

ALLEGHENY COUNTY DEPARTMENT OF ADMINISTRATIVE SERVICES
 ELECTIONS DIVISION
 601 COUNTY OFFICE BUILDING, 542 FORBES AVENUE, SUITE 601
 PITTSBURGH, PA 15219-2953 – PHONE - (412) 350-4528

2017 INSTRUCTIONS AND REGULATIONS FOR NOMINATION PETITIONS
 FILED WITH THE ALLEGHENY COUNTY ELECTIONS DIVISION

(ALL INFORMATION IS SUBJECT TO CHANGE BY ACT OF THE GENERAL ASSEMBLY)

FIRST DAY TO CIRCULATE PETITIONS	FEBRUARY 14, 2017
LAST DAY TO FILE PETITIONS AT 5:00 P.M.	MARCH 7, 2017
LAST DAY TO FILE OBJECTIONS TO PETITIONS	MARCH 14, 2017
LAST DAY TO WITHDRAW PETITIONS	MARCH 22, 2017

SIGNATURES AND FILING FEES

OFFICE	No. of Signatures	Filing Fee
County Sheriff -----	500-----	\$100.00
County Council by District -----	250-----	\$ 50.00
Pittsburgh Mayor-----	250-----	\$100.00
Pittsburgh Member of Council -----	100-----	\$ 50.00
Magisterial District Judge-----	100-----	\$50.00
Duquesne & McKeesport Offices-----	100-----	\$ 25.00
School Director: Duquesne & McKeesport Area School Districts -----	100-----	None
School Director: All other School Districts -----	10-----	None
All Borough, Town and Township Offices -----	10-----	None
Home Rule Municipality Offices (Except Pittsburgh & McKeesport)-----	10-----	None
Judge of Election-----	10-----	None
Inspector of Election-----	5-----	None

Filing fees for petitions filed with the Allegheny County Elections Division must be paid by cash, certified check or money order payable to the County of Allegheny. Personal checks cannot be accepted for payment of filing fees.

INSTRUCTIONS FOR CANDIDATES

- 1) Type or print the name of the candidate on the face of the petition exactly as it is to appear on the ballot. Do not use nicknames.
- 2) The proper Office Title must be set forth on the face of the petition, on the candidate’s affidavit and on the receipt portion. Also insert the length of the term of office, i.e., Member of Council – 4 year term or Member of Council – 2 year term.
- 3) You may cross-file if you are a candidate for Magisterial District Judge or School Director. All candidates are reminded that their petitions may be signed **ONLY** by registered and enrolled members of the political party and political district referred to in the petition.
- 4) Tax Collectors who are running for the first time must file a copy of a PA State Police Background Check with the petition and file the original with the municipality. Tax collectors who are running for a second or subsequent term of office are not required to file the background check.

BEFORE ATTEMPTING TO FILE YOUR PETITION, PLEASE REFER TO THE INFORMATION CONCERNING THE STATE ETHICS LAW (ACT NO. 9-1989) ON THE REVERSE SIDE OF THIS INSTRUCTION SHEET.

INSTRUCTIONS FOR CIRCULATORS

- 1) Each signer may sign petitions for as many candidates for each office as he is permitted to vote for, and no more.
- 2) Each signer must personally insert the information concerning Printed Name, Residence and Date of Signing. The date of signing may be expressed in words or numbers, i.e., February 19, 2017 or 2/19/17. Do not use “Ditto” marks.
- 3) Each signer must sign their name and insert their address exactly as it appears on their permanent registration record.
- 4) Make certain that each signer of a petition is a registered and enrolled member of the party referred to in the petition.
- 5) The individual who executes the circulator’s affidavit shall be present when each elector signs his or her name to the petition.
- 6) Do not attempt to execute the circulator’s affidavit until the petition is fully signed and completed.
- 7) Candidates are reminded that their petitions may **ONLY** be circulated by a registered voter of the Commonwealth of Pennsylvania and an enrolled member of the political party referred to in the petition. (The underlined portion is not applicable to Candidates for Magisterial District Judge).

CASTING OF LOTS FOR BALLOT POSITION - TUESDAY, MARCH 14, 2017

For all Allegheny County, Magisterial District Judge and City (Pittsburgh, Duquesne and McKeesport) Offices, **except** School Director, in CONFERENCE ROOM #1, FIRST FLOOR, COURTHOUSE commencing at 10:00 A.M.

