



**Committee of Seventy**

Join us in our campaign for better government

# **How to Run for Committeeperson**

**A Campaign Guide for  
Philadelphia Candidates**

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## Who We Are

The Committee of Seventy, a nonprofit and strictly nonpartisan advocate for better government, was established in 1904 for the express purpose of **combating corruption and closed politics in Philadelphia**. The organization played a major role in the adoption of civil service reforms and the passage of the 1919 and 1951 Home Rule Charters.

During the past ten years, Seventy has transformed itself from being just an election watchdog to a bolder more comprehensive advocate for better government and politics, due in no small measure to the introduction of new executive and board leadership.

That investment helped resurrect the **city's only independent and nonpartisan better government advocate** and allowed Seventy to decisively improve Philadelphia's political culture. During 2005-2010, Seventy led the fight to defend campaign financing limits, a fight that went all the way to the Supreme Court thanks to a lawsuit initiated by Seventy in 2007-2008. Our war against pay-to-play politics in Philadelphia helped to turn the ideas of better government and fair elections into a movement, and we continue to be the go-to resource for trustworthy background and analysis on issues related to Philadelphia's government and political culture.

Since 1904, Seventy has driven towards its founding objectives:

- **Improve elections and the voting process;**
- **Encourage honest, capable people to run for public office and help them make government work better; and**
- **Engage citizens in the process of making important decisions about the city's future.**

### **Our vision is better government citizens can trust.**

Seventy's efforts to improve government and politics are not limited to Election Day. We promote local and statewide reforms in a variety of issue areas including, but not limited to, elections and voting, ethics and transparency, campaign finance and redistricting. For more information about Seventy, our advocacy campaigns or programs and events, visit **seventy.org** or contact us at **futureofthecity@seventy.org**.



## 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 committeeperson. Serving as a committeeperson 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 committeeperson. This is an elected, party position that will be on the May 15, 2018 Primary Election ballot.**

This manual is specifically designed for people interested in becoming a committeeperson in Philadelphia. However, much of the information here also pertains to becoming a committeeperson in other counties across the state. See the “Resources” section on page 20 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’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, Seventy’s Policy Program Manager, at 215-557-3600, ext. 114 or [pchristmas@seventy.org](mailto:pchristmas@seventy.org).

***The information in this manual is up to date as of November 2016.***



## Chapter 1 – Philadelphia’s Political Structure

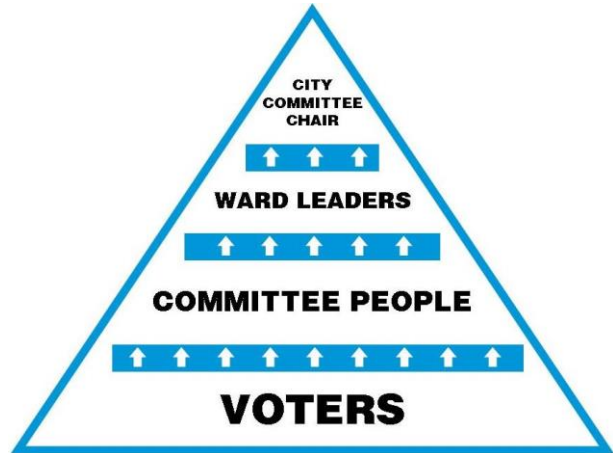
If you’re considering a run for committeeperson, it’s important that you understand how this position “fits” within Philadelphia’s political structure. Here’s a brief overview:

### Divisions

Philadelphia is divided into 1,686 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>i</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 committeeperson. 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>ii</sup> Republican and Democratic committee people serve four year terms<sup>iii</sup>.



### Wards

Since 1965,<sup>iv</sup> 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.”

*Not sure of your ward and division?  
Use the Polling Place Search at  
**PhildadelphiaVotes.com.***

### 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.<sup>v</sup> (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<sup>vi</sup> – which supervises the organization and management of the party in all Philadelphia elections.

