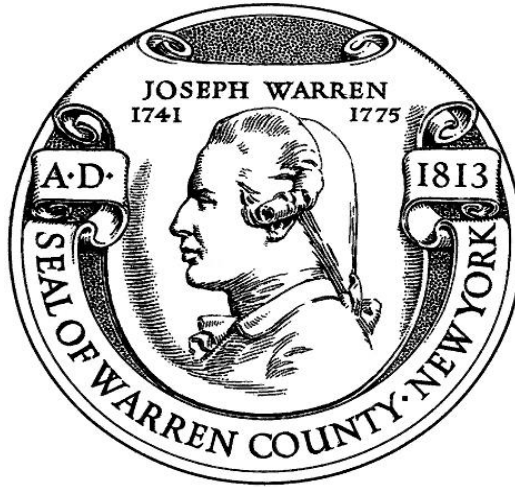


RUNNING FOR ELECTIVE OFFICE WARREN COUNTY

Warren County Board of Elections
1340 State Rte. 9
Human Services Bldg. 3rd Floor
Lake George, New York 12885
Phone: (518) 761-6456



Democratic Staff

Elizabeth J McLaughlin
Kimberly Ross
Jacob Baird

Republican Staff

Harold Hubbard
Caroline Clesceri
Jeannie Biddiscombe

For Election results and other Election Information, please visit:

<http://warrencountyny.gov/boe/>

or New York State Board of Elections

<http://www.elections.ny.gov/>



@warrencountynyboe

Table of Contents

General Information	2
Designating Petition Example	3
Rules for filing DESIGNATING PETITIONS.....	4
Designating Petition with Notary Statement.....	5
Additional Rules for Petition Carriers	6
Last Minute Checks	7
Corrections to Petitions	8

GENERAL INFORMATION

Note: The information contained here is intended to provide general guidance for those who are preparing to circulate petitions, or expand their knowledge of the nomination process and is not to be used as a substitute for consulting the Election Law for specific requirements.

The current political parties in New York State are:

Democratic
Republican
Conservative
Working Families

Elected Positions

Party nominations for elected positions are made by either a Designating Petition or an Independent Petition.

Designating Petitions

Designating petitions are used to nominate party members for elected officials for town offices and higher. If there is more than one Designating Petition filed for the same office and of the same party, then that would force a primary election for that office.

Independent Petitions

To run for office on a line other than an official party line, one must file an Independent Nominating Petition. You would create a name for your Independent Party. The party name must not be one of the current constituted parties in New York State. An emblem must be filed on the petition, which would represent your party name, prior to circulation. The Board of Elections will provide a booklet with samples from the state printer. A Certificate of Acceptance must be filed with this petition. Any registered voter who has not already signed a Designating Petition for an office and who is qualified to vote for the office may sign an Independent Nominating petition for that office.

Certificate of Authorization aka (Wilson Pakula)

A Certificate of Authorization is needed for a person nominated on a Designating Petition that is not of the political party named on the petition. A Certificate of Authorization must be signed and acknowledged by the presiding officer of that party. This form needs to be filed not later than four (4) days after the last day to file the Designating Petition. A Certificate of Authorization is available at our office. Or on line <http://www.elections.ny.gov/>

Certificate of Acceptance and Declination

A Certificate of Acceptance is needed for a candidate that does not belong to the party circulating the petition. A Certificate of Acceptance is always needed when filing an Independent Petition.

A Certificate of Declination is needed to be filed for any candidate declining a nomination. The deadline for filing these certificates are included in the Political Calendar, which is available in our office or on our website <http://warrencountyny.gov/boe> or the SBOE <http://www.elections.ny.gov/>

SECTION#1

Designating Petition Sec. 6-132, Election Law

A

I, the undersigned, do hereby state that I am a duly enrolled voter of the CARTOON Party and entitled to vote at the next primary election of such party, to be held on JUNE xx, 20xx that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

Name(s) of Candidate(s)	Public Office or Party Position (Include district number, if applicable)	Residence Address (Also post office address if not identical)
B Mickey Mouse	C Bolton Town Clerk 4 Year Term	D 1 Disney Way, Bolton NY 12814 PO Box 100 Bolton NY 12814

