

**2019
CITY OF WOBURN
MUNICIPAL ELECTION**



CANDIDATE INFORMATION GUIDE

"DON'T JUST STAND THERE – RUN! LOCAL EDITION"

**WILLIAM C. CAMPBELL, CMC
CITY CLERK**

OFFICE: _____



City of Woburn, Massachusetts

OFFICE OF THE CITY CLERK

City Hall
10 Common Street
Woburn, MA 01801
781-897-5850

WILLIAM C. CAMPBELL, CMC
City Clerk

May 1, 2019

To: Candidates for Municipal Office

Re: 2019 Municipal Election

Dear Candidate:

Congratulations on your decision to run for municipal office this year. In order to assist you in fulfilling your legal obligations as a candidate, the following information has been compiled for your review and information. It includes useful information concerning important election deadlines, nomination papers, election signs, absentee ballots, public employees and campaigns, and campaign finance laws. There are also references to internet sites that can provide you with additional information.

Today you have received the **maximum amount of nomination papers that this office can issue to you** for the office that you have declared your intention to seek. A sufficient number of signatures must be filed in this office no later than Tuesday, July 23, 2019 at 5:00 p.m. The Office of the City Clerk will be open until 5:00 p.m. on that day for the purpose of receiving nomination papers.

If you have any questions, please feel free to visit or call this office at any time. Please accept the best wishes of the Board of Registrars of Voters and the Office of the City Clerk as you begin your campaign for public office.

Very truly yours,

William C. Campbell
City Clerk



Office of the City Clerk Woburn, Massachusetts

2019 MUNICIPAL ELECTION CALENDAR

- May 1, 2019 at 9:00 a.m.** Nomination papers available for candidates. Nomination papers can only be furnished to candidate or individual authorized in writing by candidate to obtain papers on candidate's behalf. Candidate shall file statement containing candidate's name, address and office for which he/she will be a candidate before obtaining nomination papers. Statement available at Office of City Clerk.
- July 19, 2019 at 5:00 p.m.** Last date and time to obtain nomination papers.
- July 23, 2019 at 5:00 p.m.** Last date and time to file nomination papers with Board of Registrars for certification of signatures.
- August 6, 2019 at 5:00 p.m.** Last date and time for Board of Registrars to file nomination papers with City Clerk. Last date and time for candidate to file Statement of Candidacy with City Clerk. Statement of Candidacy is affixed to nomination papers.
- August 7, 2019 at 10:00 a.m.** Drawing by City Clerk for candidate's position on preliminary ballot if sufficient number of candidates to warrant preliminary election. Drawing to be held in Office of City Clerk.
- August 8, 2019 at 5:00 p.m.** Last date and time to file objections and/or withdrawal of nomination papers.
- August 21, 2019 at 8:00 p.m.** Last date and time to register to vote in preliminary election.
- September 3, 2019 at 4:30 p.m.** Last date and time for all candidates on preliminary ballot to file pre-preliminary Campaign Finance Reports with City Clerk.
- September 9, 2019 at 12:00 noon** Last date and time to file application for absentee ballot for Preliminary Election.
- Tuesday, September 10, 2019** Preliminary Election – Polls open from 7:00 a.m. to 8:00 p.m.

- September 16, 2019 at 5:00 p.m.** Last date and time to file recount petition or withdraw from nomination (written acceptance required by a write-in or sticker candidate who won in a write-in campaign).
- October 16, 2019 at 8:00 p.m.** Last date and time to register to vote in Municipal Election.
- October 28, 2019 at 4:30 p.m.** Last date and time for all candidates to file pre-election Campaign Finance Reports with City Clerk.
- November 4, 2019 at 12:00 noon** Last date and time to file application for absentee ballot for Municipal Election.
- Tuesday, November 5, 2019** Municipal Election – Polls open from 7:00 a.m. to 8:00 p.m.
- November 15, 2019 at 5:00 p.m.** Last date and time to file a recount petition.
- January 20, 2020 at 4:30 p.m.** Last date and time for all candidates, incumbents and past candidates with outstanding balance or liabilities to file year-end Campaign Finance Reports with City Clerk.

(Issued April 24, 2019)

William C. Campbell, City Clerk

Nomination Papers

This is intended to provide clarification of the process for obtaining and filing papers for nomination to office in a City of Woburn Municipal Election.

Section 9A of Chapter 53 of the General Laws provides a process for obtaining nomination papers and limiting the number of nomination papers to be issued. The Act was accepted by the City Council on June 6, 1963 and was effective on June 20, 1963.