*In Philadelphia, U.S. Congressman Robert Brady chairs the Democratic City Committee, and Joe DeFelice is the Chairman of the Republican City Committee.*



## City Committee

The City Committee, a 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 Chairs of the Democratic and Republican City Committees are elected by their respective party's ward leaders. City Committees 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 or state law, or with the rules of their party's statewide organization.<sup>vii</sup>

## 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 20.

## 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 2018 Primary Election.<sup>viii</sup> For more information about becoming a state committeeperson, please contact the state party offices.



## Chapter 2 – About the Job

A committeeperson is his or her political party’s representative in each division. Committeepersons serve as a point of contact between the voters in a division and elected officials and their political party. Committeepersons are considered party officers – not public officials or government employees. They are also volunteers and receive no taxpayer-funded compensation.

Committeepersons 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 committeepersons just choose to work on Election Day. But many committeepersons are in touch with their party and their neighbors all year long.

*“I became a committeeperson because it was a way to help people in the community. I’ve made a difference 110%.”*

*-Edward Lloyd  
Ward 42/Division 6  
Democratic Ward*

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

### Responsibilities

If you are a committeeperson, 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. 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 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, committeepople 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 committeeperson is to contact your local ward leader or the current committeepople in your neighborhood. For a list of ward leaders and committeepople in Philadelphia, visit [seventy.org](http://seventy.org) or [PhillyWardLeaders.com](http://PhillyWardLeaders.com). (Note: The only committeeperson list Seventy knows of identifies only those individuals elected in May 2014. Vacancies and new appointments have no doubt occurred in some divisions since then. We’re currently working to develop a platform where an updated list can be maintained.)

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 committeeperson 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 committeeperson present at the polls on Election Day? If your committeeperson is not providing information, then there is an opportunity for a more engaged committeeperson to run for that slot.

### Committeeperson vs. Election Board

It’s important to distinguish between “committeepople” 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.

*“Committee people serve as the liaison to city and state officials concerning problems in the community, collecting signatures for candidates and distributing campaign literature.”*

*-Eric Quick  
Former Republican Ward  
Leader, 60<sup>th</sup> Ward*



A committeeperson 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 committeeperson. So you might want to think twice before serving on an Election Board and as a committeeperson. A committeeperson 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.

*Philadelphia City Commissioners:  
Commissioner Anthony Clark (D), Chair  
Commissioner Al Schmidt (R), Vice Chair  
Commissioner Lisa Deeley (D)*

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 committeeperson, you must be:**

- A **registered voter in the division** you wish to represent.<sup>ix</sup>
- **Registered as a member of the political party** you are seeking to represent.<sup>x</sup> (In other words, you must be registered as a Democrat if you are running to be a Democratic committeeperson or registered as a Republican if you are running to be a Republican committeeperson.) If you have any questions about your registration, call the Philadelphia Voter Registration Office at (215) 686-1591 or check online at [www.votespa.com](http://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 committeeperson<sup>xi</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. Contact information can be found in the “Resources” section on page 20.*

### Terms of Office and Requirements

Committeepople serve terms of four years with no term limits. Both the Republican and Democratic

**1,686** Voting Divisions  
**x 2** Republican Committeepople  
**x 2** Democratic Committeepople  
**= 6,744** Potential Committeepople!



parties have rules about keeping your job as committeeperson. For example, if you change your political party registration, you will no longer be able to serve as a committeeperson for your former party.

### **Time Commitment**

The time required to serve as a committeeperson 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>1</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 committeeperson, 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**

Committeepeople 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.

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<sup>1</sup> For important election dates, visit: [www.seventy.org/tools/elections-voting/election-calendar](http://www.seventy.org/tools/elections-voting/election-calendar)



## Chapter 3 – Running for Committeeperson

You now know enough about the job of a committeeperson 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 2018, you are thinking about this at just the right time.

Before starting the process of running, we suggest that you contact your ward leader or the City Committee of your political party to see if there are committeeperson 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!

*"The power to change the political culture of Philadelphia lies in the hands of committee people."*

*-Stephanie Singer*

*Former City Commissioner  
and Democratic Ward  
Leader, 8<sup>th</sup> Ward*

**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 15, 2018.** 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 6, 2018.

