

# How to Run For Elected Office?

## Nuts & Bolts

***Making Democracy Work®*** event sponsored by  
**League of Women Voters of Cortland County**

February 18, 2019 – *Presidents' Day*

Moderator & Presenter

Alison King PhD, President,  
LWV of Cortland County

Panel

Beau Harbin

County Legislator, LD 2

Kelly Preston

County Legislator, LD 10

Serving the people of Cortland County, NY

HOME

JOIN LWV

ABOUT LWV

CALENDAR

ACTION AND ADVOCACY

## Making Democracy Work for All of Us

The League of Women Voters is a nonpartisan political organization encouraging informed and active participation in government. It influences public policy through education and advocacy.

Today's educational program is a service of the Cortland LWV to encourage citizens to run for elected office.

This presentation suggests things to consider. It is not an official guide.

Requirements to run for office can and do change.

For NY State's requirements, go to: <https://www.elections.ny.gov/RunningOffice.html>

The Board of Elections is your best resource.

# KEY RESOURCE: BOARD OF ELECTIONS

## Cortland County

### Cortland

**Cortland County Board of Elections**  
112 River Street - Suite 1  
Cortland, NY 13045-2828

**Phone: 607-753-5032**  
**Fax: 607-758-5513**

[Email Cortland County Board of Elections](#)

[Visit the Cortland County Home Page](#)

#### OFFICERS

**Thomas Henry Brown, Comm.**  
**Robert C. Howe, Comm.**  
**Angela Burchfield, Dep. Comm.**  
**Michelle S. Brown, Dep. Comm.**

## New York State



### Board of Elections

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# AGENDA

- NY State's 2019 Election & Voting Reforms

*Why are we meeting in February?*



- Election Timetable -- Key Deadlines
- Other Nuts and Bolts
- Navigating the Process – Legislators' Perspective

Beau Harbin

Kelly Preston

- Q&A

# January 2019 NY State Election Reforms

- Early Voting

37 states & DC already have  
in-person early voting

- 10 days of in-person voting before election day
- Oct 27-Nov 3, 2019  
(Election Day is Nov 5)
- Board of Elections (BOE) will notify voters of days, hours, and locations of early polling sites.

➤ *BOE needs our help -- Contact your NYS assemblyperson and senator. Ask them to budget \$\$\$ for county BOE to implement election laws. Avoid another unfunded mandate!*

- Preregistration for 16- and 17-year-olds

- Takes effect January 2020

*Requires update to voter registration form*

# January 2019 NY State Election Reforms

## Two Reforms require Amendment of NYS Constitution

### Multi-step Process

2019 NYS legislature passed bill ✓

2021 After 2020 election, new NYS legislature passes bill

2021 Voters approve in referendum

2022 Earliest effective date

- Same Day Voter Registration: Register and Vote on Election Day

- NYS Constitution requires registration at least 10 days before Election Day, and NYS law requires at least 25 days

- No-Excuse Absentee Voting

Currently NYS Constitution allows 5 reasons:

- Absence from county on election day
- Temporary illness or physical disability
- Permanent illness or physical disability
- Duties related to primary care of individual(s) who are ill or disabled
- Patient or inmate in VA, or detention in jail/prison awaiting trial, action by grand jury or convicted of crime which is not a felony

**28 states & DC allow  
absentee votes  
without cause**

# January 2019 NY State Election Reforms

- Consolidation of June and September Primaries
  - One date: 4<sup>th</sup> Tuesday in June

## ***WHY WE'RE HERE TODAY – SHIFT IN 2019 ELECTION CALENDAR!***

- *Becoming a Candidate* process starts February 26
  - Start date was June 6 in last local election (2017)!

