

GENERAL INFORMATION GUIDE FOR INDIVIDUALS RUNNING FOR LOCAL OFFICES IN 2019

Nomination Petitions for the local offices listed below may be picked up in the Lebanon County Bureau of Elections and Voter Registration (Room 209 of the Lebanon Municipal Building) weekdays from 8:30 A.M. to 4:30 P.M. starting 1/28/19. Nominations may be made by each major political party (Republican and Democratic) for the following local offices:

FOR THE COUNTY OF LEBANON:

Two County Commissioners (4 year term)
One Controller (4 year term)
One Coroner (4 year term)
One Prothonotary & Clerk of Courts (4 year term)
One Recorder of Deeds (4 year term)
One Treasurer (4 year term)

FOR THE CITY OF LEBANON:

Three City Council Members (4 year term)

FOR AREA SCHOOL DISTRICTS:

Five School Directors at Large (4 year term) in each School District
One School Director at Large (2 year term) in Annville Cleona, Cornwall Lebanon, Northern Lebanon, and Palmyra School Districts

FOR MAGISTERIAL DISTRICT JUDGE:

One Magisterial District Judge (6 year term) in District 52-1-01
Consists of the following election districts: 01E, 01M, 01W, 02E, 02W, 02NCTSD, 03, 06, & 07

FOR BOROUGHES:

(Cleona, Cornwall, Jonestown, Mt. Gretna, Myerstown, Palmyra, and Richland)

One Mayor (2 year term) in Jonestown and Myerstown Boroughs
Four Council Members (4 year term) in Cleona, and Richland Boroughs
Three Council Members (4 year term) in Cornwall, Myerstown, and Palmyra Boroughs
Two Council Members (4 year term) in Jonestown, and Mt. Gretna Boroughs
Four Council Members (2 year term) in Jonestown Borough
One Council Member (2 year term) in Cleona Borough
One Tax Collector (2 year term) in Cornwall, Jonestown, Myerstown, Palmyra, and Richland Boroughs

FOR FIRST CLASS TOWNSHIPS:

(Annville and West Lebanon)

Three Township Commissioners (4 year term) in each First Class Township
One Tax Collector (2 year term) in each First Class Township

FOR SECOND CLASS TOWNSHIPS:

(Bethel, East Hanover, Heidelberg, Jackson, Millcreek, North Annville, North Cornwall, North Lebanon, North Londonderry, South Annville, South Lebanon, South Londonderry, Swatara, Union, and West Cornwall)

One Supervisor (6 year term) in each Second Class Township

One Tax Collector (2 year term) in each East Hanover, Heidelberg, North Lebanon, South Annville, and South Londonderry Townships

One Auditor (6 year term) in each Second Class Township

One Auditor (4 year term) in East Hanover, South Annville, and West Cornwall Townships

One Auditor (2 year term) in Bethel, and East Hanover Townships

OTHER INFORMATION FOR CANDIDATES

In addition to nomination petitions, a walking list for each voting district (which indicates the name and political party of each registered voter within that district) is available to each candidate for all voting districts in which he or she is seeking election.

Regardless of when nomination petitions are picked up from the County Bureau of Elections, **signatures may not be collected on these petitions prior to Tuesday, February 19, 2019.** Any signatures collected prior to February 19th will not be considered valid and could result in the petition being rejected.

The **final day for circulating and filing petitions** for all of the aforementioned offices is **Tuesday, March 12, 2019** up until 4:30 P.M in the County Bureau of Elections. The petition must be fully completed by this time and date—including all notarization on required affidavits—as well as any additional items which are required to be filed along with the petition, such as the payment of a filing fee for certain offices (see page 5) or the completed Statement of Financial Interests. Failure to file the completed petition and additional required information in the County Bureau of Elections by the date and time stated above will result in the petition being rejected.

The date and time for the **casting of lots for ballot position is Wednesday, March 20, 2019 at 11:00 A.M.** in the Lebanon County Commissioners' Office (Room 207 of the Lebanon Municipal Building). The candidate may appear in person at the casting of lots or send a proxy (appointed in writing) to draw his or her lot. Should neither the candidate nor a proxy appear the County Board of Elections will appoint someone to draw a lot on behalf of the candidate.

The last day for an individual who has filed a nomination petition to withdraw is **March 27, 2019** upon signed notice filed in the County Bureau of Elections.

