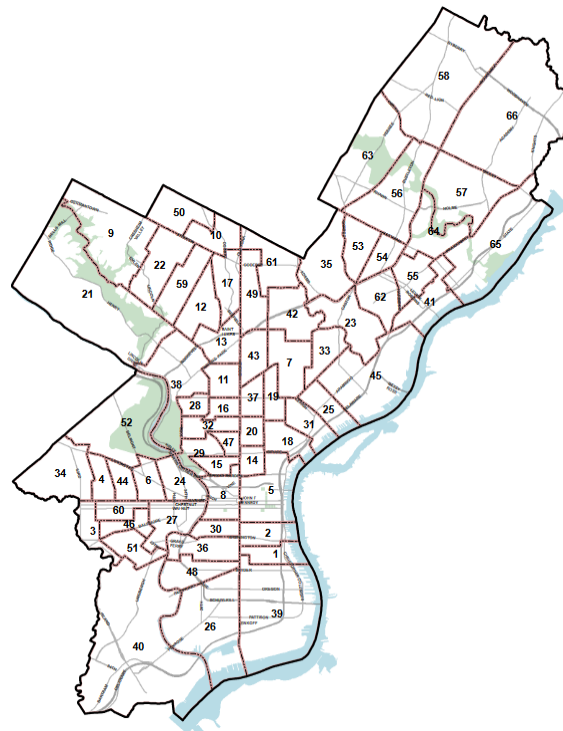


# How to Run for Committee Person

A 2022 Campaign Guide for  
Philadelphia Candidates



\*Important dates could change due to redistricting litigation. Last updated Jan. 24, 2022\*



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## Introduction – How to Use this Handbook

If you are interested in participating in the political process and care about good government, you should consider running as a committee person. Serving as a committee person is a great way to support your local community, become involved with your local party and gain political experience. **The purpose of this handbook is to give you the information you need to become a committee person. This is an elected, party position that will be on the May 17, 2022 Primary Election ballot.**

This handbook is specifically designed for people interested in becoming a committee person in Philadelphia. However, much of the information here also pertains to becoming a committee person in other counties across the state. See the “Resources” section at the end for contact information for other counties’ boards of elections and political party committees if you live outside of Philadelphia.

We’ve done our best to turn complicated Pennsylvania Election Code and political party rules into this easy-to-read handbook. However, it’s impossible to provide answers for every situation. If you can’t find the answer you are looking for or have feedback on this guide, please contact Patrick Christmas at [pchristmas@seventy.org](mailto:pchristmas@seventy.org).

***The information in this handbook is up to date as of January 24, 2022***

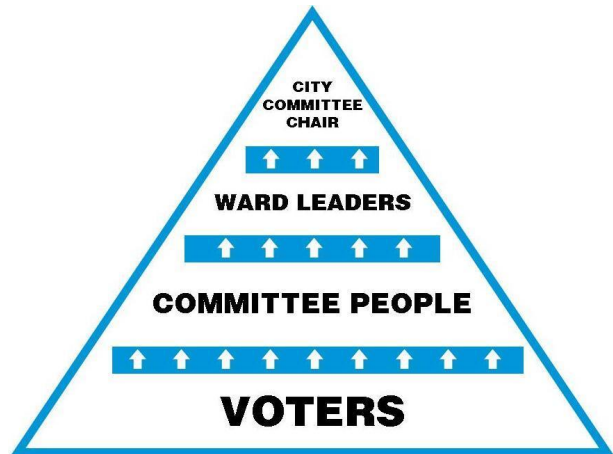
## Chapter 1 – Philadelphia’s Political Structure

If you’re considering a run for committee person, it’s important that you understand how this position fits within Philadelphia’s political structure. Here’s a brief overview:

### Divisions

Philadelphia is divided into 1,703 voting divisions (often called “precincts”), which are the smallest political units of the city. By law, each division is required to contain no fewer than 100 and no more than 1,200 registered voters<sup>1</sup>. The division you live in determines where you vote on Election Day.

The Democratic and Republican Party organizations in Philadelphia start at a grassroots level with the office of committee person. Each division is represented by up to two Democratic and two Republican committee people who are elected by voters of the same party who live in the same division.<sup>2</sup> Republican and Democratic committee people serve four year terms<sup>3</sup>.



### Wards

Since 1965, Philadelphia has been divided into 66 wards, which are the second smallest units of the city.<sup>4</sup> Wards usually have between 10 and 50 divisions. Committee people representing each of the ward’s divisions make up what is officially termed the Ward Executive Committee.

