



## How to Run for Elected Office:

**A Campaign Guide for Pennsylvania Candidates for Judge of Election, Majority Inspector and Minority Inspector**

**December 2012**

*The Committee of Seventy  
Eight Penn Center, Suite 1002  
Philadelphia, Pennsylvania 19103  
Phone: 215-557-3600 • Fax: 215-557-3608  
[www.seventy.org](http://www.seventy.org) • [info@seventy.org](mailto:info@seventy.org)*

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## **PREFACE**

**DID YOU KNOW** how easy it is to run for elected office? Maybe not for Governor, Mayor or even District Attorney, but there are other elected positions available right in your own neighborhood. If you are interested in participating in the political process and care about good government, you should consider running for office.

**The purpose of this guide is to show you how to become a Judge of Election, Majority Inspector or Minority Inspector at your local polling place. These positions are on the 2013 ballot all across Pennsylvania.**

Serving in one of these three positions is a great way to gain political experience, learn about the voting process and meet your neighbors. It is a modest time commitment: two days each year, or perhaps more if any special elections (to fill a vacancy) are scheduled. And, what's more, it's both interesting and fun.

Although we use Philadelphia in many of our examples, the information in this guide applies whether you live in Philadelphia, Altoona or Erie. The laws we cite are current as of December, 2012. If there are any changes you should be aware of, we will post them on the Committee of Seventy's website: [www.seventy.org](http://www.seventy.org). Please make sure you check in regularly to keep current.

Finally, no guide can provide answers for every situation. If you can't find the answer you are looking for, please contact the Committee of Seventy's Voting Programs Assistant, Molly Morrill at 215-557-3600, ext. 107 or [mmorrill@seventy.org](mailto:mmorrill@seventy.org).<sup>i</sup>

## CHAPTER 1 – LEARNING ABOUT THE JOB

### INTRODUCTION

When you go to the polls to vote on Election Day, you may wonder about the people who are working inside the polling place. Five of these people comprise the **Election Board: Judge of Election, Majority Inspector, Minority Inspector, Clerk and Machine Inspector**.

All five members of the Election Board must reside in the **election district (sometimes called precincts)** in which their polling place is located. Based on size and population, all cities and counties in Pennsylvania are subdivided into election districts. The City of Philadelphia, for example, has 1,687 election districts.<sup>ii</sup> Each election district is supposed to have a five-member Election Board (although many don't, as we will explain). That means that 8,435 people are needed to work across Philadelphia on Election Day. So there are many opportunities for you to participate.

**Three of the five members of the Election Board are elected: The Judge of Election, Majority Inspector, and Minority Inspector.** The people who currently hold these positions were last elected in 2009. If they want to be reelected, they have to run again in 2013. Anyone else who meets the qualifications for these positions can also decide to run.

Two of the five members of the Election Board are **appointed**: The **Clerk** is appointed by the Minority Inspector, and the **Machine Inspector** is appointed by the county Board of Elections.

Except where otherwise noted, most of the information in this manual pertains to the elected members of an Election Board.

### RESPONSIBILITIES

All five members of an Election Board share a common goal to make sure the polls are operating properly and that everyone who is eligible to vote is able to do so. They are required to be fair and impartial in performing their duties, irrespective of their party affiliation or personal biases.

All Election Board members are expected to be inside a polling place throughout Election Day. In Pennsylvania, the polls officially open at 7 a.m. and close when the last person in line at 8 p.m. has voted. However, the day typically starts before 7 a.m. when the polls are being set up and ends after 8 p.m. when the polls close and the votes cast on voting machines are tabulated.

After they are sworn into office,<sup>iii</sup> each Election Board member has a separate job to perform:

- The **Judge of Election**<sup>iv</sup> has the ultimate responsibility for the conduct of a polling place and the personnel working there. He or she must take an oath to admit only those voters who are properly registered and entitled to vote, to prevent fraud, deceit or abuse, and to make sure that all votes at the end of the day are accurately tabulated. The Judge is also responsible for opening and closing the polls, and for all the paperwork required on Election Day.
- **The Majority and Minority Inspectors**<sup>v</sup> are responsible for checking voters' registration documents and preparing certificates to authorize voters to cast their ballots. They ensure that the voting process is legal and administered fairly by verifying the signatures of voters as they sign the poll book (the big book on the table with the names of voters). The Inspectors are also responsible for checking to be sure the voting machine numbers are accurate at the end of the day.
- The **Clerk**<sup>vi</sup> is responsible for recording the order in which voters vote in a book separate from the poll book, and accurately recording the number of votes. He or she is appointed by the Minority Inspector in each election district.<sup>vii</sup>
- The **Machine Inspector**<sup>viii</sup> is responsible for preparing the voting machines so that voters may cast their ballots. He or she is appointed by the county Board of Elections and must take an oath to be in attendance throughout Election Day.<sup>ix</sup>