## 2019 – What Local Offices will be on Ballot?

In odd-numbered years, we elect local officials

- County: Legislature (17), Clerk, Coroner (2), Sheriff
- City of Cortland: Mayor, Constable (2), Alderperson (8)
- Towns: Cincinnatus, Cortlandville, Cuyler, Freetown, Harford, Homer, Lapeer, Marathon, Preble, Scott, Solon, Taylor, Truxton, Virgil, Willet
  - Supervisor, Clerk, Councilperson, Justice, Highway Superintendent, Tax Collector
- Villages: Homer, McGraw, Marathon
  - Mayor, Trustee



# AGENDA

- NY State's 2019 Election & Voting Reforms
- Election Timetable -- Key Deadlines
- Other Nuts and Bolts
- Navigating the Process – Legislators' Perspective
  - Beau Harbin
  - Kelly Preston
- Q&A

# 2019 Political Calendar NYS BOE

## \*\* BECOMING A CANDIDATE\*\*

### DESIGNATING PETITIONS FOR PRIMARY

Feb 26	First day for signing designating petitions. §6-134(4)
April 1 - April 4	Dates for filing designating petitions. §6-158(1)
April 8	Last day to authorize designations. §6-120(3)
April 8	Last day to accept or decline designations. §6-158(2)
April 12	Last day to fill a vacancy after a declination. §6-158(3)
April 16	Last day to file authorization of substitution after declination of a designation. §6-120(3)

### CERTIFICATION OF PRIMARY

May 1	Certification of primary ballot by SBOE of designations filed in its office. §4-110
May 2	Determination of candidates; County Boards. §4-114

### PARTY NOMINATION OTHER THAN PRIMARY

Feb 5 - Feb 26	Dates for holding state committee meeting to nominate candidates for statewide office §6-104(6)
Feb 26	First day to hold a town caucus. §6-108
July 25	Last day for filing nominations made at a town or village caucus or by a party committee. §6-158(6)
July 25	Last day to file certificates of nomination to fill vacancies created pursuant to § 6-116, §6-104 & §6-158(6)
July 29	Last day to accept or decline a nomination for office made based on § 6-116 & §6-158(7)
July 29	Last day to file authorization of nomination made based on § 6-116. § 6-120(3)
Aug 2	Last day to fill a vacancy after a declination made based on § 6-116. § 6-158(8)

### INDEPENDENT PETITIONS

Apr 16	First day for signing nominating petitions. §6-138(4)
May 21 - May 28	Dates for filing independent nominating petitions. §6-158(9)
May 31	Last day to accept or decline nomination. §6-158(11)
June 3	Last day to fill a vacancy after a declination. §6-158(12)
June 28	Last day to decline after acceptance if nominee loses party primary. §6-158(11)

# AGENDA

- NY State's 2019 Election & Voting Reforms
- Election Timetable -- Key Deadlines
- Other Nuts and Bolts
  - Petitions
  - Campaign Finance
  - Signs
- Navigating the Process – Legislators' Perspective
- Q&A

# Getting Started

## How to Get on Ballot

**NYS Political Parties**  
Democratic  
Republican  
Conservative  
Working Families  
Green  
Libertarian  
Independence  
SAM (Serve  
America Movement)

### A. Nomination by political party through:

1. **Party Caucus:** Open meeting of residents of town or village when nominations are offered and registered party members vote  
e.g., Village of Homer, Town of Cortlandville Democrats  
Party must provide public notice 1-2 weeks before caucus

**BOE FILING  
DEADLINE**

July 25

2. **Primary Election:** File designating petition

e.g., City Common Council, County Legislature,  
Town of Cortlandville Republicans

April 1-4

### B. Filing of independent nominating petition

May 21-28

# NYS BOE Petition Forms

## 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 \_\_\_\_\_, 20\_\_\_\_; 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.

Name(s) of Candidate(s)	Public Office or Party Position <small>(Include district number, if applicable)</small>	Residence Address <small>(Also post office address if not identical)</small>

I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law *(here insert the names and addresses of at least three persons, all of whom shall be enrolled voters of said party):*

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

Date	Name of Signer <small>(Signature required. Printed name may be added)</small>	Residence	Enter Town or City <small>(Except in NYC enter county)</small>
1. / / 20__	Printed Name →		
2. / / 20__	Printed Name →		
3. / / 20__	Printed Name →		
4. / / 20__	Printed Name →		
5. / / 20__	Printed Name →		

*(You may use fewer or more signature lines - this is only to show format.)*

### Complete ONE of the following

1. **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 (fill in number) \_\_\_\_\_ signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this 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 to be valid.

