



## **2022 Instructions for Circulating and Filing Nomination Petitions Members of the Ward Executive Committee (Committeepeople)**

The instructions detailed on this document only pertain to Nomination Petitions for offices in the City of Philadelphia. Nomination Petitions for office in the City of Philadelphia are now available online. **It is the responsibility of the candidate and the candidate's petition circulator(s) to complete the petition(s) in the manner that is required by law.**

On February 23, 2022 the Pennsylvania Supreme Court announced the petition calendar for the Congressional and Statewide candidates but not state legislative offices. For Congressional and Statewide candidates, the first day to circulate and file nomination petitions was, February 25, 2022, and the last day to circulate and file is March 15, 2022. The order did not specify if this calendar applies to candidates for Democratic and Republican City Committee. The Pennsylvania Department of State filed a request for clarification to the court's February 23rd order requesting that the local committee petitions coincide with the state legislative races and Delaware County sought to intervene, requesting that the local committee petitions coincide with Congressional and Statewide candidates. On February 25, 2022 the Philadelphia City Commissioners made petitions available online at PhiladelphiaVotes.com or in City Hall Room 142.

On March 2, 2022, the Pennsylvania Supreme Court clarified that Candidates for Democratic and Republican City Committee can circulate and file nomination petitions now and the last day to circulate and file is March 15, 2022.

### **Instructions for Circulating Nomination Petitions**

Nomination Petitions can be obtained by visiting [petitions.philadelphiavotes.com](https://petitions.philadelphiavotes.com). Petitions must be printed on 8 ½" x 11" paper, 2-sided, "Flip on Long Side" (Head-to-Head). **Duplicate Nomination Petitions must be exact copies of the originals (8 ½" x 11" paper, 2-sided, "Flip on Long Side" (Head-to-Head)).**

Candidates who do not have access to the internet may visit the County Board of Elections at City Hall, Room 142 to obtain a Nomination Petition.

### **Prior to Circulation**

**All blank spaces which appear at the top of Side A of each Nomination Petition page must be completed before signatures are obtained.**

In the appropriate field on the online form, type the name of the candidate exactly as the candidate wants to appear on the ballot. A nickname is allowed only if it's a derivative of the legal name, or if it's how the candidate

is known in their community. If the candidate wishes to appear on the ballot with a nickname, a Name Change Affidavit should be completed and submitted with the Nomination Petition(s). The Name Change Affidavit is available on the “Nomination Petitions” page in the “Candidates and Campaigns” section of our website at [www.PhiladelphiaVotes.com](http://www.PhiladelphiaVotes.com) or in the County Board of Elections office at City Hall, Room 142.

### **Signers**

Signatures may not be obtained prior to the date set by the Supreme Court.

Each signer may sign Nomination Petitions for up to two candidates for the office of Member of the Ward Executive Committee.

Each signer of a Nomination Petition must be a registered and enrolled elector (registered voter) in the City of Philadelphia, of the party, and in the division referred to in the Nomination Petition. (Democratic petitions must be signed by Democrats; Republican petitions must be signed by Republicans; Independents cannot sign Nomination Petitions. Signers must also be registered to the Ward and Division (Electoral District) listed on the front side of the petition.)

Each signer must personally sign their name in the “Signature of Elector” column and print their name in the “Printed Name” column. Each signer must insert their address (street and number) in the “Place of Residence” column exactly as it appears on their registration affidavit. The elector must also write the date of signing in the “Date of Signing” column, which may be expressed in words or numbers (e.g., March 12, 2022 or 3/12/22).

Each candidate must gather the signatures of at least ten (10) eligible electors in the manner listed above.

### **Statement of Circulator**

The Statement of Circulator on each Nomination Petition page must be signed after each Nomination Petition page is circulated. Due to recent law changes, the circulator’s signature no longer needs to be notarized. The circulator should be a qualified and registered elector of Pennsylvania and of the party referred to in the petition.