All five members of the Election Board must take an oath that he or she has no direct or indirect financial interest in the outcome of the election.<sup>x</sup>

## **TERMS OF OFFICE**

The **Judge of Election, Majority Inspector and Minority Inspector** serve for **four-year terms**. The **Clerk and Machine Inspector** are **appointed before each primary or general election**.<sup>xi</sup>

Any vacancies in the office of Judge of Election, Majority Inspector or Minority Inspector that occur *more than* five (5) days before an election are filled by appointment by the county court. These appointees serve for the unexpired term of the person whose place they are appointed to fill. Any vacancies in those offices that occur *within* five days of an election may be filled by appointment by the county Board of Elections.<sup>xii</sup> These appointees serve only on the day of the upcoming election. After Election Day, a county

court will appoint a replacement to serve for the unexpired term of the person who has vacated his or her position.<sup>xiii</sup>

Practically speaking, vacant positions are not always filled by a court order, but rather informally by a committeeperson<sup>xiv</sup> or by a ward<sup>xv</sup> leader in what are known as “curbside elections” because they take place on Election Day at the polling place where the vacancy exists. Positions filled by “curbside election” are for that Election Day only and not for subsequent elections.

## **QUALIFICATIONS**

All **elected members** of an Election Board must:<sup>xvi</sup>

- Be qualified registered voters in the election district in which they are elected or appointed.
- Be at least 18 years old.
- Have resigned from any city, county, state or federal appointed or salaried positions for at least two months before their election or appointment. This includes any municipal board, commission or trust in any city, and also includes the court system. The only exceptions are district justices, notaries public and people serving in the state militia.
- Not be a candidate for any office to be voted for at a primary or general election at which he or she is serving (except for as a member of an Election Board).

Committeepeople – who are individuals who are elected to help people within their election districts<sup>xvii</sup> – are permitted to run for election to a position on an Election Board. However, if elected, they may not engage in any partisan political activities on Election Day – even if those are activities usually performed by committeepeople, such as driving people to the polls or handing out campaign literature.

## **PARTY AFFILIATION**

Election Boards are intended to be bi-partisan.<sup>xviii</sup> Optimally, the Judge of Election and Majority Inspector are from one political party, and the Minority Inspector and Clerk are from another political party.<sup>xix</sup> The “political balance” is tilted (3-2) by the party affiliation of the Machine Inspector appointed by the county Board of Elections.

However, an Election Board is not always politically balanced. In Philadelphia, for example, most election districts have many more Democrats than Republicans. Sometimes there isn't even a Republican candidate on the ballot.

In other cases, such as when there is a vacancy in the Judge of Election, Majority Inspector or Minority Inspector positions within five days of an election, the appointment by the county Board of Elections or a "curbside election" may tilt the political party make-up of the Election Board for that Election Day only.

Usually, a political party imbalance only causes a problem when someone on the Election Board violates their obligation to be fair and impartial on Election Day.

## **TRAINING**

All *newly elected or previously instructed and found qualified* Judges of Election, Majority Inspectors, Minority Inspectors and Machine Inspectors are required to be trained by the county Board of Elections, or someone appointed by that office, on the use of the machines and their duties.<sup>xx</sup> They will receive a small payment for attending the training session, as well as a certificate confirming that they are qualified to conduct the election.

This requirement does not pertain to a Judge of Election, Majority Inspector, Minority Inspector or Machine Inspector appointed to fill a vacancy that arises on the day before, or on the day of, an election.<sup>xxi</sup>

Training is a one-time obligation. It is not mandatory for any subsequent elections.<sup>xxii</sup> However the Committee of Seventy strongly recommends that all Election Board members attend a training session at least once a year to learn any new procedures or changes to the laws governing elections.

## **COMPENSATION**

You will be compensated for serving on an Election Board – but don't expect to retire on the paycheck. Quite frankly, the Committee of Seventy believes the salary should be higher in order to attract and retain good members. However, most people do not do these jobs for the money!