I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law (here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party):

SECTION#2

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer (Signature required. Printed name may be added)	Residence	Enter Town or City
1. 3 / 5 / 2019	<i>DONALD DUCK</i>	7 Disney Way Apt 100	Bolton
Printed Name →	Donald Duck		
2. 3 / 5 / 2019	<i>Ted Chipmunk</i>	1 Tree House Lane	Bolton ABC 3-6-19
Printed Name →	Ted Chipmunk		
3. 3 / 5 / 2019	<i>Theodore Chipmunk</i>	1 Tree House Lane	Bolton
Printed Name →	Theodore Chipmunk		
4. / / 20__			
Printed Name →	SECTION#3		
5. / / 20__			
Printed Name →			

SECTION#4

Statement of Witness: I (name of w A state: I am a duly qualified voter of the State of

New York and am an enrolled voter of B

I now reside at (residence address) C

Each of the individuals whose names are subscribed to this petition sheet containing (fill in number) D signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date

E

Signature of Witness

Witness Identification Information: The following information for the witness named above must be completed prior to filing with the board of elections in order for this petition to be valid.

Town or City Where Witness Resides

F

County Where Witness Resides

F

SHEET NO.

G

Note: All petitions are assumed to be valid at the time of filing

SECTION#1

A - Party you are running under and Date of the Primary Election must be entered at the top of petition.

B – Name of Candidate (YOUR NAME); a candidate may use his/her name adopted in good faith and by which he/she is recognized in the community. ***Election Law §7-102, the way your name will appear on the ballot.***

C – Town/City Name, Office Title, Political Subdivision and Term of Office unexpired term only in which the candidate is running. (Political Subdivisions needed for Party Committee seats)

D – Residence Address and PO Box if applicable.

Note: Sections A, B, C and D above must be completed correctly or your petition will be ruled invalid.

SECTION#2 – Vacancy Committee

- The failure to list a committee to fill vacancies ***shall not be a fatal defect.*** However, if a vacancy occurs and there is no committee listed, the petition fails and the vacancy cannot be filled.
- At least three (3) members are needed to form a vacancy committee.
- Members of the vacancy committee for designating petitions must be registered voters of that designating party.
- A candidate may be a member of his/her own vacancy committee.
- Members of vacancy committees for designating petitions do not have to be residents of the district.
- The committee is empowered to fill a vacancy in the nomination if the candidate declines their designation prior to or on the last date to file the declination. If the candidate dies or is disqualified. The Committee must act within the timelines as specified in Election Law.

SECTION#3 – Signatures

- The signer must be of the party that the petition is for. A voter can only sign the number of petitions that there are offices on the ballot.(i.e.: If two(2) Town Councilmen positions are available a voter may sign up to two(2) petitions)
- An alteration or correction of information appearing on a signature line, other than the signature itself and the date, shall not invalidate the signature. ***Election Law§6-134.6***
- If making corrections in the “Residence” or “Town/City” section of a petition, draw only one line through it to correct it. ***All corrections made on a petition must be initialed & dated. No unexplained alteration should be made to the petition or any information on it.***
- Avoid using White-Out on petitions. If a mistake is made on the “Date” or “Signature” section, draw a line through the entire row initial it, then start on the next line.
- “Town or City” refers to the **signer’s voting district**, NOT his or her mailing address. For example, a mailing address may be Diamond Point, but the voting district is “Bolton”.

- Acceptable Towns for Warren County – **Bolton, Chester, Hague, Horicon,**

Johnsburg, Lake George, Lake Luzerne, Stony Creek, Thurman, Warrensburg, Queensbury, Glens Falls

SECTION#4 – Statement of Witness

The witness statement must be filled out before filing at the counter at the Board of Elections.

