



Venango County

Board of Elections

Courthouse Annex

1174 Elk Street Franklin, PA 16323
Phone: 814/432-9512 FAX 814/432-4741
Website: www.co.venango.pa.us

Board of Commissioners
Samuel H. Breene
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Solicitor
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Dear Candidate:

The Board of Elections and Elections Office makes every effort to provide for the orderly and efficient filing of nomination petitions. In that regard, listed below and attached to this letter is pertinent information regarding the circulation and filing of your petitions.

1. The **FIRST DAY** for candidates to circulate and file petitions is **FEBRUARY 16, 2021**.
2. The **LAST DAY** for candidates to circulate and file petitions is **MARCH 9, 2021**.
3. The location for filing nomination petitions is:

Venango County Annex Building
Commissioners and Elections Office
1174 Elk Street, Second Floor
Franklin, PA 16323

4. NOTE: Completed petition packages consist of: a petition or petitions with the required minimum number of signatures and a notarized affidavit of circulator; a notarized candidate affidavit; and a copy of the Statement of Financial Interest for calendar year 2020. Additional documents may include Waiver of Expense Reporting Affidavit and/or an Affidavit for Ballot Name Change as necessary.
5. If you desire copies of your nomination petitions for your own records, it is suggested that you make such copies **BEFORE** you file the petitions with the Venango County of Elections Office. Once the nomination petitions are filed, they become Venango County property and are then subject to a copying fee of \$0.25 (twenty-five cents) per copied page.

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED!
If you have any questions, please contact this office at (814) 432-9512.

THE NOMINATION PETITIONS **MUST** BE PRINTED/COPIED AS **DUPLEX** (DOUBLE-SIDED, FRONT-TO-BACK, HEAD-TO-HEAD) ON **PLAIN WHITE 8½" X 11" (LETTER SIZE)** PAPER. THIS REQUIREMENT **CANNOT** BE SATISFIED BY PRINTING EACH SIDE OF THE NOMINATION PETITION ON A SEPARATE SHEET OF 8½" x 11" PAPER AND AFFIXING THE SHEETS TOGETHER WITH A STAPLE, PAPER CLIP, OR ADHESIVE.

FAILURE TO REPRODUCE THE NOMINATION PETITION FORMS CORRECTLY WILL RESULT IN THE REJECTION OF THOSE FORMS!

IF YOU HAVE ANY QUESTIONS OR ARE UNSURE WHETHER YOU HAVE CORRECTLY REPRODUCED ANY OF THE FORMS, PLEASE CONTACT THE VENANGO COUNTY ELECTIONS OFFICE AT (814) 432-9512 OR (814) 432-9514.

PLEASE READ ALL INSTRUCTIONS PROVIDED FOR THE NOMINATION PETITIONS PRIOR TO CIRCULATION.

Instructions for Completing the Front of the Nomination Petition

Numbered blank lines at the top of each nomination petition must be completed **BEFORE** signatures are obtained; the numbered instructions correspond with the numbered blank lines:

❶ ELECTORAL DISTRICT

Write the name of the “Electoral District” in which the candidate is running. The Electoral District is the geographical area represented by the office the candidate is seeking.

- A. If you are running for a county-wide office insert “**Venango County**”. County-wide offices this cycle include: Coroner, Register and Recorder, Sheriff, and District Attorney.
- B. If you are running for a City/Township/Borough-wide office (such as Council, Supervisor, Auditor, etc.) insert the name of the Municipality in which you are running THEN insert “Venango County.”

Examples:

“City of Franklin, Venango County”

“Frenchcreek Township, Venango County”

“Barkeyville Borough, Venango County”

- C. If you are running for a municipal office that is elected less than municipality-wide, then also include the Ward followed by “Venango County.”

Examples:

“Sugar creek Borough 1st Ward, Venango County”

“Oil City Ward 6, Venango County”

- D. If you are running for School Director insert the exact name of the School District in which you are running followed by “Venango County.”

Example:

“Franklin Area School District, Venango County”

❷ POLITICAL PARTY

Enter the candidate’s political party (“Democratic” or “Republican”).

❸ NAME OF CANDIDATE

Type or print the name of the candidate **EXACTLY** as the candidate would like it to appear on the ballot. Candidates who wish to use nicknames, other than a derivative of their legal given name, must obtain, complete and file an *Affidavit for Ballot Name Change* at the Venango County Elections Office. (**Note:** The name change is based on how the candidate is known to the public, not on how he/she would like to be known.)

