

INFORMATIONAL PACKET FOR CANDIDATES



Spring 2023

DISCLAIMER (LEGAL ADVICE)

The Franklin County Commissioners' Office/Election Board and Voter Registration Office cannot and will not provide legal or accounting advice. All candidates and/or voters are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.

These instructions are strictly introductory in scope and shall not be construed as legal advice. Candidates and/or voters are responsible for ensuring the correctness and completeness of ALL documents. The Franklin County Commissioners' Office/Election Board and Voter Registration Office are not responsible for errors and omissions on the part of a candidate and/or voter.

All persons consulting this packet are **strongly cautioned that nothing contained herein modifies, alters, amends, abridges or otherwise changes applicable Federal and State law.** In the event of a conflict between said law and this packet, **Federal and State law shall prevail.** This packet is intended as an informational resource to candidates and potential candidates **and is not a replacement for legal advice.**

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IMPORTANT PHONE NUMBERS

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

Commissioners' Office/Board of Elections
Franklin County Administration Building
272 N. Second Street, Chambersburg
(Intersection of N. Second St. & Grant St.)
Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.
Website: www.franklincountypa.gov
Email: jcbyers@franklincountypa.gov

(717) 261-3886

Voter Registration Office
Franklin County Administration Building
272 N. Second Street, Chambersburg
(Intersection of N. Second St. & Grant St.)
Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.
Email: voter@franklincountypa.gov

(717) 417-8841

Franklin County Democratic Committee
Chairperson: Cameron Schroy
Email: ccschroy@gmail.com

(717) 263-7999

Franklin County Republican Committee Headquarters
1931 Philadelphia Avenue, Chambersburg, PA 17202
Mailing Address: P.O. Box 279, Chambersburg, PA 17201
Chairperson: Fred Young
Email: countygopfranklin@gmail.com

(717) 787-5280

Department of State, Bureau of Elections
210 North Office Bldg., 401 North Street, Harrisburg, PA 17120
Website: www.votespa.com and www.dos.state.pa.us
Fax #: (717) 705-0721
Email: RA-Elections@pa.gov

2023 ELECTION CALENDAR

Important Dates to Remember

February 14

First legal date to circulate and file nomination petitions.

March 7

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 8

First legal date for Political Bodies and Minor Political Parties to obtain signatures to candidates' nomination papers to have their name placed on the November ballot. This would include candidates that are registered Independent or with a Minor Political party such as Libertarian.

March 14

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 22

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.).

May 1

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

May 5

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 contain contributions received and expenditures made up through May 1st.

May 9

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

May 11

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

May 16

All **absentee or mail-in ballots**, except those received from military and overseas electors, must be received by the County Board of Elections not later than 8:00 p.m. on this date to be valid.

May 16

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

May 17

First day to register to vote after the Municipal Primary.

June 15

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 reports shall contain contributions received and expenditures made up through June 5th.

August 1

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

August 8

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

October 23

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 27

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 contain contributions received and expenditures made up through October 23rd.

October 31

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

November 2

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

November 7

All **absentee or mail-in ballots, except those received from military and overseas electors**, must be received by the County Board of Elections not later than 8:00 p.m. on this date to be valid.

November 7

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

November 8

First day to register to vote after the election.

December 7

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 reports shall contain contributions received and expenditures made up through November 27.

January 31, 2024

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 reports shall contain contributions received and expenditures made up through December 31, 2023.

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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/Services/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: <https://dced.pa.gov/>. 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 School Board can be found at www.psba.org. Click on the Advocacy & News tab and then choose Resources/Run for School Board.

NOMINATION 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.

Candidates for a County Office should use the petition located on the Voter/Election webpage. This petition is a fillable form that once completed, the candidate can print off as many petitions as needed. **Petitions must be printed/copied as DUPLEX (double-sided, front & back, head-to-head) on plain white legal-size paper (8 1/2" x 14")**. Failure to reproduce the nomination petition forms correctly will result in rejection of those forms! Candidates for local office should **NOT** use this petition. 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 are running for a countywide office, your electoral district would be "Franklin County." 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. Type 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.

IMPORTANT – Do Not Use Ditto Marks anywhere on the petition. This is grounds for rejecting the petition. Also, if a mistake is made on the form, do not use white out or completely blacken out. Simply draw a line through the information and write the correction.

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. 14, 2023 or 2/14/23).