2019 MUNICIPAL PRIMARY AND ELECTION CALENDAR

First day to circulate and file nomination petitions	February 19
Last day to circulate and file nomination petitions.....	March 12
First day to circulate nomination papers (Independent and third party candidates only).....	March 13
Date for casting of lots for ballot positions	March 20
Last day for an individual who filed a nomination petition to withdraw	March 27
Last day to REGISTER/CHANGE info before the Primary.....	April 22
Last day to apply for a civilian absentee ballot.....	May 14
Last day to turn in a voted civilian absentee ballot.....	May 17
MUNICIPAL PRIMARY	May 21
First day to REGISTER/CHANGE info after the Primary	May 22
Last day to receive voted military and overseas absentee ballots.....	May 28
Last day to circulate and file nomination papers (see above)	August 1
Last day for withdrawal by candidates nominated by nomination papers	August 8
Last day for withdrawal by candidates nominated at the Primary	August 12
Last day to REGISTER/CHANGE info before the Municipal Election	October 7
Last day to apply for a civilian absentee ballot.....	October 29
Last day to turn in a voted civilian absentee ballot.....	November 1
MUNICIPAL ELECTION	November 5
First day to REGISTER/CHANGE info after the Municipal Election	November 6
Last day to turn in a voted military and overseas absentee ballot.....	November 12

GENERAL INFORMATION ON FILING NOMINATING PETITIONS

1. All blank spaces which appear at the top of the front face of each petition sheet must be completed **before** signatures are obtained. Please note:
 - a. In the space where the electoral district is required, type or print the name of the governing body for which the office applies (for example: a candidate for Commissioner should list the electoral district as "Lebanon County," a candidate for School Director at Large in Palmyra Area School District should list "Palmyra Area School District," a candidate for Supervisor in Bethel Township should list "Bethel Township," etc.).
 - b. In the space where the political party is required, type or print the name of the political party which will match the political party registration of the individuals from whom signatures will be sought on this petition.
 - c. In the space where the candidate's name is required, type or print the name of the candidate on the face of the petition **exactly** as the candidate would like it to appear on the ballot. A candidate who wishes to use a nickname other than a derivative of his or her legal name must obtain and complete the "Affidavit for Primary Ballot Name Change Request Form" from the County Bureau of Elections.
 - d. In the space where the title of office is required, type or print the name of the office and be sure to designate whether the term of office is for two, four, or six years. Listed below are the normal terms of offices appearing on the 2019 primary ballot (although there may also be partial terms for some of these offices in certain school districts or municipalities that results in a term of fewer years than is listed below):

County-wide office	4 years	Township Commissioner	4 years
Township Supervisor	6 years	City Council Member	4 years
Tax Collector	4 years	School Director at Large	4 years
Auditor	6 years	Magisterial District Judge	6 years
Borough Council Member	4 years		
2. If there is a "Filing Receipt" at the bottom portion on the front of the petition (this is only found on 15-signature municipal petitions), complete it by filling in the name of the candidate and the title of the office. The name and office title information should match the corresponding information on the top of the petition.

- Complete the bottom/side portion on the back of the petition. The party, office, election district (if requested), term (see above), and candidate's name information should match the corresponding information on the front of the petition. Also be sure to indicate that the petition is being filed for the Municipal Primary for the Year **2019**. There is no need for a candidate to complete the area below the phrase "Filed in the Office of the... .. County Board of Elections," as this will be completed by County Elections Office staff when the petition is filed.

SIGNATURE REQUIREMENTS, FILING FEES, AND CROSSFILING INFO

OFFICE:	NUMBER OF SIGNATURES:	FILING FEE:
County-wide office	100	\$100
Magisterial District Judge*	100	\$50
Lebanon City Mayor or City Council Member	100	\$25
School Director at Large*(Lebanon School Dist only)	100	None
School Director at Large*(all other School Districts)	10	None
Borough office	10	None
First Class Township office	10	None
Second Class Township office	10	None

*= For an office in which a candidate may cross-file, the number of signatures and filing fee information listed above is for each party for which petitions are submitted.

- Candidates who cross-file for **School Director at Large** must have Democratic signatures and a Democratic circulator on a Democratic petition and Republican signatures and a Republican circulator on a Republican petition.
- Candidates who cross-file for **Magisterial District Judge** may circulate both party petitions or have a Democrat or a Republican circulate their petition provided all Democratic signers are on a Democratic petition and all Republican signers are on a Republican petition.
- If a filing fee is required for the office sought it must be paid by cash, money order, or certified check, and must be made payable to Lebanon County Treasurer. **No personal checks will be accepted.** The filing fee is due when the petition is filed.
- Filing fees will not be refunded for any reason (including candidate withdrawal).