### **Candidate’s Affidavit**

The Candidate’s Affidavit must be signed and notarized. Notarization must include the date of notarization, the notary public’s signature, and the official rubber stamp seal. The candidate must be a U.S. citizen, meet the residency requirements for the office sought, and be a registered and enrolled elector (registered voter) of the Electoral District and of the party referred to in the Nomination Petition.

The PA Department of State has issued a Candidate Declaration unsworn statement. Candidates now have the option of foregoing the notarization requirement **only if** they instead complete this Declaration. This form is included in this packet. The Declaration must be filed at the same time as the petition(s) if used. The blank fields within the body text of the Candidate's Affidavit **must still be completed** regardless of whether that candidate is foregoing the notarization requirement.

Candidates only need to complete one Candidate's Affidavit or Unsworn Statement regardless of how many petitions they submit.

### **Filing Your Petitions**

Nomination Petitions must be filed with the County Board of Elections, City Hall Room 142, **no later than 5:00 P.M. on March 15<sup>th</sup>**.

Nomination Petitions will only be accepted by the County Board of Elections if the following criteria are met:

1. The Nomination Petition is printed on 8 ½" x 11" paper, 2-sided.
2. Candidate information is completed on the front side of the Nomination Petition(s).
3. The Nomination Petition(s) have at minimum a combined ten (10) signatures from electors.
4. The Candidate's Affidavit is completed and signed.
5. The Candidate's Affidavit is notarized, or the Candidate Declaration unsworn statement is used in lieu of the notarization requirement (and the information in the affidavit is filled in completely).
6. The Statement of Circulator is completed and signed.
7. The Nomination Petition is submitted no later than 5:00 P.M. on March 15<sup>th</sup>.

If multiple petitions are filed for one candidate, all Nomination Petition pages must be bound together when filed. **Please use paper clips or binder clips. No staples.**

Nomination Petitions must include page numbers in consecutive order if multiple petitions are used for the same candidate.

Example:

Candidates who file two or more Nomination Petition pages for themselves should number the petitions as follows: Page 1 Side A, Page 1 Side B, Page 2 Side A, Page 2 Side B, Page 3 Side A, Page 3 Side B, etc.

Additional Nomination Petitions filed to supplement or add to the original group of filed Nomination Petitions must be numbered in consecutive order from where the first group left off.

### **Copies of Filed Nomination Petitions**

Requests for copies of filed Nomination Petitions may be made with the County Board of Elections, Room 142 City Hall. Copies will be available no later than March 17<sup>th</sup>. Requestors can call (215) 686-3469 or email [phillyelection@phila.gov](mailto:phillyelection@phila.gov) to request Petition copies.

Requests will be filled on a first come, first served basis.

The fee for paper copies of Nomination Petitions is \$0.25 per side (\$0.50 per petition). Payment must be made by certified check or money order payable to the "City of Philadelphia." Cash or personal checks will not be accepted.

There is no fee for emailed digital copies, copies on CD, or copies on USB drive. Digital copies will be provided by ward and party.

### **Notice of Withdrawal**

Candidates who wish to withdraw their candidacy after filing Nomination Petitions must submit a Notice of Candidate Withdrawal form to the County Board of Elections, which will be available on our website or can be obtained from the County Board of Elections at City Hall, Room 142. The deadline for a candidate to withdraw from the ballot is eight days after the deadline for filing.

### **Resign to Run**

Please note Section 5 of Article 10 of the City Charter states "No officer or employee of the City, except elected officers running for re-election, shall be a candidate for nomination or election to any public office unless he shall have first resigned from his then office or employment."

### **Contact Information**

Philadelphia County Board of Elections  
City Hall, Room 142  
1400 John F. Kennedy Blvd  
Philadelphia, PA 19107  
(215) 686-3469  
[www.PhiladelphiaVotes.com](http://www.PhiladelphiaVotes.com)