



Running for an Elected Office in Allegany County

Commissioners:

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www.alleganyco.com

Office Hours:

Monday-Friday

8:30am-4:00pm

585-268-9295 or 9294

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This packet has been prepared as an aid to those persons preparing to run for public office or party position. The information contained is intended to provide guidance for those who are preparing to run for a local Town office. It is not meant as a substitute for consulting the Election Law for specific petition requirements. Please call the Allegany County Board of Elections at 585-268-9295 or 9294 with any questions you may have. We are happy to help with this.

General Information on Petitions

Anyone wishing to run for elective office may be pass a Party Petition, nomination via the Party Caucus, or through the filing of an Independent Nominating Petition.

The current political parties are:

- Democratic
- Republican
- Conservative
- Working Families
- Green
- Libertarian*
- Independence
- SAM*

*in 2019 these party members must file an “Opportunity to Ballot”

Any person may file an Independent Nominating Petition. The requirements for all petitions are available at the Allegany County Board of Elections.

Party Nominations

- Party nomination of candidates for elective office is made at either a Party Caucus or at a Primary Election (only needed if 2 or more people file a petition for said office).

Caucuses-*the only towns in Allegany County that Caucus are for the Republican Party in the following towns: Belfast, Caneadea, Centerville, Clarksville, Granger, Hume New Hudson, Rushford, Scio & West Almond*

- A caucus is an open meeting of a town’s political party at which candidates are nominated for elective office.
- Only residents of the town who are enrolled members of the party may participate in the caucus. Others can attend they may NOT vote.

Designating Petitions

(Democratic, Republican, Conservative, Working Families, Green, Libertarian* Independence & SAM*)

- If a party nominates a candidate through the primary election process, party designations for this primary are made on a designating petition. Only enrolled members of a party qualified to vote for an office may sign designating petitions of the party.
- In 2019 the Libertarian & SAM Party must have authorization even if you are of the party.

Nomination of Non-Party Members (used by candidates who are being crossed endorsed)

- Political parties may nominate a candidate who is not an enrolled member of the political party.
- Such parties must file a certificate of authorization, signed and acknowledged by the presiding officer and the secretary of the meeting at which the authorization is given.
- A certificate of authorization is not needed for nominations resulting from a caucus or for a candidate for a judicial office.
- Candidates not enrolled in the party nominating them must file an acceptance. These forms are available at the Board of Elections.

Independent Nominating Petitions:

- Used by anyone that chooses to file an independent nominating petition. Regardless of their party affiliation.
- Any registered voter who has not already signed a designating petition, and who is qualified to vote for an office, may sign an independent nominating petition for that office.

Please contact the Board of Elections if you choose to run on an Independent Nominating Petition-it's the easiest way to start the process.

Forms of Petitions

Each sheet of the petition must include:

- the date of the election;
- the name of the candidate and the office or position sought;
- the candidate's residence, and if different, their mailing or post office address;
- information about the signer: date of signing, voter's residence address, town,
- information relating to the person who witnesses the signatures.

Vacancy Committee-*this is optional*

- Candidate may include a committee on vacancies. Failure to provide such a committee, or naming a committee of fewer than three persons, will not invalidate the petition. This is useful if the person named on the petition changes their mind within 3 days of filing.

Requirement of the People who sign:

- only needs to sign the appropriate line on the petition sheet.
- All other information may be filled in by witness to the petition. Example-Date, Address & Town-be sure to use actual Town name. Not Belmont for Amity.
- Corrections may be made to any information on the signature line. However, corrections or alterations in the date or signature MUST be initialed by the person making the correction.
- Voters may not sign a petition for more candidates than there are openings for an office.
 - For example, if there is 1 council seat open, then the voter may only sign 1 petition for a candidate for that office. If there are 2 seats open, the voter may sign petitions for 2 candidates.

Who is the Witness to a Petition?

- This is who passed the petition.
- The witness statement is mandatory.
 - Omissions, errors, or unexplained alterations/corrections, may invalidate the entire page.
 - The witness signs the statement of witness; they are making an oath that subjects them to the penalties for perjury if any of the information preceding their signature is false.
- Be sure you don't complete the Witness Statement until after the last signature is on the page-dating the witness statement then receiving signatures after that date will void those signatures.

Filing of Petitions, Acceptances/Declination & or Authorizations

- All filings must be filed timely and filed in the proper manner with the BOE.
- All papers are required to be filed between the hours of 8:30 a.m. & 4:00 p.m.
- All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed timely filed and accepted for filing when received.
- Failure to do so shall be a fatal defect. No filings will be accepted by fax or e-mail.
- Candidates must file a certificate of acceptance/declination for nominations.

Objections

- Every petition is presumed to be valid when filed, if, on its face, it appears to be in proper form and to contain enough signatures. However, a registered voter may challenge the validity of a petition.
- Written objections must be filed within 3 days after the petition is.
- Specifications of objections must be filed within 6 days of filing the general objections.

Rules for filing designating and nominating petitions

- The sheets of a petition shall be numbered sequentially at the foot of each sheet.
- All petitions containing ten or more sheets shall be accompanied by a cover sheet.
- Any two or more petition sheets shall be securely fastened together by any means which will hold the pages together in numerical order.
- Petition sheets may be fastened together to form one or more volumes.

Multiple Candidates Named On a Petition

- All the signatures appearing in a petition will apply to those listed on the petition
- Be sure to have the correct office listed after the candidates name along with their address.

Cover Sheets

- If there are 10 or more pages in a petition, there must be a cover sheet.
- The Board of Elections will assist with this process.

Commissioner Review

- Petitions are reviewed for content only by the Allegany County Board of Elections for any petition filed in our office. We are not looking at signatures or verifying the voter information.
- If there are any problems found by the Commissioners the candidate will be notified.

Financial Disclosure Requirements:

- All candidates must file a CF-05 with the Board of Elections. This is the only form you will have to file if you DO NOT spend or receive more than \$50.
- If you go over the \$50 mark then there are additional forms that would need to be filed-contact the Board of Elections for assistance.