

# Greene County Candidate Class

---

February 2023

# DISCLAIMER

---

- The Greene County Elections office cannot provide legal or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance to statutory deadlines and before filing documents with this office.
- 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 Greene County Elections office is not responsible for error and omissions on the part of the candidate.

# Overview:

This meeting is intended to provide potential candidates with information regarding running for local offices.

---

- Topics:
  - Offices up for election – County and township offices that are up for election, number of signatures required and qualifications
  - Election Cycle Calendar
  - Petitions – Important dates, fees and instructions on how to file
  - Statement of Financial Interest
  - Cross Filing – School Directors only
  - Casting of Lots
  - Campaign Finance and Political Committees
  - Tax Collector Requirements and Qualifications

# Offices up for Election in 2023

---

- County Offices
  - Commissioners
  - Clerk of Courts
  - Controller District Attorney
  - Magistrate
  - Prothonotary
  - Register & Recorder
  - Treasurer
- Precinct Offices
  - Member of Council – 2 or 4 year term
  - Constable – 6 year term
  - Judge of Elections – 4 year term
  - Inspector of Elections – 4 year term
- Municipal Offices
  - Tax Collector – 4 year term
  - Auditor – 2, 4, or 6 year term
  - Township Supervisor – 2, 4, or 6 year term
  - Mayor – 4 year term
  - Member of Council – 2 or 4 year term
- School Board
  - School Director – 6 year term

# Qualification Requirements to run for Public Office

County or Local Office	Age Requirement	Residency/Citizenship
County Officer	18 years of age	1 year resident of county; citizenship required
District Justice (PA Constitution Art V SS 12: Must be a member of the Bar of Supreme Court of PA or complete course of training & Instruction)	Not Specified	1 year resident of district; citizenship required
School Director (School Code)	18 years of age	1 year resident of school district; citizenship required
Borough Officer (Borough Code)	18 years of age	1 year resident of borough; registered to vote; citizenship required
Township Officer (2 <sup>nd</sup> Class Township code)	18 years of age	1 year resident of township; registered to vote; citizenship required
Constable	Not Specified	Not specified

# Signature Requirements by Office

\*All offices are required to file a Statement of Financial Interest

- 
- County Offices – 100 signatures required for all offices
  - Precinct Offices
    - 10 signatures required for:
      - Member of Council
      - Constable
      - Judge of Elections
    - 5 signatures required for:
      - Inspector of Elections
  - Municipal Offices – 10 signatures required for all municipal offices
    - Tax Collector
    - Auditor
    - Township Supervisor
    - Mayor
    - Member of Council
  - School Board – 10 signatures required

# Important Election Dates

---

A copy of this document can be found in your candidate's packet.

## 2023 PENNSYLVANIA ELECTIONS IMPORTANT DATES TO REMEMBER

First day to circulate and file nomination petitions .....	February 14
Last day to circulate and file nomination petitions .....	March 7
First day to circulate and file nomination papers .....	March 8
Last day to file objections to nomination petitions .....	March 14
Last day for withdrawal by candidates who filed nomination petitions .....	March 22
Last day to REGISTER before the primary .....	May 1
Last day to apply for a mail-in or civilian absentee ballot .....	May 9
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) .....	May 16
<b>MUNICIPAL PRIMARY</b> .....	May 16
First day to REGISTER after primary .....	May 17
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on May 15) .....	May 23
Last day to circulate and file nomination papers .....	August 1
Last day to file objections to nomination papers .....	August 8
Last day for withdrawal by candidates nominated by nomination papers .....	August 8
Last day for withdrawal by candidates nominated at the primary .....	August 14
Last day to REGISTER before the November election .....	October 23
<i>Last day to apply for a mail-in or civilian absentee ballot .....</i>	<i>October 31</i>
Last day for County Boards of Elections to receive voted mail-in and civilian absentee ballots (must be received by 8:00 P.M.) .....	November 7
<b>MUNICIPAL ELECTION</b> .....	November 7
First day to REGISTER after November election .....	November 8
Last day for County Boards of Elections to receive voted military and overseas absentee ballots (submitted for delivery no later than 11:59 P.M. on November 6) .....	November 14

# Petitions

---

**All petitions must be filed with the County Board of Elections by 4:30 p.m. on March 7, 2023.**

# Petition General Information

---

- Be sure to designate on the petition whether the term of office is 2, 4, or 6 years.
- All nominating petitions requiring a filing fee must be paid for at the time of filing.
- A petition of offices requiring a statement of financial interest will not be accepted unless a copy has been attached to the petition.
  - The original form must be filed with the governing authority of the political subdivision in which he/she is a candidate.
- Only School Directors and Magisterial District Judges may cross-file. Which allows you to run on both the Democratic and Republican ballot.
  - Candidates who cross-file MUST have Democratic signatures and a Democratic circulator on the Democratic petition and Republican signatures and a Republican circulator on the Republican petition.
- Always try to get more signatures than required. This will help safeguard your petition in the event someone challenges the validity of the signatures.

