

INFORMATIONAL  
PACKET  
FOR  
CANDIDATES



Spring 2019

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# INFORMATIONAL PACKET FOR CANDIDATES

## IMPORTANT PHONE NUMBERS

(717) 261-3810  
(717) 532-4114

**Commissioners' Office/Board of Elections**  
**340 N. Second Street**  
*(NEW ADDRESS became effective Oct. 2018)*  
**Chambersburg, PA 17201**  
**Hours: Monday – Friday, 8:00 a.m. to 4:30 p.m.**  
**Website: [www.franklincountypa.gov](http://www.franklincountypa.gov)**  
**Email: [jcbyers@franklincountypa.gov](mailto:jcbyers@franklincountypa.gov)**

\*\*\*\*IMPORTANT: We are now directly across the street from the Corpus Christi Church in the old Jennings Chevrolet office\*\*\*\*

(717) 261-3886

**Voter Registration Office (use front entrance by big, white pillars)**  
**Old Court House, 2 N. Main St., Chambersburg, PA 17201**  
**Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.**  
**Email: [voter@franklincountypa.gov](mailto:voter@franklincountypa.gov)**

\*\*\*\*IMPORTANT – No cellphones are permitted in the Old Court House so leave it in your vehicle\*\*\*\*

(717) 263-7999

**Franklin County Republican Committee**  
**1931 Philadelphia Avenue, Chambersburg, PA 17202**  
**Mailing Address: P.O. Box 279, Chambersburg, PA 17201**  
**Chairperson: Robert Ternes**

**Franklin County Democratic Committee**  
**Chairperson: Gloria J. Guba**  
**Email: [gguba2363@comcast.net](mailto:gguba2363@comcast.net)**  
**Home #: (703) 449-0112**

(717) 787-5280

**Department of State, Bureau of Elections**  
**Room 304, North Office Building, Harrisburg, PA 17120**  
**Website: [www.votespa.com](http://www.votespa.com) and [www.dos.state.pa.us](http://www.dos.state.pa.us)**  
**Fax #: (717) 705-0721**

## 2019 ELECTION CALENDAR

### Important Dates to Remember

#### February 19

**First legal date to circulate and file** nomination petitions.

#### March 12

**Last day to circulate and file nomination petitions** in the office of the County Board of Elections before ordinary closing hour of said office (4:30 p.m.). Postmarks DO NOT count.

Last day for candidates for county or local level public office **to file the "Statement of Financial Interest"** with the governing authority of the political subdivisions in which they are candidates. A copy of the "Statement" must also be appended to the petition to appear on the ballot.

#### March 13

First legal date for Political Bodies and Minor Political Parties to obtain signatures to candidates' nomination papers.

#### March 19

Last day to file **objections to nomination petitions** for Municipal Primary. Objections must be filed in the Court of Common Pleas of the county in which the candidates' petition was filed.

#### March 27

Last day candidates, who have filed nomination petitions for public office for the Municipal Primary, may **withdraw** their name as a candidate for any such office. Withdrawal request must be in writing, signed by the candidate and acknowledged before an officer empowered to administer oaths.

Request for withdrawal of a petition filed in the office of the County Board of Elections, must be received in its office not later than ordinary closing hour of said office (4:30 p.m.).

#### April 1

First day before the Municipal Primary that **absentee ballot applications** shall be received in the office of the County Board of Elections from certain persons.

April 22

**Last day to register** before the Municipal Primary. Also the last day that a voter can change their name, address or party affiliation.

May 10

Last day for all candidates and treasurers of political committees and lobbyists which have expended money for the purpose of influencing the nomination of candidates to file **campaign expense reports** and statements due by the Second Friday before the Primary in the office of the County Board of Elections. Such reports shall be complete as of May 6.

May 14

Last day before the Municipal Primary that **absentee ballot applications** shall be received in the office of the County Board of Elections at any time prior to 5:00 p.m. from certain persons.

May 16

On this date the County Board of Elections shall furnish upon request **specimen (sample) ballots** for the Municipal Primary.

May 17

All **absentee ballots** must be received by the County Board of Elections not later than 5:00 p.m. on this date to be valid.

May 21

**MUNICIPAL PRIMARY** - Polls to remain open continuously between the hours of 7:00 a.m. and 8:00 p.m.

May 22

**First day to register** after the Municipal Primary.

June 20

Last day for all candidates and treasurers of political committees and lobbyists to file the **30-day post-election reports** in the office of the County Board of Elections. Such report shall be complete as of June 10<sup>th</sup>.

August 1

Last day to circulate and file **nomination papers** nominating political body candidates (including independent candidates) or minor political party candidates.

August 12

Last day for candidates who were nominated at the primary election to **withdraw**.

September 16

First day before Municipal Election that **absentee ballot applications** shall be received in the office of the County Board of Elections from certain persons.

October 7

**Last day to register** to be eligible to vote at the ensuing November Election. Also the last day that a voter can change a name, address or party affiliation.