PETITION SIGNERS

1. Each signer may sign petitions for as many candidates for each office as they are permitted to vote for and no more.
2. Each signer of a petition must be a registered elector (i.e., voter) of the party referred to on the petition at the time of signing. (For example, Democrats must sign Democratic petitions and Republicans must sign Republican petitions.)
3. Each signer of a petition must live in the electoral district covered by the office of the petitioner (for example: a petition for a candidate for Annville Township Commissioner may only receive signatures from voters registered in Annville Township; a petition for a candidate for Annville-Cleona School Director at Large may only receive signatures from voters registered within the boundaries of Annville-Cleona School District, which is Cleona Borough, Annville Township, North Annville Township, and South Annville Township; a petition for a candidate for a County-wide office such as Controller may receive signatures from voters registered anywhere within Lebanon County, etc.).
4. In addition to their signature and printed name, each signer must **personally** insert their information concerning place of residence and date of signing, listing their house number and street at which they are registered to vote and their municipality in the "City, Borough or Township" space. The date of signing may be expressed in words or numbers.
5. It is highly recommended that signers **do not** use ditto marks.
6. It is advisable to obtain more signatures on the petition than is required for the office in the event some signatures do not meet registration requirements.

CIRCULATOR'S AFFIDAVIT AND CANDIDATE'S AFFIDAVIT

1. **The circulator's affidavit on the back of each petition page must be completed and signed by the circulator, in the presence of a notary, after each petition is circulated. (Note: If the petition is circulated by the candidate, then the candidate would complete this section in front of the notary.)**
2. The circulator of a petition must be registered with the same political party as the signers on the circulated petition. (Note: the **only exception** to this rule, as stated above, is for petitions for a candidate for Magisterial District Judge; remember, however, that all the *signatures* on a petition, even for M.D.J., must be of the same political party affiliation.)

3. The circulator of a petition must live in the electoral district covered by the office of the petitioner (for example: a petition for a candidate for Council Member in Palmyra Borough must be circulated by an individual who is registered to vote in Palmyra Borough; a petition for a candidate for School Director at Large in Palmyra Area School District must be circulated by an individual who is registered to vote in one of the municipalities that comprise Palmyra Area School District; a petition for a candidate for a County-wide office such as Treasurer must be circulated by an individual who is registered to vote anywhere within Lebanon County, etc.).
4. **The candidate's affidavit must be completed by the candidate after all signatures have been collected.** If more than one petition was circulated for a candidate (i.e., a multi-sheet petition) all petition sheets must be stapled together and each page must be numbered. **The County Elections Office will accept multi-sheet petitions in which only the candidate's affidavit on the back of the last sheet is completed and notarized; however, it is recommended that the candidate's affidavit be completed on the back of each sheet of a multi-sheet petition. (Note: for cross-filed candidates the candidate's affidavit must be completed on both the Democratic petition(s) and the Republican petition(s).)**
5. Each affidavit should be fully completed at notarization, including (if applicable) the Title of Office and Election District of the Candidate (which is the voting district in which you are registered to vote).
6. Each notarization must include the date of notarization, notary's signature, county of notary's office, and date the notary's commission expires.
7. The County Bureau of Elections has a notary public available during regular office hours for your convenience. However, this service will not be available weekdays from 12:00 P.M to 1:00 P.M., nor will it be available at all on the last day to file (March 12, 2019). You may want to call ahead to see if the notary is available the day you want to turn in your petition.
8. No changes may be made to the petition after it is notarized. All information must be completed and filled out before going before the notary. There will be a desk outside of the Bureau of Elections/Voter Registration Office to use as needed. **DO NOT** sign any forms that you want notarized **BEFORE** you come into the office. **ALL** forms notarized **MUST** be signed in front of the notary.

9. **All petitions must be received in this office no later than 4:30 P.M. on March 12, 2019.** For that reason, while petitions may be mailed, it is encouraged that they be hand-delivered (by the candidate or someone else) directly to the following address:

Lebanon County Bureau of Elections
Room 209, Municipal Building
400 South 8th St.
Lebanon, PA 17042

Please note that all mailed petitions must be notarized prior to mailing, and **any mailed petitions, regardless of postmarks, will not be accepted if received by the Bureau of Elections after March 12, 2019.** Also, **if you need any copies of your nomination petitions, please make them before you file your petition with the Bureau of Elections.**

10. A completed Statement of Financial Interests (S.F.I.) must also be attached to the petition for the petition to be considered as filed; as such, the deadline for all candidates to submit a completed S.F.I. is the same as for petitions: **March 12, 2019.** See more information on Statement of Financial Interests (SFI) below.

STATEMENT OF FINANCIAL INTERESTS (S.F.I.) INFORMATION

Per the State Ethics Commission, all candidates must file a Statement of Financial Interests (S.F.I.) along with their petition. Even if the candidate is required to file a Statement of Financial Interests for the same year in a different context (for example: as a currently-serving elected public official, or as a public employee, or as a solicitor, etc.), an S.F.I. must still be filed with the petition for the petition to be considered as filed.

WHERE TO FILE THE COPIES OF THE STATEMENT OF FINANCIAL INTERESTS

1. As stated above, a copy of the completed S.F.I. must be appended (attached) to the nomination petition at the time of filing.
2. The original copy of the S.F.I. must be filed with the local governing body no later than March 12, 2019.

