

# **Candidate Qualifying Presentation**

**March 19, 2019**

**Village Mayor and Board of Trustees  
Elections**



**Port Chester  
VOTES**

# Introduction

The information presented in this candidate qualifying informational PowerPoint, is designed to provide individuals interested in running for the Mayor or Trustees on March 19, 2019, with information regarding the process, timing and requirements for qualification as a candidate. **The foregoing does not constitute legal or election advice. If you have any specific questions relating to the qualifying process, please contact the State Board of Elections at (518) 473-5086 or consult an attorney. Also visit the State Board of Election's website on candidate qualifying for more information.** [www.elections.ny.gov/RunningOffice.html](http://www.elections.ny.gov/RunningOffice.html)



**Port Chester**  
**VOTES**

# Role of the Village Clerk for Village Election

The clerk is responsible for:

- Obtaining necessary supplies and forms for the election
- Publishing required notices
- Distributing absentee ballot applications and absentee ballots
- Accepting all forms required to be filed
- Preparing the polling place and preparing the ballot
- Training the inspectors
- Notifying the candidates who have been elected to office



**Port Chester**  
**VOTES**

# Qualifications for Holding Office

There are THREE qualifications:

- 18 Years Old
- United States Citizen
- Resident of the Village (BY THE DATE OF THE ELECTION-March 19th)



**Port Chester**  
**VOTES**

# The Nomination Process

Three Ways Candidate Can Get **On the Ballot**:

1. Nominated By Political Party at a Caucus
2. Nominated By Independent Body by Petition or
3. Appointed by committee to fill vacancy



Port Chester  
**VOTES**

# The Nomination Process

## Party Configurations

- "Any Political Organization That at the Last Preceding Election For Governor Polled at Least 50,000 Votes For Its Candidate For Governor"
- Six party lines in Port Chester: Democrat, Republican, Conservative, Independence, Working Families & Green party



**Port Chester**  
**VOTES**

# The Nomination Process

## Party Caucus

- WHAT: Meeting of Political Party Members Who Are Village Residents at Which Candidates Are Nominated For Village Office, meetings are open to the public, only said Party Members can participate.
- WHO PARTICIPATES: Any Village Resident That is Enrolled Member of Party
- WHEN: 56-49 Days Before Election



Port Chester  
**VOTES**

# The Nomination Process

## Caucus Dates

- 1/22/2019 - Earliest date for holding party caucus; (56 days)
- 1/29/2019 - Last date for party caucus (49 days)

\*NOTE: Village Does NOT Pay For the Costs of the Party Caucuses

\*NOTE: Party Rules and Procedures Control whether to have a caucus



**Port Chester**  
**VOTES**



# The Nomination Process

## Notice Requirements

- Party must post & file a notice of the caucus with the Village Clerk and County Board of Elections at least 10 days prior to the caucus.
- Notice must also be published at least once in a "newspaper of general circulation" at least one week, but not more than two weeks before the caucus.
- Alternative to publishing notice of the caucus in a newspaper, party may post notice of caucus in 6 public places In the Village at least 10 days before the day of the caucus.
- Notice must specify the time, place and purpose of the caucus including the offices for which candidates will be nominated.



**Port Chester**  
**VOTES**

# The Nomination Process

## What happens at a Caucus?

- Caucus Can Nominate Non-party Members
- Procedure usually follows Roberts Rules of Order
- Candidate Nominations, Seconds, Speeches and Votes
- After Caucus Party Must File Certificate of Nomination
- Candidate must accept nomination and file Certificate of Acceptance



**Port Chester**  
**VOTES**

# The Nomination Process: Independent Nominations

Candidate Nominated Via Independent Nominating Petition  
Only\* Way to Get On Ballot if Not Running On Party Line  
Who Can Sign an Independent Nominating Petition?

## **Must Be:**

- Village Resident
- Registered to Vote AND
- Has Not Already Signed a Petition For Same Position  
or Participated in Caucus

**\* Appointed by committee to fill vacancy**



**Port Chester**  
**VOTES**

# The Nomination Process: Independent Nominations

Independent Nominating Petitions  
Number of Signatures Required in Port Chester

POPULATION	5000+
Minimum Number of Signatures	100



**Port Chester**  
**VOTES**

# Independent Nominations

## Independent Party Name & Emblem

All Independent Petitions Must Have Name and Emblem - (name must be in English, and must not include the name, part of the name, or abbreviation of any existing political party.)