*Not sure of your ward and division?  
Use the Polling Place Search at  
[PhiladelphiaVotes.com](http://PhiladelphiaVotes.com).*

### Ward Leaders

Each Ward Executive Committee is led by a Democratic and Republican ward leader, who are selected by their party's committee people soon after the committee people are elected in the primary election.<sup>5</sup> This happens at an *reorganization meeting* within the ward that takes place several weeks following the election, per party rules. (In Philadelphia, wards 39, 40, and 66 are

<sup>1</sup> See 25 P.S. § 2702. Note that because Ward and division redistricting has not taken place on a citywide level in Philadelphia since the 1960s, there are some divisions with substantially more or substantially fewer registered voters than the normal range.

<sup>2</sup> See Rules of the Republican Party of the City and County of Philadelphia, [hereinafter “Repub. City Rules”], Rule III, art. 1; see also Rules of the Democratic Party of the City and County of Philadelphia, [hereinafter “Dem. City Rules”] Rule III, art. 1, § B-C.

<sup>3</sup> See Repub. City Rules, Rule III, art. 2, § B; see also Dem. City Rules, Rule III, art. 1, § B

<sup>4</sup> 1965 Report of the Ward Realignment Commission.

<sup>5</sup> See Repub. City Rules, Rule III, art. 2, § A; see also Dem. City Rules, Rule III, art. 1, § A.



currently represented by two Democratic ward leaders and wards 39 and 40 by two Republican ward leaders, due to their size.) Ward leaders serve as members of their respective political party organization’s City Committee – sometimes called the County Committee<sup>6</sup> – which supervises the organization and management of the party in all Philadelphia elections.

## City Committee

The City Committee, a group of about 70 people if all positions are filled, makes up the citywide leadership of the party. The Chairs of the Democratic and Republican City Committees are elected by their respective party’s ward leaders and serve with a slate of fellow officers (e.g., Vice Chair, Secretary, Treasurer). The City Committees can make rules about the governing of the party as long as those rules don’t conflict with city or state law, or with the rules of their party’s statewide organization.<sup>7</sup>

Members of the City Committee can wield a great deal of power in influencing electoral endorsements that are highly-sought by candidates running for local, state and federal office. Such endorsements have traditionally been distributed outside polling places on Election Day via *sample ballot*, which typically resembles a small palm card that lists endorsed candidates. City Committee also typically fill vacancies when candidates nominated in the primary election are unable to run in the general election and nominate candidates for special elections. Given the overwhelming Democratic voter registration advantage in Philadelphia, a candidate nominated by party leadership in the majority party will always win the subsequent special election.

## Other Political Parties

The two major political parties who follow the organizational structure outlined in this handbook are the Democratic Party and the Republican Party. For more information about how to participate in activities of these or other established political parties see the “Resources” section at the end.

## State Committee Members

The Democratic and Republican parties operate similar committee structures at the state level to develop statewide party policy, coordinate the activities of political party organizations within the counties, and endorse statewide candidates for party nomination. Democratic and Republican candidates for state committee people will also be on the ballot during the May 2022 Primary Election.<sup>8</sup> For more information about becoming a state committee person, please contact the state party offices.

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<sup>6</sup> See Repub. City Rules, Rule II, arts. 1, 3; see also Dem. City Rules, Rule II, art. 3, §A.

<sup>7</sup> See 25 P. S. §2837.

<sup>8</sup> See 25 P.S. § 2834; see also Rules of the Republican Party of the Commonwealth of Pennsylvania, revised as of February 12, 1994 [hereinafter “Rep. State Rules”], Rule 2.3(d); see also Rules of the Democratic Party of the Commonwealth of Pennsylvania, amended as of March 19, 2005 [hereinafter “Dem. State Rules”], Rule III, § 2.



## Chapter 2 – About the Job

A committee person is the representative of party voters in a given division, serving as a point of contact between those voters and party officials. Committee people are considered party officers – not public officials or government employees. They are also volunteers and receive no taxpayer-funded compensation.

Committee people have a core responsibility to help “get out the vote” for their political party. But you can make the job as big or as small as you want. Some committee people just choose to work on Election Day. But many committee people are in touch with their neighbors throughout the year, helping address local issues with community groups and elected officials.

Unlike campaigning for public office, running for committee person does not require substantial resources. An interested person needs only to have the time and commitment to build relationships with their neighbors and keep up with their party.

### Responsibilities

If you are a committee person, your **responsibilities** could include, but are not limited to:

- Attending Ward Executive Committee meetings and electing your Ward Leader.
- Heading a voter registration drive in your neighborhood.
- Circulating nomination petitions for your party’s candidates.
- Giving voters information about an upcoming election so they know where to vote and who is on the ballot. This could be in the form of a flier, email, social media page, website or community meeting.
- Distributing mail-in ballot applications before an election.
- Recruiting Election Day poll watchers for candidates in your division. Poll watching has special guidelines and requires a certificate from the County board of Elections.
- Working with neighbors, block captains and community groups to help address issues in your division. This may entail contacting your elected officials and interacting with the government agencies that affect your neighbors. In that way, you provide “constituent services” similar to staff members within any political office.

