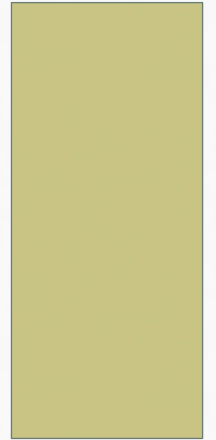


HOW TO FILL OUT PETITIONS CORRECTLY.

WHAT MUST BE INCLUDED.



Tip of the day

A great source of information for this topic is the "Election Case Law Update" that the State Board gives out every year. It always starts with some key election issues and then goes to petitioning.

WHAT MUST BE ON PETITION:

- Form of the petition:

Designating: EL 6-132(1)

Independent nominating: EL 6-140

- Candidate information:

Designation or nomination: eligibility, restrictions
EL 6-122

Name: EL 7-102

Address: Candidate must reside at address
shown on petition EL 6-132

Continued...What must be on petition:

Title of office: name of the public office or party position sought must be clearly set forth on the petition. EL 6-124 and 6-132(1)

- Signers to petition: date, name of the signer, his or her residence address and town or city (except in NYC-the county) EL 6-130
- Witness Statement: all information MUST be filled in or all signatures on the page will be invalidated. Name, address, party, number of signatures, date and signature of witness EL 6-134.
- Signatures taken by Notary of Commissioner of Deeds: if a signer is not sworn by the notary or commissioner of deeds, the signature of the person not sworn is invalid EL 6-132(3)

Continued...What must be on petition:

- Page numbering: pages of a petition shall be numbered sequentially at the foot of each sheet. EL 6-134(2) and 6215.1(a)
- Cover sheet: all petitions containing 10 or more sheets shall be accompanied by a cover sheet 6215.1(b) and shall contain the following information: office and district number (where appropriate) for which each designation and nomination is being made, name and residence address of each candidate and number of volumes, contact information for the petition 6215.2(a)(1,2 and 4)
- Form of cover sheet: 6215.8

Orange County Board of Elections

25 Court Ln., PO Box 30, Goshen, NY 10924

845-291-2444

GENERAL GUIDE-LINES FOR DESIGNATING & NOMINATING PETITIONS

Please refer to the attached sample petitions A & B. Should any questions arise, please contact the Orange County Commissioners of Elections to avoid wasteful mistakes.

DESIGNATING PETITIONS (A) are to be used by Candidates seeking candidacy on the ballot line of one of the Six (6) recognized political parties.

NOMINATING PETITIONS (B) are to be used by candidates seeking candidacy other than recognized political parties "independent candidates"

Petitions for offices to be elected within Orange County must be filed with the Orange County Board of Elections. Petitions for offices to be elected not fully in Orange County must be filed with the New York State Board of Elections in accordance with the NYS Election Calendar (see current year calendar for details).

SECTION 1. Be sure to correctly state the name of the recognized or chosen party name and the date of the appropriate Primary Election for DESIGNATING petitions (A), or the date of the General Election for NOMINATING petitions (B).

SECTION 2. Candidates listed here must be seeking office within identical political subdivisions such as town-wide offices, county-wide offices or city-wide offices. DO NOT combine Mayoral or City Judge Candidates with candidates running in only a portion of a city/town (ie WARDS). DO NOT combine local offices with County offices. Candidate's address must appear as shown on their election records. Also include mailing address if different. The way the name appears on the petition is the way the name will appear on the ballot. The Commissioners will accept letters filed with the petition if the candidate wishes to use an abbreviated or known name. The office sought must be accurately titled and include the appropriate Town/City, County and State. If 2 or more offices are of the same title but for different terms, the terms must be included in the title of the office. Candidates for public office must be qualified voters residing within the political subdivision represented by the office sought. Candidates for party positions must be enrolled party members living within the appropriate Assembly District.

SECTION 3. The Committee to Fill Vacancies must consist of a least 3 registered voters enrolled in the appropriate party for Designating petitions (A). Nominating Petitions (B) vacancy committees must consist of a least 3 registered voters residing within the political unit represented by the office sought by the petition's candidate(s). Names and addresses must be identical to voter records. The Committee to Fill Vacancies is not required. Without a vacancy committee, if a candidate declines within 3 days after filing the petition, no substitution can be made.