The Section states in part that "Each candidate shall file with the city or town clerk, prior to obtaining blank nomination papers, a statement containing his name and address, and the city or town office for which he intends to be a candidate." The Office of the City Clerk has a form for use by candidates in order to comply with the State law.

Further the Section provides that "No candidate for city or town office shall receive more blank nomination papers than will contain the number of signatures required to place his name in nomination, multiplied by five."

Nomination for the office of Mayor requires 100 certified signatures of registered voters qualified to vote for the office, School Committee and Alderman At Large offices require 50 certified signatures and Ward Alderman offices require 10 certified signatures. This office can issue no more than 34 nomination papers for candidates for Mayor, no more than 17 nomination papers for candidates for Alderman At Large and School Committee and no more than 4 nomination papers for Ward Alderman.

The signatures for Mayor, School Committee and Alderman At Large can be obtained city-wide. The signatures for Ward Alderman offices must be obtained from voters resident within the respective ward. Since this is a non-partisan election, a voter's party affiliation will not prevent the voter from signing nomination papers for a candidate.

The Board of Registrars are not required to certify signatures greater than the amount needed to make a nomination increased by one-fifth. Therefore, the Board of Registrars are not required to certify more than 120 signatures for a candidate for the office of Mayor, 60 signatures for a candidate for the office of School Committee or Alderman At Large, and 12 signatures for a candidate for the office of Ward Alderman. The Board of Registrars will not accept any additional nomination papers once the required number of signatures have been filed and certified.

Political Signs

The following is an extract from the 1989 Woburn Municipal Code, as amended:

Title 9, Article III, Section 9-17(B)

Political Signs

1. Definition - A political sign is a sign designed, used or intended to induce voters to vote for either the passage or defeat of a measure appearing on the ballot of any election, or for either the election or defeat of a candidate for nomination or election to any public office in any election, and includes without limitation banners, campaign signs, posted handbills and notices of any kind.
2. Time limitations - Political signs may be displayed in connection with an election beginning no earlier than thirty days prior to the primary or preliminary election and continuing up to five days after the date of the election. If election signs pertain not only to a primary or preliminary election but also to a succeeding general election, they may be displayed until the general election and shall be removed within five days after the date of the general election.
3. Signs on private property - Political signs erected on private property shall be no larger than four (4) square feet in area. No person shall erect or display, or cause or authorize any person to erect or display, any election sign on any property not owned or controlled by such person, unless authorized to do so by the owner or other person in control of such property.
4. Prohibited on public property - No person shall erect or display, or cause or authorize any person to affix, erect, display, place or post any political sign on any public property or utility pole or within a public right-of-way, on traffic signs, signals, or devices including directional signs, advisory signs, regulation signs and traffic-signalized intersections, or where signs may be obstructed from the driver's view. Election signs on public property may be removed without notice by members of the Police Department or the Department of Public Works. The Chief of Police or the Superintendent of Public Works, as the case may be, shall cause a list of election signs removed from public property to be filed with the City Clerk for public information. The City Clerk shall retain such lists for a period of thirty (30) days following the general election or until any litigation is concluded.
5. Traffic hazards - No political sign shall be placed in a manner that would obstruct visibility to pedestrian or vehicular traffic or which shall constitute a traffic hazard in the discretion of the Chief of Police or his subordinate officers.

Voting by Absentee Ballot

The city's website has more information on voting by absentee ballot, including links to absentee ballot applications at <https://www.woburnma.gov/government/city-clerk/elections/absentee-ballot-voting/>

The requirements for absentee voting are provided in Massachusetts General Laws Chapter 54, Section 86.

A voter may only vote by absentee ballot if the voter will be unable to vote at the polls on Election Day because of:

1. Absence from the City of Woburn during the hours the polls are open; or
2. Inability to cast a vote in person at the polling place because of physical disability; or
3. Religious beliefs which prevent the voter from casting a vote in person on Election Day.

In order to receive an absentee ballot, all voters must file an application in writing with the Office of the City Clerk no later than 12:00 noon the day before the election. A voter can cast their vote at the Office of the City Clerk if they appear in person during regular hours and file an application. An application can also be delivered or mailed to the Office of the City Clerk. Unless a voter appears in person at the Office of the City Clerk, the absentee ballot must be mailed to the voter.

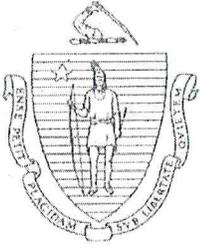
A ballot mailed to the voter can be returned by mail or delivered in person by a family member to the Office of the City Clerk. A family member must be a spouse or person residing in the same household, in-laws, father, mother, sister or brother of the whole or half blood, son, daughter, adopting parent or adopted child, stepparent or stepchild, uncle, aunt, niece, nephew, grandparent or grandchild.