### On Election Day:

- Getting out the vote. By using “street lists” of registered voters in your division, you can help make sure that as many people as possible come out to vote.
- Handing out campaign literature at your polling place.
- Arranging rides to the polls for voters who are unable to walk or drive themselves.



- Besides recruiting poll watchers for your party's candidates, committee people may also report improper behavior or point out weaknesses in the security of the election process to city officials.

Because every neighborhood and division is different, one way to find out what it is like to be a committee person is to contact your local ward leader or the current committee people in your neighborhood. For a list of ward leaders and committee people in Philadelphia, visit **OpenWardsPhilly.com**. (Note: The only official lists of Democratic and Republican committee people are posted after the primary election. Although vacancies and appointments occur over the course of a four-year term, neither party maintains an updated list of all committee people.)

It's also recommended that you take some time to observe what's happening in your division and nearby divisions on Election Day and in the preceding days. Has the committee person in your division delivered information about the upcoming election — the offices on the ballot, the ballot questions, the location of your polling place? Is your committee person present at the polls on Election Day? If your committee person is not providing information, then there is an opportunity for a more engaged committee person to run for that slot.

## Committee Person vs. Election Board

It's important to distinguish between "committee people" and the "Election Board." When you go to vote on Election Day, the Election Board is the set of individuals in charge of a specific division at a polling place. Multiple divisions — and, consequently, multiple Election Boards — can be located within a single polling place, which are often housed in schools and rec centers with large spaces. Often referred to as "poll workers," each Election Board in Philadelphia has five people: Judge of Election, Majority and Minority Inspector, Clerk and Machine Inspector.

Three of the five members of the Election Board are **elected: The Judge of Election, Majority Inspector and Minority Inspector**. The people who currently hold these positions were last elected in November 2021. Two of the three members of the Election Board are **appointed: The Clerk** is appointed by the Minority Inspector, and the **Machine Inspector** is appointed by the County Board of Elections.

A committee person is permitted to serve on an Election Board — either in an elected or appointed capacity. However, **if you serve on an Election Board, you are not permitted to engage in any partisan political activities on Election Day** — even if these are activities you would typically perform as a committee person. So you might want to think twice before serving on an Election Board and as a committee person. A committee person who is not a member of the Election Board is NOT allowed to be inside a polling place on Election Day unless he or she has a poll watcher's certificate.

## Philadelphia City Commissioners

While local Election Boards conduct elections in each division, the **Philadelphia City Commissioners** are in charge of administering the overall election process in Philadelphia. They





are responsible for the conduct of elections and the registration of voters, serving collectively as the Philadelphia County Board of Elections.

The City Commissioners receive and file election documents, train election officials, certify the official returns and maintain voter registration records. The City Commissioners are by law a bipartisan board of three elected officials who serve four-year terms.

### Qualifications

#### To run for committee person, you must be:

- A **registered voter in the division** you wish to represent.<sup>9</sup>
- **Registered as a member of the political party** you are seeking to represent.<sup>10</sup> (In other words, you must be registered as a Democrat if you are running to be a Democratic committee person or registered as a Republican if you are running to be a Republican committee person.)

*Note: Most city officials and employees are prohibited from serving as a committee person<sup>11</sup>. For more detailed information about political activity restrictions for city officials and employees, contact the Philadelphia Board of Ethics or Office of the Chief Integrity Officer.*

### Terms of Office and Requirements

committee people serve terms of four years with no term limits. Both the Republican and Democratic parties have rules about keeping your job as committee person. For example, if you change your political party registration, you will no longer be able to serve as a committee person for your former party.

<b>1,703</b>	Voting Divisions
<b>x 2</b>	Republican Committeepeople
<b>x 2</b>	<u>Democratic Committeepeople</u>
<b>= 6,812</b>	Potential Committeepeople!

### Time Commitment

The time required to serve as a committee person depends on the duties given to you by your party and the effort you commit to the position. However, you can expect to be busy in the time leading up to an election and on Election Day. Visit [www.seventy.org](http://www.seventy.org) for a calendar of upcoming elections.<sup>12</sup>

### Filling Vacancies

Every year, hundreds of spots for committee people remain vacant. If you have missed the deadline to be on the ballot for committee person, don't wait four more years! Contact your ward leader or other committee people in your ward to see if you can be appointed to a

<sup>9</sup> See 25 P.S. §§ 2832, 2870. *see also* Dem. City Rules, Rule II, art. 2, § B

<sup>10</sup> See 25 P. S. §2832

<sup>11</sup> See Phila. Home Rule Charter §10-107.