In addition to a small payment for attending a training session, the county Board of Elections sets the compensation for all five members of an Election Board who work on Election Day.<sup>xxiii</sup> Here is the current compensation per day for members of a Philadelphia Election Board:

- Judge of Election \$100
- Majority/Minority Inspectors \$95
- Clerk, Machine Inspector \$95

According to the state Election Code, a Judge of Election is also entitled to an additional \$20 for transmitting election returns and the ballot box (which contains election materials)<sup>xxiv</sup>, with the Election Board member who transports those materials entitled to a minimum of \$0.35 per circular mile from the polling place to the county courthouse. Only one person can collect this payment.<sup>xxv</sup> In Philadelphia, transmitting election returns is usually done by off-duty police officers.

The Internal Revenue Service does not require compensation or payments received by members of the Election Board to be reported as “income.”<sup>xxvi</sup>

**FREEDOM FROM ARREST**

Although we hope this section does not apply to you, no elected or appointed member of an Election Board can be arrested on Election Day, including while setting up in the morning or transmitting election returns after the polls close. The only exception is upon a warrant of a court of record or judge for an election fraud, for a felony or for wanton breach of the peace.<sup>xxvii</sup>



## CHAPTER 2 – WHO CAN RUN

### **INTRODUCTION**

You now know enough about the job of a Judge of Election, Majority and Minority Inspector to go to the next step: Do you want to throw your hat in the ring?

Judges of Election, Majority Inspectors and Minority Inspectors are elected every four years. They were last elected in 2009, are on the ballot in 2013, and will be on the ballot again in 2017.

Since these positions are on the 2013 ballot, you are thinking about this at just the right time.

### **RUNNING AS A MAJOR PARTY CANDIDATE**

- The best and most common way to proceed is to win a political party's nomination. For the Democratic and Republican parties, this is at the May 21, 2013 primary election. First you have to get your name on the ballot.
- Primary election contests in Pennsylvania are only between the Democrats and Republicans. Voters can only vote for the candidate of their same political party. (Independent voters and voters affiliated with minority parties are only permitted to vote on ballot questions at a primary election.)
- In the spring primary Democrats and Republicans in every election district nominate one candidate each for Judge of Election and Inspectors of Election. These candidates face one another in the November general election. The Inspectors of Election candidate who gets the most votes becomes the Majority Inspector and the candidate with the second highest number of votes becomes the Minority Inspector. Independents and third party candidates can also run for Judge of Election or Inspectors of Election in the November general election (see below.)

### **RUNNING AS AN INDEPENDENT OR MINORITY PARTY CANDIDATE**

You can decide to avoid the primary altogether by entering the November general election as an independent or minority party candidate. This means you are not affiliated with any candidate who won the Democratic or Republican party's nomination at the primary election and who is on the November ballot.

However, this option is open *only* if you withdraw your registration in a political party at least thirty (30) days before the primary *and* remain unaffiliated until after the election.<sup>xxviii</sup>

## **RUNNING AS A WRITE-IN CANDIDATE**

You can also be a "write-in" candidate in a primary or general election, or both.

If you choose this option, your name will not appear on the official ballot presented to the voters. However, a voter can write your name on the paper ballot portion of the voting machine.

A write-in candidate must not only get more votes than all opponents in order to succeed, but also receive a number of votes at least equal to the number of signatures required on a nomination petition for that office.<sup>xxix</sup>

On the other hand, there are very few required signatures required on nomination petitions for a Judge of Election or Inspectors of Election. So winning is not impossible.

To learn about nomination petitions, keep reading.

## CHAPTER 3 – GETTING ON THE BALLOT

### **INTRODUCTION**

Except for write-in candidates, all other candidates who want to appear on a ballot must file "nomination petitions" or "nomination papers."

**Nomination petitions** are documents signed by registered voters of a candidate's same political party petitioning the county Board of Elections **to print the candidate's name for that party's nomination** on the spring primary ballot.<sup>xxx</sup> Only Democrats and Republicans can file nomination petitions.

**Nomination papers** are documents signed by registered voters of any party petitioning the county Board of Elections **to print the candidate's name** on the November general ballot.<sup>xxxi</sup> Only individuals who want to be independent or minority party candidates (in other words, candidates other than Democrats or Republicans) can file nomination papers.

Nomination petitions and nomination papers may be picked up at your county Board of Elections. (See page 14 for a list of county Boards of Election in Pennsylvania.) In Philadelphia, it is common for candidates for elected Election Board positions to receive nomination petitions from their ward leader or committeeperson.