4 PROFESSION, BUSINESS, OR OCCUPATION

For "Profession, Business, or Occupation," write your current job title, such as "Attorney," "Clerk," "Accountant," "Business Manager," "Secretary," or "Steel Worker." Simply putting initials such as VP, CEO, COO, CFO is not sufficient. (Note: Retired is an acceptable entry in this line.)

5 PLACE OF RESIDENCE

Enter your house number (apartment number, if applicable), street name and ZIP Code.

6 TITLE OF OFFICE

For "Title of Office" include the office for which you are seeking election.

7 TERM OF OFFICE

For "Term of Office" insert the duration of the term of the office for which you are seeking in number of years. **If running for an unexpired term of an office, list the balance of years remaining in that term.** Listed below are the **NORMAL** terms for offices appearing on the Primary Ballot:

COUNTY-WIDE	4 YRS	CITY-WIDE	4 YRS
SCHOOL DIRECTOR	4 YRS	BOROUGH COUNCIL	4 YRS
TAX COLLECTOR	4 YRS	TOWNSHIP SUPERVISOR	6 YRS
AUDITOR	6 YRS	CONSTABLE	6 YRS
MAGISTERIAL DISRICT JUDGE	6 YRS		

Instructions for Circulating the Nomination Petition

Minimum Number of Signatures and Filing Fees:

The minimum number of valid signatures required for each office on the ballot, as well as any corresponding filing fees for county-wide and city-wide municipal offices are listed below. It is good practice to EXCEED the minimum required number of signatures so that if any of the obtained signatures are stricken from the Petition if challenged, the number of valid signatures included in your Petition would not fall below the minimum required signatures. Filing fees may be paid in cash, or certified check or money order (made payable to Venango County). Filing fees may NOT be paid with campaign funds or checks drawn on campaign committee accounts.

<u>OFFICES</u>	<u>MINIMUM SIGNATURES</u>	<u>FILING FEE</u>
County-Wide Offices	250	\$100
City-Wide Offices	100	\$25
Magisterial District Judge	100/Party	\$50/Party
Constable	10	\$10
Township Offices	10	NONE
Borough Offices	10	NONE
School Directors (including City)	10/Party	NONE

Requirements for Gathering Valid Signatures:

To be considered a valid signature, the signature must meet the following requirements.

1. Each signer may sign petitions for as many candidates for each office as he or she is permitted to vote for, and no more. For example, if there are five (5) seats available for your School Board, a voter is limited to signing the petitions for a **MAXIMUM** of five (5) different School Board candidates.
2. Each signer of a petition must be a registered and enrolled elector of the party referred to in the petition. In other words, Republican electors must sign Republican Petitions and Democratic electors must sign Democratic Petitions.
3. In addition to **PERSONALLY** signing and printing their names, each signer must insert the information concerning their place of residence and date of signing, listing their complete voter address. Please note that this address may or may not be the same as one's postal address and that **the Petition requires the signer to list their City, Borough or Township**. The date of signing may be expressed in words or numbers; such as February 16, 2021; Feb. 16, 2021; 16 Feb 2021; or 2/16/21.
4. **DO NOT ALLOW ANY SIGNER TO USE DITTO MARKS ANYWHERE ON THE PETITION.** Each signer must insert all required information in each column themselves.
5. **AN INDIVIDUAL MAY ONLY SIGN FOR THEMSELVES. NO ONE IS PERMITTED TO SIGN THE PETITION FOR ANYONE ELSE.** For example, one spouse may not sign for the other spouse; parents may not sign for children and children may not sign for parents.

Note: If a petition is challenged and signatures are declared invalid by a court, a candidate may be struck from the primary ballot if the remaining number of valid signatures on the petition fall under the minimum number of required valid signatures.

Statement of Circulator

For **ALL PETITIONS**, the *Statement of Circulator* found at the bottom of the back page of the Petition must be signed **by the person who circulated** the petition. In this section, the circulator will complete the information in lines 1 through 5. The *Statement of Circulator* must be completed **AFTER**, and only **after**, the necessary signatures are gathered. For the address section of the *Statement of Circulator* please note that it asks for the circulator's City, Borough or Township (not their postal city). For example, if it is Sandycreek Township, insert that municipality, not "Franklin." All circulators must be registered voters of the Commonwealth of Pennsylvania and enrolled members of the party for which they are circulating. (*NOTE: The underlined portion does not apply to circulators for the office of Magisterial District Judge.*)

