

# 2017 CITY OF WOBURN MUNICIPAL ELECTION



## CANDIDATE INFORMATION GUIDE

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

WILLIAM C. CAMPBELL, CMC  
CITY CLERK

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

May 1, 2017

To: Candidates for Municipal Office

Re: 2017 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 25, 2017 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

## 2017 MUNICIPAL ELECTION CALENDAR

<b>May 1, 2017 at 9:00 a.m.</b>	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.
<b>July 21, 2017 at 5:00 p.m.</b>	Last date and time to obtain nomination papers.
<b>July 25, 2017 at 5:00 p.m.</b>	Last date and time to file nomination papers with Board of Registrars for certification of signatures.
<b>August 8, 2017 at 5:00 p.m.</b>	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.
<b>August 9, 2017 at 10:00 a.m.</b>	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.
<b>August 10, 2017 at 5:00 p.m.</b>	Last date and time to file objections and/or withdrawal of nomination papers.
<b>August 23, 2017 at 8:00 p.m.</b>	Last date and time to register to vote in Preliminary Election.
<b>September 5, 2017 at 4:30 p.m.</b>	Last date and time for all candidates on preliminary ballot to file pre-preliminary Campaign Finance Reports with City Clerk.
<b>September 5, 2017</b>	Post warrant for preliminary.
<b>September 11, 2017 at 12:00 noon</b>	Last date and time to file application for absentee ballot for Preliminary Election.
<b>Tuesday, September 12, 2017</b>	Preliminary Election – Polls open from 7:00 a.m. to 8:00 p.m.

- September 18, 2017 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 18, 2017 at 8:00 p.m.** Last date and time to register to vote in Municipal Election.
- October 30, 2017 at 4:30 p.m.** Last date and time for all candidates to file pre-election Campaign Finance Reports with City Clerk.
- October 31, 2017** Post warrant for election.
- November 6, 2017 at 12:00 noon** Last date and time to file application for absentee ballot for Municipal Election.
- Tuesday, November 7, 2017** Municipal Election – Polls open from 7:00 a.m. to 8:00 p.m.
- November 17, 2017 at 5:00 p.m.** Last date and time to file a recount petition.
- January 22, 2018 at 4:30 p.m.** Last date and time for all candidates to file year-end Campaign Finance Reports with City Clerk.

***William C. Campbell, City Clerk***

*(Issued March 29, 2017)*

## 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 <http://www.cityofwoburn.com/index.aspx?nid=799>

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

A voter may only vote by absentee ballot only 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 or perjury.

## 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. The City of Woburn website contains links to a number of forms and brochures that you may need to comply with the law at <http://www.cityofwoburn.com/index.aspx?NID=870>.

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 mail reminders 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 is due for all candidates who appear on the Preliminary Election ballot on September 5, 2017 at 4:30 p.m. for all activity from January 1, 2017 through August 25, 2017. The pre-election report is due on October 30, 2017 at 4:30 p.m. For candidates who appear on the Preliminary Election ballot, the pre-election report period to report is for all activity from August 26, 2017 through October 20, 2017. For candidates on the General Election ballot but not on the Preliminary Election Ballot, the pre-election report period is for all activity from January 1, 2017 through October 20, 2017. The year-end report is due on January 22, 2018 at 4:30 p.m. for all activity from October 21, 2017 through December 31, 2017 from all candidates, incumbents and anyone who has remaining liabilities or funds from prior campaigns.

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://files.ocpf.us/pdf/guides/muni\\_candidate\\_2012.pdf](http://files.ocpf.us/pdf/guides/muni_candidate_2012.pdf) with more information at <http://www.ocpf.us/Filers/GettingStartedNonDepository?section=gsLocalOffices#undefined> OCPF has created a YouTube video that guides you through the process at <https://www.youtube.com/watch?v=5XOdqpVPvyE> 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](mailto:ocpf@cpf.state.ma.us).