How to Run for Committee Person

A Campaign Manual for Philadelphia Candidates

How to Run
A Continuing Series

January 2014
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Who We Are

THE COMMITTEE OF SEVENTY has been called a “government watchdog,” “the elections people” and a “think tank.” In fact, we are all of these and much more. Seventy is a non-partisan, not-for-profit group headed by many of the region’s most respected business, legal, and civic leaders. We strive to be a CATALYST FOR TRUE REFORM in Philadelphia and the surrounding region. Our goal is to use our voice and our influence to provoke real change.

Since Seventy was established in 1904, we have combated corruption, monitored elections, and fought for government to be more effective and efficient. We raise public awareness about complex issues, in language non-experts can relate to. We are willing to take the lead on tough issues, collaborate with like-minded organizations, and make noise to call attention to opportunities for reform. Our goal is not just good government for its own sake, but fundamental change that will help Philadelphia grow and prosper.

Seventy’s drive to improve government takes many forms – including educating citizens through our *How Philly Works* series, our comprehensive website, and our Citizen’s Guide, as well as encouraging well-qualified candidates to run for office. We hope that you find this manual to be a useful and informative first step in your own public service journey.
Introduction – How to Use this Manual

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 gain political experience, become involved with your local party and meet your neighbors. The purpose of this manual 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 20, 2014 Primary Election ballot.

This manual 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 on page 21 for contact information for other counties’ boards of elections and political party committees if you live outside of Philadelphia.

The Committee of Seventy is nonpartisan. We do not endorse candidates for political office, political parties or political structures. Since we have no “horse in the race,” our non-partisanship puts us in the best position to provide objective information on how to participate in politics at the local level.

We’ve done our best to turn complicated Pennsylvania Election Code and political party rules into this easy-to-follow and easy-to-read manual. However, it is impossible to provide answers for every situation. If you can’t find the answer you are looking for, please contact the Committee of Seventy’s Senior Policy Analyst, Patrick Christmas, at 215-557-3600, ext. 114 or pchristmas@seventy.org.

The information in this manual is up to date as of January 14, 2013.
Chapter 1 – Philadelphia’s Political Structure

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

**Divisions:** Philadelphia is divided into 1,687 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. 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 two Democratic and two Republican committee people who are elected by voters of the same party who live in the same division. Republican and Democratic committee people serve four year terms.

**Wards:** Since 1965, Philadelphia has been divided into 66 wards, which are the second smallest units of the city. 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.”

**Ward Leaders:** Each ward is represented by a Republican and a Democratic ward leader, who are selected by their party’s committee people soon after the committee people are elected. (In Philadelphia, wards 39, 40, and 66 are 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 – which supervises the organization and management of the party in all Philadelphia elections.

**City Committee:** The City Committee – group of about 70 people if all positions are filled – supervises the full-time operations of the party office and also serves as the "voice of the party." The Chair of the Democratic and Republican City Committees are elected by their respective party’s ward leaders. City Committees

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Not sure of your ward and division?
Visit: www.seventy.org
Or call us at 215-557-3600

In Philadelphia, U.S. Congressman Robert Brady is the Chairman of the Democratic City Committee and PA State Representative John Taylor is the Chairman of the Republican City Committee.
usually endorse candidates for elective office, fill vacancies when candidates nominated in the primary election are unable to run in the general election, and nominate candidates for special elections. The City Committees can make rules about the governing of the party as long as those rules don’t conflict with city laws, state laws or with the rules of their party’s statewide organization.\textsuperscript{vii}

\textbf{Other Political Parties:} The two major political parties who follow the organizational structure outlined in this manual 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 on page 18.

\textbf{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 2014 Primary Election.\textsuperscript{viii} For more information about becoming a state committee person, please contact the state party offices. Contact information can be found in the “Resources” section on page 18.
Chapter 2 – About the Job

A committee person is his or her political party’s representative in each division. Committee people serve as a point of contact between the voters in a division and elected officials and their political party. 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 party and their neighbors all year long.

Unlike campaigning for public office, running for committee person does not require substantial resources. An interested person need only have the time and 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 flyer, community meeting or even a website.
- Distributing absentee and alternative ballot applications before an election.
- Recruiting Election Day poll watchers for candidates in your division. Polling watching has special guidelines and requires a certificate from the County board of Elections.
- Working with neighbors, block captains and community groups to help solve problems 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 the appropriate authorities.

