



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 NORTHAMPTON COUNTY ELECTIONS OFFICE.

**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:

### **① 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 “**Northampton County**”. County-wide offices this cycle include: County Executive and County Council at Large.
- 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 “Northampton County.”  
Examples:
  - “Forks Township, Northampton County”
  - “Upper Nazareth Township, Northampton County”
  - “Bath Borough, Northampton County”
- C. If you are running for a municipal office that is elected less than municipality-wide, then also include the Ward followed by “Northampton County.”  
Examples:
  - “Nazareth Borough 1<sup>st</sup> Ward, Northampton County”
  - “Lower Saucon Township Ward 9, Northampton County”
- D. If you are running for School Director insert the exact name of the School District in which you are running followed by “Northampton County.” **If** the School District in which you are running is separated into regions, include the corresponding school district region number followed by “Northampton County.”  
Examples:
  - “Easton Area School District, Northampton County”
  - “Bethlehem Area School District Region 1, Northampton County”

### **② POLITICAL PARTY**

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

### **③ 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 Northampton County Office of Elections. (**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.)



## 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, For example, if it is Forks Township, insert that municipality, not "Easton."** 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 Upper Mount Bethel Township, insert that municipality, not "Bangor." 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 on the Northampton County website.

**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 Northampton County Elections Office does **NOT** employ a Notary Public. *Please have all documents notarized BEFORE you file.*

## **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 Northampton County Office of Elections when filing nomination petitions. It is strongly recommended candidates make a third copy for their own records. (**NOTE:** If the office the candidate for 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 consecutively along with total number of pages. (for example: 1/5, 2/5, 3/5 etc.)

**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 Northampton 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:**

Northampton County Elections Office  
669 Washington St  
Easton, PA 18042

**- OR -**

**Deliver to:**

Northampton County Elections Office  
669 Washington St, Lower Level  
Easton, PA 18042

**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 Northampton County Office of Elections 610-829-6260

## **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 9 a.m. on Wednesday, March 17, 2019** in Council Chambers of the Northampton County Courthouse (Note: Since the Governor is a registered Democrat, the Democratic Party will appear first on all ballots). Once the petition filing period opens, a list of candidates filed will be posted, and updated as needed, on the County's website



## 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
<b>MUNICIPAL PRIMARY</b> .....	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
<b>MUNICIPAL ELECTION</b> .....	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 <sup>nd</sup> Friday Pre-Primary	May 3, 2021	May 7, 2021
30 Day Post-Primary	June 7, 2021	June 17, 2021
2 <sup>nd</sup> 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 Northampton County Office of Elections 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 bureau will accept the filing of late contribution reports by facsimile at 610-829-6260. 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.