<sup>12</sup> For important election dates, visit: [www.seventy.org/tools/elections-voting/election-calendar](http://www.seventy.org/tools/elections-voting/election-calendar)



position until the next election. If one of the two slots in your division is already filled, it's best to approach the currently serving committee person first to talk about your interest in the position.

### **Compensation**

Committee people don't receive official salaries. The "compensation" is often the satisfaction of doing important work for your neighbors and your party. It could also be the first step in a successful political career.



## Chapter 3 – Running for Committee Person

You now know enough about the job of a committee person to go to the next step: Do you want to throw your hat in the ring? You should consider talking to current and past committee people, current ward leaders and other neighbors to see if you will face any opposition in the election. After all, it might be best to stay on the good side of your neighbors or, at least, know who you're up against!

**Once you have decided to run, your goal is to be one of the two candidates in your division and in your political party with the most votes in the Primary Election on May 17, 2022.** Because you are running for a party office – and not for a position that will be sought after by competing political parties – you are not required to run in the General Election on November 1, 2022.

There are two ways to be elected:

- 1. Running as an Official Candidate:** committee people are elected in the primary election every four years, when the primary candidates for Governor are on the ballot. They were last elected in 2018 and are on the ballot again in 2022. In order to get your name on the ballot you must file an official “**nominating petition.**”
- 2. Running as a Write-in Candidate:** You can also be a "write-in" candidate in a primary election. If you choose this option, your name will not appear on the official ballot presented to the voters. However, a voter can cast a “write-in” vote for you.

## Getting on the Ballot

### Nomination Petitions

Except for write-in candidates, all other candidates who want to appear on a ballot must file “**nomination petitions.**” Nomination petitions are documents signed by registered voters who live within your division and belong to the same political party as you. Nomination petitions show that there is enough support for a candidate to require the City Commissioners to print the candidate's name for that party's nomination on the primary ballot.<sup>13</sup>

Nomination petitions can be downloaded from PhiladelphiaVotes.com or picked up at the City Commissioners' offices City Hall, Room 142, though do not expect them to be available until the week before the window for petition circulation, which runs from Feb. 15 to March 8. **Check PhiladelphiaVotes.com for updates as to when nomination petitions are available.**

### Deadlines

There are **hard and fast deadlines** for when you are permitted to circulate – and later to file – nomination petitions. Missing the deadlines may ruin your chances to run.

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<sup>13</sup> See 25 P.S. § 2867.



**Deadlines for the 2022 Primary Election:**

- Tue, February 15** First day to circulate and file **nomination petitions**  
(13<sup>th</sup> Tuesday before the primary)
- Tue, March 8** Last day to circulate and file **nomination petitions**  
(10<sup>th</sup> Tuesday before the primary)
- Tue, March 15** Last day to file **objections** to opponent’s candidacy  
(Seven days after the last day for filing nomination petitions)
- Mon, May 2** **Voter Registration Deadline for the Primary Election**  
(15 days before the election)
- Tue, May 10** Mail-in and absentee applications DUE by 5 PM  
(Tuesday before the election)
- Tue, May 17** **PRIMARY ELECTION: Polls open in Pennsylvania from 7 AM TO 8 PM**  
**Mail-in and absentee ballots DUE by 8 PM** (postmarks are not honored)

*\*Important dates could change due to redistricting litigation. Check PhiladelphiaVotes.com for updates. This handbook was last reviewed on Jan. 24, 2022.\**

**Nomination Petition Requirements**

It’s critical to complete all information on nomination petitions **accurately and legibly**. Entire documents can be invalidated because they are defective in some way. You want to do what you can to avoid this.

**The following information must be included on each nomination petition.** (Don’t get overwhelmed! These documents are pre-printed and most of the information is already filled in.):

<b>Required Identification Information</b>	<ul style="list-style-type: none"> <li>● Name of Candidate</li> <li>● Address, Occupation</li> <li>● Date of Election</li> <li>● Voting Division</li> </ul>
<b>Who can sign</b>	Registered voters in the same political party whose nomination the candidate seeks
<b>Residence of signers</b>	The same voting division as the candidate for committee person
<b>Date of Signatures</b>	Signatures dated before <b>February 15<sup>th</sup></b> or after <b>March 8<sup>th</sup></b> will be struck as invalid
<b>Number of Signatures</b>	At least 10 – <b>(Recommend at least 20-30)</b>