\_\_\_\_\_  
Town or City Where Witness Resides                                  County Where Witness Resides

2. **Notary Public or Commissioner of Deeds:** On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing (fill in number) \_\_\_\_\_ signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her was true.

\_\_\_\_\_  
Date                                  Signature and Official Title of Officer Administering Oath

## Independent Nominating Petition Sec. 6-140, Election Law

I, the undersigned, do hereby state that I am registered voter of the political unit for which a nomination for public office is hereby being made, that my present place of residence is truly stated opposite my signature hereto, and that I do hereby nominate the following named person (or persons) as a candidate (or candidates) for election to public office (or public offices) to be voted for at the election to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and that I select the name (fill in name) \_\_\_\_\_ as the name of the independent body making the nomination (or nominations) and (fill in emblem) \_\_\_\_\_ as the emblem of such body.

Name(s) of Candidate(s)	Public Office <small>(Include district number, if applicable)</small>	Residence Address <small>(Also post office address if not identical)</small>

I do hereby appoint as a committee to fill vacancies in accordance with the provisions of the election law *(here insert the names and addresses of at least three persons, all of whom shall be registered voters within said political unit):*

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

Date	Name of Signer <small>(Signature required. Printed name may be added)</small>	Residence	Enter Town or City <small>(Except in NYC enter county)</small>
1. / / 20__	Printed Name →		
2. / / 20__	Printed Name →		
3. / / 20__	Printed Name →		
4. / / 20__	Printed Name →		
5. / / 20__	Printed Name →		

*(You may use fewer or more signature lines - this is only to show format.)*

### Complete ONE of the following

1. **Statement of Witness:** I (name of witness) \_\_\_\_\_ state: I am a duly qualified voter of the State of New York.

I now reside at (residence address) \_\_\_\_\_.

Each of the individuals whose names are subscribed to this petition sheet containing (fill in number) \_\_\_\_\_ signatures, subscribed the same in my presence on the dates above indicated and identified himself or herself to be the individual who signed this 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 to be valid.

\_\_\_\_\_  
Town or City Where Witness Resides                                  County Where Witness Resides

2. **Notary Public or Commissioner of Deeds:** On the dates above indicated before me personally came each of the voters whose signatures appear on this petition sheet containing (fill in number) \_\_\_\_\_ signatures, who signed same in my presence and who, being by me duly sworn, each for himself or herself, said that the foregoing statement made and subscribed by him or her was true.

\_\_\_\_\_  
Date                                  Signature and Official Title of Officer Administering Oath

## Petitions


- Ask BOE how many signatures you need for your district
  - **Designating Petition:** 5% of enrolled voters of political party
    - County-wide office: ~450
    - County legislative district: ~20-40
    - City ward: ~20-30
  - **Independent Nominating Petition:** 5% of total votes for governor in last election
    - County-wide office: 812

# Petitions

- Use BOE forms
  - Deviations or slight rearrangements “are not fatal defects”
- Follow requirements for signatures
  - Witnesses
  - Voters
    - Only sign 1 petition for candidate for an office
- Check signatures and information at time of signing
- Initial any corrections or alterations in date or signature
- Collect extra signatures
  - 72 hrs to challenge a petition

ALL candidates

# Campaign Finance Reporting

- Register with BOE to get NYSBOE Filer ID# and PIN
  - File CF-04 
  - You can do your own financial filings
  - OR
- Optional: Authorize a Committee to do your financial disclosures

➤ File CF-16



**CF-16**

**CANDIDATE AUTHORIZATION FOR A COMMITTEE TO MAKE ALL CAMPAIGN FINANCIAL DISCLOSURES**  
NEW YORK STATE BOARD OF ELECTIONS  
Section 14-104 (1) of NYS Election Law

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

New Form       Amended Form (Provide Filer ID#): \_\_\_\_\_

OFFICE: \_\_\_\_\_ DISTRICT: \_\_\_\_\_

CANDIDATE'S FULL NAME: \_\_\_\_\_

CANDIDATE'S ADDRESS: \_\_\_\_\_

**CANDIDATE REGISTRATION**  
**And/Or To Request NYSBOE Filer ID# and PIN**  
**CAMPAIGN FINANCE FORM**  
NEW YORK STATE BOARD OF ELECTIONS  
Section 14-104(1) and 14-118(3) of NYS Election Law  
THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

This form should only be used by candidates to register with NYSBOE to obtain a Filer ID# and PIN or to register with a local board of elections, in one of two circumstances:

- (1) The candidate does not have a registered authorized committee. The candidate is therefore required to personally disclose all of the financial activity of the campaign, including any use of their own money.
- (2) The candidate has a registered authorized committee, but chooses to have financial activity for the campaign that will not be disclosed by the authorized committee.