*******CAUTION: When completing the address section of the petition, the signer must list the actual borough or 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

The dates to circulate and file your nomination petition are **February 14 – March 7**. Do not collect signatures prior to February 14th. All petitions must be filed with the Commissioners' Office by 4:30 pm on Tuesday, March 7th.

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 Statement of Circulator must be completed on each petition/sheet.

If someone circulates a petition for a candidate, he/she must complete the "**Statement of Circulator**" on the back of the petition. If the candidate circulates his/her own petition, then the candidate must sign the statement prior to filing the petition with the Board of Elections. Circulators need to be a qualified elector of the Commonwealth and a duly registered and enrolled member of the political party designated in the nomination petition.

Each candidate **MUST** also complete the section entitled "Candidate's Affidavit" and have either such notarized prior to filing their petition with the County Board of Elections OR complete the Unsworn Declaration in Lieu of Candidate's Affidavit form. As stated above, in the case of multiple petitions, only **ONE** Candidate's Affidavit must be signed/notarized. **The candidate must complete their personal information on the right side of the form (under Candidate & Waiver of Expense Reporting Affidavits) even if they are not having the affidavits 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 any of the reporting periods may complete the section "Waiver of Expense Account Reporting Affidavit" and have such either notarized prior to filing their petition with the County Board of Elections OR complete the Unsworn Declaration in Lieu of Waiver of Expense Account Reporting Affidavit. By doing so, it could possibly eliminate the need for filing a report for one or more cycles.

Candidates for local office should also complete the section at the very bottom on the back of their petition including such information as Party, Office, Ward/District, Term, and the name written or printed plainly as they wish it to appear on the ballot.

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

INCUMBENT MAGISTERIAL DISTRICT JUDGES

Act 127 of 2018 eliminated the requirement for incumbent magisterial district judges to gather signatures to have their name appear on the primary ballot. In lieu of filing petitions, the incumbent magisterial district judges may file a certificate of nomination. Other candidate filing requirements established by the Election Code remain in effect including payment of the filing fee, and completion of the ethics form and campaign finance forms. By filing this certificate you forego the opportunity to object to the nomination petitions of any other candidate for magisterial district judge. To preserve the right to challenge the nominating petition of any other candidate for magisterial district judge you may submit nomination petitions with at least 100 valid signatures.

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.

COUNTY OFFICIALS	FEE	SIGNERS	TERM
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
*MDJ's	\$ 50	100	6 Yrs
BOROUGH OFFICIALS			
Mayor	None	10	4 Yrs
Councilperson	None	10	4 Yrs
Tax Collector	None	10	4 Yrs.
Constable	\$ 10	10	6 Yrs
TOWNSHIP OFFICIALS			
Supervisor	None	10	6 Yrs
Tax Collector	None	10	4 Yrs
Auditor	None	10	6 Yrs
Constable	\$ 10	10	6 Yrs
SCHOOL OFFICIALS			
*School Board Directors	None	10	4 Yrs
ELECTION OFFICIALS			
Judge of Election	None	10	4 Yrs
Inspector of Election	None	5	4 Yrs
COMMITTEEPERSONS			
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 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 Democratic 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 Statement 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 Democratic and Republican petitions.

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.**

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 unless you complete the appropriate Unsworn Declaration. **Act 2020-15 allows for unsworn declarations to be used in place of notarization.** If you choose to have your forms notarized, 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 or Prothonotary's Office, both located on the First Floor in the Judicial Center, located at 14 North Main Street on the square in 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.

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.

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.

IMPORTANT: Another reason to cumulate write-ins would be if a candidate is listed on the ballot for one party but receives the majority of write-ins under a different version of their name on the opposite party. For example, Jane M. Doe files a nomination petition and is listed on the Republican ballot for Auditor but receives 20 votes on the Democratic Primary ballot as Jane Doe. To prevent Ms. Doe from appearing on the November ballot twice, she will need to petition the County Board of Elections to cumulate her Democratic write-ins under the name Jane M. Doe. Her name would then appear on the November ballot as Jane M. Doe – DEM/REP instead of Jane Doe – DEM and Jane M. Doe – REP. To prevent voter confusion, it is highly recommended that candidates follow through with the cumulation petition process within the five day window following certification. Candidates ARE NOT NOTIFIED of the need to cumulate write-in votes. It is their personal responsibility to check the County website or contact the County Commissioners' Office immediately following the completion of ballot counting after the primary election.