If a family member delivers the ballot to the Office of the City Clerk, they will be asked to sign their name and relationship to the voter on the outer envelope at the time that the ballot is delivered to the Office of the City Clerk.

A sheet of instructions is mailed to the voter with the absentee ballot. Careful attention should be paid to all of the requirements listed on the sheet. Failure to follow the requirements for absentee balloting established by State law can result in the ballot being rejected.

No ballot may be taken from the Office of the City Clerk by any voter for any reason. All voting must be conducted over the counter in the Office of the City Clerk or a ballot will be sent to the voter by mail.

Voting by absentee ballot is controlled by State law and provides criminal penalties including imprisonment and fines for violations. The laws have been established to prevent fraudulent voting. In addition, applications for absentee ballots are signed under the pains and penalties of perjury.



THE COMMONWEALTH OF MASSACHUSETTS
OFFICE OF CAMPAIGN & POLITICAL FINANCE

ONE ASHBURTON PLACE ROOM 411
BOSTON MASSACHUSETTS 02108

MICHAEL J. SULLIVAN
DIRECTOR

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(800) 462-OCPF
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PUBLIC EMPLOYEES AND CAMPAIGNS

M.G.L. Chapter 55, the Campaign Finance Law, regulates political activity by public employees and the use of public buildings and resources in campaigns. Public employees who take part in political campaigns and the candidates and committees they support should be aware of these sections of the law.

Section 13: Public Employees

No person employed for compensation by agencies of the Commonwealth, its cities, towns and counties, other than an elected official, may directly or indirectly solicit or receive a contribution or anything of value for any political purpose (e.g., candidates, parties, PACs, ballot question committees).

A public employee may not:

- sell tickets to a political fundraiser or otherwise solicit or collect political contributions in any manner, including in person, by phone, by e-mail or by conventional mail.
- sponsor or host a political fundraising event.
- allow his or her name to be used in a fundraising letter, advertisement, phone call or e-mail.
- help identify people to be targeted for political fundraising.
- serve as treasurer of a political committee.

A public employee may:

- contribute to candidates and attend fundraisers.
- run for office (a employee must organize a campaign committee if he or she plans to raise any money).
- work for campaigns and committees in a non-fundraising capacity, such as holding signs, stuffing envelopes, hosting coffees or other meetings, or being a member of a committee.

Section 14: Government Buildings

Soliciting or receiving campaign contributions in a government building is prohibited. Examples include city and town halls, public schools, libraries, police and fire stations and public works buildings.

No one (not just public employees) may:

- sell tickets to a fundraiser or otherwise solicit or collect political contributions in a public building.
- send a solicitation into a government building, such as by phone, mail or e-mail.
- use a public building as the site of a fundraiser, the return address for contributions or the contact phone number for buying tickets to a fundraiser.
- post in a public building any advertisement for a fundraiser.

Use of Public Resources

Public resources (government vehicles, office equipment and supplies and the paid time of public employees) may not be used for political campaign purposes, such as the election of a candidate or the passage or defeat of a ballot question. For example, a public employee may not, during his work day, render campaign service to a candidate or ballot question committee or use office postage or equipment to distribute campaign material.

Visit the Guides section of OCPF's website, www.mass.gov/ocpf, to download our Campaign Finance Guide: Public Employees, Public Resources and Political Activity.



Municipal Election Finance Law

As a candidate for municipal office in this election year, you are urged to become familiar with the requirements of the Campaign Finance Law. The "Campaign Finance Guide: Candidates for Municipal Office (Non-Depository)" prepared by the Office of Campaign and Political Finance provides answers to most campaign finance questions for all candidates, except for the office of Mayor.

Candidates for the office of Mayor must contact the Office of Campaign and Political Finance as all reports will be filed with that office, not the City Clerk.

The Campaign Finance Law is a comprehensive statute governing the financing of political campaigns in the Commonwealth. For example, the statute requires candidates to disclose all contributions and expenditures made in a campaign. It also provides limitations and restrictions on raising money for campaigns. If a candidate intends to form a campaign committee, a Statement of Organization must be filed with the Office of the City Clerk before any funds can be raised or spent on behalf of the candidate or committee.