October 25

Last day for all candidates and treasurers of political committees and lobbyists which have expended money for the purpose of influencing the election of candidates to file **campaign expense reports** due by the Second Friday before the election in the office of the County Board of Elections. Such reports shall be complete as of October 21.

October 29

Last day before the Municipal Election that **absentee ballot applications** shall be received in the office of the County Board of Elections at any time prior to 5:00 p.m. from certain persons.

October 31

On this date the County Board of Elections shall furnish upon request **specimen (sample) ballots** for the Municipal Election.

November 1

All **absentee ballots** must be received by the County Board of Elections not later than 5:00 p.m. on this date to be valid.

November 5

**MUNICIPAL ELECTION** - Polls to remain open continuously between the hours of 7:00 a.m. and 8:00 p.m.

November 6

**First day to register** after the election.

## December 5

Last day for all candidates and treasurers of political committees and lobbyists to file **30-day post-election report** in the office of the County Board of Elections. Such report shall be complete as of November 25.

## January 31, 2020

Last day for candidates and all political committees and lobbyists to file **annual expense reports** in the office of the County Board of Elections. Such report shall be complete as of December 31, 2019.

### **HATCH ACT**

If you are considering running for office and are either a federal, state or local employee, please review information found at the U.S. Office of Special Counsel website (<https://osc.gov/Pages/HatchAct.aspx>) to see if there is a potential conflict. This site will provide more detailed information on prohibited versus permitted activities. You may also want to check with your employer if you think you may have a potential conflict in running for office.

### **QUALIFICATIONS/DUTIES AND RESPONSIBILITIES**

**Information on qualifications, duties and responsibilities of various elected offices can be found at [www.NewPA.com](http://www.NewPA.com).** On the blue toolbar, select Local Government and then select Publications and Documents from the dropdown menu. These manuals are provided in a PDF format and can be viewed and printed at no charge from the Library. These publications include Auditor's Guide, Borough Council Handbook, Borough Mayors Manual, Elective Office in Local Government, Manual for County Commissioners, Tax Collector's Manual, and Township Supervisor's Handbook. You may also order a printed copy of any publication listed at a reasonable price by contacting DCED at 888-223-6837. Information pertaining to running for Magisterial District Judge can be found at this website: [www.judicialconductboardofpa.org](http://www.judicialconductboardofpa.org).

## NOMINATION PETITIONS

**(NOTE: If you are running for a County or MDJ office, please see the instructions on the next page regarding your petitions.)**

Additional copies of the 10-name nomination petitions for Municipal Offices are available at the County Commissioners' Office. **Do not use** any old petitions you may have from previous years since they may be obsolete and not acceptable.

All state offices must obtain petitions from the Department of State in Harrisburg. This would include the office of Judge of the Court of Common Pleas.

The signers of the petition **must be** registered and enrolled members of the proposed candidate's political party who are qualified electors of the political district.

When completing the Electoral District on your petition, please list the borough/ward, township, school district region, MDJ district, etc. of the area you are running in. If you have any questions, please contact the Commissioners' Office.

A candidate must complete the top section of each petition prior to circulating them for signatures. Typewrite or print the name of the candidate on the face of the petition exactly as you wish it to appear on the official ballot.

If you are running to fill an unexpired term of office in your municipality, be sure to designate whether the term is for 2, 4 or 6 years.

Candidates are **strongly urged** to get more than the required number of signatures in order to better able withstand any challenge to the petition. **IMPORTANT – Do Not Use Ditto Marks anywhere on the petition. This is grounds for rejecting the petition.**

Each signer may sign as many petitions as the number of candidates he/she can vote for at the succeeding election for the office.

Each signer must **personally** insert all the information concerning their name, residence address and date of signing. The date of signing may be expressed in words or numbers (Feb. 19, 2019 or 2/19/19).

**\*\*\*\*\*CAUTION: When completing the address section of the petition, the signer must list the township they reside in and not their physical mailing/residence address. (Example: 201 Franklin Farm Lane - Guilford Township - *Correct*  
201 Franklin Farm Lane - Chambersburg - *Incorrect*)**

Petitions may consist of several sheets. The Candidate's Affidavit and Waiver of Expense Account Reporting Affidavit must be executed on only one of these sheets. However, the Circulator's Affidavit must be executed on each petition/sheet.

If someone circulates a petition for a candidate, he/she must complete the **"Affidavit of Circulator"** on the back of the petition and have such notarized prior to the candidate filing the petition with the County Board of Elections. If the candidate circulates his/her own petition, then the candidate must sign the affidavit and have it notarized prior to filing the petition with the Board of Elections.

Each candidate must also complete the section entitled "Candidate's Affidavit" and have such notarized prior to filing their petition with the County Board of Elections. As stated above, in the case of multiple petitions, only **ONE** Candidate's Affidavit must be notarized.