Instructions for Completing the Additional Required Documents

Candidate Affidavit

Each candidate, along with the petitions with the required minimum number of signatures, must submit one *Candidate Affidavit*. (**NOTE:** If the office the candidate is seeking allows the candidate to cross-file with both the Democratic and Republican parties, (ex. School Director) and the candidate chooses to cross-file with both the Democratic and Republican parties, a Candidate Affidavit must be filed with **EACH** set of nomination petitions: one with the Democratic petitions and one with the Republican petitions.) The Candidate affidavit must be signed by the candidate in front of a Notary Public, who will notarize the affidavit. The candidate will complete the information in the right column and the **Notary Public** will complete the information in the left column. For “Title and Term of Office” insert the exact title of the office for which you are running and the term of that office, as listed in numbers 6 and 7 of preamble of the nomination petition.

Waiver of Expense Account Reporting

Candidates executing the **WAIVER OF EXPENSE REPORTING AFFIDAVIT** on their petition may **DISREGARD** filing deadlines, provided they **DO NOT** form a political committee or receive contributions or make expenditures in excess of \$250.00 during any reporting period. Forms are available from the Venango County Elections Office, or on the Venango County website: <https://co.venango.pa.us>

Tax Collector Candidates: In addition to the necessary petitions, affidavits and Statement of Financial Interest, all first-time candidates seeking the office of tax collector **MUST** also file a criminal background check (per Act 48 of 2015).

Notarization Requirements for Candidate Affidavit and Waiver of Expense Account Reporting Affidavit

BEFORE filing the petition packets, all of the following documents **MUST** be notarized: (1) Candidate Affidavit; (2) Waiver of Expense Account Reporting Affidavit (if applicable); (3) Affidavit for Ballot Name Change (if necessary). Each notarization **MUST** include the date of notarization, the notary’s signature, the notary’s stamp, County of notary’s office, and date notary’s commission expires. The Elections Office does **NOT** employ a Notary Public. *Please have all documents notarized BEFORE you file with the Venango County Board of Elections.*

State Ethics Commission: Statement of Financial Interest

Candidates must file an original copy of the completed Statement of Financial Interest Form with the clerk, manager or secretary of the county, city, township, borough or school district in which they are running. In addition, a second copy must be submitted to the Elections Office when filing nomination petitions. It is strongly recommended candidates make a third copy for their own records. (**NOTE:** If the office the candidate is running for is Magisterial District Judge or School Director – the only two offices permitted to cross-file with both the Democratic and Republican parties - and the candidate chooses to cross-file with both parties, a Statement of Financial Interest must be filed with **EACH** set of nomination petitions: one with the Democratic petitions and one with the Republican petitions.)

When and where to file Statements of Financial Interest:

1. One copy must be appended to the nomination petition/papers at the time of filing. **FAILURE TO DO SO WILL RESULT IN IMMEDIATE REJECTION OF THE NOMINATION PETITION.**
2. One copy must be filed with the governing authority (as outlined on page 4 of the Statement of Financial Interest form) **NO LATER THAN MARCH 9, 2021. FAILURE TO DO SO COULD RESULT IN A CHALLENGE TO THE CANDIDATE’S NOMINATION PETITION AND HAS BEEN DETERMINED TO BE A “FATAL DEFECT” RESULTING IN REMOVAL FROM THE BALLOT BY THE COURTS.**

NOTE: Incumbents seeking re-election must file their Statement of Financial Interest with their local government by the March 9, 2021 deadline even though in years when they are not a candidate said Statement of Financial Interest would be due on May 1, 2021. 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.”

Filing the Nomination Petition

Sheet Numbers: Fill in the sheet numbers in the bottom right corner. Number consecutively.

Copies: If you desire **copies** of your nomination petitions, please make them **BEFORE** you file with this office. Once filed, they become the property of Venango County and are subject to a copying fee, which is \$0.25 (cents) per page.

Where to File Completed Petition Packages: To submit completed petitions and all other necessary materials that must be filed:

Mail to:

Venango County Elections Office
P.O. Box 831
Franklin, PA 16323

- OR -

Deliver to:

Venango County Elections Office
Courthouse Annex
1174 Elk Street, 2nd Floor
Franklin, PA 16323

All Petitions MUST BE RECEIVED in this office NO LATER THAN 4:30 p.m., March 9, 2021. POSTMARKS ARE NOT ACCEPTED FOR TIMELY FILING.

NOTE: INCOMPLETE SUBMISSIONS WILL BE REJECTED.

