

POLITICAL BODY

NOMINATION PAPER GENERAL INSTRUCTIONS SHEET (DSBE PB-G)

PLEASE READ CAREFULLY

In addition to political party nominations made at primaries, the Election Code permits political bodies to nominate candidates for public offices by filing political body nomination papers. Political body nomination papers should not be used to nominate political party candidates for the primary or to nominate minor political party candidates.

1. **INSTRUCTIONS FOR COMPLETING PREAMBLE (Section A):** *Name of Political Body* -- All nomination papers must specify the name of the Political Body which the candidate(s) represent. Such name cannot be more than three (3) words and cannot use words identical with, or deceptively similar to, any words used in the name of an existing political party, or of any political body which has already filed nomination papers for the same office(s). *County of Signers* – Nomination papers may be on one or more sheets (each copy of the two-sided form is considered a “sheet”). However, different sheets must be used for signers residing in different counties. Insert the county of residence (only one) of the electors signing each sheet.
2. **INSTRUCTIONS FOR COMPLETING CANDIDATE INFORMATION (Section B):** The name of each candidate, and his/her occupation and place of residence must be listed. The correct title of the office which each such candidate is seeking must be indicated with the appropriate district number. NOTE: More than one candidate may be nominated by one set of nomination papers, provided that all the signers are eligible to vote for all offices for which such nominations are made. If candidates for the offices of President and Vice-President of the United States are being nominated, the nomination paper must contain the names, residences and occupation of 21 presidential electors.
3. **INSTRUCTIONS FOR COMPLETING COMMITTEE TO FILL VACANCIES (Section C):** A committee of three (3) to five (5) persons must be listed on the nomination papers in the spaces provided. The names of the committee members must be listed on each page of the nomination paper. This committee is empowered to nominate persons to fill a vacancy in the nomination should it occur. The Pennsylvania Election Code does not specify the qualifications of the members of this committee.
4. **CIRCULATION OF NOMINATION PAPERS:** Signatures may be secured only between the tenth Wednesday before the primary and August 1 of each year (see the Important Dates to Remember).
5. **SIGNERS:** Signers must be qualified, registered electors of the Commonwealth and of all electoral districts referred to in the nomination paper sheet they have signed. They may sign only as many nomination papers as there are persons to be elected and offices to be filled. Each signer must personally sign his/her name, insert his/her printed name, place of residence and the date of signing. (NOTE: The name of the City, Borough or Township must be given, as well as the street address, if any. The date of signing may be expressed in words or numbers, e.g. – February 13, 2008 or 2/13/08.)
6. **NUMBER OF SIGNERS:** For an office to be filled by the voters of the entire State, the minimum number of signatures required is two percent of the largest entire vote cast for any candidate elected to a statewide office in the last preceding election at which statewide candidates were voted for. For all other nominations, the minimum number of signatures required is two percent of the largest entire vote cast for any officer (except a judge of a court of record) elected at the last preceding election held in the same electoral district, but it may not be less than the number required for nomination petitions for political party candidates for the same office (exceptions to this rule apply to new electoral districts.) The Bureau of Commissions, Elections and Legislation will furnish the figures for all offices for which nomination papers are filed with the Secretary of the Commonwealth. For other offices, consult your County Board of Elections.
7. **AFFIDAVIT OF QUALIFIED ELECTOR:** Any person who signs the "Affidavit of Qualified Elector" on the nomination paper must be a qualified elector of the Commonwealth of Pennsylvania. *Every* sheet of the nomination paper must have the "Affidavit of Qualified Elector" filled in, signed and notarized in the presence of a person empowered to take acknowledgments *after* all signatures have been obtained.
8. **ASSEMBLING NOMINATION PAPERS:** When more than one page is used, they must be fastened or bound together, and each page must be numbered consecutively.
9. **CANDIDATE'S AFFIDAVIT AND ETHICS STATEMENT:** Each candidate for public office must sign and submit *one* CANDIDATE'S AFFIDAVIT per set of nomination papers. The CANDIDATE'S AFFIDAVIT is a separate form and may be obtained from the **Bureau of Commissions, Elections and Legislation, Room 210 North Office Building, Harrisburg, PA 17120**. Each candidate for public office, except President and Vice-President of the United States, United States Senator and Representative in Congress, must submit with their nomination papers a copy of the Statement of Financial Interests required to be filed with the State Ethics Commission. The original copy of the Statement of Financial Interests must be filed with the State Ethics Commission.
10. **FILING FEES:**
 - a) For Statewide offices (President of the United States, Attorney General, Auditor General, and Treasurer) – \$200.00; Representative in Congress – \$150.00; and Senator or Representative in the General Assembly - \$100.00.
 - b) The filing fee for offices specified in (a) must be presented with the nomination paper and must be made by CERTIFIED CHECK or MONEY ORDER payable to the Commonwealth of Pennsylvania. A separate filing fee must be submitted for each candidate named in the nomination paper.
11. **TIME AND PLACE TO FILE:** Nomination papers for all offices listed in 10 (a) are filed in the office of the Secretary of the Commonwealth, at Room 210 North Office Building, Harrisburg, PA 17120, and must be filed by 5:00 P.M. on the deadline to file nomination papers. Nomination papers for local offices are filed in the office of the County Board of Elections.