Each candidate that **does not** intend to form a political committee or to receive contributions or make expenditures in excess of \$250.00 during a reporting period may complete the section "Waiver of Expense Account Reporting Affidavit" and have such notarized prior to filing their petition with the County Board of Elections. **WE STRONGLY ENCOURAGE ALL CANDIDATES COMPLETE THIS WAIVER** since it could possibly eliminate the need for filing various reports. If you sign the "Waiver of Expense Account Reporting Affidavit" and do not spend or receive more than \$250.00 for any of the reporting periods throughout the year, you are not required to file a Campaign Expense Statement or Campaign Expense Report. Please make note that if you sign this "Waiver of Expense" and find that you have spent or received more than \$250.00 for any of the reporting periods, you are responsible for filing a Campaign Expense Report with the County Board of Election for that specific period.

**NOTE:** In each affidavit you should leave the SS field blank. This is NOT asking for your social security number.

Candidates should file petitions as early as possible and at least several days before the last date fixed for filing, so that the petitions can be examined, and if corrections, additions or alterations are found necessary, there may be time to make the required changes. For this reason, it is also recommended that each candidate file his/her own nomination petition personally in order to obtain the proper forms, etc.

### **IMPORTANT INFORMATION FOR COUNTY AND MDJ POSITIONS**

The petition process is different for County and MDJ candidates. Instead of receiving a hard copy petition that would allow for 107 signatures, the petition will be two-sided and allow for only 40 signatures. You will be able to obtain a copy of this petition on the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov) under the Voter and Election Information page – Candidate Election Information. After typing in the information at the top of the petition, a candidate will be able to print off all copies needed. **\*\* Petitions will need to be printed on 8 ½ x 14 LEGAL size paper and be TWO-SIDED.** All County/MDJ candidates will need to have whoever circulates their petitions to sign the Affidavit of Circulator and then the candidate complete the Waiver of Campaign Expense Reporting if you expect to spend/receive less than \$250 per reporting period. Each candidate will also need to complete a copy of the Candidate's Affidavit which is found in your packet.

## SIGNATURE REQUIREMENTS AND FILING FEES

The following is a list of the various offices, the filing fee, and the number of signatures required for nomination petitions of candidates at primaries as well as the term of each office.

<b>COUNTY OFFICIALS</b>	<b>FEE</b>	<b>SIGNERS</b>	<b>TERM</b>
Commissioner	\$100	250	4 Yrs
District Attorney	\$100	250	4 Yrs
Sheriff	\$100	250	4 Yrs
Treasurer	\$100	250	4 Yrs
Clerk of Courts	\$100	250	4 Yrs
Prothonotary	\$100	250	4 Yrs
Register and Recorder	\$100	250	4 Yrs
Controller	\$100	250	4 Yrs
Coroner	\$100	250	4 Yrs
*Non-incumbent MDJ's	\$ 50	100	6 Yrs
<b>BOROUGH OFFICIALS</b>			
Mayor	None	10	4 Yrs
Councilperson	None	10	4 Yrs
Tax Collector	None	10	4 Yrs.
Constable	\$ 10	10	6 Yrs
<b>TOWNSHIP OFFICIALS</b>			
Supervisor	None	10	6 Yrs
Tax Collector	None	10	4 Yrs
Auditor	None	10	6 Yrs
Constable	\$ 10	10	6 Yrs
<b>SCHOOL OFFICIALS</b>			
*School Board Directors	None	10	4 Yrs
<b>ELECTION OFFICIALS</b>			
Judge of Election	None	10	4 Yrs
Inspector of Election	None	5	4 Yrs
<b>COMMITTEEPERSONS</b>			
Democratic & Republican	None	10	4 Yrs

\* Only Magisterial District Judges and School Board Director candidates may cross-file. The signature and filing fee requirements pertain to each party petition. (See next section on Cross-Filing)

## CROSS-FILING

**Only** Non-incumbent Magisterial District Judge and School Director candidates can cross-file. To do so, each candidate must file two separate petitions - one for each political party, as well as pay a filing fee for each petition, if applicable.

**\*\*IMPORTANT\*\*:** A candidate for School Director **cannot** circulate both a Democrat and Republican petition. He/she may only circulate the petition of the party he/she is registered. They must get someone of the other party (friend, relative, etc.) who is a registered voter to circulate that petition and then sign the Affidavit of Circulator on the back of the petition after they have received the required number of signatures. Magisterial District Judge candidates may personally circulate both their Democrat and Republican petitions.

## INCUMBENT MAGISTERIAL DISTRICT JUDGES

As a result of Senate Bill 299 passed last October, incumbent district justices no longer have to gather signatures to get on the ballot. Instead they will now file a certificate of nomination like a judge seeking retention does. Incumbents will still have to pay the filing fee and complete the ethics form and campaign finance forms. Please contact the County Board of Elections for additional information.

## PAYMENT OF FILING FEES

Please review the chart on the previous page listing those offices that require a filing fee to be paid prior to the County Board of Elections accepting their nomination petition. This may be paid by cash, or by a certified check or money order payable to the "County of Franklin". **Personal checks will not be accepted.**

**Act 2004-97 amends Section 913 of the Election Code to eliminate filing fees for any public office in a borough, town or township. Under the previous law, only certain party offices, public offices in a township of the second class and judges or inspectors of election were included in this exemption.**

Filing fees shall not be refunded in the event of the withdrawal of any candidate named in any petition, or for any other cause whatsoever.