Candidates who have an authorized committee that is registered and will be disclosing ALL of the financial activity of the candidate's campaign, including the financial activity of the candidate, **should not file this form**. Instead, that candidate should file a *Candidate Authorization for a Committee to Make All Campaign Financial Disclosures* form no later than 32 days prior to the first election for which the candidate would be obligated to file reports.

Please check the applicable box:

I do not have a registered authorized committee. I am therefore required to personally disclose all the financial activity of my campaign, including any use of my own money.

I have a registered authorized committee, but plan to personally disclose financial activity undertaken by me which is separate from, and not disclosed by my authorized committee.

New Registration       Amended Registration (Provide Filer ID#): \_\_\_\_\_

State Campaign       Local Campaign (Provide County): \_\_\_\_\_

**A. OFFICE:** \_\_\_\_\_  
(For a local campaign also include name and type of municipality e.g., City of Newburgh; Town of Colonie; Village of Scotia)

**DISTRICT:** \_\_\_\_\_ **ELECTION YEAR:** \_\_\_\_\_

**B. CANDIDATE:**

Full Name: \_\_\_\_\_

Residential Address (No P.O. Box): \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address (P.O. Box allowed): \_\_\_\_\_ Apartment #: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Social Security Number (Optional): \_\_\_\_\_ Email: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

**C. DEPOSITORY/BANK:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City or Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

The above information is true to the best of my knowledge and belief.

\_\_\_\_\_  
*Signature of Candidate*

\_\_\_\_\_  
Date

CF-04- Candidate Registration (10/16)



# Campaign Finance Reporting

<https://www.elections.ny.gov/CampaignFinance.html>

- Get help: BOE, your party



- BOE issues calendar with filing deadlines
  - Check where to send reports
  - Post-election report: include copies of political communications (campaign materials)

**2019 FILING CALENDAR**  
Campaign Financial Disclosure  
Please check [www.elections.ny.gov](https://www.elections.ny.gov) for any change to this calendar.

**PRIMARY ELECTION, JUNE 25, 2019**

Report Period	Cut-Off	Filing Date
32 Day Pre-Primary (.19A)	May 20, 2019	May 24, 2019
11 Day Pre-Primary (.19B)	June 10, 2019	June 14, 2019
10 Day Post-Primary* (.19C)	July 01, 2019	July 05, 2019

24 Hour Notice: June 11, 2019 thru June 24, 2019\*\*  
Additional Independent Expenditure Reporting 24 Hour Notice: May 26, 2019 thru June 24, 2019\*\*\*

Report Period	Cut-Off Date	Filing Date
July 2019 Periodic (.19K)	July 11, 2019	July 15, 2019

**GENERAL ELECTION NOVEMBER 05, 2019**

Report Period	Cut-Off	Filing Date
32 Day Pre-General (.19D)	September 30, 2019	October 4, 2019
11 Day Pre-General (.19E)	October 21, 2019	October 25, 2019
27 Day Post-General* (.19F)	November 28, 2019	December 02, 2019

24 Hour Notice: October 22, 2019 thru November 04, 2019\*\*  
Additional Independent Expenditure Reporting 24 Hour Notice: October 06, 2019 thru November 04, 2019\*\*\*

Report Period	Cut-Off	Filing Date
January 2020 Periodic (.20J)	January 11, 2020	January 15, 2020

# Campaign Finance Reporting

- Keep detailed records of all campaign fundraising & spending
- If total campaign receipts and spending are
  - a. less than \$50, *OR*
  - b. \$1,000 or less in a town, city or village with population under 10,000
- **File form CF-05 Exemption from Filing Campaign Financial Disclosure Reports**