<p><b>Required Information from Signers</b></p>	<ul style="list-style-type: none"> <li>● Signature</li> <li>● Printed Name</li> <li>● Address<sup>14</sup></li> <li>● Date of signing</li> </ul>
<p><b>Required Information from Circulator (Affidavit)*</b></p>	<ul style="list-style-type: none"> <li>● Name, Address</li> <li>● Qualified voter of the election district</li> <li>● Registered with the political party whose nomination the candidate seeks</li> <li>● Affirm that signers knew contents of document</li> <li>● Affirm that signers' addresses are correct</li> <li>● Affirm that signers live in the election division</li> <li>● Affirm that signatures given on the dates stated</li> <li>● Affirm that signers are qualified voters of the election district and registered with the same political party whose nomination the candidate is seeking</li> </ul>

\*Each affidavit must be attached to a corresponding signature sheet.<sup>15</sup>

### Signatures

- Candidates for committee person are required to obtain a **minimum of 10** voter signatures on nomination petitions in order to get on the ballot.
- There is **no maximum number of signatures** a candidate can gather. But, just to be on the safe side, it's strongly recommended that you get **2-3 times as many signatures as necessary**.
- Voters who sign nomination petitions **must be registered in the same political party as the candidate** and **reside in the same division** as the candidate for committee person.<sup>16</sup>
- A voter may sign nomination petitions for **only two (2) candidates** for committee person.<sup>17</sup> So, when you (or your designee) are collecting signatures, you should ask the voter if he or she has signed a nomination petition for other candidates seeking the same office.

The easiest method to ensure that people are qualified signers is to canvas from door to door within your election division by looking at "**street lists.**" Street lists are lists of every registered voter in an election division by address and party affiliation; they can also include a list of the elections in which voters cast ballots. Street lists can be obtained from the City Commissioners.

<sup>14</sup> See 25 P.S. § 2868.

<sup>15</sup> See 25 P.S. §§ 2869, 2911(d).

<sup>16</sup> See 25 P.S. § 2868.

<sup>17</sup> See 25 P.S. § 2868, 2911(c).

*Make sure that the voters signing your petition use the same name as is on their voter registration card.*

### Circulator's Affidavit

The person collecting signatures is referred to as the “circulator” and could be you or a volunteer. The circulators of nomination petitions do not have to be registered voters in the political district of the office being sought (for committee person elections, a division); however, a circulator does have to be registered in Pennsylvania and a member of the party named in the petition. It is important that the circulator, whether you or a volunteer, completes a **circulator's affidavit**, which is pre-printed on the petition.

### Candidate's Affidavit

When you are finished collecting all the signatures required for your nomination petitions, they should be bound together with the petition sheets numbered consecutively, beginning with number one at the foot of each sheet.<sup>18</sup> However, since you only need a few signatures to run for committee person, most likely you will only have one nominating petition.

The completed signature sheet(s) and circulators' affidavit(s) must be accompanied by a single affidavit signed by the candidate.<sup>19</sup> Here is the information that must be included in a **candidate's affidavit** (again, this is a pre-printed form):

- Candidate's name and address
- Voting division in which the candidate resides
- Office for which the candidate is filing
- Party registration<sup>20</sup>
- Affirm that candidate is eligible for the office stated in the petition
- Affirm that candidate will not knowingly violate any provision of the Election Code or any other law regulating or limiting election expenses or prohibiting corrupt practices in connection therewith
- Affirm that candidate is not a candidate for nomination of any other party for this office
- Affirm that he or she is not a candidate for an office which he or she already holds, the term for which will not expire in the same year as the office subject to the affidavit.<sup>21</sup>

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<sup>18</sup> See 25 P.S. §§ 2869, 2911(d).

<sup>19</sup> See 25 P.S. §§ 2870, 2911(e).

<sup>20</sup> See 25 P.S. § 2872.2(b)(1).

<sup>21</sup> See 25 P.S. § 2870.

## Where to File

Nomination petitions for candidates seeking a position as a committee person must be filed with the County Board of Election.<sup>22</sup> No filing fees are required.<sup>23</sup>

### Philadelphia County Board of Elections

City Hall, Room 142  
Philadelphia, Pennsylvania 19107  
(215) 686-3943  
[www.philadelphiavotes.com](http://www.philadelphiavotes.com)

***Remember: All nomination petitions must be filed by 5:00 PM on March 8, 2022. If you do not meet this deadline, your name will not be printed on the May 17<sup>th</sup> ballot.***

**Running a “Write-In” Campaign:** If you miss the March 8<sup>th</sup> deadline to file your nomination petition to get on the ballot, you still have a chance to run as a write-in candidate. In order to run you must:

- Campaign in your division by asking voters to write your name on the ballot when they go into the voting booth.
- Receive at least 10 votes<sup>24</sup>.
- Be one of the top two candidates when the votes are counted.