## CODE OF CONDUCT for EMPLOYEES of the UNIFIED JUDICIAL SYSTEM

Be advised that employees of the Unified Judicial System are only permitted to sign a nomination petition outside of the workplace. This includes the following offices: Court Administration, Law Clerks, Court Reporters, Judicial Assistants, Central Court Coordinator, Court Criers, Tipstaff, MDJ Secretaries and all employees and supervisors at Domestic Relations, Adult Probation and Juvenile Probation. Any specific questions should be forwarded to Court Administration at (717) 261-3848.

## **RUNNING FOR MULTIPLE OFFICES**

Candidates are permitted to run for more than one office during an election cycle. These individuals would be required to circulate separate petitions for the various offices plus pay the applicable filing fees. For example, a candidate could choose to run for both a 2 Year and a 6 Year Township Supervisor position. If the candidate would be the top vote getter in both offices, they would be required to pick one which would create a vacancy in the second office which would need to be filled by appointment.

## **NOTARIZATION OF ELECTION FORMS**

All nomination petitions, as well as Campaign Expense Statements and Campaign Expense Reports, **must be notarized** prior to filing them with the County Board of Elections. This may be done by a notary public of your choice, or if you so desire, by a deputy in either the Clerk of Courts (2<sup>nd</sup> Floor), or Prothonotary's Office (1<sup>st</sup> Floor) in the Courthouse Annex, located at 157 Lincoln Way East, Chambersburg.

## **WRITE-IN CAMPAIGN Cumulation of Write-in Names**

Since most candidates cannot cross-file, the only way to get the nomination of both parties is to run a write-in campaign. Voters can write the candidate's name in the space provided on the write-in line on the ballot. **NOTE:** In order for the write-in vote to count, the oval to the left of the write-in line must be blackened in.

**VERY IMPORTANT: With the purchase of federally mandated precinct counters for each of our polling places, candidates are NO LONGER ABLE TO USE PREPRINTED STICKERS for their write-in campaigns. Our election equipment vendor has warned us that stickers could cause problems with the read head in each scanner, thus causing jams and equipment malfunctions on election day. We are suggesting that you hand out printed cards/flyers indicating the correct spelling of your name along with instructions on how to cast a write-in vote properly. To cut down on misspelled names or different versions of your name, we are recommending that you simplify the name you wish for a voter to write in. (For example, if you are registered under the name Robert J. Doe, you may want to simplify your name and have voters write in Bob Doe.)**

For a candidate to win on a write-in campaign in the spring primary, they must have the highest number of write-in votes over and above the required number of signatures needed on a nomination petition for that office.

**EXAMPLE:** For a candidate running for Township Supervisor to win on a write-in campaign, they must have the highest number of write-in votes over and above 10 votes, which is the number of required signatures needed on a nomination petition for a Township Supervisor position.

In a November election, the rules regarding write-ins change and there are no minimum requirements as far as the number of write-ins required to win. Whoever receives the highest number of write-ins is considered the winner.

If a candidate does not have a sufficient number of write-in votes under one spelling of their name after the write-in tallies have been completed by the County Election Board, the candidate may petition the Election Board to cumulate the various spellings of their name. This petition must be made by the candidate within a five-day period immediately following the certification of the election. If you need to check on your write-in totals, or to request a copy of a sample petition, please contact the Franklin County Election Board at (717) 261-3810. This information will also be available on the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov).

There is no cost to cumulate your write-in names, but a petition must be completed and filed, notification must be made to other candidates running for the same office and then a hearing will be held.

For example, Bill Jones needs 10 write-in votes for Township Supervisor. On election day he receives five (5) write-ins under Bill Jones, four (4) under William Jones and two (2) under Bill S. Jones. To qualify as a write-in winner, Mr. Jones would need to petition to have all eleven (11) votes cumulated together under the spelling Bill Jones since they are just various versions of his name.

### **CAMPAIGN EXPENSE REPORTING**

All candidates who DO NOT sign the "Waiver of Expense Reporting Affidavit" on the back of their nomination petition must complete and file Campaign Expense Statements or Reports with the County Board of Elections for all of the reporting periods listed below.

Also, those that sign the "Waiver" and spend or receive more than \$250.00 for any of the reporting periods must also complete and file Campaign Expense Statements/Reports for those reporting periods where they exceed \$250 in either contributions and/or expenses:

<u>Type of Report</u>	<u>Complete as of</u>	<u>Filing Deadline</u>
2nd Friday Pre-Primary	May 6	May 10
30 Day Post-Primary	June 10	June 20
2nd Friday Pre-Election	October 21	October 25
30 Day Post-Election	November 25	December 5
2019 Annual Report	December 31	January 31, 2020

For example, a candidate would need to keep track of their contributions and expenditures for the first cycle which is when they start campaigning in 2019 up through May 6<sup>th</sup>. If the candidate either receives or spends more than \$250 within these dates, then they have until May 10<sup>th</sup> to file the proper report with the County Election Board. The candidate then keeps track of their contributions/expenses for the reporting period from May 7<sup>th</sup> – June 10<sup>th</sup>, and if they go over the \$250 limit, another report needs filed by June 20<sup>th</sup>. If the waiver was signed on the back of the petition and the amount received and/or spent is \$249.99 or less, nothing needs to be filed because the waiver is in effect.

