County Elections Office at 570-524-8681.

INSTRUCTIONS FOR PETITIONS

Filing instructions and documents provided by the Union County Elections Office do not constitute legal advice. Candidates seeking public office can secure a nomination petition at the Union County Elections Office located in the Union County Government Center at 155 N. 15th Street, Lewisburg, Pa. 17837. Anyone interested in seeking election to a public office that is not listed in the SIGNATURES AND FILING FEES TABLE (See Page 3) will need to obtain a petition from the Bureau of Commissions, Elections and Legislation in Harrisburg at 210 North Office Building, Harrisburg Pa. 17120-0029.

All blank spaces, which appear at the top of each petition, must be completed **before** signatures are obtained. (See Page 5)

Should a candidate circulate a multi-page petition, for the same office of choice, each page of the multi-page petition should be assembled together and filed at one time. While it is not a requirement that all of the pages of a multiple page petition be filed on the same date, the candidate should be aware that the petition will not be officially recorded until the last page of the multi-page petition is received in the Elections Office.

The Union County Elections Office suggests that Petitioners acquire more than the required number of signatures on their petition, due to the possibility that some of the voters who have signed the petition may not be qualified voters of the particular party and/or district in which the candidate seeks office. Any voter's signature on a petition who has not recorded their change of address with the Voter Registration Office prior to signing a petition must be deemed an unqualified signature and will not be counted.

The first day to circulate and file a petition for the 2021 Municipal Primary is Tuesday, February 16, 2021. **All petitions must be filed in the Union County Elections Office no later than 4:30 p.m. on Tuesday, March 9, 2021.** Petitions will not be accepted in the Union County Elections Office unless it is accompanied with a properly filled out "**Statement of Financial Interest**" and the appropriate filing fee.

All information provided about running for local offices is subject to change at any time by new state or federal Laws or court rulings.

STATEMENT OF FINANCIAL INTEREST (See Page 6)

A "Statement of Financial Interest" must be completed by the following candidates and filed along with their petition.

MAGISTERIAL DISTRICT JUDGES
COUNTYWIDE OFFICES
SECOND CLASS TOWNSHIP OFFICES
BOROUGH OFFICES
SCHOOL DIRECTORS
CONSTABLES – file with the Department of State

Please refer to the instructions on the back of the "Statement of Financial Interest" form, as to where and when to file this report. A candidate for any countywide office would file the "Statement of Financial Interest" with the Union County Elections Office.

On the "Statement of Financial Interest" it will be necessary to mark Section 03 "Status" as CANDIDATE and any of the other boxes which may apply.

POLITICAL COMMITTEES AND CAMPAIGN EXPENSE REPORTING DATES

Candidate forms a Political Committee

If you (the candidate) decide to form a political committee and appoint a treasurer, it will be necessary for you (the candidate) to complete additional forms which need to be filed with the Elections Office. Also, please be aware that when you (as a candidate) decide to form a political committee and appoint a treasurer, that no money may be accepted by a candidate or a committee until the proper forms (listed below and included in this information packet) have been filed/registered with the Elections Office.

Form- "Political Committee Registration Statement"

Form- "Authorization for a Political Committee to Receive Funds on Behalf of a Candidate"

Candidate initially decides not to form a Political Committee

If you (the candidate) initially decide to sign the "Waiver of Expense Account Reporting Affidavit" but later you decide to authorize the formation of a committee, you (the candidate) must now file campaign expense reports. **Authorizing the formation of a committee or making expenditures in excess of \$250.00 overrides the "Waiver of Expense Account Report Affidavit" you initially signed.** This makes you (the candidate) responsible for completing and filing an individual expense form/report and your committee responsible for completing and filing a separate expense form/report for the committee. The Union County Elections Office will provide campaign expense forms to anyone wishing to receive them.

Please see the attached chart which lists the campaign expense reporting dates.

The Union County Elections Office cannot provide legal, tax or accounting advice.

SIGNATURE REQUIREMENTS AND FILING FEES

The following number of signatures will be required on petitions (25 P.S. 2872.1) for:

OFFICES	SIGNATURES	FEES
Countywide office	100 signatures	\$100.00
Magisterial District Judge	100 signatures per party. **	\$50.00 per party
Constable	10 signatures	\$10.00
Township/Borough office	10 signatures	None
School Director	10 signatures per party	None
Judge of Election	10 signatures	None
Inspectors of Election	5 signatures	None

It is the suggestion of this office that Petitioners include a few more signatures on the petition(s) than are required.