It is entirely possible, especially in a neighborhood-level race, to run a viable campaign as “write-in” candidate, but communicating to registered voters in your division ahead of Election Day will be more important since your name will not be on the ballot. In addition to speaking to individual voters while circulating petitions, distributing a flier, letter or mailer to the voters in your division that explains why you’re running and how to cast a write in-in to the registered voters in your division will bolster of your chances of winning more votes despite not being listed on the ballot.

*For more information on how to use the voting system in Philadelphia, visit the City Commissioners’ website at [PhiladelphiaVotes.com](http://PhiladelphiaVotes.com).*

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<sup>22</sup> See 25 P.S. §§ 2873(a), 2913(a).

<sup>23</sup> See 25 P.S. §§ 2873(b.1), 2873(b.2), 2914

<sup>24</sup> See 25 P.S. § 3155



## Chapter 4 – After You File

### Objections

Nomination petitions are public documents and can be viewed by anyone. Challengers may take advantage of this opportunity if they think they can knock you off the ballot because of defects in your documents.

Objections (sometimes called “challenges”) must relate to the requirements previously discussed for nomination petitions: whether the signers are registered voters within the voting division, enrolled in the proper political party, and personally signed and dated the documents within the circulation period (**February 15<sup>th</sup> – March 8<sup>th</sup>**). If the court ruling results in a committee person having less than ten valid signatures – for example, because the signatures are illegible or incomplete – the nomination petitions being challenged will be set aside and the candidate's name will be removed from the ballot.<sup>25</sup>

A candidate or any registered voter in the division, regardless of party affiliation, has **until 5 PM on March 15<sup>th</sup> to submit objections** to another candidate's nomination petitions.<sup>26</sup>

Objections to nomination petitions must be filed in two places: **(1)** the Philadelphia Court of Common Pleas and **(2)** the Philadelphia County Board of Elections where the petitions were originally filed.<sup>27</sup> A copy of the objection must also be served to the candidate whose petition is being challenged. A court must conduct a hearing on any objections within ten days after the deadline for filing nomination petitions. Rulings must be made within fifteen days after the filing deadline.<sup>28</sup> Candidates and objectors must be notified of the hearing and are permitted to appear when it is conducted.<sup>29</sup>

The objection process can be tricky for those doing it for the first time. Here are some important things to know about challenging a nomination petition:

- The reasons for the objection must be clearly outlined.
- Objections must be filed with the Court of Common Pleas at the Office of the Prothonotary, located at Room 284, City Hall and then filed with the Philadelphia Board of Elections located at Room 142, City Hall.

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<sup>25</sup> See 25 P.S. §§ 2936, 2937.

<sup>26</sup> See 25 P.S. § 2937: Objections to nomination petitions and papers

<sup>27</sup> See 25 P.S. § 2937: Objections to nomination petitions and papers

<sup>28</sup> *Id.*

<sup>29</sup> *Id.*





- Objections **must be filed** with the Office of the Prothonotary. Clerks will be available to assist challengers through this process and a manual prepared by the Office of the Prothonotary is available.
- You also must give the candidate whose petition you are challenging a copy of the filed challenge.
- All objections must be filed by **Tuesday, March 15<sup>th</sup> at 5 PM**

## Ballot Position

Where more than one candidate is seeking the same position, they must draw for ballot positions. This drawing occurs shortly after the filing deadline for nomination petitions and is held at the Philadelphia County Board of Elections or in a Common Pleas courtroom in City Hall. Each candidate should receive a notice of and be represented at the drawing. Candidates can attend in person or be represented by an agent duly authorized by a letter of attorney.

Before the election each candidate is entitled to receive (upon request) three free sample ballots for his or her election division. Sample ballots should be picked up promptly and checked for accuracy so that any deficiencies can be corrected before the following Tuesday's election.

## Campaigning

Once you are on the ballot, it is entirely up to you to decide how much you want to campaign – if at all. Many people enjoy campaigning for the same reason they like serving as a committee person: they get a chance to meet their neighbors and become involved in the political process.

Some individuals running for committee person will develop and print campaign literature with contact information and the reasons they should represent the division. Remember to include information on voter registration, how to apply for mail-in ballot and Election Day!

If you've attained a street list, you can canvas your division, knowing which of your neighbors are registered in your party and thus, eligible to vote for you. Even though the election may be several months away, this would be a good opportunity to make sure your neighbors are registered. (The voter registration deadline in Pennsylvania is always 15 days before the election; the deadline to apply for a mail-in ballot is 7 days before the election) Bring voter registration forms and mail-in ballot applications with you; these are available from the County Board of Elections.