- A – The person carrying the petition door to door gathering the signatures is the ***Witness***; therefore, the ***Statement of Witness*** section must be filled out by said person.
- B – The witness must be registered in the party that the petition is being carried for. However, a Notary Public may carry a petition regardless of party affiliation. **(Be sure to acquire petition with a Notary Statement)** See page 5 **SECTION#5**
- C- The witness needs to be an enrolled voter of the party that the petition is for and live in New York State.
- D- The total number of signatures collected on the sheet.
- E – Date the witness signed the Statement of Witness and of course a signature.
- F – Town or City: _____ & County: _____ applies to the Witness that carried the petition. **This must be completed.**
- G – Sheet number: The Candidate or Committee will number and bind sheets in order prior to filing. 2 or more sheets need to be securely bound. 10 or more sheets require a Cover Sheet.

Designating Petition Sec. 6-132, Election Law

WITH Notary Statement

I, the undersigned, do hereby state that I am a duly enrolled voter of the _____ Party and entitled to vote at the next primary election of such party, to be held on _____, 20____; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (*or persons*) as a candidate (*or candidates*) for the nomination of such party for public office or for election to a party position of such party.

Name(s) of Candidate(s)	Public Office or Party Position <i>(Include district number, if applicable)</i>	Residence Address <i>(Also post office address if not identical)</i>

I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law (*here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party*):

--

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer <i>(Signature required. Printed name may be added)</i>	Residence	Enter Town or City
1. / / 20__			
Printed Name →			
2. / / 20__			
Printed Name →			
3. / / 20__			
Printed Name →			
4. / / 20__			
Printed Name →			
5. / / 20__			
Printed Name →			
SECTION #5			

Notary Public or Commissioner of Deeds: On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing (*fill in number*) _____ signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her was true.

Date

Signature and Official Title of Officer Administering Oath

Sheet Number _____

ADDITIONAL RULES FOR PETITION CARRIERS

**** To be eligible to circulate and witness a designating petition for a major party, you must be an enrolled voter of the party in the state. Any registered voter in New York State may carry an Independent Petition.**

- Be sure upper portion (Section#1) of the petition is properly filled in: including Party, Date of the Primary Election for Designating Petition and the Date of the General Election on a Independent Petition, Name of Candidate, Public Office or Party Position, Term of Office if unexpired and place of Residence. **Failure to have the correct election date will invalidate the entire petition.**
- **Vacancy Committee** – Failure to list at least three (3) eligible voters **will not** invalidate the petition unless a vacancy occurs. (see SECTION#2 page 4)
- Designating petitions require the number of signatures equal to 5% of the voters enrolled in the party within the political subdivision, or the statutory minimum, whichever is less. Independent petitions require the number of signatures equal to 5% of the total number of votes cast for Governor at the last gubernatorial election for the political subdivision. The Board of Elections will provide you with these numbers or you can view on our webpage. <http://warrencountyny.gov/boe/>
- All columns must be completed and must be in ink. Otherwise a fatal defect for that signature could become invalid upon objection. Any alteration or correction of information appearing on a signature line, other than the signature itself and the date, will not invalidate such signature. Any alterations or corrections must be initialed and dated.
- In addition to the requirement for the signature, the printed name of the signer may be added, provided that the failure to provide a place to print the name or failure to print name if a space is provided shall NOT invalidate the signature or petition. Have signer sign his/her full name – no (Mrs.) Etc.
- Use current enrollment and registration lists to determine voter's eligibility to sign a petition. They must reside in the political subdivision for the public office or party position listed on the petition. You may obtain current lists from the Board of Elections.
- Each petition must be numbered sequentially at the foot of each sheet before being filed (see **G** page 3&4). Do not number the petition sheets unless you are the person who will be binding or filing the petition.
- You cannot circulate a petition for a candidate if you have already signed for another candidate for the same office.
- **Witness Statement** – (see SECTION #4 page 3& 4) The witness must be an enrolled voter of the same party enrollment as the voters qualified to sign the petition and reside in New York State. The carrier/witness must witness all signatures on his/her petition. **Do Not** give a petition to someone else to obtain signatures and then sign your name as the witness. **Never** allow anyone to sign another name except his/her own. When you have completed each sheet, print your name on the first line of the Witness Statement where it asks for "Name of Witness", fill in your party, residence and number of signatures. **(A-E)** Information below the witness' signature **(F)** Town/City and County can be filled-in by anyone prior to filing the petition.
- You **CANNOT** witness your own signature. He/she may sign another carrier's/witness's petition but advised only to do when they are finished circulating petitions.