NOTE: a. Candidates for a County-wide office or Magisterial District Judge must file the original copy with the County Board of Elections
b. Candidates for School Director at Large must file the original copy with the applicable School District
c. All other candidates file the original copy with the local municipality (city, township, or borough).
d. It is the candidate's responsibility to fill out and file the S.F.I. The County Bureau of Elections cannot assist in filling out the S.F.I.

CAMPAIGN FINANCE INFORMATION

2019 CAMPAIGN EXPENSE REPORTING DATES

<u>TYPE OF REPORT:</u>	<u>COMPLETE AS OF:</u>	<u>FILING DEADLINE:</u>
2 nd Friday Pre-Primary	May 6, 2019	May 10, 2019
30 Day Post-Primary	June 10, 2019	June 20, 2019
2 nd Friday Pre-Election	October 21, 2019	October 25, 2019
30 Day Post-Election	November 25, 2019	December 5, 2019
2019 Annual Report	December 31, 2019	January 31, 2020

The following must file campaign finance reports by the reporting deadlines listed above:

1. Political committees
2. Candidates who have authorized a political committee to receive contributions and/or make expenditures on his/her behalf
3. Candidates who have not completed the "Waiver of Expense Account Reporting Affidavit" on their petition

The "**Waiver of Expense Account Reporting Affidavit**" may be completed by any candidate and notarized, after all signatures have been collected and upon filing his/her petition, if the candidate does not intend to form a political committee and does not expect to receive contributions and/or expenditures in excess of \$250 during any reporting period. If this waiver is not completed, the candidate must file a campaign finance report by the required deadlines **even if \$250** was not received or spent by the candidate in a given reporting period. (Note: even if a candidate does complete this waiver, if he/she does form a political committee at a later date, or receives or spends more than \$250 in a given reporting period, then the completed waiver no longer insulates the candidate from the campaign finance reporting requirements and the candidate would be required to file finance reports for the remainder of the election cycle.)

All information pertinent to campaign finance will be provided by the County Bureau of Elections upon request, including the following:

- Campaign Finance Reporting Law Manual for Candidates and Political Committees
- Campaign Finance Report – “Long form” (More than \$250 received or spent)
- Campaign Finance Statement – “Short form” (\$250 or less received or spent)
- Political Committee Registration Statement
- Authorization for a Political Committee to Receive Funds on Behalf of a Candidate

The penalties for political committees and/or those candidates that are required to file campaign finance reports, and fail to do so by the required deadline, can be costly. A penalty of \$20.00 per day will be assessed for the first six days that the report is overdue and an additional \$10.00 per day after that and can reach a maximum of \$250.00.

Postmarks are acceptable as proof of timely filing if the report is postmarked by the U.S. Postal Service no later than the day **prior** to the filing deadline.

Candidates for Magisterial District Judge should also follow the standards of the Pennsylvania Code of Judicial Conduct.

ADVERTISING

All forms of political advertising—whether advocating the election or defeat of any candidate or ballot question—must indicate who authorized or paid for the advertisement. Therefore, **candidates must ensure that all their campaign letters, yard signs, pamphlets, buttons, radio and newspaper advertisements, etc. clearly indicate who authorized or paid for them.** Candidates should also contact the local municipalities in which they are running in order to be apprised of any municipal requirements governing the permitted size of signs, regulations on the distribution of literature, etc. These requirements often change from one municipality to another, and are outside the jurisdiction of the Lebanon County Board of Elections.

APPOINTMENT OF POLL WATCHERS

Each candidate is entitled to appoint two poll watchers in each voting district in which he or she is standing for election. Poll watchers need only to be registered voters of Lebanon County and do not need to be residents of the actual voting district where he or she is authorized to act.

If the candidate chooses to use poll watchers he or she must request the certificates from the County Bureau of Elections by a letter either signed by the candidate or signed by an individual affiliated with the candidate's campaign and on the candidate's letterhead. Poll watcher certificates may only be ready for pickup several days after the request was received by the County Bureau of Elections, so this should be kept in mind when the certificates are requested. On Election Day, these certificates must then be shown to the Judge of Election at the polling place by the poll watchers. Only one poll watcher per candidate may be in the polling place during voting hours at any given time, and the poll watcher may not be a candidate for any public office on the ballot.

CONTACT INFORMATION

If you have any additional questions, or seek clarification on anything addressed in this guide, please feel free to contact the Lebanon County Bureau of Elections and Voter Registration. Our office's contact information is as follows:

Lebanon County Bureau of Elections and Voter Registration
Michael L. Anderson, Director/Chief Clerk
Address: Room 209, Municipal Building, 400 South 8th St., Lebanon, PA 17042
Telephone: (717) 228-4428
Email: manderson@lebcnty.org
Office hours: Monday-Friday, 8:30 A.M. to 4:30 P.M.