Because every neighborhood and division is different, the best way to find out what it is like to be a committee person is to contact your local ward leader or current committee people in your neighborhood. For a list of current ward leaders in Philadelphia, see the “Resources” section on page 18.

Committee Person vs. Election Board: It is important to distinguish between “committee people” and the “Election Board.” When you go to vote on Election Day, the Election Board is comprised of individuals in charge of the polling place. Each division has its own Election Board. 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 2013. 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. And they often do. 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. The terms “City Commissioners” and “County Board of Elections” are used interchangeably in this manual.
The Philadelphia 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.\(^ix\)
- **Registered as a member of the political party** you are seeking to represent.\(^x\) (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.) If you have any questions about your registration, call the Philadelphia Voter Registration at (215) 686-1500 or check online at www.votespa.com.

**Note:** If you are an unelected city official or city employee, you are prohibited from many political activities, including serving as a committee person\(^xi\). For more detailed information about political activity restrictions for city officials and employees, contact the Philadelphia Board of Ethics. Contact information can be found in the “Resources” section on page 18.

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.

**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. In 2014, Primary Election is May 20 and General Election is November 4.

**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 your party’s City Committee to see if you can be appointed to a position until the next election.

**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? Since these positions are on the ballot in May 2014, you are thinking about this at just the right time.

Before starting the process of running, we suggest that you contact the Committee of Seventy or the City Committee of your political party to see if there are committee person vacancies in your division. 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 20, 2014. 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 in November 2014.

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 2010, are on the ballot in 2014, and will be on the ballot again in 2018. 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.
Nomination petitions may be picked up at the City Commissioners’ offices. It is also common for candidates for committee person to receive nomination petitions from their ward leader or their party’s City Committee. See the Resources section (page 18) for phone numbers and addresses of these offices. You can also pick up nomination petitions from the Philadelphia County Board of Elections at City Hall Room 142.

Deadlines: There are hard and fast deadlines for when you are permitted to circulate – and later to file – nomination petitions. Not knowing the deadlines may ruin your chances to run.

Here are the Pennsylvania deadlines for the 2014 Primary Election:

- **February 18**: First day to circulate and file nomination petitions
- **March 11**: Last day to circulate and file nomination petitions
- **March 18**: Last day to file objections to opponent’s candidacy
- **April 21**: Voter Registration Deadline for the Primary Election
- **May 13**: Last day to apply for a civilian absentee ballot
- **May 16**: Last day for a County Board of Election to receive civilian absentee ballots
- **May 20**: PRIMARY ELECTION

Nomination Petition Requirements: It is 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.

Here is what must be included on each nomination petition. (Do not get overwhelmed! These documents are pre-printed and most of the information is already filled in.):

| Required Identification Information | • Name of Candidate  
|                                    | • Address, Occupation 
|                                    | • Date of Election  
|                                    | • Voting Division  
| Who can sign | Registered voters in the same political party whose nomination the candidate seeks  
| Residence of signers | The same voting division as the candidate for committee person  
| Date of Signatures | Signatures dated before February 18th or after March 11th will be struck as invalid  
| Number of Signatures | At least 10 – (we suggest 20-25)  
|
| Required Information from Signers | • Signature  
|                                  | • Printed Name  
|                                  | • Address  
|                                  | • Date of signing  
| Required Information from Circulator (Affidavit) | • Name, Address  
| * Each affidavit must be attached to a corresponding signature sheet. | • Qualified voter of the election district  
|                                                    | • Registered with the political party whose nomination the candidate seeks  
|                                                    | • Affirm that signers knew contents of document  
|                                                    | • Affirm that signers’ addresses are correct  
|                                                    | • Affirm that signers live in the election division  
|                                                    | • Affirm that signatures given on the dates stated  
|                                                    | • Affirm that signers are qualified voters of the election district and registered with the same political party whose nomination the candidate is seeking  
| Notarization | Circulator must sign an affidavit under oath before a notary public. Each nomination paper must be separately notarized.  

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, we strongly recommend that you get **at least twice 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.  
- A voter may sign nomination petitions for **only two candidates** for committee person.  

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 district 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. 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.” This can be you or a volunteer, but the person must live in your division. It is important that the circulator, whether you or a volunteer, completes a circulator’s affidavit and signs it under oath before a notary. The circulator’s affidavit is pre-printed on to 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. 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. 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
- 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.