# Petition Instructions

- All blank spaces which appear on the top of each petition must be completed BEFORE signatures are obtained. This includes the candidate and office information.
- Type or print the name of the candidate on the face of the petition EXACTLY as the candidate would like it to appear on the ballot.
  - Candidates who wish to use nicknames, other than a derivative of their legal name, must complete the Affidavit for Municipal Primary Ballot Name Change Request Form and file it with the nomination petition.

**COMMONWEALTH OF PENNSYLVANIA**

**PETITION**

**To have name of Candidate Printed upon the Official Ballot  
for the Primary Election**

\_\_\_\_\_

We, the undersigned, all of whom are qualified electors of \_\_\_\_\_ **GREENE** \_\_\_\_\_ County and  
\_\_\_\_\_ **TOWNSHIP, BOROUGH, PRECINCT OR SCHOOL DISTRICT** \_\_\_\_\_ and are registered and  
(ELECTORAL DISTRICT IN WHICH THE NOMINATION OR ELECTION IS TO BE MADE)  
enrolled members of the \_\_\_\_\_ **REPUBLICAN OR DEMOCRATIC** \_\_\_\_\_ Party or Policy, hereby  
petition the County Board of Elections of \_\_\_\_\_ **GREENE** \_\_\_\_\_ County  
to have the name of \_\_\_\_\_ **CANDIDATE'S NAME** \_\_\_\_\_  
(TYPEWRITE, PRINT OR WRITE PLAINLY THE ABOVE NAME AS YOU WISH IT TO APPEAR ON THE OFFICIAL BALLOT)  
whose Profession, Business or Occupation is \_\_\_\_\_ **CANDIDATE'S JOB TITLE** \_\_\_\_\_ Place of  
Residence is \_\_\_\_\_ **CANDIDATE'S ADDRESS** \_\_\_\_\_  
(WITH STREET, NUMBER (WHERE POSSIBLE) AND ZIP CODE)  
printed upon the Official Ballot of the Aforesaid Party in the said District, for the Municipal Primary for the year 20 \_\_\_\_\_,  
as a candidate for the Office of \_\_\_\_\_ **OFFICE CANDIDATE IS SEEKING** \_\_\_\_\_  
\_\_\_\_\_  
(TITLE OF OFFICE)

# Collecting Signatures

---

- Do NOT begin to collect signatures before February 14, 2023.
- Elector of the petition must be a registered and enrolled member of the party referred to in the petition and live in the same municipality or school district.
  - Republican electors may only sign Republican petitions and Democratic electors may only sign Democratic petitions.
- Each elector may sign petitions for as many candidates for each office as they are permitted to vote for and no more.
- Each elector must personally sign his or her name and insert the information concerning residence (a street address only, PO Box is not acceptable) and date of signing. All fields are required to be completed.
  - The signers should print and sign their name as it appears on their voter registration.
- No ditto (“) marks are permitted on petitions. Any signature containing ditto (“) marks will be disallowed.
- If an elector makes a mistake, draw a single line through the entry. DO NOT erase, use whiteout or black out anything on the petition.

# Sample Signatures

## SIGNERS ARE CAUTIONED TO AVOID THE USE OF DITTO MARKS

SIGNATURE OF ELECTOR	PRINTED NAME OF ELECTOR	PLACE OF RESIDENCE			DATE OF SIGNING
		House No.	Street or Road	City, Borough or Township	
1 <i>Bruce Wayne</i>	Bruce Wayne	412	Bat Cave Rd	Blacks Boro	02/17/2021
2 <i>Hank P. McCoy</i>	Hank P. McCoy	92	Blue Cove	Harrison Twp	02/17/2021
3 <i>Steven Rogers</i>	Steven Rogers	1587	America Way	Washington, PA	02/17/2021
4 <del><i>Robert Bruce Banner</i></del>	<del>Bruce Banner</del>				
5 <i>Robert Bruce Banner</i>	Robert Bruce Banner	143	Incredible Dr	Onony Boro	02/17/2021
6 <i>Peter Parker</i>	Peter Parker	8	Web Way	Sticky Twp	02/17/2021
7 <i>Tony Stark</i>	Tony Stark	52	Penthouse Rd	Iron City	02/17/2021
8					
9					
10					

