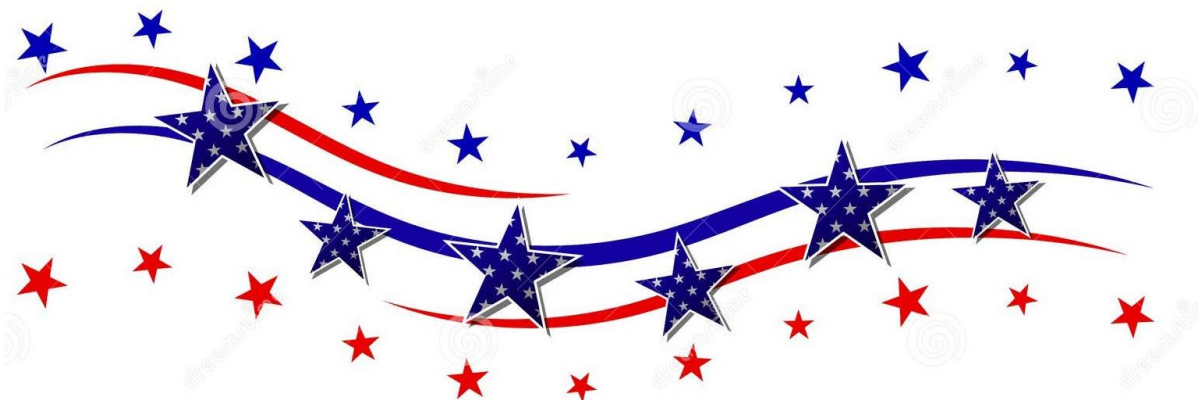


BLAIR COUNTY CANDIDATE PACKET

Blair County Board of Elections
279 Loop Road
Hollidaysburg, PA 16648
814-693-3150

www.blairco.org/departments/elections-voter-registration



DISCLAIMER

The Blair County Board of Elections cannot provide legal 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.

These instructions are strictly introductory in scope and should not be construed as legal advice. Candidates are responsible for ensuring the correctness and completeness of ALL documents. The Blair County Board of Elections is not responsible for errors and omissions on the part of a candidate.

NOMINATION PETITIONS

IMPORTANT DATES

- The first day to circulate petitions for signatures is February 18, 2025.
- The filing deadline is March 11, 2025. All petitions **must be received** in the Blair County Board of Elections office **no later than 4:00 pm on March 11th**. Postmarks are not accepted as timely filing.
- Someone else can file your petition, but if it is not complete, it will be rejected.
- Make sure all your documents are notarized before you file with the Blair County Board of Elections Office.

FILLING OUT THE PETITION

- Please print legibly or you may use the fillable PDF petition form on our website to type in the top portion of your petition. Our office obtains the information for the ballot from your petition.
- Be consistent when filling out your petition. Make sure your name is the same throughout the petition and be consistent in the name of the office and municipality and district, or ward, if applicable.

- **TOP OF PETITION**

The top of the petition **MUST** be filled out prior to circulating the petition for signatures.

- *“Electoral District in which the nomination or election is to be made”*: County, Borough, Township, or School District
- *“Enrolled members of the”*: Your political party (must be Democratic or Republican for the Primary)
- *“Name”*: Name as you want it to appear on the ballot (If you are using a nickname that is not part of your legal name, you must obtain, complete and file an Affidavit for Ballot Name Change with your petition).
- *“Occupation”*: If you are retired writing in “retired” is acceptable.
- *“Place of Residence”*: Must be your 911/physical address. PO Boxes and work addresses are not acceptable.
- *“For the year”*: 2025

- “*Office of*”: Office you are running for and term (number of years). **If you are running for an unexpired term of an office, list the balance of the years remaining on that term.** Listed below are the **normal** terms for offices appearing on the ballot:
 - County Wide: 4 years
 - Magisterial District Judge: 6 years
 - City wide: 4 years
 - Township Supervisor: 6 years
 - Borough Mayor: 4 years
 - Borough Council: 4 years
 - Tax Collector: 4 years
 - Auditor: 6 years
 - Constable: 6 years
 - School Director: 4 years
 - Judge of Election: 4 years
 - Inspector of Election: 4 years