Where to File: Nomination petitions for candidates seeking a position as a committee person must be filed with the county Board of Election. No filing fees are required.

Philadelphia County Board of Elections
City Hall, Room 142
Philadelphia, Pennsylvania 19107
(215) 686-3943
www.philadelphiavotes.com
Remember: All nomination petitions must be filed by 5:00 p.m. on March 11, 2010. If you do not meet this deadline, your name will not be printed on the May 20th ballot.

Running a “Write-In” Campaign: If you miss the March 11th 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.
- Be one of the top two candidates when the votes are counted.

Here is a quick tutorial for how to write in a candidate on the electronic voting machines in Philadelphia:

1. Press the “write-in” button on the machine corresponding with the office for which you would like to write in the name of an individual whose name does not appear on the ballot as a candidate. The square red button at the top of the machine will begin blinking.
2. Press the blinking square red button. The black shutter nearby will automatically open.
3. Write or stamp the full name of your choice on the paper within the window.
4. Pull down the black shutter.
5. If you wish to write in another candidate for committee person or for another office, repeat these steps.
6. When you are finished voting, press the “VOTE” button located in the bottom right-hand corner.

For more information on how to use a voting machine, visit the City Commissioners’ website at www.philadelphiavotes.com.
**Chapter 4 – After You File**

**Objections:** Nomination petitions are public documents and can be viewed by anyone. Challengers can and will 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 18th** – **March 11th**). 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.

A candidate or any registered voter in the division, regardless of party affiliation, has **until 5:00 p.m. on March 18th** to submit objections to another candidate's nomination petitions.

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. 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.

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.
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 18th at 5:00 p.m.

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. 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 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. Bring voter registration forms and absentee/alternative 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 where voting takes place.
You are only allowed inside the polling place as a voter and then you must leave – unless you have a “poll watcher’s certificate.”

Each candidate for committee person can request up to two poll watcher’s certificates for Election Day. 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 A.M. and close at 8:00 P.M. Report late openings and ensure voters in line by 8:00 P.M. 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 Committee of Seventy at 866-OUR-VOTE (866-687-8683).

**Conclusion**

We hope that you have learned from this manual what it takes to run for the office of Committee Person. It is a wonderful opportunity to participate in your community and experience the region’s political arena from a whole new perspective.

Whether you choose to run in the upcoming election or pursue your political interests in other ways, we hope that you will continue to get to know the Committee of Seventy. Visit our website, volunteer in our election program, or donate. Call us at (215) 557-3600 or email us at info@seventy.org and let us know what you think of this manual.
Resources

The Committee of Seventy
www.seventy.org
Eight Penn Center
1628 John F. Kennedy Boulevard, Suite 1002
Philadelphia, PA 19103
(215) 557-3600

Philadelphia Resources

Philadelphia County Board of Elections
City Hall, Room 142
Philadelphia, PA 19107
(215) 686-3943

Philadelphia Voter Registration Office
520 N. Delaware Avenue 5th Floor
(Delaware Ave. and Spring Garden St.)
Philadelphia, PA 19123
(215) 686-1591

Philadelphia Board of Ethics
www.phila.gov/ethicsboard
One Parkway Building
1515 Arch Street, 18th Floor
Philadelphia, Pennsylvania 19102
(215) 686-9450

The Democratic County Executive Committee of Philadelphia
www.citycommittee.org
219 Spring Garden Street
Philadelphia, PA 19123
(215) 241-7800

Green Party of Philadelphia
www.gpop.org
PO Box 58021
Philadelphia, PA 19102
(215) 243-7103

Philadelphia Libertarian Party
www.lpphilly.org
chair@lpphilly.org

Philadelphia Republican City Committee
www.phillygop.com
The Windsor, lower level
1700 Benjamin Franklin Parkway
Philadelphia, PA 19103-2790
(215) 561-0650
Pennsylvania

The Pennsylvania Dept of State, Bureau of Elections, Commissions and Legislation
www.dos.state.pa.us
210 North Office Building
Harrisburg, Pennsylvania 17120
(717) 787-5280


Pennsylvania Democratic Party
205 State Street
Harrisburg, PA 17101
(717) 920-8470
www.padems.com

Republican Party of Pennsylvania
112 State Street
Harrisburg, PA 17101
(717) 234-4901
www.pagop.org

Philadelphia Region

Bucks County Board of Elections
55 E. Court Street
Doylestown, PA 18901-4318
(215) 348-6154
www.buckscounty.org

