

**Candidate Qualifying Presentation  
For Election on:**

**March 21, 2023**

**Village Mayor Election**



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# Introduction

The information presented in this candidate qualifying informational PowerPoint, is designed to provide individuals interested in running for Trustee on March 21, 2023, 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) 474-6220 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)



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# 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 21, 2023)



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

## PARTY NOMINATIONS

01/24/2023 - Earliest date for holding a party caucus.

01/26/2023 - 1st day to file certificate of party nomination.

01/31/2022 - Last date for holding a party caucus.

02/02/2023 - Last day to file certificate of party nomination.

02/06/2023 - Last day to file certificate of acceptance or declination.

02/08/2023 - Last day to fill vacancy due to declination.

## INDEPENDENT PETITION

01/03/2023 - 1st day to sign Independent petition.

02/01/2023 - 1st day to file Independent petition.

02/08/2023 - Last day to file independent petition (100 signatures required).

02/11/2023 - Last day to file certificate of acceptance or declination.

02/14/2023 - Last day to fill vacancy due to declination.



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# 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



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# The Nomination Process

## Party Configurations

- "Any political organization that in last Gubernatorial Election received at least 130,000 Votes or 2% of Total Votes Cast (Whichever is Greater).
- Four party lines in Port Chester: Democrat, Republican, Conservative, Working Families



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# The Nomination Process

## Caucus Dates

- 1/24/2023 - Earliest date for holding party caucus; (56 days)
- 1/31/2023 - 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



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# 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 not 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



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# 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.



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# The Nomination Process

## What happens at a Caucus?

- Only residents of the Village who are enrolled members of the party may participate in the 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



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# The Nomination Process: Independent Nominations

To run for office on a line other than an official party line, one must file an **independent nominating petition**. The New York State Election Law sets forth the form of this petition; [§ 15-108 \(village elections\)](#).

Any registered voter who has not already signed a designating petition, and who is qualified to vote for an office, may sign an independent nominating petition for that office. **For Village offices, if you participated in a caucus, you cannot sign an independent nominating petition.**



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# 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



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# 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?

- Westchester County Board of Election 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.



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# The Nomination Process: Independent Nominations

Independent Nominating Petitions  
Number of Signatures Required in Port Chester

POPULATION	5000+
Minimum Number of Signatures	100



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# Filing Petitions

What Must be Filed by MIDNIGHT on Last Day to File

or

Postmarked by Midnight on Last Day to File

**ALL PAPERS** – Election Law § 1-106

⇒ Certificates of Party Designation

⇒ Independent Nominating Petitions

**If Mailed**

**All POSTMARKED Papers MUST BE RECEIVED Not Later than 2 BUSINESS DAYS  
After Last Day to File (Chapter 5 of the Laws of 2019)**



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# Important Notes on Filing Petitions

- 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.



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# Accepting/Declining Village Nominations

Westchester County Board of Election

**Must Notify Nominees That They Must File Certificate of  
Acceptance in The County Board of Election Office**

- **Party Caucus Nomination:**

- Must file a certificate of party nomination no later than 47 days prior to the village election.
- Must file a certificate of acceptance or declination no later than 44 days prior to the election

**Declination = Committee to fill vacancies**

- **Independent Petition Nomination:**

- MUST File Within 3 Days of Last Day to File Petition

**Failure to File = DECLINE**



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# Important Dates for Filing Challenges to Party Nomination & Independent Petition

## CHALLENGES TO PARTY NOMINATIONS

- 02/03/2023 - Last day to file written objections to certificates of party nomination
- 02/06/2023 - Last day to file written specifications of objections to certificates of party nomination

## CHALLENGES TO INDEPENDENT PETITION

- 02/15/2023 - Last day to file written objections to independent nominating petitions
- 02/17/2023 - Last day to file written specifications of objections to independent nominating petitions



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# Challenges to Nomination

- Challenger must file **WRITTEN** objection with the no later than one (1) day after the last date to file the petition with the Westchester County Board of Election
- **MUST** file written specifications to objections within 2 days of filing objection

## **Failure to File specifications to objections = Objection Tossed Out**

- County Board of Elections Renders it's Decision and Notifies Interested Parties
- Challenger, if not satisfied with decision, can file with court.



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# Financial Filings

- 2/17/2023 - Deadline for filing the first statement of campaign receipts and expenditures for the Village Election.
- 3/10/2023 - Deadline for filing the second statement of campaign receipts and expenditures for the Village Election.
- 4/17/2023 - 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



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# Required Forms

The following are the New York State Board of Elections legal forms that are required to be filed with the Westchester County Board of Election.

## 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



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# Additional Resources

## Westchester County Board of Election

<http://citizenparticipation.westchestergov.com/>

Phone (914) 995-5700

Fax (914) 995-3190

## New York State Board of Elections

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

Phone (518) 474-6220

Fax (518) 486-4546



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