A money order or cashier's check made payable to the Union County Treasurer may be used to pay for filing fees (cash is also acceptable). This fee must be turned in along with the petition(s) and "Statement of Financial Interest" to the Union County Elections Office.

CROSS-FILING

Those running for Magisterial District Judge may cross-file and may circulate both parties' petitions.

- ** An incumbent MDJ will not be required to file a petition(s) but rather will file an Incumbent Magisterial District Judge Nomination Certificate and denote the Political Party Nomination(s) sought.

A candidate seeking the office of School Director may cross-file and would need to be a resident of the School District, but can only circulate a petition for the party in which he/she is registered. The candidate would need to find a registered Democratic or Republican to circulate a proper petition for the other party. **Please note:** School Board Directors in the Mifflinburg, Milton and Warrior Run School Districts are elected and serve a specific geographical region within the school districts wider geographical boundaries. Therefore, when a candidate is cross-filing for the office of School Director in the School Districts of Mifflinburg, Milton or Warrior Run, both the candidate who is circulating a petition for the party that he/she is registered under and the registered Democratic or Republican circulator, who is circulating a petition for the other party, should be a resident of the school district and reside within the defined geographical region of the School District for which the candidate is seeking the office of School Board Director.

Drawing for Ballot Position

The drawing for ballot position for the 2021 Municipal Primary will be held on Friday, March 12, 2021 at 10:00 a.m. in the Union County Elections Office, 155 N. 15th St., Lewisburg PA. Candidates are welcome to attend the meeting and to draw for their position on the ballot. Ballot positions will be drawn for those candidates not present.

TAX COLLECTOR

All candidates for the office of Tax Collector must file a background check (obtained from the Pennsylvania State Police) with their petition or nominating papers. However, individuals filing a nominating petition or papers for a second or subsequent term for the office of tax collector, are exempt from having to file a background check. The background check must be obtained within one year prior to filing the petition or papers. The petition and background check must be submitted together.

2021 MUNICIPAL PETITION GUIDE

FRONT SIDE – TOP HALF OF PETITION

The general petition information section that states that the undersigned electors of Union County are petitioning the County Board of Elections to have the name of a certain individual appear on the Official Ballot must be completed before any signatures are obtained. Please print.

FRONT SIDE – BOTTOM HALF OF PETITION –SIGNATURES

Each signer of a petition must print his/her name, as well their correct address, sign and date the petition. Ditto marks should not be used in dating the petition or when recording address information. Candidates/circulators should refer to the section in the attached information packet titled "Signature Requirements and Filing Fees", regarding the number of required signatures needed on a petition.

FRONT SIDE OF PETITION LABELED – "FILING RECEIPT FOR CANDIDATE'S PETITION"

The Union County Elections Office will remove and validate this receipt when your petition has been properly filed and recorded.

BACK SIDE OF PETITION LABELED – “AFFIDAVIT OF CIRCULATOR”

Be sure to have the person circulating the petition (which could be someone other than the candidate in some cases) fill out the “Affidavit of Circulator”. This part of the petition labeled “Affidavit of Circulator” must be notarized. Please do not sign the “Affidavit of Circulator” until you are in the presence of a Notary.

BACK SIDE OF PETITION LABELED – “CANDIDATE’S AFFIDAVIT”

The candidate must complete in full the “Candidate’s Affidavit” by printing the title of the office that you are seeking as well as the election district in which you reside. The “Candidate’s Affidavit” will also need to be notarized, but please do not sign the “Candidates Affidavit” until you are in the presence of a Notary.

BACK SIDE OF PETITION LABELED – “WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT”

If a candidate does not intend to form a political committee or to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250.00) during any reporting period, it will be necessary to complete the “Waiver of Expense Account Reporting Affidavit” and have it notarized. Please do not sign the “Waiver of Expense Account Reporting Affidavit” until you are in the presence of a Notary. **Refer to the attached informational Packet titled “Political Committees and Campaign Expense Reporting Dates” for more details.**

BACK SIDE OF PETITION – PETITION SUMMARY AND RECORDED FILING

The informational Petition Summary, located at the extreme bottom on the back side of the petition, must be completed by listing the name of the party, office, township/borough, ward/district, number of years the term of office is for and the name of the candidate. This information should be printed exactly as the candidate wishes it to appear on the ballot. The final two lines will be completed by the Union County Elections Office staff upon receipt of your petition.

NOTE: Notary service is available through the Union County Elections Office.