### **DEADLINES**

There are hard and fast deadlines for when you are permitted to circulate – and later to file – nomination petitions or nomination papers. Not knowing the deadlines may prevent you from being able to run, unless you are a write-in candidate (who does not need to file nomination petitions or nomination papers).

#### **Here are the deadlines for 2013:**

First day to circulate and file <b>nomination petitions</b>	<b>FEBRUARY 19</b>
Last day to circulate and file <b>nomination petitions</b>	<b>MARCH 12</b>
First day to circulate and file <b>nomination papers</b>	<b>MARCH 13</b>
Last day to <b>withdraw nomination petitions</b>	<b>MARCH 27</b>
<b>Primary election</b>	<b>MAY 21</b>
Last day to circulate and file <b>nomination papers</b>	<b>AUGUST 3<sup>xxxii</sup></b>
Last day to <b>withdraw nomination papers</b>	<b>AUGUST 10</b>

**SIGNATURES**

Candidates for Judge of Election and Inspectors of Election are required to obtain a **minimum** number of voter signatures on nomination petitions and nomination papers in order to get on the ballot. There is no maximum number of signatures a candidate can gather. But, just to be on the safe side, **the Committee of Seventy strongly recommends that you get at least twice as many signatures as necessary.**

A voter may sign only as many nomination petitions or nomination papers as votes that can be cast for that office—that is, one.<sup>xxxiii</sup> So, when you (or your designee) are collecting signatures, you should ask the voter if he or she has signed a nomination petition or nomination paper for anyone else seeking the same office.

Only voters registered in the same political party as the candidate, and residing in the election district of the office being sought, are permitted to sign **nomination petitions.**<sup>xxxiv</sup> Here is the number of signatures required:

Office	Signatures Needed on Nomination Petitions
Judge of Election	10
Inspectors of Election	5

The signatures required for **nomination papers** are a little different. Voters registered to *any* political party, and residing in the election district of the office being sought, are permitted to sign nomination papers.<sup>xxxv</sup>

The number of valid signatures that must be entered on nomination papers is fixed by a formula in the Pennsylvania Election Code. You are required to gather signatures equal to at least two percent of the largest vote cast for any candidate elected from the same election district for any office (except judge of a court of record), and not less than the amount of signatures required for nomination petitions.<sup>xxxvi</sup>

Don't be intimidated by the 2% requirement. Since the Judge of Election, Majority Inspector and Minority Inspector are attached to the smallest political units (a newly created election district is not supposed to exceed 1,200 registered voters),<sup>xxxvii</sup> the number of signatures required is likely not to be as high as you might think.

Since the number varies from election district to election district, you should contact your county Board of Elections to learn the specific number of signatures you are required to produce on nomination papers if you are seeking to run as an independent or minority party candidate on the November general election ballot.

## **NOMINATION PETITIONS AND NOMINATION PAPER REQUIREMENTS**

It is critical to complete all information on nomination petitions or nomination papers **accurately and legibly**. Entire documents can be invalidated because they are defective in some way.

Here is what must be included on **each** nomination petition and nomination paper (do not get overwhelmed, these documents are pre-printed and most of the information is filled in!):

