

GOVERNMENT STUDY COMMISSIONER NOMINATION PAPER FILING INSTRUCTIONS

- Packets containing the *Nomination Paper* and all other required documents to run for the office of Government Study Commissioner will be available at the Elections Office beginning on **Friday, July 30th**. The *Nomination Paper* and all other required documents are also available to print on our web site at www.co.washington.pa.us/elections.
- The **FIRST DAY** on which candidates for the office of Government Study Commissioner may circulate the *Nomination Paper* is **Tuesday, August 3rd**.
- The **LAST DAY** on which candidates for the office of Government Study Commissioner may circulate the *Nomination Paper* is **Tuesday, August 24th**. The completed *Nomination Paper* and all other required documents must be filed with the Elections Office by 4:30 PM on Tuesday, August 24th.
- Candidate Eligibility Requirements
 - Candidates must be a registered voter in Washington County.
 - Candidates can be of any party affiliation.
 - Candidates can be current officeholders, which includes local, school, county, and state elected officials.
 - Candidates can be persons covered by local or state civil service regulations.
- Completing the *Nomination Paper*
 - Multiple candidates may be nominated by a single *Nomination Paper*.
 - Only as many candidates as can be voted for can be on the same *Nomination Paper*. (for example, if there are 11 open seats then 11 candidates can be on the same *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 at least three (3) and no more than five (5) persons must be recorded in the appropriate section of the *Nomination Paper* prior to obtaining signatures.
 - The committee is empowered to nominate a substitute candidate to fill a vacancy in the nomination should it occur due to death or withdrawal.
 - There are no specified qualifications for members of the Committee to Fill Vacancies.
- The signature requirement for the *Nomination Paper* for the office of Government Study Commissioner is **two hundred (200) signatures** of registered voters in Washington County.
- *Nomination Paper* Signer Requirements
 - The signer must be a registered voter in Washington County.
 - The signer can be of any party affiliation.

- The signer must complete all fields in addition to their signature. **They cannot use ditto marks.**
- *Nomination Paper* Circulator Requirements
 - The circulator (i.e. the person who carries the document and obtains signatures) must be a registered voter in Washington County.
 - 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.
- The Candidate must complete and sign a *Candidate's Affidavit* in the presence of a Notary Public.
- 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 during a reporting period.
- A completed *Statement of Financial Interests* must be filed with the Chief Clerk, and a copy must be filed with the Elections Office along with the *Nomination Paper*, *Candidate's Affidavit*, and *Waiver of Expense Account Reporting Affidavit*.

Because the race for the office of Government Study Commissioner will involve multiple candidates, a casting of lots to determine ballot position is scheduled for Monday, August 30th at 12:00pm. The drawing will occur at the Courthouse Square Building, 100 W Beau St, Washington in the Public Meeting Room, Room 104. Candidates may attend the drawing or send a representative with written authorization to draw on their behalf. A staff member from the Elections Office will draw on behalf of candidates who choose not to attend, or send a representative.