**CF-05 CANDIDATE OR COMMITTEE CLAIM OF EXEMPTION**  
**From Filing Campaign Financial Disclosure Reports**  
 NEW YORK STATE BOARD OF ELECTIONS  
 Section 14-124 of NYS Election Law  
THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

Please check the applicable boxes below and complete this form in full:

For State Campaign -or-  For Local Campaign (provide County):

Candidate -or-  Committee

**A. OFFICE:** \_\_\_\_\_  
(For a local campaign also include name and type of municipality e.g., city of..., town of..., or village of...)

**DISTRICT:** \_\_\_\_\_ **ELECTION YEAR:** \_\_\_\_\_

**B. CANDIDATE OR COMMITTEE NAME:** \_\_\_\_\_

Committee Treasurer Name (if applicable) \_\_\_\_\_

Residential Address (no P.O. Box) \_\_\_\_\_ Apartment # \_\_\_\_\_

Mailing Address (P.O. Box allowed) \_\_\_\_\_ Apartment # \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address \_\_\_\_\_

Please check the applicable box that relates to your claim of exemption:

C. I am a candidate and I have not/will not receive or spend more than \$50 for my campaign, including my own personal funds.

D. I am the treasurer of a committee formed solely to support or oppose a ballot proposition and the committee has not/will not raise or spend over \$100 relative to the ballot proposition.

E. *For those in a town, city or village having a population under 10,000:* 1) I am a candidate for public office, or treasurer of an authorized committee solely supporting one candidate for public office, or treasurer of a committee solely supporting or opposing a ballot proposition; and 2) the receipts or expenditures of the candidate or committee will not exceed \$1,000 in the aggregate for the campaign.

If after submission of this form the basis for a claim of exemption becomes invalid due to a change in circumstances (e.g., exceeding monetary threshold or scope of candidate/committee activity), the candidate/committee must then file all applicable election reports. See instructions.

Knowingly including false information in this form constitutes a Class A Misdemeanor, punishable by a fine and/or imprisonment. See Penal Law §210.45.

I swear or affirm that the information contained herein is in all respects true and complete to the best of my knowledge, information and belief.

Sworn to before me this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Notary Public or Commissioner of Deeds)

Signature of Candidate/ Committee Treasurer \_\_\_\_\_  
 Residential Address \_\_\_\_\_  
 \_\_\_\_\_  
 Contact Phone Number \_\_\_\_\_

**Clear Form**

CF-05 03/14

# Campaign Finance Reporting

## City of Cortland & Cortland County Population > 10,000

- If total campaign receipts and spending are \$1,000 or less

### ➤ File form CF-01 In-Lieu-Of-Statement

#### In-Lieu-Of Statement

In order to qualify to file an In-Lieu-Of Statement, you must be a candidate and/or an authorized committee solely supporting one candidate or a committee involved solely in promoting the success or defeat of a ballot proposal, and at the close of the applicable reporting period, neither the total receipts nor the total expenditures of the campaign have exceeded \$1,000. If you have previously filed an In-Lieu-Of Statement and find that you now exceed this \$1,000 threshold, you must file an itemized report covering all transactions since the beginning of the campaign. Once an itemized report is required, you may not file an In-Lieu-Of Statement for any future reporting period.

- If exceed \$1,000 threshold later, must file itemized reports since beginning of campaign

**CF-01 CAMPAIGN FINANCIAL DISCLOSURE REPORT**  
NEW YORK STATE BOARD OF ELECTIONS

THIS FORM MUST CONTAIN ORIGINAL SIGNATURES IN INK AND BE COMPLETED IN FULL

ELECTION YEAR	FILER ID	REPORT PERIOD DATES FROM / / TO / /	DATE FILED (FOR BOARD USE ONLY)
---------------	----------	----------------------------------------	---------------------------------

CANDIDATE OR COMMITTEE NAME \_\_\_\_\_  
 Committee Treasurer Name (If applicable) \_\_\_\_\_  
 Residential Address (no P.O. Box) \_\_\_\_\_  
 Mailing Address (P.O. Box allowed) \_\_\_\_\_  
 Telephone: Home \_\_\_\_\_ Business \_\_\_\_\_ Cell \_\_\_\_\_  
 E-mail address \_\_\_\_\_