A candidate or political committee may file a termination report when there is a zero balance and no unpaid debts or obligations. In addition, candidates cannot terminate until after the election in which they are involved.

All candidates and political committees who have not filed termination reports are required to file Annual Reports. Annual Reports must reflect financial activity for the reporting period up to and including December 31. The deadline for filing Annual Reports is the following January 31<sup>st</sup>.

A **Campaign Expense Statement** should be completed when receipts or disbursements of a reporting period are \$250.00 or less. A **Campaign Expense Report** should be completed when receipts or disbursements of a reporting period are over \$250.00.

On both reports, the candidate is not required to complete the Filer Identification Number or the District No. The Filer ID# is used for federal and state candidates only.

**IMPORTANT** – When completing your report, keep in mind that if you haven't received any contributions, you can just list the amount of the total expenditures and then list the balance as a negative number.

An individual who seeks public office is not required to operate with the assistance of a committee. If a candidate does form a committee, a candidate must file a Campaign Expense Report or Campaign Expense Statement which is separate from and in addition to his/her campaign committee. If the candidate has neither received nor expended any money, a Campaign Expense Statement must be filed by the required deadline.

Please check the County's website for a copy of the state's "Campaign Finance Frequently Asked Questions." This may assist you in completing your forms.

**IMPORTANT** - An "Authorization For a Political Committee to Receive Funds on Behalf of a Candidate" and a "Political Committee Registration Statement" form must be filed with the County Board of Elections prior to the committee receiving money on behalf of the candidate. These forms may be obtained at the County Commissioners' Office, at [www.franklincountypa.gov](http://www.franklincountypa.gov) or [www.dos.state.pa.us](http://www.dos.state.pa.us).

Additional copies of Campaign Expense Statements and Reports as well as a Manual for Candidates and Political Committees on Campaign Expense Reporting Laws are available on the County's Website at [www.franklincountypa.gov](http://www.franklincountypa.gov) on the Voter and Election Information homepage or at the Commissioners' Office. Also, copies of the Campaign Expense Statement and Report may be obtained electronically by going to the Department of State's website at [www.dos.state.pa.us](http://www.dos.state.pa.us) under Campaign Finance/Forms Online. You may print them out and complete them but they may not be submitted electronically to the county.

Be advised that Campaign Expense Statements and Reports must be notarized prior to filing them with the County Board of Elections.

**24 Hr. Reports for Late Contributions:** Any current candidate or political committee which receives any contribution or pledge of \$500 or more must file a late contribution report with the County Board of Elections within 24 hours of receipt of the contribution. These reports may be either faxed to (717) 267-3438 or emailed to [commissioners@franklincountypa.gov](mailto:commissioners@franklincountypa.gov). This information will also need to be included on the next post-election expense report filing.

**PENALTY FOR LATE FILING:** A penalty of \$20.00 per day will be assessed for the first six (6) days that the report is overdue. A penalty of \$10.00 per day will be assessed after the first six (6) days and can reach a maximum of \$250.00.

## DISCLAIMERS

If a candidate runs an advertisement on TV and/or radio or has billboards, printed signs, etc., the candidate is required to disclose who paid for the advertisement (i.e. Paid for by Candidate, etc.). The disclaimer does not apply to bumper stickers, pins, buttons, pens, and similar small items upon which the statement cannot be conveniently printed.

## STATEMENT OF FINANCIAL INTERESTS

Please find enclosed in your election packet a Statement of Financial Interests form. This statement is used to disclose any potential conflict of interest and is administered by the State Ethics Commission. **All candidates for county and local public office must file the form (ORIGINAL COPY) with the political subdivision in which they are seeking office (i.e. township office, borough hall, school administration office, etc.) on or before the last day for filing a petition to appear on the ballot for election. A copy of the form must also be appended to the petition to appear on the ballot. (Excluded are Judges of Election, Inspector of Elections and local party committeepersons).**

No petition to appear on the ballot shall be accepted unless a copy of the Statement of Financial Interests form has been appended. Failure to file the form in

accordance with the provisions of Act 9 shall, in addition to other penalties provided, be a fatal defect to a petition to appear on the ballot.

(For example, if you attach a copy of the form to your petition but forget to file one with the local municipality office, you could be thrown off the ballot.)

**For information on correctly answering each individual question, please refer to the back of the cover page for specific instructions. This form is considered DEFICIENT if ALL blocks are not completed or the signature or date is missing. Please list your current employer under #10 – Direct or Indirect Sources of Income.**

Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

## **SAMPLE BALLOTS**

The Thursday prior to each primary or election, sample ballots are available in the Franklin County Commissioners' Office, 340 N. Second St., Chambersburg.