## Election Day

On Election Day you can continue to campaign for yourself, as long as you follow state and local rules:



- All campaigning – handing out literature, talking to voters – must take place at least 10 feet from the entrance to the room or space where voting takes place.<sup>30</sup>
- You are only allowed inside the polling place as a voter and then you must leave – unless you have a “poll watcher’s certificate.”<sup>31</sup>
- Each candidate for committee person can request up to two **poll watcher certificates** for Election Day<sup>32</sup>. A poll watcher’s certificate grants the watcher access inside the polling place in which his or her candidate is on the ballot. Certificates must be requested from the Philadelphia Board of Elections located at Room 142, City Hall.
- Be aware of the time. The polls open for voting at 7:00 AM and close at 8:00 PM. Report late openings and ensure voters in line by 8:00 PM are allowed to vote.
- Remember that the Judge of Election is in charge of each polling place. If you observe improper behavior, have this individual report it to the appropriate authorities. If the Judge of Elections refuses to act on improper behavior or if you observe such behavior from members of the Election Board, contact the **Philadelphia City Commissioners** immediately at **215-686-1590**. The **Philadelphia District Attorney’s Office** can be reached at **215-686-9641** on Election Day.

## Conclusion

We hope that you have learned from this handbook what it takes to run for committee person. It’s a wonderful opportunity to participate in your community and experience the region’s political arena from a whole new perspective. Good luck!

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<sup>30</sup> See 25 P.S. §§ 3060: Regulations in force at polling places

<sup>31</sup> *Id*

<sup>32</sup> See 25 P.S. §§ 2687



## Resources

### Open Wards Philadelphia

To learn more about the ward system and how to serve as a committee person in your community, go to [www.OpenWardsPhilly.com](http://www.OpenWardsPhilly.com). This nonpartisan, volunteer organization of committee people and ward leaders who are working toward more open, accessible and democratic wards.

### Philadelphia Government Agencies and Offices

#### Philadelphia County Board of Elections

City Hall, Room 142  
Philadelphia, PA 19107  
(215) 686-3943  
[www.philadelphiavotes.com](http://www.philadelphiavotes.com)

#### Philadelphia Voter Registration Office

520 N. Delaware Avenue 5<sup>th</sup> Floor  
(Delaware Ave. and Spring Garden St.)  
Philadelphia, PA 19123  
(215) 686-1591  
[www.philadelphiavotes.com](http://www.philadelphiavotes.com)

#### Philadelphia Board of Ethics

One Parkway Building  
1515 Arch Street, 18th Floor  
Philadelphia, PA 19102  
(215) 686-9450  
[www.phila.gov/ethicsboard](http://www.phila.gov/ethicsboard)

#### Philadelphia District Attorney's Office

Three South Penn Square  
Corner of Juniper and South Penn Square  
Philadelphia, PA 19107-3499  
(215) 686-8000  
[www.phila.gov/districtattorney](http://www.phila.gov/districtattorney)

### Philadelphia Political Parties

#### Democratic City Committee of Philadelphia

219 Spring Garden Street  
Philadelphia, PA 19123  
(215) 241-7800  
<https://phldems.org>

#### Green Party of Philadelphia

P.O. Box 59524  
Philadelphia, PA 19102  
(215) 843-4256  
[www.gpop.org](http://www.gpop.org)

#### Working Families Party of Pennsylvania

<https://linktr.ee/paworkingfamilies>  
<https://workingfamilies.org/state/pennsylvania>