- **ELECTOR SIGNATURES**

- **DO NOT** begin to collect signatures before Tuesday, February 18, 2025.
- Signers must be registered to vote
- Signers must be from the same political party you are registered and seeking the nomination
- They must live and be registered in the county, municipality or school district you are running.
- Signers must fill out the entire line for themselves.
- Signers can only sign as many petitions as there are offices up for election.
- Signature of Elector: Should be signed as they are registered
- Printed Name of Elector: PRINT name as signed and registered
- Place of Residence: physical address of signer; where the signer lives

- House Number: House number of the signer's house
- Street or Road: Physical name of street where signer lives
- City, Borough, or Township: NOT the postal mailing city. This is the municipality where the signer lives.
- Date of Signing: Date at the time of signing.
- **DO NOT** let the signer use ditto (") marks.
- If the signer makes a mistake, simply draw a single line through the entry. **DO NOT** use white out, erase or completely black anything out on petition.
- It is recommended to obtain more signatures than the required number of signatures. This will help safeguard your petition in the event that someone challenges the validity of the signatures.
- There are 30 signature lines on each petition. You can submit multiple petition sheets if you need more signature lines. Number the multiple petition sheets accordingly.
- Below is the minimum number of signatures required for offices appearing on the ballot:
 - County wide: 100 signatures
 - Magisterial District Justice: 100 signatures per party
 - City wide: 100 signatures
 - Township Offices: 10 Signatures
 - Borough Offices: 10 Signatures
 - Constable: 10 Signatures
 - School Director: 10 Signatures
 - Judge of Election: 10 Signatures
 - Inspector of Election: 5 Signatures
- **STATEMENT OF CIRCULATOR**
 - In most cases, the candidate circulates their own petition; however, petitions can be circulated by anyone as long as the circulator is a registered voter of Pennsylvania and of the same party affiliation the candidate is seeking nomination.

- School Directors and Magisterial District Judges are the only offices on the ballot this election cycle that can cross-file.
 - School director candidates can cross-file but **MUST** have someone from the **opposite party** circulate the petition for that party. For example, if the candidate is a Republican and they want to cross-file to appear on the Democratic ballot, they must have a Democrat circulate that petition.
 - Magisterial District Judges can cross-file; however, their circulators do not need to be of the same party affiliation. For example, if the candidate plans to cross-file, they can circulate both the Democratic and the Republican petitions themselves. They do not need to have someone from the opposite party circulate the opposite party petition.
- Only one (1) circulator per petition sheet.
- The Circulator Statement should not be signed and completed until all signatures have been obtained.
- The circulator must complete **ALL** sections of the statement: county of petition-signers' residence; printed name of circulator; signature of circulator; circulator's house number and street address; and city, borough, or township – PO Boxes are not acceptable.

CANDIDATE'S AFFIDAVIT

- To be completed by the candidate.
- A Candidate's Affidavit must be filed with each set of petitions (a set of petitions are the petitions you file in one visit to the Blair County Board of Elections Office).
 - If you are a candidate for School Director or Magisterial District Judge and you are cross-filing, you must complete and file an affidavit with the Democratic petitions and an affidavit with the Republican petitions.
 - If you are running for more than one office, you must complete and file an affidavit for each office's set of petitions.
- Complete the top fields with the required information
 - Name
 - Residential address
 - City, state, zip

- Municipality (city, borough, or township)
- Mailing address (if different from your residential address)
- Mailing city, state, zip
- E-mail address
- Office you are running for
- Political Party (either Democratic or Republican for the Primary)
- Names as you want it to appear on the Ballot
 - If you are using a nickname that is not part of your legal name, you must obtain, complete, and file an *Affidavit for Ballot Name Change* with your petition.
- The affidavit section is split into two (2) sections:
 - Left side is for a notary to complete
 - Right side is for the candidate to complete
 - “*Signature of Candidate*” – **DO NOT** sign this line until you are in front of a notary.
 - The other sections can be completed prior to notarization.

