

**INSTRUCTIONS FOR FILING AS A CANDIDATE OF A POLITICAL BODY FOR THE OFFICES OF  
MAYOR, CITY COMMISSIONERS, REGISTER OF WILLS, SHERIFF, AND CITY COUNCIL  
PHILADELPHIA COUNTY  
NOVEMBER 5, 2019 MUNICIPAL GENERAL ELECTION  
(Not for use by Democratic or Republican Candidates)**

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.

The instructions detailed on this document only pertain to Nomination Papers for offices in the City of Philadelphia. Nomination papers for these municipal offices are now available online. **It is the responsibility of the candidate(s) and his or her circulator to complete the paper(s) in the manner that is required by law.**

**Instructions for Circulating Nomination Papers**

Nomination Papers can be obtained by visiting the “Candidates and Campaigns” section of our website: [www.PhiladelphiaVotes.com](http://www.PhiladelphiaVotes.com). Papers must be printed on 8 ½” x 14” 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 Paper.

NOTICE: Duplicate Nomination Papers must be exact copies of the originals (8 ½” x 14” paper, 2-sided, “Flip on Long Side” (Head-to-Head)).

**Prior to Circulation**

Sections A, B and C on the top of Side 1 of each Nomination Paper 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 it to appear on the ballot. A nickname is allowed only if it is a derivative of the legal name or it is how you are known in your community.

- **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).

- **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.
- **DISAFFILIATION:** Any person who is a registered and enrolled member of a political party during any period of time beginning with thirty (30) days before the primary and extending through the General Election is not eligible to be the candidate of a political body in the General Election held in the same year. Similarly, anyone who has filed petitions to run in the Democratic or Republican Primaries is not eligible to be the candidate of a political body in the General Election held in the same year.
- **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.
- **CIRCULATION OF NOMINATION PAPERS:** Signatures may be secured only between the tenth Wednesday before the primary and August 1 of each year. For 2019, the circulation period begins on March 13 and ends on August 1. Nomination Papers must be submitted no later than 5:00 PM on August 1, 2019.

### **Signers**

Signatures may not be obtained until March 13, 2019.

Each signer may sign Nomination Papers for up to the number of candidates for such office they are permitted to vote for (i.e., 2 Commissioner Candidates, 5 Council At-Large Candidates, 1 Mayoral Candidate).

Each signer of a Nomination Paper must be a registered and enrolled elector (registered voter) in the City of Philadelphia and of the district referred to in the Nomination Paper (if applicable).

Each signer must personally sign his or her name in the "Signature of Elector" column and print his or her name in the "Printed Name" column. Each signer must also insert his or her address

(street and number) in the “Place of Residence” column exactly as it appears on his or her registration affidavit. The elector must also insert the date of signing in the “Date of Signing” column, which may be expressed in words or numbers (e.g., March 13, 2019 or 3/13/19).

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. For the offices of Mayor, City Commissioners, Register of Wills, Sheriff, or City Council at-Large, Political Body candidates must submit 3,226 signatures. For the office of District City Council, Political Body candidates must submit 750 signatures.

### **Statement of Circulator**

The Statement of Circulator on each Nomination Paper page must be signed after each Nomination Paper page is circulated.

### **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 registered and enrolled elector (registered voter) of Philadelphia County, or district (if applicable) referred to in the Nomination Paper.

### **Filing Your Papers**

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

1. The Nomination Paper is printed on 8 ½” x 14” paper, 2-sided.
2. Sections A, B and C are completed on the front of the Nomination Paper.
3. The Nomination Paper has at least the minimum number of signatures required for the office.
4. The Statement of Circulator is signed and the Candidate’s Affidavit is signed and notarized.
5. The Nomination Paper is submitted no later than 5:00 P.M. on August 1, 2019.
6. Copy of Candidate’s Statement of Financial Interest is included in the packet. The original Statement of Financial Interest must be filed with the Department of Records in City Hall Room 156.
7. Filing fee of \$100 paid by certified check or money order ONLY made out to the City of Philadelphia for **each** candidate listed on the nomination paper.

All Nomination Paper pages must be bound together when filed. Please use binder clips. No staples.

Nomination Papers must include page numbers in consecutive order.

Example:

Candidates who file two or more Nomination Paper pages for themselves should number the Papers as follows: Page 1 Side 1, Page 1 Side 2, Page 2 Side 1, Page 2 Side 2, Page 3 Side 1, Page 3 Side 2, Page 4 Side 1, Page 4 Side 2, Page 5 Side 1, Page 5 Side 2, .....  
Additional Nomination Papers filed to supplement or add to the original group of filed Nomination Papers must be numbered in consecutive order from where the first group left off.

Nomination Papers must be filed with the County Board of Elections, City Hall Room 142, Philadelphia, PA 19107 no later than 5:00 P.M. on August 1, 2019.

### **Signature Requirements**

Office	Required Number of Signatures
Mayor	3,226
City Commissioner	3,226
Register of Wills	3,226
Sheriff	3,226
City Council at Large	3,226
City Council District Member	750

### **Copies of Filed Nomination Papers**

Requests for copies of Nomination Papers may be made with the County Board of Elections, Room 142 City Hall. Copies will be available no later than Monday, August 5, 2019.

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

The fee for paper copies of Nomination Papers is \$0.25 per side (\$0.50 per Paper). 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 or copies on USB drive.

### **Ballot Name Change Request and Notice of Withdrawal**

Candidates who wish to withdraw their candidacy after filing Nomination Papers 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 August 8, 2019.

### **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

Website for the Office of the City Commissioners: [www.PhiladelphiaVotes.com](http://www.PhiladelphiaVotes.com)