This office will email links to all candidates and incumbents, except for office of Mayor, for pre-preliminary, pre-election and year end campaign finance reports. The pre-preliminary report - for any candidate on a preliminary ballot only - is due on September 3, 2019 at 4:30 p.m. for all activity from January 1, 2019 through August 23, 2019. The pre-election report is due from all candidates on October 28, 2019 at 4:30 p.m. for all activity from August 24, 2019 through October 25, 2019. The year-end report is due on January 20, 2020 at 4:30 p.m. for all activity from October 26, 2019 through December 31, 2019.

The Guide, forms and other information, including a Campaign Finance Kit for municipal candidates, are available on the Office of Campaign and Political Finance website at <http://www.ocpf.us/>. The website also contains report software that can be downloaded at no charge and which can ease reporting responsibilities of the candidate. The Office of Campaign and Political Finance can be reached by telephone at (617) 979-8300 or (800) 462-OCPF. The office can be contacted by email at ocpf@cpf.state.ma.us.

Campaign Finance Disclosure in Municipal Elections

The Office of Campaign and Political Finance is the independent state agency that administers Massachusetts General Laws Chapter 55, the campaign finance law. OCPF receives disclosure reports from candidates for state and county office, as well as filings from political action committees, ballot question committees and state and local party committees. OCPF also receives reports from city council and alderman candidates in the state's 13 largest cities, and from all mayoral candidates.

All other municipal candidates and committees file their reports with their respective city or town clerks or election commissions. OCPF works with these local officials to ensure compliance with the campaign finance law, supplying disclosure forms and candidate guides as well as providing guidance to officials, candidates and the public.

Filing Requirements

In **towns**, candidates and committees (including ballot question committees) file two campaign finance reports, due eight days before and 30 days after the election.

In **cities (and also in towns with November elections)**, three reports are usually filed, due eight days before both the preliminary and final elections and on the following Jan. 20. Candidates only file a pre-preliminary report if their names appear on the preliminary ballot. In addition to the filing requirements noted above, all candidates, including all incumbent elected officials, and all other active committees file year-end reports each Jan. 20.

Local candidates who fail to file campaign finance reports are subject to a \$25 per day fine levied by OCPF after referral by the city or town clerk or election commission.

Contributions

Statutory limits on the most common types of contributions are as follows (all limits listed are for a calendar year):

- o The maximum amount an individual may donate to a **candidate** is \$1,000 per year. There is no limit on how much a candidate may contribute or loan to his or her own campaign for local office, but all such personal contributions must be recorded on a campaign finance report.

- o A candidate may contribute up to \$100 per year in campaign funds to **another candidate**.

- o Contributions to candidates from **corporations and other businesses** are prohibited, as are contributions from PACs or political committees that are not organized with OCPF or local officials, such as federal PACs or those registered in another state.

- o Individuals and corporations may contribute without limit to **ballot question committees**.

The name and address of any contributor of over \$50 in the aggregate per year must be disclosed on a campaign finance report. Recipients of contributions must also ask for the

occupation and employer of those who give \$200 or more in a calendar year, though a contributor may decline to provide such information. ***Candidates and committees must maintain detailed records of all contributions, including the name and address of contributors of any amount.***

Expenditures

Expenditures by all candidates and committees must comply with two legal standards:

- o Expenditures must enhance the political future of the candidate or advance the principles for which a committee was founded, such as the passage of a ballot question.
- o Expenditures may not be primarily for the personal use of any person, including a candidate.

Candidates and committees must maintain detailed records of all expenditures. Expenditures of more than \$50 must be itemized on a campaign finance report.

Ballot Question Committees

Committees organized to support or oppose a question on the ballot at a municipal election, such as a Proposition 2½ override or debt exclusion, must organize with the local election official prior to any financial activity. These committees file reports before and after the election and dissolve after the final determination of the question. Ballot question committees should not be confused with PACs, which are organized to support or oppose several candidates, are subject to different contribution limits and are not required to dissolve after an election.

Public Outreach

OCPF staff members are available to conduct seminars for candidates and committees in any city or town, as well as orientation sessions for new clerks or elections staff. For more information, contact OCPF.

Clerks and election officials are encouraged to contact OCPF if they need any further information on the campaign finance law and its application to campaigns and candidates. You may also visit our website to download forms, guides and other information.

