

**Allegheny County Elections Division
601 County Office Building
Pittsburgh, PA 15219
Phone (412) 350-4500**

**INSTRUCTIONS FOR FILING AS AN INDEPENDENT CANDIDATE
TUESDAY, NOVEMBER 5, 2013 SPECIAL ELECTION
TO FILL THE VACANCY IN PITTSBURGH CITY COUNCIL DISTRICT #7**

The following provisions relate to the filing of nomination papers for political bodies for a Special Election. These should not be confused with nomination petitions filed for political nominations to be made at a primary.

1. WHO MAY FILE

An individual who wishes to be a candidate on an independent **political body** must file nomination papers. Due to the fact that this is a Special Election and therefore the primary nomination process cannot occur, **political parties** are entitled to nominate only **one candidate each** by means of nomination certificates according to their own respective party rules. The qualified political parties are the Republican, Democratic and Libertarian Parties.

2. ELIGIBILITY

The eligibility requirements are as follows:

- a) 18 years of age
- b) 1 year resident of Council District #7, one year next before his or her election, unless absent on the public business of the United States or the State of Pennsylvania.
- c) Maintain residency in District #7 while serving as a Council Member

3. DISAFFILIATION

An Independent candidate for a Special Election may not be a registered member of a qualified political party (see above) and must complete such disaffiliation by filing a "change of party" with the Voter Registration Division **before** executing the Candidate's Affidavit.

4. NAME OF POLITICAL BODY

The name of the political body may not be longer than three (3) words, none of which are already used or are similar to that of another political party or body which has already filed for the same office.

5. COMMITTEE TO FILL VACANCIES

A committee of three (3) to five (5) persons must be listed on the nomination paper in the spaces provided. This committee is empowered to nominate a person to fill a vacancy, should it occur. Members of this committee are not required to be registered electors.

6. NUMBER OF SIGNATURES REQUIRED AND QUALIFICATIONS OF SIGNERS

The minimum number of signatures required is **128**. All signers must be qualified, registered voters, regardless of party affiliation, of Council District #7.

Each signer **must personally affix** his or her signature, printed name, residence and date of signing. The date of signing may be expressed in words or numbers, i.e. July 16, 2013 or 7/16/13. **DO NOT USE DITTO MARKS.**

7. CIRCULATION AND FILING DATES

The first day to circulate and file the Nomination Paper is **Tuesday, July 16, 2013**. The last day to circulate and file the Nomination Paper in Room 601, County Office Building is **Wednesday, July 31, 2013 at 5:00 p.m.**

8. FILING FEE

The filing fee is \$50.00, which must be paid by cash or by certified check or money order payable to the County of Allegheny.

9. AFFIDAVITS

a) Affidavit of Qualified Elector – The reverse side of each nomination paper page must include the affidavit of a qualified registered elector, not necessarily a signer and not necessarily the same person on each paper, attesting to the validity of all information relating to the signers. The individual who executes the Affidavit of Qualified Elector shall be present when each elector signs his or her name to the nomination paper. The Affidavit of Qualified Elector must be signed and notarized **after** all the signatures have been obtained. The qualified elector signing the affidavit must be a qualified elector of Pennsylvania.

b) Candidate's Affidavit – The candidate must execute and file one notarized Candidate's Affidavit with his or her nomination paper.

10. FINANCIAL INTEREST STATEMENTS

The State Ethics Law, Act No. 9-1989, requires candidates for this office to file copies of the “Statement of Financial Interest” for the preceding calendar year with this Division **and** the City of Pittsburgh. The “Statement of Financial Interest” will be furnished by this Division with the Nomination Paper.

This Division **cannot accept** your nomination paper **unless** the Yellow copy of the Statement is attached. You are **also required** to file the White copy of the Statement with the City Clerk’s Office, 510 City-County Building, Pittsburgh, PA 15219, **not later than Wednesday, July 31, 2013.**

WARNING: FAILURE TO FILE THE REQUIRED COPIES OF THE FINANCIAL INTEREST STATEMENT IS A FATAL DEFECT TO YOUR NOMINATION PAPER AND MAY DISQUALIFY YOUR CANDIDACY.

NOTE: Please refer to the instructions contained with the form. If you have any questions, please contact the State Ethics Commission at 1-800-932-0936.

11. CAMPAIGN EXPENSE REPORTS

The Campaign Expense Reporting Law, Act No. 171 of 1978, requires candidates for this office **and** all committees supporting those candidates, to file Campaign Expense Reports. Failure to comply may result in a late filing fee of up to \$250.00. Late filing fees are the personal liability of the candidate or committee treasurer, and campaign funds cannot be used for the payment of such late filing fees.

<u>SCHEDULE FOR FILING</u>	<u>NOT BEFORE</u>	<u>NO LATER THAN</u>
All Candidates and Committees (2 nd Friday Pre-Election)	October 21st	October 25th
All Candidates and Committees (30 Day Post-Election)	November 15th	December 5th

Candidates who do not intend to form a political committee or to receive contributions or make expenditure in excess of \$250.00, are not required to file reports or statements if the “Waiver of Expense Account Reporting Affidavit” supplied with the nomination paper is completed and notarized.

11. CAMPAIGN EXPENSE REPORTS (cont'd)

Candidates must retain copies of all records for a period of 3 years. Although no detailed campaign expense report is filed, records are required to be kept of the names and addresses of each person from whom a contribution of over \$10.00 has been received and a record of all other information required to be reported.

12. OTHER DATES OF INTEREST

Monday, August 5, 2013	Last day to file objections to nomination certificates or nomination papers.
Wednesday, August 7, 2013	Last day for withdrawal of candidates nominated by nomination certificates or nomination papers.