

**LEBANON COUNTY  
BUREAU OF ELECTIONS  
& VOTER REGISTRATION**

Room 209, Municipal Building  
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January 28, 2021

Dear prospective candidate:

Regardless of your experience in politics—whether you are a seasoned veteran of political campaigns, or this is your first time “throwing your hat into the ring”—the requirements placed upon candidates who run for public office can be cumbersome. The rules governing the filing of nomination petitions, the campaign finance laws, and the nuances of the Pennsylvania Election Code are just a few of the aspects of running for public office that can become confusing to a candidate. To assist you through this process, I would ask that you take a few minutes to review the attached information guide; while this guide is not intended to be exhaustive, it does address a number of basic issues for local candidates that, when followed, will make it more likely that your petition is properly completed, that it is submitted in accordance with election law, and that your name will appear on the 2021 Primary ballot. If you do have any questions not addressed in this information guide or would like further clarification, please contact my office and we will do our very best to provide any help that we can. Please keep in mind that we are not able to provide you any legal advice or help you fill out the documents.

Included in the attached guide is information regarding the following:

- Local offices that will be on the ballot for the 2021 Municipal Primary
- Basic information and relevant dates regarding the circulating and filing of nomination petitions and the 2021 primary and election calendar
- What must be completed on the nomination petition before signatures may be collected, who may circulate your petition, who may sign your petition, and the affidavits on the back of the petition
- Campaign finance reporting information and reporting dates
- Information on campaign advertising requirements

Also included in your packet is the following:

- Nomination petition(s) for the office that you are seeking
- Statement of Financial Interests (State ethics form)

Thank you for your willingness to run for public office, and I wish you the best of luck!

Sincerely,

Michael L. Anderson  
Director\Chief Clerk  
Bureau of Elections\Voter Registration

## **GENERAL INFORMATION GUIDE FOR INDIVIDUALS RUNNING FOR LOCAL OFFICES IN 2021**

**Nomination Petitions for the local offices listed below** may be picked up in the Lebanon County Bureau of Elections and Voter Registration (Room 209 of the Lebanon Municipal Building) weekdays from 8:30 A.M. to 4:30 P.M. starting February 8th. Nominations may be made by each major political party (Republican and Democratic) for the following local offices:

### **FOR THE COUNTY OF LEBANON:**

One District Attorney (4 year term)  
One Register of Wills and Clerk of the Orphans Court (4 year term)  
One Sheriff (4 year term)

### **FOR THE CITY OF LEBANON:**

One Mayor (4 year term)  
Two City Council Members (4 year term)  
One City Council Member (2 year term)  
One Constable (6 year term)(All wards, except 7<sup>th</sup>)

### **FOR AREA SCHOOL DISTRICTS:**

Four School Directors at Large (4 year term) in each School District  
One School Director at Large (2 year term) in Palmyra School District

### **FOR MAGISTERIAL DISTRICT JUDGE:**

One Magisterial District Judge (6 year term) in **District 52-2-01**

Consists of the following election districts:

Lebanon City Wards – 04, 05E, 05M, 05W, 08, 09, and 10

One Magisterial District Judge (6 year term) in **District 52-3-04**

Consists of the following election districts:

Cleona Boro., Annville, East Hanover, North Annville, South Annville, Union Townships

### **FOR BOROUGHES:**

**(Cleona, Cornwall, Jonestown, Mt. Gretna, Myerstown, Palmyra, and Richland)**

One Mayor (4 year term) all Boroughs  
Four Council Members (4 year term) in Cornwall, Jonestown, Myerstown, and Palmyra  
Three Council Members (4 year term) in Mt. Gretna and Richland  
Two Council Members (4 year term) in Cleona  
Two Council Members (2 year term) in Cleona  
One Council Member (2 year term) in Jonestown  
One Tax Collector (4 year term) in all Boroughs  
One Constable (6 year term) in all Boroughs

**FOR FIRST CLASS TOWNSHIPS:  
(Annville and West Lebanon)**

Two Township Commissioners (4 year term) in each First Class Township  
One Tax Collector (4 year term) in each First Class Township  
One Constable (6 year term) in Annville Township

**FOR SECOND CLASS TOWNSHIPS:**

**(Bethel, East Hanover, Heidelberg, Jackson, Millcreek, North Annville, North Cornwall, North Lebanon, North Londonderry, South Annville, South Lebanon, South Londonderry, Swatara, Union, and West Cornwall)**

One Supervisor (6 year term) in each Second Class Township  
One Auditor (6 year term) in each Second Class Township  
One Tax Collector (4 year term) in each Second Class Township  
One Constable (6 year term) in each Second Class Township (minus North Lebanon)

**OTHER INFORMATION FOR CANDIDATES**

In addition to nomination petitions, a walking list for each voting district (which indicates the name and political party of each registered voter within that district) is available to each candidate for all voting districts in which he or she is seeking election. Walking lists were printed on January 27, 2021 so any changes made after that date will not be reflected on the walking list.

Regardless of when nomination petitions are picked up from the County Bureau of Elections, **signatures may not be collected on these petitions prior to Tuesday, February 16, 2021.** Any signatures collected prior to February 16th will not be considered valid and could result in the petition being rejected.