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 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 1	May 5
30 Day Post-Primary	June 5	June 15
2nd Friday Pre-Election	October 23	October 27
30 Day Post-Election	November 27	December 7
2023 Annual Report	December 31	January 31, 2024

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 2023 up through May 1st. If the candidate either receives or spends more than \$250 within these dates, then they have until May 5th 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 2nd – June 5th, and if they go over the \$250 limit, another report needs filed by June 15th. 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 31st.

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 even if the Waiver has been signed.

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 or 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 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 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 either be notarized prior to filing them with the County Board of Elections OR the Unsworn Declaration in Lieu of Sworn Statement for Campaign Finance Reports must be completed.

24 Hr. Reports for Late Contributions: Any current candidate or political committee which receives any contribution or pledge of \$500 or more after the filing deadline 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. 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.

ADVERTISING DISCLOSURES

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 disclosure 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 removed from the ballot by the courts.)

For information on correctly answering each individual question, please refer to the back of the cover page for specific instructions. IMPORTANT: The information requested in blocks 8-15 pertains to the PRIOR CALENDAR YEAR. 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.

NOTE: Incumbents seeking re-election must file their Statement of Financial Interest with their local government by the March 7, 2023 deadline even though in years when they are not a candidate said Statement of Financial Interest would be due on May 1, 2023. Additionally, when completing the form, incumbents must make sure that they check the box for “Candidate” and “Public Official (Current)” in Section 3 for “Status” as well as checking the box for “seeking” and

“hold” in Section 4 for “Public Position or Public Office” and completing both lines in Section 5 for Governmental Entity.

The document may be completed online (please print two copies – one for the governing authority and one for the Elections Office). 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.

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 newspapers 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.**

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.

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/or sealed.

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.

EDUCATIONAL REQUIREMENTS - The board of elections is not obligated to demand proof of completion of the education requirements. It is the responsibility of the municipality to make sure the credits are there. If the individual is not qualified by the day he or she is scheduled to take the oath, then the office is vacant.

Additional information for tax collectors can be found at the website of the PA State Tax Collectors Association at <http://www.pstca.org>.

FILING OF DOCUMENTS

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(s) personally.

Completed petition packages consist of:

- Nomination petition(s) with signed Statement of Circulator
- Notarized Candidate's Affidavit or Unsworn Declaration
- Notarized Waiver of Expense Account Reporting Affidavit or Unsworn Declaration
- Copy of a Statement of Financial Interest (Ethics form)
- Filing fee (if required)

VOTER REGISTRATION INFORMATION

The next several sections include various information that voters may ask you while you are campaigning.

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.
- 2) In person at the Franklin County Voter Registration Office 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 or the County's website at 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
- State park offices and state veterans homes
- CareerLink offices and at library locations through the Dept. of Education.

What is the Deadline to Register to Vote?

The deadline to register to vote is 15 days prior to each election. Registration reopens the day following each 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 & MAIL-IN BALLOTING INFORMATION – All information, including the application forms, can be found on the County's website under Voter & Elections.

STREET/VOTER LISTS AND MAILING LABELS

Each candidate running for office will be allowed two street/voter lists for the political district in which they are running at no charge. Additional copies may be purchased at the cost of eight cents per page for a street list of the whole county (all precincts) or ten cents per page for street lists of individual precincts.

Mailing labels (all voters) and household labels may also be purchased at the cost of \$50.00 per thousand labels. To receive labels, a candidate must request them from the Voter Registration Office. Payment must be made prior to obtaining the labels.

A Voter Export List in Excel can also be purchased. The cost is \$20.00 for the entire County, \$10.00 for a single district, or \$5.00 for an individual precinct.

Labels and street lists can be sorted in several ways. It is very important that you be specific when you submit your request to the Voter Registration Office.

Possible selections for sorting a file from the voting master database include Precinct, District, Legislative District, etc.

Within the Above:	Party	
Sort the selected file by:	Name	Voting History
	Address	Household

POLLING PLACE INFORMATION

- * Franklin County currently has seventy-three (73) 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 (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 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 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, 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 know if the office I am interested in will up for election in the next cycle?**

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 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 digital 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 a digital scan ballot using a DS200 Precinct Counter at the following website: 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 ExpressVote 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 ExpressVote ADA unit. Be advised that a visually impaired voter using the 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. You can find the list of approved forms of ID at www.franklincountypa.gov – Voter & Elections under Frequently Asked Questions.

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

All polling places are considered handicapped accessible.

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

There are seventy-three (73) 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. 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. 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.

REMEMBER, VOTING IS A RIGHT AND EVERY VOTE COUNTS!