LAST MINUTE CHECKS

The following are some common petition errors.
Please check your petition for these errors before filing.

- ✓ Petitions with multiple pages must be securely bound. **Paper clips are not acceptable, Staples are highly recommended.**
- ✓ Petitions with 10 or more pages must have a cover sheet.
- ✓ Cover sheet must be completed and signed.
- ✓ Petitions pages must be **sequentially numbered** at the foot of the page.
- ✓ Top of Petition must have party and **correct date of election as follows:**
 - **Designating Petition will have Primary Election Date**
 - **Independent Petition will have General Election Date**
- ✓ Public Office or Party Position must include Town, Political Subdivision and Term of Office if it is an unexpired term.
- ✓ Each signature line must have all requested data in ink.
- ✓ The witness statement must have all requested information in ink.
- ✓ Any alterations or corrections must be dated and initialed.

The purpose of this list is to provide filers with common petition errors. It is NOT a complete list of all possible petition errors or requirements per NYS Election Law. Please review before filing Petition at Board of Elections counter. You may call the office if you have any questions prior to filing. (518) 761-6456, 6457, 6458, 6459.

Note:

- If there will be a Primary Election for the office the candidate seeks, all candidates will be notified by mail of the date and time of a drawing to determine ballot order for the primary ballot.
- The Board of Elections will provide Voter Street lists on request. Printed lists are \$0.25 per page or free if emailed.

CORRECTION TO PETITIONS

State Board Rule §6215.7

- Within two (2) business days of the receipt of the petition the board shall review the petition following prima facie compliance review. After which the Commissioners will notify by mail, fax or email of the errors, some errors can be corrected.
- The candidate will have three (3) business days from the date of the determination to cure the violation that is curable.
- Cover sheet deficiencies may be corrected by filing of an amended cover sheet. Such cure or correction must be received by the Board of Elections no later than the third (3rd) business day following such determination.
- If a petition contains fatal flaws such as not stating the proper office or municipality, or election date, it is not curable.

PETITIONS DO'S AND DON'TS

- ✓ DO remember to sign and date your petition.
- ✓ DO remember to write in the number of signatures witnessed on each page.
- ✓ DO make sure you actually watch each signer sign his/her own name to the petition.
- ✓ DO remember that you may fill in the signer's town/city. This may be preprinted on the petition.
 - The ONLY acceptable towns/city in Warren County
**BOLTON, CHESTER, HAGUE, HORICON, JOHNSBURG,
LAKE GEORGE, LAKE LUZERNE, STONY CREEK, THURMAN,
WARRENSBURG, QUEENSBURY, GLENS FALLS**
- ✓ DON'T place name of a hamlet or village in the town/city column.
- ✓ DO remember that each signature, the signer's name, address, town/city of residence and the date the signature was made must appear on each line.
- ✓ DO remember to always get more signatures than the law requires. (Best practice – always try to file double the minimum number of signatures.)
- ✓ DO make sure that if you are witnessing as a notary public or commissioner of deeds that your license is up to date.
- ✓ DO make sure that if you are witnessing as a notary public or commissioner of deeds you complete the appropriate section at the bottom of the petition.
 - **Note: a notary is not needed for the witness signature.**
- ✓ DON'T ever allow one voter to sign on behalf of another. (for instance, husband signing for wife or wife signing for husband)
- ✓ DON'T witness as a party member if the petition is not the party in which you are enrolled.
- ✓ DON'T forget to state your county and town/city of residence in the witness statement if you are witnessing as a party member-witness.
- ✓ DON'T forget that only party members may sign a petition for their party (for instance, only Democrats may sign a petition for a Democrat, only Republicans may sign a petition for a Republican and only Conservatives may sign a petition for a Conservative etc.)
- ✓ DON'T forget to place a cover sheet on your petition if you have 10 or more pages.
- ✓ DON'T forget to number the pages of your petition.
- ✓ DON'T forget to properly bind your petition. NO PAPER CLIPS.
- ✓ DON'T forget to make sure your candidate's acceptance and authorization are filed timely if he/she needs an acceptance and authorization for his/her designating petition to be valid.
 - Best practice, file all paper work together.