STATEMENT OF FINANCIAL INTEREST / ETHICS

- The form is administered by the State Ethics Commission.
- Its purpose is for a candidate to disclose any potential conflicts of interest.
- All information is for the previous year – 2024
- The original is filed with the secretary of the municipality or school district in which you are running, or with the Elections office if it’s a county wide or magisterial district judge office.
 - It **MUST** be filed by March 11, 2025 – the petition filing deadline.
- A copy **MUST** be filed along with your nomination petitions at the Blair County Board of Elections Office on or before March 11, 2025.
- If you are cross-filing, a financial interest statement must be filed with both petitions.
- If you are currently an office holder, this is in addition to your yearly filing.

FILING FEES

- Filing fees **MUST** be paid when the petition is filed.
- Only money orders or cash are accepted. We **do not** accept personal, business, or campaign committee checks. Money Orders need payable to County of Blair.
- These fees are non-refundable
- **AMOUNTS**
 - ✓ County Offices: \$100
 - ✓ Magisterial District Judge: \$50 for each party, if cross-filing
 - ✓ City Offices: \$25
 - ✓ Constable: \$10
 - ✓ Borough and Township: No Filing Fee
 - ✓ School Director: No Filing Fee
 - ✓ Judge of Election: No Filing Fee
 - ✓ Inspector of Election: No Filing Fee

WAIVER OF EXPENSE ACCOUNT REPORTING AFFIDAVIT

- To be completed by the candidate.
- This affidavit is not required; however, we strongly advise completing it.
 - If you choose not to complete this affidavit, you will be required to file campaign finance reports whether you spend or receive money for your campaign or not.
 - If you complete this affidavit and later decide to spend over \$250, you will need to file a campaign finance report for that reporting period only.
- The affidavit is split into two (2) sections:
 - Left side is for a notary to complete
 - Right side is for the candidate to complete
 - “*Signature of Candidate*” – **DO NOT** sign this until you are in front of the notary.
 - The other sections can be completed prior to notarization. (Printed name of candidate; street address, City, State and Zip; and City, Borough, or Township – PO Boxes are not acceptable)
 - “*Election District*”: Precinct

- “Office seeking Nomination”: Office you are running for
- “Political Party”: Party you are registered either Democratic or Republican for the Primary.

ACKNOWLEDGMENT OF A CONDENSED ELECTION TIMELINE

- To be completed by the candidate.
- This form is to advise the candidate that **IF** an objection is filed against their nomination petitions, a Court hearing will be held on a tight timeline.
 - All objection hearings will be held by the Blair County Court of Common Pleas on **March 20, 2025** or **March 21, 2025**.
 - The candidate will be notified by the Blair County Board of Elections of the day, time, Courtroom number and details of the objection when information is received from the Court of Common Pleas.

CANDIDATE INFORMATION FORM

- This form is required to be completed by the candidate to give the Blair County Board of Elections up to date contact information for the candidate.

CAMPAIGN FINANCE

- As a candidate it is your responsibility to understand the laws and requirements for campaign finance reporting. A manual on campaign finance reporting laws for candidates and political committees can be obtained from our office or on our website.
- Our office cannot give you legal or financial advice.
- If you or your political committee intend to spend or receive funds over \$250 in a reporting period, you must file a campaign finance report, regardless of whether you signed the Waiver of Expense Account Reporting Affidavit.
- There are four (4) reporting periods and an annual report for candidates/committees:

○ Second Friday Pre-Primary	Complete as of 5/5/25	due date 5/9/25
○ Thirty Day Post – Primary	Complete as of 6/9/25	due date 6/20/25
○ Second Friday Pre-Election	Complete as of 10/20/25	due date 10/24/25
○ Thirty Day Post Election	Complete as of 11/24/25	due date 12/4/25
○ 2025 Annual Report	Complete as of 12/31/25	due date 2/2/26
- Postmarks are acceptable as proof of timely filing when campaign report is postmarked by the U.S. Postal Service no later than the day prior to the filing deadline.