If you have any questions, please feel free to contact the Venango County Elections Office (814) 432-9512 or (814) 432-9514.

Casting of Lots for Ballot Position

If more than one (1) candidate in the primary is seeking the same public office, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position. Should the candidate designate a proxy, authorization must be made in writing and notarized. If neither the candidate nor the proxy appear for the drawing, then a member or appointed member of the Board of Elections will draw. The casting of lots will take place **beginning at 12 p.m. on Wednesday, March 17, 2019** in room 100 of the Venango County Courthouse Annex, 1174 Elk Street, Franklin, PA. (Note: Since the Governor is a registered Democrat, the Democratic Party will appear first on all ballots.

2021 PENNSYLVANIA ELECTIONS IMPORTANT DATES

First day to circulate and file nomination petitions	February 16
Last day to circulate and file nomination petitions	March 9
First day to circulate and file nomination papers	March 10
Last day to file objections to nomination petitions.	March 16
Casting of Lots to determine ballot position for primary	March 17
Last day for withdrawal by candidates who filed nomination petitions	March 24
Last day to REGISTER before the primary	May 3
Last day to apply for a mail-in or civilian absentee ballot	May 11
Last day for County Board of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)	May 18
MUNICIPAL PRIMARY	May 18
First day to REGISTER after primary	May 19
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 17)	May 25
Last day to circulate and file nomination papers	August 2
Last day to file objections to nomination petitions.	August 9
Last day for withdrawal by candidates nominated by nomination papers	August 9
Last day for withdrawal by candidates nominated at the primary	August 9
Last day to REGISTER before the November election	October 18
Last day to apply for a mail-in or civilian absentee ballot	October 26
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.)	November 2
MUNICIPAL ELECTION	November 2
Last day for County Board of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 1)	November 9

Note: All dates in this calendar are subject to change without notice.

2021 CAMPAIGN EXPENSE REPORTING DATES

<u>TYPE OF REPORT</u>	<u>COMPLETE AS OF</u>	<u>FILING DEADLINE</u>
2020 Annual Report	December 31, 2020	February 1, 2021
2 nd Friday Pre-Primary	May 3, 2021	May 7, 2021
30 Day Post-Primary	June 7, 2021	June 17, 2021
2 nd Friday Pre-Election	October 18, 2021	October 22, 2021
30 Day Post-Election	November 22, 2021	December 2, 2021
2021 Annual Report	December 31, 2021	January 31, 2022

Postmarks are acceptable as proof of timely filing when the report is postmarked by the U.S. Postal Service **NO LATER than the DAY PRIOR to the filing deadline**. A penalty of \$10.00 per day for each day or part of day (excluding Saturdays, Sundays and holidays) that the report is overdue, plus an additional fee of \$10.00 for the first six days that a report is overdue, will be assessed. The maximum penalty is \$250.00. *(NOTE: Candidates who file nomination petitions with the Venango County Elections Office are not required to file Sixth Tuesday reports; those reports are only required for certain candidates filing with the Department of State.)*

Late Contribution Form (24-Hour Reporting): Section 1628 of the Campaign Finance Reporting Law requires any candidate or political committee, authorized by a candidate and created solely for the purpose of influencing an election on behalf of that candidate, which receives any contribution or pledge of five hundred dollars (\$500) or more after the final pre-primary/pre-election report has been deemed completed shall report such contribution to the appropriate supervisor. The candidate, chairperson or treasurer of the political committee shall send the report of late contributions within twenty-four (24) hours of receipt of the contribution. These contributions must be reported through and including the day of the primary/election. The board will accept the filing of late contribution reports by facsimile at (814) 432-4741. The filing of reports via facsimile applies only to late contribution reports. It does not apply to the filing of campaign finance reports. The filing of late contribution reports does not remove the obligation to also report those contributions on the appropriate post-primary/post-election expense report filing. **For 2021, the specific reporting dates for late contribution reports will begin on May 4 and end on May 18 for the primary; and will begin on October 19 and end on November 2 for the general.** (NOTE: For those required to file with the Department of State, please consult the Department's website for instructions.)

Candidates executing the **WAIVER OF EXPENSE REPORTING AFFIDAVIT** on their petition may **DISREGARD** these filing deadlines, provided they **DO NOT** form a political committee or receive contributions or make expenditures in excess of \$250.00 during any reporting period.

Forms are available in the Elections, or on the Venango County website:
<https://co.venango.pa.us>