

NOMINATION PAPER FILING INSTRUCTIONS (Government Study Commissioner)

- *Nomination Papers* and all other required documents to run for the office of Government Study Commissioner will be available at the Lancaster Board of Elections.
- The FIRST DAY on which candidates for the office of Government Study Commissioner may circulate *Nomination Papers* is **Tuesday, February 14th, 2023**.
- The LAST DAY on which candidates for the office of Government Study Commissioner may circulate *Nomination Papers* is **Tuesday, March 7th, 2023**. *Nomination Papers* and all other required documents must be filed with the Board of Elections before 5:00 PM.
- *Nomination Papers* for the office of Government Study Commissioner must be filed two-sided (front-and-back) on plain white, 8.5" x 14" legal-sized paper. The Board of Elections cannot accept *Nomination Papers* that have been re-sized or modified in any way, or that have been improperly printed or reproduced.
- Candidates for the office of Government Study Commissioner must be a registered voter in the City of Lancaster. Multiple candidates may be nominated by a single *Nomination Paper*.
- The candidate must complete the *Candidate Information* section of the *Nomination Paper* prior to obtaining signatures.
- A *Committee to Fill Vacancies* consisting of three (3) to five (5) persons must be recorded in the appropriate section of the *Nomination Paper* prior to obtaining signatures. The committee is empowered to nominate persons to fill a vacancy in the nomination should it occur. There are no specified qualifications for members of a Vacancy Committee.
- The signature requirement for *Nomination Papers* for the office of Government Study Commissioner is **two hundred (200)**.
- A signer of a *Nomination Paper* must be a registered voter in the City of Lancaster. There is no party affiliation requirement. The Board of Elections can provide a list of eligible signers upon request. **Prior to obtaining a signature, the circulator should verify that a signer is a registered voter in the City.**
- Signers must complete all fields in their signature line. **Do not use ditto marks.**
- The circulator of a *Nomination Paper* for the office of Government Study Commissioner (i.e. the person who carries the document door-to-door and obtains signatures) must be a registered voter in the City of Lancaster. After all signatures have been obtained, the circulator must complete and sign the *Affidavit of Qualified Elector* at the bottom of the *Nomination Paper* in the presence of a Notary Public. There are Notaries in the Board of Elections office.
- The candidate must complete and sign the *Candidate's Affidavit* in the presence of a Notary Public. There are Notaries in the Board of Elections office.
- If you do not intend to form a political committee or to receive contributions or make expenditures in excess of \$250.00 during the course of the campaign, you should complete and sign the *Waiver of Expense Account Reporting Affidavit* in the presence of a Notary Public. Candidates who complete the *Waiver* are exempt from filing campaign finance reports as long as they do not receive or spend in excess of \$250.00. Contact this office

immediately if you have completed the *Waiver*, but your contributions or expenditures exceed \$250.00 at a later date.

- A completed *Statement of Financial Interests* must be filed with the City Clerk, and a photocopy must be filed with the Board of Elections.
- **These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; the Board of Elections is not responsible for errors and omissions.**
- **The Board of Elections cannot provide legal, tax, or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.**

General Filing Checklist for Government Study Commissioner:

- Nomination Paper(s)*
- Candidate's Affidavit*
- Waiver of Expense Account Reporting Affidavit* (optional)
- Statement of Financial Interests* (original goes to city; photocopy goes to Voter Services)