

GENERAL GUIDE-LINES FOR DESIGNATING & NOMINATING PETITIONS

Please refer to the attached sample petitions A & B. Should any questions arise, please contact the Orange County Commissioners of Elections to avoid wasteful mistakes.

DESIGNATING PETITIONS (A) are to be used by Candidates seeking candidacy on the ballot line of one of the five (5) recognized political parties.

NOMINATING PETITIONS (B) are to be used by candidates seeking candidacy other than recognized political parties "independent candidates"

Petitions for offices to be elected within Orange County must be filed with the Orange County Board of Elections. Petitions for offices to be elected not fully in Orange County must be filed with the New York State Board of Elections.

SECTION 1. Be sure to correctly state the name of the recognized or chosen party name and the date of the appropriate Primary Election for DESIGNATING petitions (A), or the date of the General Election for NOMINATING petitions (B).

SECTION 2. Candidates listed here must be seeking office within identical political subdivisions such as town-wide offices, county-wide offices or city-wide offices. DO NOT combine Mayoral or City Judge Candidates with candidates running in only a portion of a city/town (ie WARDS). DO NOT combine local offices with County offices. Candidate's address must appear as shown on their election records. Also include mailing address if different. The way the name appears on the petition is the way the name will appear on the ballot. The Commissioners will accept letters filed with the petition if the candidate wishes to use an abbreviated or known name. The office sought must be accurately titled and include the appropriate Town/City, County and State. If 2 or more offices are of the same title but for different terms, the terms must be included in the title of the office. Candidates for public office must be qualified voters residing within the political subdivision represented by the office sought. Candidates for party positions must be enrolled party members living with the appropriate Assembly District.

SECTION 3. The Committee to Fill Vacancies must consist of a least 3 registered voters enrolled in the appropriate party for Designating petitions (A). Nominating Petitions (B) vacancy committees must consist of a least 3 registered voters residing within the political unit represented by the office sought by the petitioner's candidate(s). Names and addresses must be identical to voter records. The Committee to Fill Vacancies is not required. Without a vacancy committee, if a candidate declines within 3 days after filing the petition, no substitution can be made.

SECTION 4. All signatures must: (a) be registered voters residing in the stated political unit (for Designating Petitions (A) they must also be enrolled in the appropriate party); (b) sign their own signature as they are registered; (c) not sign for anyone else (spouse; parent; child; etc.); (d) not have previously signed a petition for the same office or offices. All other information must be identical to voter records but may be completed by the sheet's witness. It is wise to gather a comfortable surplus of signatures to compensate for possible invalid signatures or sheets. Please check with the Board of Elections for the number of signatures needed.

SECTION 5. The most delicate portion of the sheet is the Statement of Witness. This must be completed by the witness who swears to have actually seen each signer of the sheet sign his or her own signature. The witnessing date must not pre-date any signature date on the sheet. Witness identification information may be completed by someone other than the witness.

SECTION 6. Sheets must be numbered consecutively after the petition is in volume form. Petitions of ten or more sheets must bear a cover sheet stating the party name, political unit, office(s) sought, and name and address(es) of candidate(s). Any two or more sheets must be bound together.

SECTION 7. Town or City must be correctly stated here (Not Village or Post Office).

CANDIDATES NOT ENROLLED IN THE PARTY: Designating Petitions (A)-bearing names of candidates not appropriately enrolled must be accompanied by party authorization certificates and acceptance certificates for said candidates. Properly enrolled candidates need not accept to remain candidates but must decline if they wish to be replaced.

ALL CANDIDATES named on a Nominating Petition (B) must accept or decline in writing.

****CHECK CURRENT POLITICAL CALENDAR FOR FILING DATES****

Designating Petition Sec. 6-132, ELECTION LAW

I, the undersigned, do hereby state that I am a duly enrolled voter of the _____ Party and entitled to vote at the next primary election of such party, to be held on September 18, 2007; that my place of residence is truly stated opposite my signature hereto, and I do hereby designate the following named person (or persons) as a candidate (or candidates) for the nomination of such party for public office or for election to a party position of such party.

Names of Candidate(s)

Public Office or Party Position

Place of Residence

(also P.O. address if not identical)

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County of Orange, State of New York

I do hereby appoint (here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party),

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as a committee to fill vacancies in accordance with the provisions of the election law.

In witness whereof, I have hereunto set my hand, the day and year placed opposite my signature.

Date	Name of Signer (signature required)	Residence	Town or City
1. /07			
2. /07			
3. /07	4		
4. /07			
5. /07			
6. /07	S		
7. /07	A		
8. /07	M		
9. /07			
10. /07			
11. /07	5		
12. /07			
13. /07			
14. /07			
15. /07			
16. /07			
17. /07			
18. /07			
19. /07			
20. /07			

S A M P L E

STATEMENT OF WITNESS

I, (name of witness) _____ state: I am a duly qualified voter of the State of New York and am an enrolled voter of the _____ party. I now reside at (residence address) _____

Each of the individuals whose names are subscribed to this petition sheet containing _____ signatures, subscribed the same in my presence on the dates above indicated and identified himself to be the individual who signed the sheet.

I understand that this statement will be accepted for all purposes as the equivalent of an affidavit and, if it contains a material false statement, shall subject me to the same penalties as if I had been duly sworn.

Date Signature of Witness

WITNESS IDENTIFICATION INFORMATION: The following information for the witness named above must be completed prior to filing with the Board of Elections in order for this petition sheet to be valid.

Town or City _____ County of Orange _____ Sheet # 6