	<b>Nomination Petitions</b>	<b>Nomination Papers</b>
<b>Required Identification Information</b>	<ul style="list-style-type: none"> <li>• Name of Candidate</li> <li>• Address, Occupation</li> <li>• Political Party</li> <li>• Date of Election</li> <li>• Election Board Position Sought</li> <li>• Election District</li> </ul>	<ul style="list-style-type: none"> <li>• Name of Candidate</li> <li>• Address, Occupation</li> <li>• Political Body<sup>xxxviii</sup></li> <li>• Date of Election</li> <li>• Election Board Position Sought</li> <li>• Election District</li> </ul>
<b>Who can sign</b>	Registered voters in the same political party whose nomination the candidate seeks	Any voter, irrespective of political party affiliation
<b>Residence of signers</b>	The same election district as the Election Board	The same election district as the Election Board
<b>Date of Signatures</b>	Signatures dated before February 19 <sup>th</sup> or after March 12 <sup>th</sup> will be struck as invalid	Signatures dated before March 13 <sup>th</sup> or after August 3 <sup>rd</sup> will be struck as invalid
<b>Number of Signatures</b>	Judge of Election – At least 10 Inspectors of Election – At least 5	At least two percent of the largest vote cast for any candidate elected from the same geographical area for any office (except judge).
<b>Required Information from Signers</b>	<ul style="list-style-type: none"> <li>• Signature</li> <li>• Address<sup>xxxix</sup></li> <li>• Date of signing</li> </ul>	<ul style="list-style-type: none"> <li>• Signature</li> <li>• Address<sup>xl</sup></li> <li>• Date of signing</li> </ul>
<b>Required Information from Circulator (Affidavit)</b>  <b>* Each affidavit must be attached to a corresponding signature sheet.<sup>xli</sup></b>	<ul style="list-style-type: none"> <li>• Name, Address</li> <li>• Qualified voter of the election district</li> <li>• Registered with the political party whose nomination the candidate seeks</li> <li>• Affirm that signers knew contents of document</li> <li>• Affirm that signers' addresses are correct</li> <li>• Affirm that signers live in the election district</li> <li>• Affirm that signatures occurred on the date stated</li> <li>• Affirm that signers are qualified voters of the election district and registered with the same political party as party whose nomination the candidate is seeking</li> </ul>	<ul style="list-style-type: none"> <li>• Name, Address</li> <li>• Qualified voter of the election district</li> <li>• Affirm that signers knew contents of document</li> <li>• Affirm that signers' addresses are correct</li> <li>• Affirm that signers live in the election district</li> <li>• Affirm that signatures occurred on the date stated</li> <li>• Affirm that signers are qualified voters of the election district</li> </ul>

<b>Notarization</b>	Circulator must sign an affidavit under oath before a notary public. Each nomination paper must be separately notarized.	Circulator must sign an affidavit under oath before a notary public. Each nomination paper must be separately notarized.
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**COLLECTING SIGNATURES**

Remember that nomination petitions require the signers to be registered to the same political party as the party whose nomination the candidate is seeking. The easiest method to ensure that people are qualified signers is to canvas from door to door within your election district by looking at "street lists." "Street lists" are lists of every registered voter in an election district by address and party affiliation. Street lists can be obtained from your county Board of Elections.<sup>xlii</sup> Your ward leader or committeeperson usually have street lists as well.

**CANDIDATE’S AFFIDAVIT**

When you are finished collecting all the signatures required for your nomination petitions or nomination papers, they should be bound together with the petition sheets numbered consecutively, beginning with number one, at the foot of each sheet.<sup>xliii</sup>

The completed package of signature sheets and circulators’ affidavits must be accompanied by a single affidavit signed by the candidate.<sup>xliiv</sup> Here is the information that must be included in a candidate’s affidavit (again, this is a pre-printed form):

<b>Nomination Petitions</b>	<b>Nomination Papers</b>
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<ul style="list-style-type: none"> <li>• Candidate's name and address</li> <li>• Election district in which the candidate resides</li> <li>• Office for which the candidate is filing</li> <li>• Party registration<sup>xlv</sup></li> <li>• Affirm that candidate is eligible for the office stated in the petition</li> <li>• Affirm that candidate will not knowingly violate any provision of the Election Code or any other law regulating or limiting election expenses or prohibiting corrupt practices in connection therewith</li> <li>• Affirm that candidate is not a candidate for nomination of any other party for this office</li> <li>• Affirm that the candidate is aware of the requirement that pre- and post-election reports be filed concerning campaign contributions and expenditures<sup>xlvi</sup></li> <li>• Affirm that he or she is not a candidate for an office which he or she already holds, the term for which will not expire in the same year as the office subject to the affidavit.<sup>xlvii</sup></li> </ul>	<ul style="list-style-type: none"> <li>• Candidate's name and address</li> <li>• Election district in which the candidate resides</li> <li>• Office for which the candidate is filing</li> <li>• Affirm that candidate is eligible for the office stated in the petition</li> <li>• Affirm that candidate will not knowingly violate any provision of the Election Code or any other law regulating or limiting election expenses or prohibiting corrupt practices in connection therewith</li> <li>• Affirm that candidate's name has not been presented by any nomination petition as a candidate for any public office voted for in the primary, and that the candidate has not been nominated by any other nomination papers filed for any such office;</li> <li>• Affirm that candidate was not (or will not be) a registered and enrolled member of any political party within thirty days before the primary at which the parties select his or her opponents.</li> <li>• Affirm that he or she is not a candidate for an office which he or she already holds, the term for which will not expire in the same year as the office subject to the affidavit.<sup>xlviii</sup></li> </ul>
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## **WHERE TO FILE**