There are two ways to be elected:

- 1. Running as an Official Candidate:** Committeepersons are elected in the primary election every four years, when the primary candidates for Governor are on the ballot. They were last elected in 2014, are 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.<sup>xii</sup>

Nomination petitions may be picked up at the City Commissioners' offices. It's also common for candidates for committeeperson to receive nomination petitions from their ward leader or their

party's City Committee. See the Resources section (page 20) 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.

### Deadlines for the 2018 Primary Election:

- Tue, February 13** First day to circulate and file **nomination petitions**  
(13<sup>th</sup> Tuesday before the primary)
- Tue, March 6** Last day to circulate and file **nomination petitions**  
(10<sup>th</sup> Tuesday before the primary)
- Tue, March 13** Last day to file **objections** to opponent's candidacy  
(Seven days after the last day for filing nomination petitions)
- Mon, April 16** **Voter Registration Deadline for the Primary Election**  
(30 days before the election)
- Tue, May 8** Civilian absentee or alternative ballot applications DUE at 5PM  
(Tuesday before the election)
- Fri, May 11** Civilian absentee ballots DUE at 5PM  
(Friday before the election)
- Tue, May 15** **PRIMARY ELECTION: Polls open in Pennsylvania from 7AM TO 8PM**  
Alternative ballots DUE at 8PM

## 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.):

<p><b>Required Identification Information</b></p>	<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>
<p><b>Who can sign</b></p>	<p>Registered voters in the same political party whose nomination the candidate seeks</p>



<b>Residence of signers</b>	The same voting division as the candidate for committeeperson
<b>Date of Signatures</b>	Signatures dated before <b>February 13<sup>th</sup></b> or after <b>March 6<sup>th</sup></b> will be struck as invalid
<b>Number of Signatures</b>	At least 10 – <b>(Recommend at least 20-25)</b>
<b>Required Information from Signers</b>	<ul style="list-style-type: none"> <li>• Signature</li> <li>• Printed Name</li> <li>• Address<sup>xiii</sup></li> <li>• Date of signing</li> </ul>
<b>Required Information from Circulator (Affidavit)*</b>	<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>
<b>Notarization</b>	Circulator must sign an affidavit under oath before a notary public. Each nomination paper must be separately notarized.

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

## Signatures

- Candidates for committeeperson 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 committeeperson.<sup>xv</sup>



- A voter may sign nomination petitions for only two candidates for committeeperson.<sup>xvi</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. *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. As of 2014, the circulators of nomination petitions or papers do not have to be registered voters in the political district of the office being sought (for committeeperson 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 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.<sup>xvii</sup> However, since you only need a few signatures to run for committeeperson, 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>xviii</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>xix</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>xx</sup>

## Where to File

Nomination petitions for candidates seeking a position as a committeeperson must be filed with the County Board of Election.<sup>xxi</sup> No filing fees are required.<sup>xxii</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 p.m. on March 6, 2018. If you do not meet this deadline, your name will not be printed on the May 15<sup>th</sup> ballot.***

**Running a “Write-In” Campaign:** If you miss the March 6<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>xxiii</sup>.
- 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 committeeperson 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 [PhiladelphiaVotes.com](http://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 13<sup>th</sup> – March 6<sup>th</sup>**). If the court ruling results in a committeeperson 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>xxiv</sup>

A candidate or any registered voter in the division, regardless of party affiliation, has **until 5:00 PM on March 13<sup>th</sup> to submit objections** to another candidate's nomination petitions.<sup>xxv</sup>

*"The image of Philadelphia committeepople as a blob of patronage has not been my experience. My ideas have been welcomed by my ward leader and community. There is room for individual committee people to experiment with new forms of civic participation and local entrepreneurship."*

*-Todd Baylson  
Ward 8/Division 20  
Democratic Committeeperson*

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>xxvi</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>xxvii</sup> Candidates and objectors must be notified of the hearing and are permitted to appear when it is conducted.<sup>xxviii</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.
- 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 13<sup>th</sup> at 5:00 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 committeeperson: they get a chance to meet their neighbors and become involved in the political process.