### **CANNOT USE:**

Any Party Name

Coin/Currency

Portrait of Any Person

Flag

Religious Emblem/Insignia

The Words American, United States,  
National, New York State, Empire State



**Port Chester**  
**VOTES**

# The Nomination Process: Independent Nominations

## Independent Party Name & Emblem

### Proper to Use

- Animals & Anchor & Any Other Proper Symbol

### What if Candidate Does Not Select Name or Emblem?

- Clerk Then Chooses One If Candidate Will Not

### What if Two Petitions Are Filed With Similar Name/Emblem?

- The petition filed **first** is allowed to use the selected name and emblem, while the other petitioners must select other names or emblems.



Port Chester  
**VOTES**

# Important Dates for Filing Petitions & Nominations (Party and Independent)

## PARTY NOMINATIONS

1/24/19 - 1st day to file certificate of party nomination.

1/31/19 - Last day to file certificate of party nomination.

2/04/19 - Last day to file certificate of acceptance.

2/06/19 - Last day to fill vacancy due to declination.

## INDEPENDENT PETITION

1/02/19 - 1st day to sign Independent petition.

2/05/19 - 1st day to file Independent petition.

2/13/19 - Last day to file independent petition (100 signatures required).

2/19/19 - Last day to file certificate of acceptance or declination.

2/22/19 - Last day to fill vacancy due to declination.



**Port Chester**  
**VOTES**

# Important Notes on Filing

- Nomination and petition forms must be received:
  - 5 P.M. By Last Day to File (Must Stay Open Until 5P.M)
  - OR
  - Postmarked by Midnight of Filing Deadline
- Petitions Over 10 Pages Must Have Cover Sheet
- Candidate's name is listed on ballot as it is listed on the Certificate of Acceptance, names that contain more than 15 letters may be listed in an abbreviated form.



**Port Chester**  
**VOTES**



# Accepting/Declining Village Nominations

- Village Clerk Must Notify Nominees That They Must File Certificate of Acceptance in Clerk's Office
- Independent Petition Nomination:
  - MUST File Within 3 Days of Last Day to File Petition

**Failure to File=DECLINE**

- Party Caucus Nomination:
  - Candidate Must File Within 3 Days of Last Day to File,
  - Enrolled Member Does NOT Need to File Acceptance
- Declination= Committee to Fill Vacancies



**Port Chester**  
**VOTES**

# Challenges to Nomination

- Challenger must file **WRITTEN** objection with the Village Clerk's Office no later than one (1) day after the last date to file the petition with the Village Clerk
- **MUST** file written specifications to objections within 2 days of filing objection
  - **Failure to File=Objection Tossed Out**
- Village Clerk Then Notifies Challenged Candidates & County Board of Elections, Turns Material Over County Renders Decision, Village Clerk Notifies Interested Parties
- Challenger if not satisfied with decision can file with court.



Port Chester  
**VOTES**

# Financial Filings

- 2/15/19 - Deadline for filing the first statement of campaign receipts and expenditures for the Village Election.
- 3/08/19 - Deadline for filing the second statement of campaign receipts and expenditures for the Village Election.
- 4/15/19 - Deadline for filing the third statement campaign receipts and expenditures for the Village Election.

\*Packages of the required financial forms and Financial Handbook are available



**Port Chester**  
**VOTES**

# Required Forms

The following are the New York State Board of Elections legal forms that are required to be filed with the Village Clerk.

## These forms must be filed in English:

- Certificate of Nomination
- Certificate of Acceptance
- Independent Petition
- Cover Sheet for Independent Petition
- Campaign Financial Disclosure Form
- Committee Registration/Treasurer and Bank Information
- Committee Authorization Status
- Candidate's Authorization For A Committee to Make Financial Disclosures



**Port Chester**  
**VOTES**

# Additional Resources

New York State Board of Elections

[www.elections.ny.gov](http://www.elections.ny.gov)

Phone (518) 473-5086

Fax (518) 486-4546



**Port Chester**  
**VOTES**