For all School Directors and all other Local Municipal Offices, in the ELECTIONS DIVISION, 6th FLOOR, 601 COUNTY OFFICE BUILDING, commencing at 1:00 P.M.

NOTE: Candidates for State-Wide and County-Wide Judicial Offices will cast lots at the State Capitol, Harrisburg, PA on March 15, 2017. Candidates are advised to contact the Secretary of the Commonwealth for time and place.

(OVER)

STATE ETHICS LAW-STATEMENT OF FINANCIAL INTERESTS

The State Ethics Law, Act No. 9-1989, requires all candidates for public office this year in this County to file copies of the “Statement of Financial Interests” for the preceding calendar year. The “Statement of Financial Interests” will be furnished by the County Elections Division with the nomination petition.

- 1) **THIS DIVISION CANNOT ACCEPT YOUR NOMINATION PETITION UNLESS A COPY OF THE STATEMENT IS ATTACHED.**

ALL CANDIDATES ARE ALSO REQUIRED TO FILE the white copy of the “Statement” with the Political Subdivision in which they are candidates, ON OR BEFORE **MARCH 7, 2017** (THE LAST DAY TO FILE NOMINATION PETITIONS.)

WARNING: Failure to file the required copies of the “Statement of Financial Interests” is a fatal defect to your Nomination Petition and may disqualify your candidacy.

Note: The filing requirements listed above do not apply to Judge or Inspector of Election.

ELECTION EXPENSE REPORTS

The Campaign Expense Reporting Law, Act No. 171 of 1978, requires all candidates for public office (*Except* Judge or Inspector of Election) in this election year and all Committees supporting those candidates, to file Campaign Expense Reports. Failure to comply may result in a late filing fee of up to \$250.00. Late filing fees are the personal liability of the candidate or committee treasurer, and campaign funds cannot be used for the payment of such late filing fees.

<u>SCHEDULE FOR FILING</u>	<u>DUE DATE</u>	<u>COMPLETE AS OF</u>
Statewide Candidates & Committees	April 4 th	March 27 th
All Candidates and Committees Pre-Primary	May 5 th	May 1 st
All Candidates and Committees Post-Primary	June 15 th	June 5 th

Candidates for local office (County, City, School District, District Judge, Borough, Town and Township) who do not intend to form a political committee or receive contributions or make expenditures (or incur debt) in excess of \$250.00, within a reporting period, may execute the Waiver of Expense Account Reporting Affidavit on the nomination petition. In such case, no expense reports are required, unless the \$250.00 threshold is exceeded.

Candidates must retain copies of all records for a period of three years. Although no detailed campaign expense report is filed, a record of all other information is required to be reported.

2017 ELECTION CALENDAR

(ALL INFORMATION IS SUBJECT TO CHANGE BY ACT OF THE GENERAL ASSEMBLY.)

First day to circulate and file nomination petitions	February 14 th
Last day to circulate and file nomination petitions	March 7 th
First day to circulate and file <i>nomination papers</i>	March 8 th
Last day for withdrawal by candidates who have filed nomination petitions	March 22 nd
Last day to register and change address before the Primary	April 17 th
Last day to apply for a civilian Absentee Ballot	May 9 th
MUNICIPAL PRIMARY	May 16th
Last day to circulate and file <i>nomination papers</i>	August 1 st
Last day for withdrawal by candidates nominated by <i>nomination papers</i>	August 8 th
Last day for withdrawal by candidates nominated at the Primary	August 14 th
Last day to register and change address before the Election	October 10 th
Last day to apply for a civilian Absentee Ballot	October 31 st
MUNICIPAL ELECTION	November 7th

OTHER ITEMS OF INTEREST

State Ethics Commission
 309 Finance Building
 P.O. Box 11470
 Harrisburg, PA 17108-1470
 (717) 783-1610 or 1-800-932-0936 (Toll-Free)

State Bureau of Elections
 210 North Office Building
 Harrisburg, PA 17120
 (717) 787-5280

All Allegheny County offices and Magisterial District Judge candidates file the Ethics form with:
 Office of the County Manager
 Allegheny County
 119 Court House
 Pittsburgh, PA 15219
 (412) 350-5300

All Pittsburgh office candidates, except School Director, file the Ethics form with:
 Office of the Chief Clerk
 City of Pittsburgh
 510 City – County Building
 Pittsburgh, PA 15219
 (412) 255-2138