Bucks County Democratic Committee
10 East Court St.
Doylestown, PA 18901
(215) 348-2140
www.bucksdemocrats.org

Bucks County Republican Committee
115 North Broad Street
Doylestown, PA 18901
(215) 345-6811
www.bucksgop.org

Chester County Board of Elections
313 W. Market St.
PO Box 2748
West Chester, PA 19380-0990
(610) 344-6410
www.chesco.org/election

Chester County Democratic Committee
37 South High Street
West Chester, PA 19382
(610) 692-5811
http://chescodems.org

Republican Committee of Chester County
15 S Church Street
West Chester, PA 19382
(610) 696-1842
www.republicanccc.com

Delaware County Board of Elections
201 W. Front Street
Government Center Building
Media, PA 19063
(610) 891-4673
www.co.delaware.pa.us/depts/election

Delaware County Democratic Party
PO Box 473
Media, PA 19063
(610) 566-6427
www.delcodems.com
Delaware County Republican Party
323 West Front Street
Media, PA 19063
(610) 566-9375
www.delcogop.org

Montgomery County Board of Elections
Montgomery County Courthouse
P.O. Box 311
Norristown, PA 19404-0311
(610) 278-3000
www.montcopia.org

Montgomery County Democratic Committee
21 E. Airy Street
Norristown, PA 19404-0857
(610) 272-2000
www.mcdems.org

Montgomery County Republican Committee
314 E Johnson Highway, STE 200
Norristown PA 19401
(610) 279-9300
www.montgomerycountygop.com
Committee Person Candidate Check List

✓ **Pick-up Nomination Petition:** You can pick up nomination petitions from the Philadelphia Board of Elections in Room 142, City Hall

✓ **Collect Signatures:** Starting **February 18**th, collect at least 10 signatures (we suggest 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.

✓ **Get Your Petitions Notarized:** After you finish collecting signatures, your nomination petition must be notarized by a notary public. You can locate a notary public by searching the Department of State’s website at [https://www.notaries.state.pa.us/Pages/NotarySearch.aspx](https://www.notaries.state.pa.us/Pages/NotarySearch.aspx). **NOTE:** The circulator of the petition, whether it is the candidate or another voter registered in the division, must be present when the petition is notarized.

✓ **File Your Petitions:** You are allowed to begin collecting signatures on February 18th and must file your notarized petitions **no later than 5 p.m. on March 11**th 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 18th at 5pm for the primary election.

✓ **Ballot Position:** If there are multiple candidates running for a position, they must draw lots for ballots position. Candidates will be notified, shortly after March 11th, 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.
For more detailed ward maps visit www.seventy.org
### Democratic Ward Leaders*

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*Using the information provided to us by the Democratic City Committee, we have done our best to verify these numbers. Please notify us of corrections.*
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i 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.


iii See Repub. City Rules, Rule III, art. 2, § B; see also Dem. City Rules, Rule III, art. 1, § B


v See Repub. City Rules, Rule III, art. 2, § A; see also Dem. City Rules, Rule III, art. 1, § A.

vi See Repub. City Rules, Rule II, arts. 1, 3; see also Dem. City Rules, Rule II, art. 3, §A.

vii See 25 P. S. §2837.


ix See 25 P.S. §§ 2832, 2870. see also Dem.City Rules, Rule II, art. 2, § B

x See 25 P. S. §2832


xii See 25 P.S. § 2867.

xiii See 25 P.S. § 2868.

xiv See 25 P.S. §§ 2869, 2911(d).

xv See 25 P.S. § 2868.

xvi See 25 P.S. § 2868, 2911(c).

xvii See 25 P.S. §§ 2869, 2911(d).

xviii See 25 P.S. §§ 2870, 2911(e).

xix See 25 P.S. § 2872.2(b)(1).

xx See 25 P.S. § 2870.

xxi See 25 P.S. §§ 2873(a), 2913(a).

xxii See 25 P.S. §§ 2873(b.1), 2873(b.2), 2914

xxiii See 25 P.S. § 3155

xxiv See 25 P.S. §§ 2936, 2937.

xxv See 25 P.S. § 2937.

xxvi See 25 P.S. § 2937.

xxvii Id.

xxviii Id.

xxix See 25 P.S. §§ 3060

xxx Id

xxxi See 25 P.S. §§ 2687