Nomination petitions and nomination papers for candidates seeking a position as a Judge of Election, or Inspectors of Election must be filed with the county Board of Elections.<sup>xlix</sup> **No filing fees are required.**

### **Bucks County Board of Elections**

55 E. Court Street  
Doylestown, PA 18901-4318  
(215) 348-6154  
[www.buckscounty.org](http://www.buckscounty.org)

### **Chester County Board of Elections**

601 Westtown Road, Suite 150  
PO Box 2747  
West Chester, PA 19380-0990  
(610) 344-6410  
[www.chesco.org/election](http://www.chesco.org/election)

### **Delaware County Board of Elections**

201 W. Front Street  
Government Center Building  
Media, PA 19063  
(610) 891-4673  
[www.co.delaware.pa.us/depts/election.html](http://www.co.delaware.pa.us/depts/election.html)

### **Montgomery County Board of Elections**

Montgomery County Courthouse  
Airy and Swede Streets, P.O. Box 311  
Norristown, PA 19404-0311  
(610) 278-3275  
<http://voterservices.montcopa.org>

### **Philadelphia County Board of Elections**

City Hall, Room 142  
Philadelphia, PA 19107  
(215) 686-1500  
[www.phillyelection.com](http://www.phillyelection.com)

For a complete listing of county Boards of Elections across Pennsylvania, visit [www.votespa.com](http://www.votespa.com). **Remember: All nomination petitions must be filed by March 12, 2013 and all nomination papers must be filed by August 3, 2013.**



## CHAPTER 4 – AFTER YOU FILE

### **OBJECTIONS**

Nomination petitions and nomination papers are public documents and can be viewed by anyone. Challengers can and will take advantage of this opportunity if they think they can knock you off the ballot because of defects in your documents.

A candidate or any registered voter in the district, regardless of party affiliation, has until seven days after the filing deadline to submit objections to another candidate's nomination petitions or nomination papers.<sup>i</sup>

Objections to nomination petitions or nomination papers must be filed in two places: (1) the county Board of Elections where those documents were originally filed, and (2) the court with jurisdiction over the matter. For example, objections to candidates for offices in Philadelphia must be lodged with the Philadelphia Board of Elections and the Philadelphia Court of Common Pleas.<sup>ii</sup>

A court must conduct a hearing on any objections within ten days after the deadline for filing nomination petitions and nomination papers. Rulings must be made within fifteen days after the filing deadline.<sup>iii</sup> Candidates and objectors must be notified of the hearing and are permitted to appear when it is conducted.<sup>iii</sup>

Objections must relate to the statutory requirements previously discussed for nomination petitions and nomination papers: whether the signers were registered voters within the election district, enrolled in the proper party (for nomination petitions), and personally signed and dated the documents. If the court decides to strike signatures as invalid, leaving an insufficient number of valid signatures, or finds that blank petitions were circulated for signatures, the nomination petitions or nomination papers being challenged will be set aside and that candidate's name will be removed from the ballot.<sup>iv</sup>

### **BALLOT POSITION**

If you are the only candidate on the ballot for Judge of Election or Inspectors of Elections, you can skip this section altogether.

Where more than one candidate is seeking a position, they must draw for ballot positions. This drawing occurs shortly after the filing deadline for nomination petitions or nomination papers and is held at the local Board of Elections. Many observers believe there is an advantage to a high ballot position. For that reason, each candidate must be notified of and represented at the drawing to protect his or her right to a fair draw. Candidates can attend in person or be represented by an agent duly authorized by a letter of attorney.<sup>iv</sup>

Following the drawing, official ballots must be printed no later than the Thursday before the election and specimen ballots must be made available for public inspection at the county Board of Elections.<sup>lvi</sup> These large pink sheets show the candidates for each office and their respective ballot positions.

On the last Thursday before a primary election, each candidate is entitled to receive (upon request) three free sample ballots for his or her election district.<sup>lvii</sup> On the last Thursday before the November municipal election, the county political party chairman or another authorized representative of a political party is entitled to receive (upon request) two free sample ballots for each election district.<sup>lviii</sup> Sample ballots should be picked up promptly and checked for accuracy so that any deficiencies can be corrected before the following Tuesday's election.

## **CAMPAIGNING**

Once you are on the ballot, it is entirely up to you to decide how much you want to campaign – if at all. Many people enjoy campaigning for the same reason they like serving on an Election Board: they get a chance to meet their neighbors and become involved in the political process.