# Petition Affidavits: Statement of Circulator

---

- Typically the candidate circulates their own petition however, petitions can be circulated by some else. Circulators must be a registered voter whose party affiliation is the party in which the candidate is seeking nomination.
  - Only one circulator per petition sheet
- Should a School Director candidate choose to cross-file, the circulator **MUST** be someone from the opposite party. If the candidate is a Republican and wants to cross-file to appear on the Democratic ballot, a registered Democrat must circulate those petitions and vice versa.
- After all signatures have been obtained, the circulator must sign the Statement of the Circulator on the back of the petition. This statement does **NOT** need to be notarized.

### STATEMENT OF CIRCULATOR

I state that I am a qualified elector of the Commonwealth; that I am duly registered and enrolled as a member of the political party designated in this nomination petition; that my residence is as set forth below; that the signers to the foregoing petition signed the same with full knowledge of the contents thereof; that their respective residences are correctly stated therein; that each signed on the date set opposite his or her name; that to the best of my knowledge and belief, the signers are qualified electors, duly registered and enrolled members of the political party and of the political district designated in this petition, and that they are residents in the County specified below.

Further, I state the information set forth herein is true and correct to the best of my knowledge, information and belief, and that this statement is made subject to the penalties of 18 Pa.C.S. § 4904 (relating to unsworn falsification to authorities).

GREENE

(COUNTY OF PETITION - SIGNERS' RESIDENCE)

45 Industrial Way

(NUMBER AND STREET ADDRESS OF CIRCULATOR)

Iron City

90210

(CITY, BOROUGH OR TOWNSHIP)

(ZIP CODE)

(SIGNATURE OF CIRCULATOR)

Pepper Potts

(PRINTED NAME OF CIRCULATOR)

**NOTE: THIS STATEMENT MUST BE COMPLETED AFTER ALL SIGNATURES HAVE BEEN OBTAINED**

# Petition Affidavits: Candidate's Affidavit

---

- All information, EXCEPT the candidate's signature, should be filled out prior to notarization and after all signatures have been obtained:
  - Title of Office.
  - Printed Name of Candidate
  - Street Address: physical addresses only, PO Boxes are not acceptable
  - Post Office: city/town of your physical address
  - City, Borough, or Township: Municipality in which you are registered
  - Election District of Candidate: this is the election district the candidate is running in. If running for School Board use the school district name as well as region.
- Sign the Candidate's Affidavit in the presence of a notary to complete the affidavit.

# Petition Affidavits: Waiver of Expense Account Reporting Affidavit

---

- This waiver is not required to be signed. If you choose not to sign, you will be required to file Campaign Finance Reports for every reporting cycle in which you spend or receive \$250 or more.
- The waiver is to be completed by the candidate and notarized.
  - Left side is for the notary
  - Right side is for the candidate
- All information, EXCEPT the candidate's signature, should be filled out prior to notarization:
  - Printed Name of Candidate
  - Street Address: physical addresses only, PO Boxes are not acceptable
  - Post Office: city/town of your physical address
  - City, Borough, or Township: Municipality in which you are registered
  - Election District of Candidate: this is the election district the candidate is running in. If running for School Board use the school district name as well as region.
- Sign the Waiver of Expense Account Reporting Affidavit in the presence of a notary to complete the affidavit.

~~ALL SIGNATURES HAVE BEEN OBTAINED~~

---

**CANDIDATE'S AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA }  
COUNTY OF \_\_\_\_\_ } SS:

Before me, the undersigned in and for said State and County, personally appeared the undersigned, who being duly sworn according to law, did depose and say that his or her residence is as set forth below; that his or her election district is as set forth below; that the name of the office for which he or she consents to be a candidate is

**NAME OF OFFICE CANDIDATE IS SEEKING**

\_\_\_\_\_ (TITLE OF OFFICE)  
that he or she is eligible for said office; that he or she will not knowingly violate any election law, or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that he or she is aware of the provisions of Section 1626 of The Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; and that he or she is not a candidate for an office which he or she already holds, the term of which is not set to expire in the same year as the office subject to the affidavit. Also that he or she is not a candidate for nomination for the same office of any political party other than the one designated in this petition. (Underlined portion not applicable to Candidates for the offices of School Director or Magisterial District Judge.)