**Commonwealth of Massachusetts
Office of Campaign and Political Finance
One Ashburton Place, Room 411
Boston, MA 02108
(617) 979-8300**

www.ocpf.us / Twitter @OCPFreports / YouTube Channel: OCPFreports



ANNUAL CAMPAIGN CONTRIBUTION LIMITS

OFFICE OF CAMPAIGN AND POLITICAL FINANCE
COMMONWEALTH OF MASSACHUSETTS

TO: >>>>>	FROM:	Candidate / Candidate's Committee	Political Action Committee (PAC) ¹	People's Committee ²	State Party Committee	Local Party Committee	Ballot Question Committee
	Individual ³	\$1,000 ¹⁴	\$500	\$172	\$5,000 ⁴	\$5,000 ⁴	No limit
	Lobbyist	\$200	\$200	\$172	\$200	\$200	No limit
	Statewide Candidate's Committee ⁵	\$100 ^{6,7}	No Limit ^{6,8}	0	No Limit ⁶	No Limit ⁶	No Limit ⁶
	County, legislative, municipal or other candidate / candidate's committee	\$100 ⁷	No limit ⁸	0	No limit	No limit	No limit
	Political Action Committee (PAC) ¹	\$500 ⁹	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
	People's Committee	\$500	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
	State Party Committee	\$3,000 ¹¹	\$500	0	—	\$5,000 ⁴	No limit ¹⁰
	Local Party Committee	\$1,000 ¹¹	\$500	0	\$5,000 ^{4,12}	\$5,000 ^{4,12}	No limit ¹⁰
	Ballot Question Committee	0	0	0	0	0	No limit ¹³

- ¹ **PACs:** PACs must organize with OCPF under M.G.L. Chapter 55 before they may contribute to Massachusetts candidates or committees. Limits do not apply to Independent Expenditure PACs. (Independent Expenditure PACs may not contribute to candidates or other political committees, except for other Independent Expenditure PACs or Ballot Question Committees.) Please see OCPF's interpretive bulletin concerning Independent Expenditure PACs, [IB-10-03](#).
- ² **People's Committee:** After six months in existence, a PAC that has received contributions from individuals of \$172 or less per year and contributed to five or more candidates may request a change in its status to that of a people's committee. The maximum contribution from an individual to a people's committee is adjusted biennially by OCPF. The figure is in effect for 2018 and 2019.
- ³ **Contributions by Individuals:** Individuals under 18 years of age have an aggregate contribution limit of \$25 per year. There is no limit on how much a candidate may contribute to his or her own campaign, though the maximum amount that certain candidates may loan varies by the office sought. Contact OCPF for information concerning limits on loans from state candidates to their own campaigns.
- ⁴ **Contributions to Party Committees:** The maximum annual aggregate contribution that may be made by an individual, lobbyist, PAC, people's committee or party committee to all committees of any one party, including those on the state and local level, is \$5,000.
- ⁵ **Statewide candidates** include those running for or holding the office of governor, lieutenant governor, attorney general, treasurer/receiver general, auditor and secretary of the commonwealth.
- ⁶ **Candidates Certified to Receive Public Funds:** No candidate's committee that receives public financing pursuant to M.G.L. c. 55C may make a contribution to another political committee during the calendar year in which the candidate's committee receives public financing, except that a committee that receives public financing may pay a political party committee for goods or services provided by the political party committee to the candidate's committee.
- ⁷ **Contributions from a candidate's personal funds** to another candidate are subject to the \$1,000 individual limit, not the \$100 committee limit.
- ⁸ **Contributions from candidates to PACs:** A candidate is prohibited from "financing" a political action committee (Chapter 55, Section 5A). Please see OCPF's advisory opinion, [AO-11-05](#).
- ⁹ **Total PAC contributions:** The aggregate annual amount a state or county candidate may accept from all PACs in a calendar year is limited by M.G.L. c.55, s.6A. For example, a candidate for the Senate may not accept more than \$18,750 in total PAC contributions and a candidate for the House may not accept more than \$7,500. Candidates for municipal office are not subject to any such annual aggregate restriction.
- ¹⁰ **Contributions from a PAC, people's committee or party committee to a ballot question committee** are not subject to limitation but must be consistent with the principle for which the contributing committee was organized.
- ¹¹ **Party contributions to candidates:** This limit applies to monetary contributions only. There is no limit on in-kind contributions by a party committee to an individual candidate.
- ¹² **A local party committee** may contribute up to an aggregate of \$5,000 in a calendar year to all ward, town, city and state committees of the same political party.
- ¹³ **Contributions among ballot question committees:** A ballot question committee may contribute to another ballot question committee without limitation, provided such contributions are "consistent with the purpose for which [the contributing committee] was organized."
- ¹⁴ **Individual contribution to candidates:** An individual may contribute up to \$1000 to a candidate seeking election to the office of state senator or state representative in a special election, and an additional \$1000 to the same candidate seeking election to the office of state senator or state representative in a general election hold during the same calendar year.