*"Becoming a committeeperson is a great way to get to know your neighbors while also educating them on the importance of civic engagement."*

*-Joe DeFelice  
Chair of the Philadelphia  
Republican Party*

Some individuals running for committeeperson 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. (The voter registration deadline in Pennsylvania is always 30 days before the



election.) 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 or space where voting takes place.<sup>xxix</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>xxx</sup>
- Each candidate for committeeperson can request up to two **poll watcher’s certificates** for Election Day<sup>xxxi</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 manual what it takes to run for committeeperson. It’s 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 and sign up for our weekly newsletter at [www.seventy.org](http://www.seventy.org). And let us know what you think of this manual by contacting us at [futureofthecity@seventy.org](mailto:futureofthecity@seventy.org) or calling (215) 557-3600.



## Resources

### Committee of Seventy

123 South Broad Street, Suite 1800  
Philadelphia, PA 19103  
(215) 557-3600  
[www.seventy.org](http://www.seventy.org)

### Philadelphia 3.0

[www.phila3-0.org](http://www.phila3-0.org)  
[info@phila3-0.org](mailto:info@phila3-0.org)

## 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 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 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)

### Chief Integrity Officer

Ellen Kaplan, Office of the Mayor  
City Hall, Room 215  
Philadelphia, PA 19107  
(215) 686-2178  
[www.phila.gov/integrityworks](http://www.phila.gov/integrityworks)

### 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  
[www.citycommittee.org](http://www.citycommittee.org)

### Philadelphia Republican City Committee

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

### Green Party of Philadelphia

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

### Philadelphia Libertarian Party

\*No mailing address could be found  
[www.lpphilly.org](http://www.lpphilly.org)

\*Find contact information for other chapters or political parties at [www.seventy.org](http://www.seventy.org).



## **Pennsylvania Department of State and County Boards of Election**

### **The Pennsylvania Department of State, Bureau of Elections, Commissions and Legislation**

210 North Office Building  
Harrisburg, Pennsylvania 17120  
(717) 787-5280  
[www.dos.state.pa.us](http://www.dos.state.pa.us)

### **Bucks County Board of Elections**

55 E. Court Street  
Doylestown, PA 18901  
(215) 348-6154  
[www.buckscounty.org](http://www.buckscounty.org)

### **Chester County Board of Elections**

601 Westtown Road, Suite 150  
PO Box 2747  
West Chester, PA 19380  
(610) 344-6410  
[www.chesco.org](http://www.chesco.org)

### **Delaware County Board of Elections**

201 W. Front Street  
Government Center Building  
Media, PA 19063  
(610) 891-4659  
[www.co.delaware.pa.us](http://www.co.delaware.pa.us)

### **Montgomery County Board of Elections**

One Montgomery Plaza  
Suite 602  
425 Swede St.  
Norristown, PA 19401  
(610) 278-3275  
[www.montcopa.org](http://www.montcopa.org)

\*For a complete listing of County Boards of Elections, visit [www.votespa.com](http://www.votespa.com).