Any candidate for local office shall file a statement of financial interests for the preceding calendar year with the governing authority of the political subdivision in which he or she is a candidate on or before the last day for filing a petition to appear on the ballot for election. A COPY OF THE STATEMENT OF FINANCIAL INTERESTS SHALL ALSO BE APPENDED TO THIS PETITION.  
Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**MUST BE NOTARIZED**

\_\_\_\_\_  
(OFFICIAL TITLE)

My commission expires \_\_\_\_\_

Election District of Candidate  \_\_\_\_\_ PRECINCT CANDIDATE IS IN \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

**CANDIDATE'S SIGNATURE HERE**

(SIGNATURE OF CANDIDATE)

**CANDIDATE'S PRINTED NAME HERE**

(PRINTED NAME OF CANDIDATE)

**CANDIDATE'S ADDRESS**

(STREET ADDRESS)

(POST OFFICE)

**CANDIDATE'S CITY, BOROUGH OR TOWNSHIP**

(CITY, BOROUGH OR TOWNSHIP)

**WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA }  
COUNTY OF \_\_\_\_\_ } SS:

Before me, the undersigned authority in and for said State and County, personally appeared the undersigned, who, being duly sworn according to law, did depose and say that as a candidate, he or she does not intend to form a political committee or to receive contributions or make expenditures in excess of Two Hundred Fifty Dollars (\$250) during any reporting period, that, as a candidate, he or she will keep records of contributions and expenditures as required by law; that, as a candidate, he or she will file reports as required by law if contributions or expenditures exceed Two Hundred Fifty Dollars (\$250). (Act No. 1980-127)


Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**MUST BE NOTARIZED**

\_\_\_\_\_  
(OFFICIAL TITLE)

My commission expires \_\_\_\_\_

Election District of Candidate  \_\_\_\_\_ PRECINCT CANDIDATE IS IN \_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

**CANDIDATE'S SIGNATURE HERE**

(SIGNATURE OF CANDIDATE)

**CANDIDATE'S PRINTED NAME HERE**

(PRINTED NAME OF CANDIDATE)

**CANDIDATE'S ADDRESS**

(STREET ADDRESS)

(POST OFFICE)

**CANDIDATE'S CITY, BOROUGH OR TOWNSHIP**

(CITY, BOROUGH OR TOWNSHIP)

# Completing the Back of the Petition

- Be sure to turn your petition sideways and complete the back of the petition.
- Complete all fields
  - “To Have Name of” is how you wish the candidate’s name to appear on the ballot. This should also match the candidate’s name on the front of the petition.
- Leave blank the “Filed in the Office of the County Board of Elections”

Party \_\_\_\_\_

Office of \_\_\_\_\_

City }  
Borough } of \_\_\_\_\_  
Township }

\_\_\_\_\_ Ward \_\_\_\_\_ District \_\_\_\_\_

For a \_\_\_\_\_ Term \_\_\_\_\_

---

**PETITION**  
**To Have Name of**

(Write or print name plainly as you wish it to appear on ballot)

As Candidate Printed  
On the Official Ballot  
of  
The Above Named Party,  
District and Office  
For the  
**MUNICIPAL PRIMARY**  
For the Year 20 \_\_\_\_\_

Filed in the Office of the County Board of Elections.

\_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_ Clerk.

---

party officer except as provided above not for any nomination petition for judge of election or inspector of elections.

# Petition Filing Fees

---

- County Offices - \$100
- District Justice - \$100
- Constable - \$10
- All filing fees must be paid when the petition is filed.
- Acceptable forms of payment:
  - Money Order
  - Cash
  - Certified Checks
- All filing fees are non-refundable
- All other offices do not have filing fees

# Cross-Filing

---

- Cross-filing means that a candidate can run on both the Democratic and Republican ballot.
  - School Directors and Magisterial Judges are the only offices that may cross-file.
- Cross-filing requires two sets of petitions and all other required paperwork
  - School Directors must have someone from the opposite party circulate the petition for the opposite ballot.
  - Magisterial District Judges may circulate both petitions
- Signers must sign the petition for the party in which they are registered. Democrats cannot sign Republican petitions and vice versa.

# Statement of Financial Interest

\*This form can be found in your Candidate Packet

---

- Statement of Financial Interests is administered by the state Ethics Commission and is used to disclose any potential conflicts of interest.
- The original is filed with the secretary of the municipality, county or school district in which you are running and a copy is filed with your nomination petition.
- All information on the Statement of Financial Interest is for the previous year.