A list of polling places as well as other information pertaining to the election will also appear in both the Record Herald and Public Opinion newspaper the Thursday prior to each primary or election in the classified section. **Sample ballots are also available on the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov).**

## **WATCHERS**

Each candidate for nomination or election shall be entitled to appoint two watchers in each election district in which such candidate is voted for.

As a result of Act 2004-97, there are new provisions that will affect poll watchers:

\* Eliminates the restriction that watchers may serve in only one election district. The Election Code continues to require that a watcher be appointed to serve in a specific election district of the county in which the watcher resides, but the Act amends the Code to allow a watcher to work during election day in the polling place of any other election district in the county when he/she is not watching in the specific election district for which he/she was appointed to serve. (**Example:** A watcher is appointed to Hamilton Township - First District polling place but the watcher can also go to any of the other seventy-four (74) polling places if they so desire).

\* Clarifies that 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.

\* Requires the Judge of Elections, during those intervals when voters are not in the polling place waiting to vote, to permit watchers, upon request, to inspect the poll book and the numbered list of voters. The Act requires the Judge of Election or his/her designee to supervise the inspection of such records. The Act prohibits the watcher from marking or altering the records.

Any candidate desiring to appoint watchers must complete an application for each watcher. These applications are available in the Commissioners' Office upon request. Each watcher shall then be provided with a certificate from the County Board of Elections, stating his/her name and the name of the candidate he represents.

## **CERTIFICATES OF ELECTION**

After the Municipal Election has been certified, candidates elected to office will receive a typed Certificate of Election for the office they have been elected to. The County Board of Elections will forward the certificates to the borough, township or school district office so that they have them for the swearing-in ceremony. After being sworn in, the candidate will be presented with the certificate for their records.

## **TAX COLLECTOR REQUIREMENTS** (As required by Act 164-2014 and Act 48-2015)

The new requirements state that candidates for the office of tax collector must include a copy of their criminal background report obtained from the PA State Police when filing their nomination petition with the County Election Board. If a person who files has not been a resident of PA for more than two years, they must also obtain a federal criminal background report from the FBI and file it with the nomination petition.

**IMPORTANT** – An individual currently holding the office of Tax Collector (whether by election or appointment) is NOT required to file a background check with his or her nomination petition or nomination paper. This applies to 2016 and all subsequent elections, so current and future incumbents are exempt.

Failure to comply with the criminal background report(s) will be considered a fatal defect to your nomination petition.

## **WEB ADDRESS INFORMATION**

**County:** Franklin County Commissioner's Office; [www.franklincountypa.gov](http://www.franklincountypa.gov)

**State:**  
Pennsylvania Department of State, Elections Division  
<http://www.dos.state.pa.us>

# VOTER REGISTRATION INFORMATION

## REGISTER TO VOTE

### What are the Qualifications to Vote?

In order to be eligible to register to vote, you must:

- Be a citizen of the United States for at least one month before the next election
- Be a resident of Pennsylvania and your election district for at least 30 days before the next election
- Be at least 18 years of age on the day of the next election

If you are currently registered to vote, you do not have to do anything unless you have moved, or wish to change your name or political party affiliation.

### Qualifications for Voters at a Primary Election

The qualifications for a voter entitled to vote at a primary are the same as a voter entitled to vote at a general election, except that he or she must be registered in a major political party (Republican or Democrat) in order to take part in and vote in that party's primary. However, all registered voters are entitled to vote on questions placed on the ballot or at a special election held concurrently with a primary.

### How Do I Register to Vote?

- 1) Submit online application by going to [register.votespa.com](http://register.votespa.com).
- 2) In person at the Franklin County Voter Registration Office which is located in the Old Courthouse, Memorial Square, Chambersburg from 8:30 a.m. - 4:30 p.m. Monday - Friday.
- 3) By mail in one of two ways:
  - Obtain a state or federal voter mail application from a candidate, political party and other Federal, State, and municipal offices.
  - Download the voter registration application available from the Department of State's website at [www.votespa.com](http://www.votespa.com) or the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov).
- 4) Apply at Department of Transportation photo license center when you obtain or update your driver's license.

- 5) Apply at a government agency. Clients of these government agencies may apply to register to vote at:
- State offices that provide public assistance and services to persons with disabilities
  - Armed Forces Recruitment Centers
  - County's Clerk of Courts Office
  - Area Agencies on Aging & County Mental Health/Mental Retardation Offices
  - Centers for Independent Living

**What is the Deadline to Register to Vote?**

In accordance with the Pennsylvania Voter Registration Act, the deadline for voter registration is 30 days prior to each election, with the following exceptions:

- Mail applications postmarked no later than the deadline to register must be processed. If the postmark is illegible, applications must be processed when received no later than five days after the deadline.
- If the application is submitted from the Department of Transportation or agencies designated for registration before the deadline to register prior to the election, the proper voter registration commission must process the application.
- Voter registration reopens the day following any primary or election.