- If you **DO NOT** sign the Waiver of Expense Account Reporting Affidavit, then you are **required** to file reports even if you do not spend or receive funds.
- Penalties for overdue reports are \$20 per day for the first six (6) days and \$10 per day after that with a maximum fee of \$250.
- Campaign Finance Reports for county and local offices are filed with the Blair County Board of Elections Office.
- Our recommendation is to sign the waiver and then file reports if necessary. Signing the waiver does not prevent you from being able to spend and receive funds over \$250.
- **POLITICAL COMMITTEES**
 - If you sign the waiver and later form a committee, it negates the waiver and you **MUST** file campaign finance reports. Both the committee and candidate must file separate reports.
 - If you form a committee, they **MUST** register with the Blair County Board of Elections Office
 - A registration of political committee form can be obtained from our office or on our website
- Committees must be authorized by the candidate.
 - The *Authorization for a Political Committee To Receive Funds on Behalf of a Candidate* can be obtained from our office or on our website.
- Every committee must have a treasurer and chairperson. The treasurer and chairperson cannot be the same person. The candidate can serve in one of these positions.
- Each candidate and/or committee shall keep records of the names and addresses of each person or entity who contributes \$10 or more.
- The name and address of each person or entity who contributes over \$50 must be reported on the Campaign Finance Report.
- Non-monetary contributions known as in-kind contributions must be recorded in the same manner as monetary contributions.
- If a report is not filed in a timely manner for a committee, the treasurer is personally responsible for any and all late fees.
- All the same campaign finance laws apply to committees and candidates.

CAMPAIGNING / CAMPAIGN SIGNS

- All printed materials must include a disclaimer such as “Paid for by...”.
 - The disclaimer requirement does not apply to small items such as buttons, pens, pencils, nail files, stickers, and other similar small items upon which the disclaimer cannot be conveniently printed.
- The placement of campaign signs is regulated by the municipalities (boroughs or townships) not the Blair County Board of Elections. Check with the municipality in regards to the time frame campaign signs can be displayed.
- On Election Day, campaign signs must be a minimum of ten (10) feet from the entrance to the polling place.
- Campaign signs may only be placed at polling places on **ELECTION MORNING** and must be removed from polling places when polls close.
- On Election Day, campaigners must be a minimum of ten (10) feet from the entrance to the polling place.

FILING RECEIPT

- After filing your petition packet, you will receive a date stamped receipt from our office listing the documents filed and the number of signatures.
- If you want copies of your date stamped filed documents, the cost is \$.25 per page.
- Electronic copies of your date stamped filed documents will not be provided.

CASTING OF LOTS FOR BALLOT POSITION

- If there is more than one candidate for the same office of the same party, then each candidate may draw in person or have a proxy draw in their place to determine the ballot position.
 - The candidate needs to provide their proxy with a written authorization to submit at the drawing.
- If neither the candidate nor proxy appear for the drawing, then a member of the Elections Office staff will draw.
- The casting of lots will take place beginning at 1:00 p.m. on March 14, 2025, in the Commissioner’s Public Meeting room at the Blair County Courthouse. It is located in the basement.

- A list of ballot positions will be posted to the Election website after the drawing.

VOTER LISTS

- Candidates can request voter lists by completing a Request for Public Information form. The form is available in our office or on our website.
- Electronic copies of voter lists are available at no charge. Electronic copies will be sent via e-mail.

PUBLIC INSPECTION OF FILED PETITIONS

- Filed nomination petitions are open to public inspection during ordinary business hours in our office by any qualified voter of the county.
- Copies of the petitions are available for a fee of \$.25 per page.
- Electronic copies of nomination petitions are available at no charge. Electronic copies will be sent via e-mail.