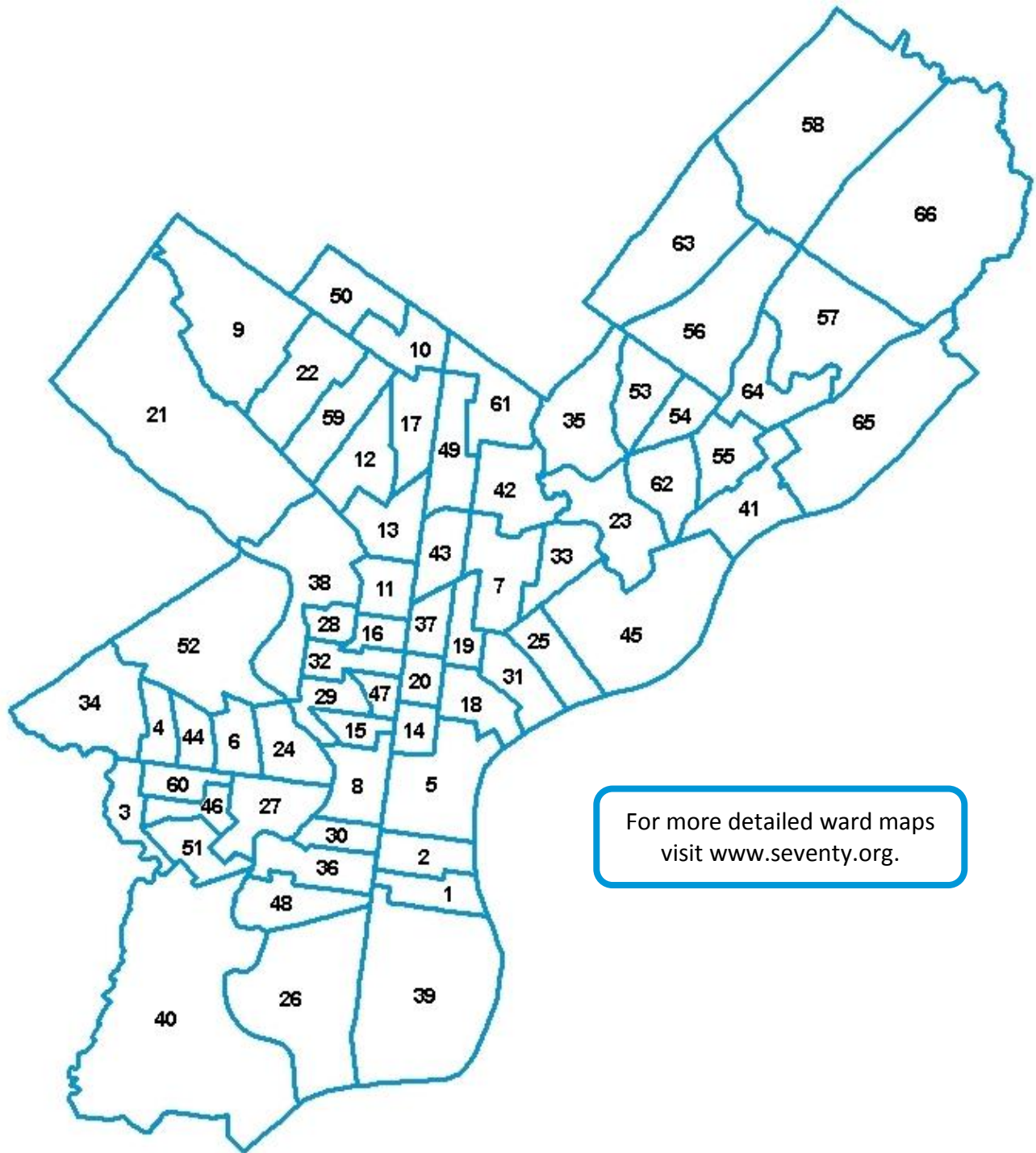


## Committeeperson Candidate Check List

- ✓ **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 13<sup>th</sup>**, 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 Pennsylvania Department of State's website at [www.notaries.state.pa.us/Pages/NotarySearch.aspx](http://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 13<sup>th</sup> and must file your notarized petitions **no later than 5 p.m. on March 6<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 13<sup>th</sup> 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 13<sup>th</sup>, of the drawing of lots for ballot positions.
- ✓ **Poll Watcher's Certificates:** Committeeperson 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



For more detailed ward maps  
visit [www.seventy.org](http://www.seventy.org).



*This resource was produced by Committee of Seventy staff: Patrick Christmas, Ellen Kaplan and Luke McKinstry. Special thanks to committeeperson Karen Bojar for her feedback and to Seventy volunteer Paul Droesch for his assistance in research and reviewing the material. Seventy recommends reading Bojar’s “Green Shoots of Democracy within the Philadelphia Democratic Party,” available on Amazon.com, for a closer examination of the ward system.*

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

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

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

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

<sup>vii</sup> See 25 P. S. §2837.

<sup>viii</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.

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

<sup>x</sup> See 25 P. S. §2832

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

<sup>xii</sup> See 25 P.S. § 2867.

<sup>xiii</sup> See 25 P.S. § 2868.

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

<sup>xv</sup> See 25 P.S. § 2868.

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

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

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

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

<sup>xx</sup> See 25 P.S. § 2870.

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

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

<sup>xxiii</sup> See 25 P.S. § 3155

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

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

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

<sup>xxvii</sup> *Id.*

<sup>xxviii</sup> *Id.*

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

<sup>xxx</sup> *Id.*

<sup>xxxi</sup> See 25 P.S. §§ 2687