# Casting of Lots

---

- The Casting of Lots is used to determine the position of names on the ballot. (25 P.S. §2875)
- Drawings will be done by date and time stamp.
- A candidate may draw in person or have an agent draw for the candidate. If the candidate designates an agent, authorization must be given by the candidate in writing with a notary seal. Should the candidate nor and agent appear for the drawing, the County Board of Elections will appoint someone to represent each candidate not represented.
- Casting of Lots will be done in order by:
  - County
  - Township/Borough
  - School Directors

# Campaign Finance

---

A copy of the Commonwealth of PA Campaign Finance Reporting Law can be found on the Greene County Election Office's website.

# Campaign Finance

---

- As a candidate it is your responsibility to understand the laws and requirements for reporting.
- If the candidate or a political committee intend to spend or receive funds over \$250.00 in a reporting period, they must file a report, regardless of whether the candidate signed the waiver on the petition.
- There are four reporting periods for candidates/committees:
  - May 5, 2023
  - June 15, 2023
  - October 27, 2023
  - December 7, 2023
- If you do not sign the Waiver of Expense on the back of the petition the candidate is **required** to file reports even if they do have spend or raise funds.
- Penalties for overdue reports are \$10/day for the first 6 days then \$10/day after that up to a maximum of \$250.
- **If you sign the Waiver of Expense and then form a committee, that negates the waiver and you **MUST** file campaign finance reports. Both the committee and the candidate must file reports. CRITICAL INFORMATION.**
- All reports during the Election Cycle are to be filed with the Greene County Elections office.

# Political Committees

---

- If a candidate forms a committee, they **MUST** register the committee with the Greene County Election office.
- Every committee must have a treasurer and a chairperson.
- Each candidate/committee shall keep records of the names and addresses of each person who contributes at least \$10.
- Committees must be authorized by the candidate.
- If a committee is formed both the committee and the candidate must file a campaign finance report.
- If a report is not filed in a timely manner for a committee, the treasurer is personally responsible for any and all fees.
- All campaign finance laws apply to the committees as well as the candidates.

# Tax Collector Information

---

Act 48, 2015 establishes additional requirements for individuals wishing to run for the office of tax collector and creates mandatory basic qualification and continuing education requirements for all tax collectors. Effective January 1, 2017

# Tax Collector: Act 48 Information

---

- Individuals running for the office of tax collector, for the first time, must include a report of criminal history record from the PA State Police when filing their nomination petition with the county board of elections. This report must be obtained within 1 year of filing the petition.
  - This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector
- If an individual filing a nomination petition, for the first time, has not been a resident of this Commonwealth for the two years immediately preceding the filing of the petition, they must also submit a report of Federal criminal history record with the county board of elections. This report must be obtained within 1 year of filing the petition.
  - This section does not apply to an individual filing a nomination petition for a second or subsequent term in the office of tax collector
- An individual who has been elected for the office of tax collector must qualify for bond before he/she enters into the duties of office.
- The Tax collector basic qualification class and examination must be completed before the Oath of Office for all new tax collectors. Upon satisfactory completion of the class and examination, an individual will be considered a “Qualified” collector.

# General Information and Reminders

---

- Read all instructions before beginning.
- Be consistent when filling out your petition.
- Please print neatly. All petitions must be legible. This is where the elections office gets the information for the ballot.
- Each candidate is entitled to one free street/walking list.
- Placement of political signs are regulated by the municipalities not the Board of Elections, with the exception of the 10 Foot Rule.
  - All political signs and poll workers (campaign workers, including candidates who are campaigning) must be 10 feet away from the door of a polling place and all times, unless voting.
- The elections office does NOT have a notary. Please have your petition notarized before filing in our office.
- Make sure all information is complete before submitting to the elections office. This is the responsibility of the candidate not the elections office employees

# Contact Information and Other Resources

---

**Greene County Elections Office:**

93 E High St. Room 102

Waynesburg PA 15370

Tel: 724-852-5230

M-F 8:30am to 4:30pm

**Director of Elections:**

Jason Mihal

[jmihal@co.greene.pa.us](mailto:jmihal@co.greene.pa.us)

**Elections Manager:**

[@co.greene.pa.us](mailto:@co.greene.pa.us)

Additional resources can be found on our website.:

[www.co.greene.pa.us/departments-elections-voter-registration](http://www.co.greene.pa.us/departments-elections-voter-registration)

**Resources to look for on our website:**

*Elective Office in Local Government Guide*

*Township/ Borough Offices Handbooks*

*Campaign Finance Calendar*

*Campaign Finance Reporting Law*

*2023 Important Dates*