**TYPE OF REPORT**  
Please check the applicable box(es) below:

<input type="checkbox"/> 32 Day Pre-Primary	<input type="checkbox"/> 32 Day Pre-Special	
<input type="checkbox"/> 11 Day Pre-Primary	<input type="checkbox"/> 11 Day Pre-Special	
<input type="checkbox"/> 10 Day Post-Primary*	<input type="checkbox"/> 27 Day Post-Special*	
<input type="checkbox"/> 32 Day Pre-General	<input type="checkbox"/> January Periodic, 20__	
<input type="checkbox"/> 11 Day Pre-General	<input type="checkbox"/> July Periodic, 20__	
<input type="checkbox"/> 27 Day Post-General*	<input type="checkbox"/> Off-Cycle Report	<input type="checkbox"/> 24 Hour Notice

\*Campaign material or a disclaimer must be submitted with Post Election Reports.  
 See Material Attached     No Campaign Material Produced  
 Itemized Report     Annualized Report

Treasurer Resignation Report (Letter of resignation attached)  
 In-Lieu-Of Statement

In order to qualify to file an In-Lieu-Of Statement, you must be a candidate and/or an authorized committee solely supporting one candidate or a committee involved solely in promoting the success or defeat of a ballot proposal, and at the close of the applicable reporting period, neither the total receipts nor the total expenditures of the campaign have exceeded \$1,000. If you have previously filed an In-Lieu-Of Statement and find that you now exceed this \$1,000 threshold, you must file an itemized report covering all transactions since the beginning of the campaign. Once an itemized report is required, you may not file an In-Lieu-Of Statement for any future reporting period.

I state that the information contained in this report in all respects is true and complete to the best of my knowledge, information and belief.

**VERIFICATION**

Name – Print or Type _____	Signature (must be original and in ink) _____
Title _____	Date Signed _____ Telephone Number _____

ANY FALSE INFORMATION IN THIS STATEMENT MAY BE A CLASS A MISDEMEANOR, PUNISHABLE BY A FINE AND/OR UP TO ONE YEAR IMPRISONMENT, PURSUANT TO SECTION 210.45 OF THE PENAL LAW. FOR FURTHER INFORMATION, CONTACT THE NEW YORK STATE BOARD OF ELECTIONS OR YOUR COUNTY BOARD OF ELECTIONS.

CF-01 1/13

	Number of Pages
Individuals/Partnership Contributions	Sch. A
Corporate Contributions	Sch. B
All Other Contributions	Sch. C
In-Kind Contributions/ Other Receipts	Sch. D/E
Expenditure Payments	Sch. F
Transfers In/Out	Sch. G/H
Loans Received/Paid	Sch. I/J
Liabilities/Loans Forgiven	Sch. K
Expenditure/Contribution Refunds	Sch. L/M
Outstanding Liabilities	Sch. N
Partners/Subcontractors	Sch. O
Housekeeping Receipts	Sch. P
Housekeeping Expenses	Sch. Q
Summary/Status Report	

# Campaign Finance Reporting

- If total campaign receipts or spending is greater than \$1,000:
- File form CF-01 with details on receipts and expenditures

❖ Be Aware of Donation Limits and Reporting Thresholds!!!

- Individual: No more than \$100 cash per election cycle
  - If >\$100, must be check or traceable
- No anonymous donors

## SCHEDULE A Monetary Contributions/ Individual & Partnerships

ELECTION YEAR	FILER ID	REPORT PERIOD DATES		PAGE	
		FROM / /	TO / /		OF
DATE RECEIVED	NAME	CHECK #	AMOUNT	PREV. AMT.	
	STREET		\$	\$	
	APT				
CODE	CITY, STATE	ZIP			
DATE RECEIVED	NAME	CHECK #	AMOUNT	PREV. AMT.	
	STREET		\$	\$	
	APT				