**Important:** To vote in primary elections, a voter would need to be registered with either the Democrat or Republican Party. The only exception to this rule is if there would be a constitutional amendment or ballot question on the ballot which would be able to be voted on by all registered voters.

Once the registration application is processed, each voter will receive a voter registration card in the mail which will notate the location of their polling place.

**CHANGE OF PARTY, NAME and/or ADDRESS:**

A voter may change their party affiliation, name and/or address at any of the above-listed locations. The dates to make changes to your voter registration are the same dates as to register to vote.

## ABSENTEE BALLOT APPLICATIONS

A voter may apply for and receive an absentee ballot for the upcoming election if they are registered to vote and fall into one of the following criteria:

- Person is absent from their municipality the entire time the polls are open (Example: College students, vacationers, truck drivers, etc.)
- Those who cannot attend the polls because of illness or disability
- Person who will not go to the polls because of observing a religious holiday
- A member of the armed forces, their spouses and dependents
- A citizen in federal service attached to the armed forces

### How To Apply for an Absentee Ballot?

A voter who desires to vote by absentee ballot must complete an absentee ballot application and submit it to his/her County Board of Elections.

- Persons may apply in person at the Voter Registration Office, Franklin County Courthouse, Memorial Square, Chambersburg. (Hours: Mon. - Fri.; 8:30 a.m. - 4:30 p.m.)
- Persons may request an absentee ballot application by calling (717) 261-3886 or (717) 261-3810.
- Another option, now allowable, is to request an absentee ballot by a letter which includes the following information: Name, residence address, birth date, reason for requesting an absentee ballot, address to which absentee ballot should be mailed, either their driver's license # or the last four digits of their social security #, and their signature. This letter can be mailed to Voter Registration Office, 157 Lincoln Way East, Chambersburg, PA 17201 or faxed to (717) 261-3131.
- An absentee ballot application may be downloaded and printed from the Department of State's website at [www.votespa.com](http://www.votespa.com). (How to Vote - Absentee Voting for Registered Voters) or from the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov).

**IMPORTANT:** If you are a first-time voter, you **must** include a copy of an approved form of photo or non-photo ID which include a driver's license, passport, employee ID, voter ID card, current utility bill, etc.

### What is the Deadline to Apply for an Absentee Ballot?

An absentee ballot application must be completed, signed by the elector, and received by the Franklin County Voter Registration Office **no later than 5:00 p.m. on the Tuesday before each election**. There are provisions made for individuals that need an emergency absentee ballot after the Tuesday before the election. Contact the Franklin County Voter Registration Office at (717) 261-3886 for additional details.



## POLLING PLACE INFORMATION

- \* Franklin County currently has seventy-five (75) polling places.
- \* A voter's polling place may be determined by checking their voter registration card, by contacting the Voter Registration Office at (717) 261-3886 or on the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov) (Checking Voter Registration Status) on the Voter Registration/Election Webpage.
- \* A voter may also check their polling place location, their voter registration status, or party affiliation by logging onto the SURE Public Portal at [www.pavoterservices.state.pa.us](http://www.pavoterservices.state.pa.us) and click on "Find Voter Registration Status". A voter may also text "PA" to "2Vote" (28683) on a smartphone to receive a link that provides direct access to find their voter registration status.
- \* **IMPORTANT** - When passing out campaign literature or greeting voters at the polling place, individuals must remain at least ten (10) feet distance from the polling place entrance during the progress of voting.

## Frequently Asked Questions

**Question: How can I find out if I am registered to vote?**

To search for your voter registration status (Active or Inactive), your party affiliation, or your polling place address, log onto the SURE Public Portal at [www.pavoterservices.state.pa.us](http://www.pavoterservices.state.pa.us), call the Voter Registration Office at 717-261-3886 or text "PA" to "2Vote" (28683) on a smartphone to receive a link that provides direct access to find your voter registration status.

**Question: When are election days?**

Primary elections are always held on the third Tuesday in the month of May, except during a presidential year, in which case the primary is normally held on the fourth Tuesday in the month of April. General or Municipal Elections are scheduled for the Tuesday following the first Monday in November.

**Question: Where do I find out information about the candidates?**

Listen or read what the news media has to report. Go to candidate debates or talk to the candidates personally. Another good source of information may be the party headquarters.

**Question: Why can I not vote in the primary if I am not registered as a Republican or Democrat?**

Pennsylvania has what is called a closed primary, which only allows Republicans and Democrats to vote for candidates. If there is a referendum on the ballot, all registered voters may vote for the referendum regardless of party affiliation.

**Question: I moved after registration closed. Can I still vote?**

You may go to your old polling place for one more election where your registration may still be active. You should complete a change of address form while you are at the polling place so that your registration can be changed for future elections.

**Question: I have not voted in a while. Am I still registered?**

Probably. It is no longer legal to remove any voter from the rolls merely for not voting, no matter how long that may be, as long as they maintain their voter record with a valid address.

If a voter is sent a notice from the Voter Registration Office and it is returned as "undeliverable", the voter is placed on "Inactive" status. When a voter is on "Inactive" status through two (2) federal elections and has not voted, they may be purged.