CHALLENGES TO A FILED PETITION

- Objections can be filed to nomination petitions
- The timeframe to challenge nomination petitions is March 12 to March 18, 2025.
- Objections must be filed with the Prothonotary's Office in the Blair County Courthouse
- A courtesy copy of the objection should be dropped off at the Election office.
 - An Objection Petition is a legal document
 - Our office does not provide examples or assistance with this process.
- The Blair County Board of Elections strongly encourages anyone seeking to file an Objection Petition to consult an attorney prior to filing any legal documents.

Acknowledgment of Condensed Election Timeline

The Pennsylvania Election Code is very detailed when it comes to:

1. When petitions are to be circulated and filed:

Petitions are to be circulated between the 13th Tuesday and the 10th Tuesday before the Primary Election. Circulation may take place between February 18, 2025 and March 11, 2025.

March 11, 2025 by 4pm is the last day to file a petition.

2. When and where petition objections must be filed:

Objection petitions must be filed with the Court of Common Pleas within 7 days after the last day to file the nomination petitions.

The last day to file an objection with the Prothonotary's Office is March 18, 2025.

A copy of the objection must also be delivered to the Election Office.

3. When the Court of Common Pleas must schedule a hearing on the objected petition:

The Court shall make an order fixing a time for a hearing which shall not be later than 10 days after the last day for filing said nomination petitions.

Blair County Court of Common Pleas will hear all objection cases on March 20, 2025 and/or March 21, 2025.

The form below must be **completed and signed** by each candidate submitting a nomination petition. By signing this form, you acknowledge that you were informed of the above timeline for scheduling a court hearing **IF** an objection is filed against YOUR nomination petition.

I, _____, understand that if an objection is filed against my

Printed name of Candidate

Nomination petition, a hearing will be scheduled with the Court of Common Pleas on March 20, 2025 or March 21, 2025. I understand that because of the condensed timeline outlined in the PA Election Code, short notice will be given to the candidate as to the time of the scheduled court hearing on March 20, 2025 or March 21, 2025.

Signature of Candidate

Date

DRAWING LOTS FOR BALLOT POSITION FOR THE MAY 20, 2025 MUNICIPAL PRIMARY

DATE: Friday, March 14, 2025

TIME: 1:00 p.m.

WHERE: Commissioner's Meeting Room
Blair County Courthouse (Basement)

Drawing Lots determines the position of candidates' names on the ballot for the May 20, 2025 Primary.

Candidates may appear in person to draw, or by agent duly authorized by a signed letter. In the event the candidate or agent for the candidate is not present at the time of Drawing Lots, the County Election office will draw, or appoint someone to draw on the candidate's behalf.

Lowest lot number drawn will earn first listing on the ballot for the office the candidate is seeking. (Lot numbers drawn will be organized in numeric order for consecutive placement on the ballot.)

Please call the Elections Office at (814) 693-3287 if you have any questions.

BLAIR COUNTY BOARD OF ELECTIONS
2025 MUNICIPAL ELECTION
PRIMARY PETITION REQUIREMENTS

County Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
District Attorney	100	4 Years	\$100
Prothonotary & Clerk of Courts	100	4 Years	\$100
Sheriff	100	4 Years	\$100

Magisterial District Judge

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
District Judge	100 per party	6 Years	\$50 per party*
	*Can Cross File Both Parties		

City Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Council	100	4 Years	\$25

Borough Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Mayor	10	4 Years	\$0
Council	10	4 Years	\$0
Tax Collector	10	4 Years	\$0
Auditor	10	6 Years	\$0

Township Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Supervisor	10	6 Years	\$0
Tax Collector	10	4 Years	\$0
Auditor	10	6 Years	\$0

School District Offices

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
School Director	10	4 Years	\$0*
	*Can Cross File Both Parties		

Election Officers

<u>Office</u>	<u>Signatures</u>	<u>Term</u>	<u>Filing Fee</u>
Judge of Elections	10	4 Years	\$0
Inspector of Elections	5	4 Years	\$0

Candidate Information Form

Candidate Name: _____

Mailing Address: _____

Best phone number to reach you **between 8am-4pm**: _____

Alternate phone number (if applicable) _____

Best time to be reached Monday thru Friday: _____

Email address: _____