The county in which you are running for a seat on the Election Board may have a campaign finance ordinance. It is important to call your county Board of Elections to see if there is a campaign finance ordinance and, if so, to determine if the ordinance covers candidates running for seats on an Election Board. In Philadelphia county, for instance, the campaign finance ordinance does not apply.

## **CONCLUSION**

We hope you find the information contained in this guide to be both informative and useful.

We also hope you will be convinced that running to become a Judge of Election or Inspectors of Election is worth serious consideration. You may find this is the beginning of a long career in the political arena. Or you may decide that working at the polling place satisfies your interest in community participation.

Whatever you decide, we wish you luck. Please feel free to call the Committee of Seventy if you have any questions along the way.

**The Committee of Seventy** - [www.seventy.org](http://www.seventy.org)  
Eight Penn Center  
1628 John K. Kennedy Boulevard, Suite 1002  
Philadelphia, PA 19103  
(215) 557-3600

## PENNSYLVANIA DEPARTMENT OF STATE

The Pennsylvania Department of State is in charge of running statewide elections. Candidates can also call the Bureau of Elections within the Department of State with questions about how to run for Judge of Election or Inspectors of Election.

**The Pennsylvania Department of State, Bureau of Elections - [www.dos.state.pa.us](http://www.dos.state.pa.us)**

Bureau of Elections, North Office Building, Room 304

Harrisburg, PA 17120

(717) 787-5280

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<sup>i</sup> Special thanks to law interns Marissa Parker, Temple University Beasley School of Law Class of 2007, Cassandra Belter, Villanova University School of Law Class of 2008, John Fuller, Villanova University School of Law Class of 2009, and Kevin Walker, Drexel University Earle Mack School of Law Class of 2010, for helping to revise and expand this publication.

<sup>ii</sup> Election districts are the smallest political units in a city, borough or township. Each election district should contain no fewer than 100 and no more than 1,200 registered voters. *See* 25 Pennsylvania Statutes (P.S.) § 2701,2702.

<sup>iii</sup> *See* 25 P.S. § 2676. *See also*:

<http://voterservices.montcopa.org/voterservices/cwp/view,A,1459,Q,56799.asp>.

<sup>iv</sup> *See* 25 P.S. § 2677.

<sup>v</sup> *See* 25 P.S. § 2678.

<sup>vi</sup> *See* 25 P.S. § 2679.

<sup>vii</sup> *See* 25 P.S. § 2674 and . § 2672(b) for specific provisions on appointing students to serve as Clerk. A student may not serve as a Judge of Election or Majority or Minority Inspector. 25 P.S. § 2672(b)(6).

<sup>viii</sup> *See* 25 P.S. § 2680.

<sup>ix</sup> *See* 25 P.S. § 2674 and § 2672(b) for specific provisions on appointing students to serve as Machine Inspector. A student may not serve as a Judge of Election or Majority or Minority Inspector. 25 P.S. § 2672(b)(6).

<sup>x</sup> *See* 25 P.S. §§ 2677, 2678, 2679, 2680..

<sup>xi</sup> *See* 25 P.S. §2674.

<sup>xii</sup> Elections in every county in Pennsylvania are run by a county Board of Elections. County Boards of Election in all counties except Philadelphia are overseen by the county Commissioners. Philadelphia’s elections are overseen by three City Commissioners. *See* 25 P.S. § 2641.

<sup>xiii</sup> *See* 25 P.S. § 2675 for the process for filling vacancies on an Election Board.

<sup>xiv</sup> Each election district (see footnote ii for explanation) is represented by Democratic and Republican committeepeople who are elected by voters of the same party who live in their district.

<sup>xv</sup> Wards are the second smallest political units in a city, borough or township and are comprised of election districts. Ward leaders are elected by their party’s committeepeople in each election district. Philadelphia, for example, is divided into 66 wards, each of which contains no fewer than 10 and no more than 50 election districts.

<sup>xvi</sup> *See* 25 P.S. §§ 2672, 2674.

<sup>xvii</sup> *See* footnote xiv.

<sup>xviii</sup> When we talk about bi-partisanship, we are referring to the need for representatives of the major political parties—Democrats and Republicans—on an Election Board. There are also minor political parties in Pennsylvania, such as the Green Party and the Libertarian Party. Candidates from minor political parties are permitted to run for, and serve as, members of an Election Board.

<sup>xix</sup> 25 P.S. §§ 2674, 2675.