## SCHEDULE B Monetary Contributions/Corporate

ELECTION YEAR	FILER ID	REPORT PERIOD DATES		PAGE	
		FROM / /	TO / /		OF
DATE RECEIVED	NAME	CHECK #	AMOUNT	PREV. AMT.	
	STREET		\$	\$	
	APT				

## SCHEDULE C Monetary Contributions/All Other

ELECTION YEAR	FILER ID	REPORT PERIOD DATES		PAGE	
		FROM / /	TO / /		OF
DATE RECEIVED	NAME	CHECK#	AMOUNT	PREV. AMT.	
	STREET		\$	\$	
	APT				
	CITY, STATE	ZIP			
DATE RECEIVED	NAME	CHECK#	AMOUNT	PREV. AMT.	

## SCHEDULE D In-Kind Contributions

ELECTION YEAR	FILER ID	REPORT PERIOD DATES		PAGE	
		FROM / /	TO / /		OF
DATE RECEIVED	NAME	TYPE CODE			
	STREET	APT	\$		
CONTRB CODE	CITY, STATE	ZIP	DESCRIPTION		

# Signs

- Local municipalities regulate
  - When you can post signs
  - Size of signs

*Learn the rules*

- Get permission from property owner

## Mailboxes are for U.S. Mail

- It's illegal to:
  - Put a flyer or palm card in a mailbox
  - Attach items to the outside of a mailbox (post, flag, etc.)
- Inside and outside of mailboxes are only for postage-paid U.S. mail

# AGENDA

- NY State's 2019 Election & Voting Reforms
- Election Timetable -- Key Deadlines
- Other Nuts and Bolts
- Navigating the Process – Legislators' Perspective
  - Beau Harbin
  - Kelly Preston
- Q&A

# Q&A

Today's forum provided an introduction to  
*Running for Office.*

For NY State's requirements,  
contact the Board of Elections.

<https://www.elections.ny.gov/RunningOffice.html>

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# Appendix

# Petitions

- **Form of Petitions**
- The statute requires that all petitions be **substantially** in the form set forth in the law. See, [Election Law §6-132 \(party designating petitions\)](#), [§6-140 \(independent nominating petitions\)](#) and [§15-108 \(village designating and independent petitions\)](#). Deviations or slight rearrangements of the form of petition are not fatal defects, provided that the petition contains all of the required information.
- Each sheet of the petition must correctly set forth:
  - the date of the election;
  - the name of the candidate and the office or position sought;
  - the candidate's residence, and if different, their mailing or post office address;
  - information about the signer: date of signing, voter's residence address, town or city and
  - information relating to the person who witnesses the signatures.
- A petition may include a committee on vacancies. Failure to provide such a committee, or naming a committee of fewer than three persons, will not invalidate the petition.
- The voter need only sign the appropriate line on the petition sheet. All other information may be filled in by someone else. Corrections may be made to any information on the signature line. However, corrections or alterations in the date or the signature **MUST** be initialed by the person making the correction.
- Voters may not sign a petition for more candidates than there are openings for an office. For example, if there is one council seat open, then the voter may only sign one petition for a candidate for that office. If there are 2 seats open, the voter may sign petitions for 2 candidates.
- The pages of a petition must be sequentially numbered and securely fastened.
- **Witnesses to a Petition**
- The information required for the witness statement is mandatory. Omissions, errors, or unexplained alterations/corrections, may invalidate the entire page. When the witness signs the statement of witness, they are making an oath that subjects them to the penalties for perjury if any of the information preceding their signature is false. The information preceding the signature includes the name and residence of the witness; the number of signatures on the page; a statement that each person signed in their presence; and the date they are signing the statement. Witness identification information, which follows the witness's signature, may be provided by anyone, at any time before the petition is filed. This information includes the town or city; and the county of the witness's registration.
- **Witness to Party Designating Petition**
- A person is eligible be a witness to a designating petition if the person is:
  - a qualified voter of the state, and
  - enrolled in the same party as the persons qualified to sign the designating petition, and
  - has not previously signed any petition for another candidate for the same office.
- **Witness to Independent Nominating Petition**
- A person is eligible be a witness to an independent nominating petition if the person is:
  - a duly qualified voter of the state, and
  - has not previously signed any petition for another candidate for the same office.

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