SECTION 4. All signatures must: (a) be registered voters residing in the stated political unit (for Designating Petitions (A) they must also be enrolled in the appropriate party); (b) sign their own signature as they are registered; (c) not sign for anyone else (spouse; parent; child; etc.); (d) not have previously signed a petition for the same office or offices. All other information must be identical to voter records but may be completed by the sheet's witness. It is wise to gather a comfortable surplus of signatures to compensate for possible invalid signatures or sheets. Please check with the Board of Elections for the number of signatures needed.

SECTION 5. The most delicate portion of the sheet is the Statement of Witness. This must be completed by the witness who swears to have actually seen each signer of the sheet sign his or her own signature. The witnessing date must not pre-date any signature date on the sheet. Witness identification information may be completed by someone other than the witness.

SECTION 6. Sheets must be numbered consecutively after the petition is in volume form. Petitions of ten or more sheets must bear a cover sheet stating the party name, political unit, office(s) sought, and name and address(es) of candidate(s). Any two or more sheets must be bound together.

SECTION 7. Town or City must be correctly stated here (Not Village or Post Office).

CANDIDATES NOT ENROLLED IN THE PARTY: Designating Petitions (A)-bearing names of candidates not appropriately enrolled must be accompanied by party authorization certificates and acceptance certificates for said candidates. Properly enrolled candidates need not accept to remain candidates but must decline if they wish to be replaced.

ALL CANDIDATES named on a Nominating Petition (B) must accept or decline in writing.

****CHECK CURRENT POLITICAL CALENDAR FOR FILING DATES****

Designating Petition Sec. 6-132, ELECTION LAW

1 I, the undersigned, do hereby state that I am a duly enrolled voter of the _____ Party and entitled to vote at the next primary election of such party, to be held on September 9, 2008; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

Names of Candidate(s) _____ Public Office or Party Position _____ Place of Residence _____
 (also P.O. address if not identical)

2

County of Orange, State of New York

I do hereby appoint (here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party).

as a committee to fill vacancies in accordance with the provisions of the election law.

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

3

Date	Name of Signer (signature required)	Residence	Town or City
1. /07			
2. /07	4		
3. /07			
4. /07			
5. /07			
6. /07	S A M P L E		
7. /07			
8. /07			
9. /07			
10. /07			

5

STATEMENT OF WITNESS

I, (name of witness) _____ state: I am a duly qualified voter of the State of New York and am an enrolled voter of the _____ party.

I now reside at (residence address) _____

Each of the individuals whose names are subscribed to this petition sheet containing _____ signatures, subscribed the same in my presence on the dates above indicated and identified himself to be the individual who signed the sheet.

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

Date

Signature of Witness

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the Board of Elections in order for this petition sheet to be valid.

Town or City _____

County of Orange

6

Sheet # _____

GUIDELINES FOR CHECKING PETITIONS

BEFORE PASSING PETITIONS		YES	NO
Party Designating petition - correct party and <i>Primary Election</i> date			
Independent Nominating petition - party name, symbol, and <i>General Election</i> date			
Name of candidate on petition as they want it on the ballot			
Complete discription of Public Office or Party Position			
Full address: street name and PO Box, if applicable			
Vacancy committee - not necessary, used to replace the candidate if unable to run after filing			
MAIN BODY OF PETITION			
DATE: day, month and year (year may be at the top of the column)			
SIGNATURE: signature, not printed name			
RESIDENCE: address where person lives - street name, town name if not the same as the township			
TOWNSHIP/CITY - write it in, no dittos			
STATEMENT OF WITNESS			
Person who circulated the petition must fill in all the information (witness)			
Any changes or cross-outs have to be initialled by the witness			
Name printed and full address listed			
Political party entered			
Correct number of signatures on the sheet - recount to be sure			
Dated (the same as or after the date of the last signature)			
Town/City or Village and County filled in			
If a Notary or Commissioner of Deeds circulates the petition - fill in section 2 instead of section 1			
WHEN FILING AT THE BOARD OF ELECTIONS			
Party Designating petition - if the candidate is not a member of the party that is designating - An Authorization needs to be filed by the party with or before the petition (unless for a Justice)			
An Acceptance needs to be filed by the candidate within 3 days			
Independent Nominating petition - needs an Acceptance within 3 days (unless for a Justice position)			
If there are 10 or more petition pages for a candidate, the volume must have a Cover Sheet			
Staple petition pages together and number the sheets			