#### Philadelphia Republican City Committee

6319 Frankford Avenue  
Philadelphia, PA 19135  
(215) 561-0650  
[www.phillygop.com](http://www.phillygop.com)

#### Philadelphia Libertarian Party

3915 Union Deposit Road  
#223 Harrisburg, PA 17109  
1-800-774-4487  
<https://lppa.org/>

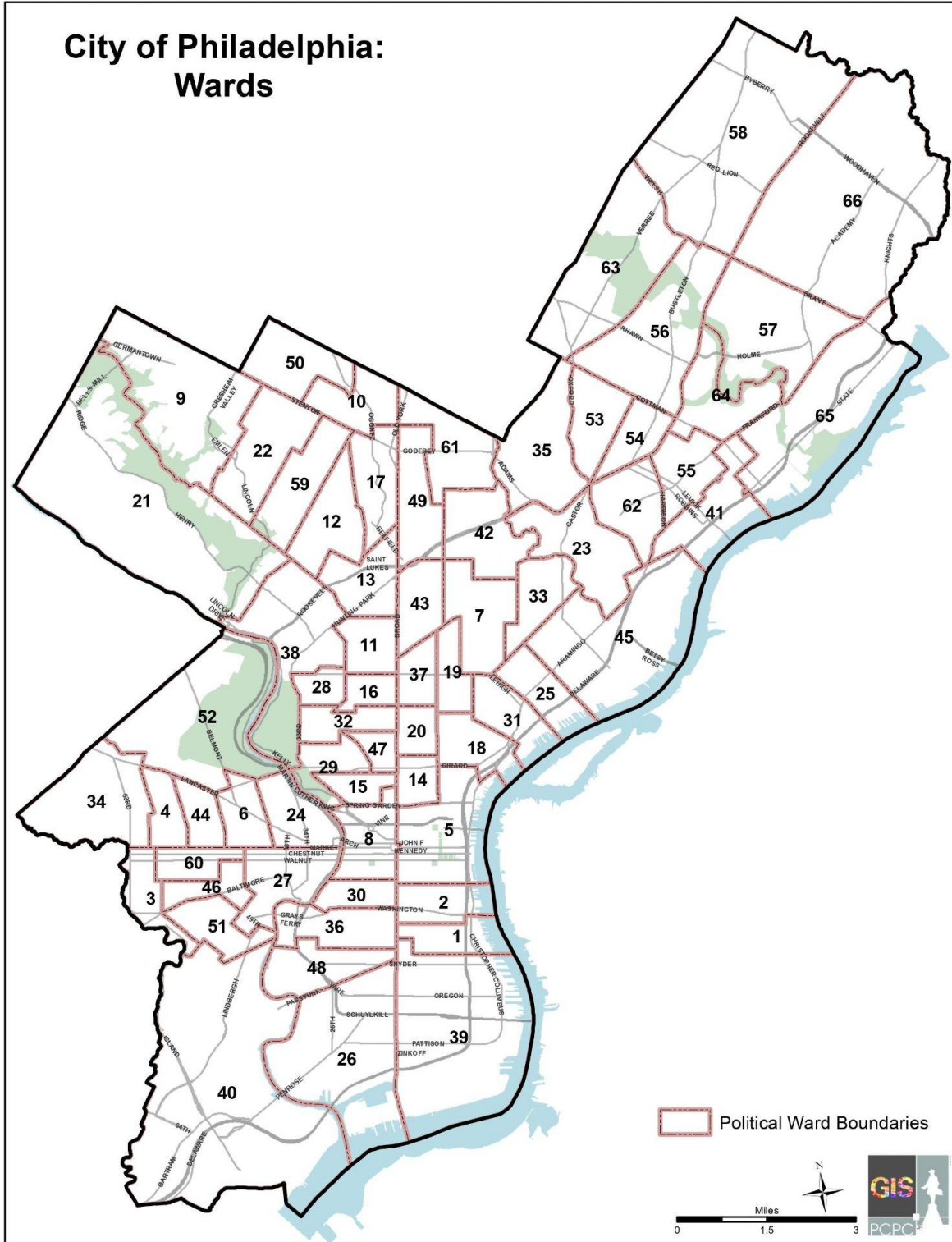


## Committee Person Candidate Checklist

- ✓ **Pick-up Nomination Petition:** You will be able to download blank nomination petitions from PhiladelphiaVotes.com roughly one week prior to Election Day. Nomination petitions can also be picked up from the Philadelphia Board of Elections in Room 142, City Hall
- ✓ **Collect Signatures:** Starting **February 15<sup>th</sup>**, collect at least 10 signatures (we recommend getting 20 - 25) from voters registered in the division in which you are running and registered in the party under which you are running. You can pick up a street list (a list of all the registered voters and their party affiliation in your division) from the Philadelphia Board of Elections so that you know what doors to knock on when you're collecting signatures.
- ✓ **File Your Petitions:** You are allowed to begin collecting signatures on February 15<sup>th</sup> and must file your petitions **no later than 5 PM on March 8<sup>th</sup>** at the Philadelphia County Board of Elections.
- ✓ **Petition Challenges:** Petitions are subject to objections if they seem to have invalid signatures or if they were incorrectly filled out. Objections must be filed with both the Board of Elections AND the Court of Common Pleas by March 15<sup>th</sup> at 5 PM for the primary election.
- ✓ **Ballot Position:** If there are multiple candidates running for a position, they must draw lots for ballot position. Candidates will be notified, shortly after March 15<sup>th</sup>, of the drawing of lots for ballot positions.
- ✓ **Poll Watcher's Certificates:** Committee person candidates can request up to two poll watcher's certificates for Election Day. A watcher's certificate grants the watcher access to the polling place in which his or her candidate is on the ballot. Certificates must be requested from the Philadelphia County Board of Elections.



### Philadelphia Ward Map



Visit [PhiladelphiaVotes.com](http://PhiladelphiaVotes.com) for a full set of downloadable ward and division maps.



***Acknowledgements:*** *This resource was originally produced by Committee of Seventy staff: Vice President and Policy Director Ellen Kaplan and Policy Assistant Luke McKinstry.*

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*This 2022 version of the handbook was updated by Policy Director Patrick Christmas. Please send questions, concerns and any general feedback to [pchristmas@seventy.org](mailto:pchristmas@seventy.org).*