<sup>xx</sup> *See* 25 P.S. § 2684.

<sup>xxi</sup> 25 P.S. § 2684.

<sup>xxii</sup> 25 P.S. § 2684.

<sup>xxiii</sup> *See* 25 P.S. § 2682.2(a).

<sup>xxiv</sup> A county Board of Elections may also, in its discretion, require the Minority Inspector to accompany the Judge of Election. In this case, the Minority Inspector is also entitled to receive \$20. 25 P.S. § 2682.2(c).

<sup>xxv</sup> *See* 25 P.S. § 2682.2(f).

<sup>xxvi</sup> *See* 25 P.S. § 2682.2(i).

<sup>xxvii</sup> *See* 25 P.S. § 2683.

<sup>xxviii</sup> *See* 25 P.S. §§ 2911(e)(6), 2911.1.

<sup>xxix</sup> *See* 25 P.S. § 3155.

<sup>xxx</sup> *See* 25 P.S. § 2867.

<sup>xxxi</sup> *See* 25 P.S. § 2911(a).

<sup>xxxii</sup> Although section 2913(c) of the Pennsylvania Statute provides: “All nomination papers must be filed on or before the second Friday subsequent to the primary,” the deadline for nomination papers has been

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extended to August 1 or the Monday immediately following August 1st when it falls on a Saturday or Sunday. This date is not contained in the Election Code, it comes from two consent decrees signed by the Secretary of the Commonwealth. *Hall v. Davis*, No. 84-1057 (E.D. Pa. 1984) and *Libertarian Party of Pennsylvania v. Davis*, No. 84-0262 (M.D. Pa. 1984).

<sup>xxxiii</sup> See 25 P.S. § 2868, 2911(c).

<sup>xxxiv</sup> See 25 P.S. § 2868.

<sup>xxxv</sup> See 25 P.S. § 2911(c).

<sup>xxxvi</sup> See 25 P.S. § 2911(b); *see also Moore v. Osser*, 233 A.2d 579 (Pa. 1967) (holding that number of qualified electors of the electoral district signing nomination papers had to be at least equal to two percent of the largest entire vote cast for any officer elected at the most recent election in the district where the nomination papers are filed).

<sup>xxxvii</sup> See 25 P.S. § 2702.

<sup>xxxviii</sup> See 25 P.S. § 2912. All nomination papers must designate a name for the political body, not to exceed three words, which will appear on the November ballot. The Election Code prohibits political bodies from adopting a name deceptively similar to any other party or body. Many political bodies designate themselves by the name of their candidates (for example, "Smith for Mayor" or "Citizens for Jones"). Nomination papers must also name three to five registered voters as the "committee" of the organization. These persons are empowered to fill vacancies in the slate of the political body in the event that a vacancy occurs before the final election.

<sup>xxxix</sup> See 25 P.S. § 2868.

<sup>xi</sup> See 25 P.S. § 2911(c).

<sup>xli</sup> See 25 P.S. §§ 2869, 2911(d).

<sup>xlii</sup> For full contact information regarding all Pennsylvania County Board of Elections offices, please visit: <http://www.votespa.com/CountyContactsandWebSites/tabid/89/language/en-US/Default.aspx> (last visited Feb 13, 2009).

<sup>xliii</sup> See 25 P.S. §§ 2869, 2911(d).

<sup>xliiv</sup> See 25 P.S. §§ 2870, 2911(e).

<sup>xlv</sup> See 25 P.S. § 2872.2(b)(1).

<sup>xlvi</sup> Candidates for elected positions on an Elected Board should call their county Board of Elections to make sure they are not covered by any applicable campaign finance ordinance. Philadelphia's campaign finance ordinance does not apply to candidates for an Election Board.

<sup>xlvii</sup> See 25 P.S. § 2870.

<sup>xlviii</sup> See 25 P.S. § 2911(e).

<sup>xlix</sup> See 25 P.S. §§ 2873(a), 2913(a).

<sup>i</sup> See 25 P.S. § 2937.

<sup>ii</sup> See 25 P.S. § 2937.

<sup>iii</sup> *Id.*

<sup>iiii</sup> *Id.*

<sup>liv</sup> See 25 P.S. §§ 2936, 2937.

<sup>lv</sup> See 25 P.S. § 2875.

<sup>lvi</sup> See 25 P.S. § 2968(a).

<sup>lvii</sup> See 25 P.S. § 2968(b).

<sup>lviii</sup> See 25 P.S. § 2968(c).