**Question: If I register to vote with PennDOT, how do I know where to vote?**

If you registered with "Motor Voter" and have not received an ID card from the Franklin County Voter Registration office with your polling place printed on it, you should call to find out if your registration application has been received.

**Question: Why should I vote? It really doesn't mean anything.**

Your vote is VERY IMPORTANT. There have been candidates in Franklin County that have won the election by one or two votes.

**Question: When are the polls open?**

From 7:00 a.m. continuously to 8:00 p.m. If you are in line at 8:00 p.m., you will be allowed to vote.

Question: **How do I run for political office?**

You must call the Franklin County Election Board in January of each year to see if the office you are interested in is up for election. Judicial, County, Township, Borough and School District offices are always in odd numbered years. Federal, State and party offices are in even numbered years.

Question: **How far from the polling place should campaign literature, signs and candidates be?**

Campaigning and/or campaign signs are not allowed within ten (10) feet from any entrance to any voting location on election day.

Question: **How do I know what will be on my ballot?**

The Thursday prior to each primary or election, sample ballots are available in the Franklin County Commissioners Office, 340 N. Second St., Chambersburg, PA 17201 and this website.

The entire ballot with all offices and candidates listed, as well as a list of polling places, will appear in both the Record Herald and Public Opinion newspaper the Thursday prior to each primary or election in the classified section.

Question: **How do I vote in Franklin County?**

All voters will receive an official optical scan paper ballot. After marking their ballot with an ink pen in the voting booth, they will place their ballot into a Precinct Counter to be counted. For information on voting, you may watch an online demo and/or instructional video on voting an optical scan ballot using a M100 Precinct Counter at the following website: [www.votespa.com](http://www.votespa.com) (How to Vote – Voting Machine Demos). We also have an assistive marking device for the blind or visually impaired in each polling place that is called an AutoMark and a demo of this machine can be viewed at this website as well.

Question: **How do I vote if I am visually impaired?**

A visually impaired voter has several options for voting:

1. They could receive an absentee ballot.
2. They could vote a paper ballot at the polling place with assistance.
3. They could vote independently on the AutoMARK ADA unit. Be advised that a visually impaired voter using the AutoMARK ADA unit should be prepared to spend approximately 20 minutes voting their ballot since all instructions, candidates and summary are read to them with the use of headsets.

Question: **What do I need to take with me to the polling place?**

If you are voting in an election district for the first time, you will need an approved form of identification, either photo or non-photo.

Question: **May I receive assistance in voting?**

No person is allowed to receive assistance in voting unless their registration record indicates the need for assistance or the voter completes and signs a declaration of the need for assistance at the polling place prior to entering the voting booth.

A voter may select anyone to assist them EXCEPT:

1. The Judge of Elections
2. The voter's employer or agent of the employer
3. An officer or agent of the voter's union.

Question: **Am I allowed to "split my ticket" in a November election?**

On the November ballot, there is a straight party box where you may choose to vote a straight party ballot for the party of your choice by darkening the oval to the left of the party of your choice. Upon marking this party oval, all candidates for that particular party will receive a vote.

If you wish to "Split your ticket", you may split your ballot by darkening the oval to the left of the party of your choice under the Straight Party box and then voting for individual candidates in any other party by blackening the oval to vote for individual candidates in any other party by blackening the oval to the left of their name. The precinct counter is programmed to override the straight party vote if an individual candidate of any other party is marked.

Question: **Is my polling place handicapped accessible?**

All polling places are considered handicapped accessible.

Question: **Where do I go to vote?**

There are seventy-five (75) polling places in Franklin County and you need to go to the polling place assigned to you based on your residence address. Check your registration card for the polling place location or log onto the SURE Public Portal at [www.pavoterservices.state.pa.us](http://www.pavoterservices.state.pa.us). This website will also provide directions from your home to your polling place.

Question: **Am I allowed to display or wear any type of attire with a candidate's name on it into the polls?**

The Franklin County Election Board reminds all voters that NO electioneering is allowed within the polling place. This includes the display of candidate names on buttons, signs, or clothing within the polling place as well as items advocating a political party, etc. Voters will be asked to remove the item or cover it up before receiving a ballot.

Question: **Where can I view election results?**

Franklin County results will be located on the County's website at [www.franklincountypa.gov](http://www.franklincountypa.gov). To view results from other counties or for all of Pennsylvania, please use the Department of State's website which is [www.electionreturns.state.pa.us](http://www.electionreturns.state.pa.us).

Question: **I've had some legal problems in my past. May I vote?**

Due to recent appellate court decisions, Pennsylvania has one of the nation's most permissive laws regarding voters with criminal records. Only prisoners incarcerated (including in halfway house treatment facilities) for conviction of a **felony** are prevented from voting. Any ex-felon who is released from incarceration may vote, even if still on parole, if he has a current registration. In some cases, that may mean he needs to re-register.

**REMEMBER, VOTING IS A PRIVILEGE AND EVERY VOTE COUNTS!**