The **final day for circulating and filing petitions** for all of the aforementioned offices is **Tuesday, March 9, 2021** up until 4:30 P.M in the County Bureau of Elections. The petition must be fully completed by this time and date—including all notarization on required affidavits—as well as any additional items which are required to be filed along with the petition, such as the payment of a filing fee for certain offices (see page 5) or the completed Statement of Financial Interests. Failure to file the completed petition and additional required information in the County Bureau of Elections by the date and time stated above will result in the petition being rejected. The municipal building is open for my office you do NOT need an appointment, however the Sheriff is limiting the number of people up to my office to maximum of 5. Please don't wait until the last minute to file if you have everything done.

The date and time for the **casting of lots for ballot position is Wednesday, March 17, 2021 at 1:30 P.M.** in the Lebanon County Commissioners' Office (Room 207 of the Lebanon Municipal Building). The candidate may appear in person at the casting of lots or send a proxy (appointed in writing) to draw his or her lot. Should neither the candidate nor a proxy appear the County Board of Elections will appoint someone to draw a lot on behalf of the candidate.

The last day for an individual who has filed a nomination petition to withdraw is **March 24, 2021** upon signed notice filed in the County Bureau of Elections.

## 2021 MUNICIPAL PRIMARY AND ELECTION CALENDAR

First day to circulate and file nomination petitions .....	February 16
Last day to circulate and file nomination petitions.....	March 9
First day to circulate nomination papers (Independent and third party candidates only) .....	March 10
Date for casting of lots for ballot positions .....	March 17
Last day for an individual who filed a nomination petition to withdraw .....	March 24
Last day to REGISTER/CHANGE info before the Primary .....	May 3
Last day to apply for a civilian absentee ballot.....	May 11
Last day to turn in a voted civilian absentee ballot.....	May 18
<b>MUNICIPAL PRIMARY</b> .....	May 18
First day to REGISTER/CHANGE info after the Primary .....	May 19
Last day to receive voted military and overseas absentee ballots.....	May 25
Last day to circulate and file nomination papers (see above) .....	August 2
Last day for withdrawal by candidates nominated by nomination papers .....	August 9
Last day for withdrawal by candidates nominated at the Primary .....	August 9
Last day to REGISTER/CHANGE info before the Municipal Election .....	October 18
Last day to apply for a civilian absentee ballot.....	October 26
Last day to turn in a voted civilian absentee ballot.....	November 2
<b>MUNICIPAL ELECTION</b> .....	November 2
First day to REGISTER/CHANGE info after the Municipal Election .....	November 3
Last day to turn in a voted military and overseas absentee ballot.....	November 9

## GENERAL INFORMATION ON FILING NOMINATING PETITIONS

1. All blank spaces which appear at the top of the front face of each petition sheet must be completed **before** signatures are obtained. Please note:
  - a. In the space where the electoral district is required, type or print the name of the governing body for which the office applies (for example: a candidate for Sheriff should list the electoral district as "Lebanon County," a candidate for School Director at Large in Palmyra Area School District should list "Palmyra Area School District," a candidate for Supervisor in Bethel Township should list "Bethel Township," etc.).
  - b. In the space where the political party is required, type or print the name of the political party which will match the political party registration of the individuals from whom signatures will be sought on this petition.
  - c. In the space where the candidate's name is required, type or print the name of the candidate on the face of the petition **exactly** as the candidate would like it to appear on the ballot. A candidate who wishes to use a nickname other than a derivative of his or her legal name must obtain and complete the "Affidavit for Primary Ballot Name Change Request Form" from the County Bureau of Elections.
  - d. In the space where the title of office is required, type or print the name of the office and be sure to designate whether the term of office is for two, four, or six years. Listed below are the normal terms of offices appearing on the 2019 primary ballot (although there may also be partial terms for some of these offices in certain school districts or municipalities that results in a term of fewer years than is listed below):

County-wide office	4 years	Township Commissioner	4 years
Township Supervisor	6 years	City Council Member	4 years
Tax Collector	4 years	School Director at Large	4 years
Auditor	6 years	Magisterial District Judge	6 years
Borough Council Member	4 years	Constable	6 years
Judge of Election	4 years	Inspector of Election	4 years
Mayor	4 years		
2. If there is a "Filing Receipt" at the bottom portion on the front of the petition (this is only found on 15-signature municipal petitions), complete it by filling in the name of the candidate and the title of the office. The name and office title information should match the corresponding information on the top of the petition.

Complete the bottom/side portion on the back of the petition. The party, office, election district (if requested), term (see above), and candidate's name information should match the corresponding information on the front of the petition. Also be sure to indicate that the petition is being filed for the Municipal Primary for the Year **2021**. There is no need for a candidate to complete the area below the phrase "Filed in the Office of the... .. County Board of Elections," as this will be completed by County Elections Office staff when the petition is filed.

**SIGNATURE REQUIREMENTS, FILING FEES, AND CROSSFILING INFO**

OFFICE:	NUMBER OF SIGNATURES:	FILING FEE:
County-wide office	100	\$100
Magisterial District Judge*	100	\$50
Lebanon City Mayor or City Council Member	100	\$25
School Director at Large*(all School Districts)	10	None
Borough office	10	None
First Class Township office	10	None
Second Class Township office	10	None

\*= For an office in which a candidate may cross-file, the number of signatures and filing fee information listed above is for each party for which petitions are submitted.

Candidates who cross-file for **School Director at Large** must have Democratic signatures and a Democratic circulator on a Democratic petition and Republican signatures and a Republican circulator on a Republican petition.

Candidates who cross-file for **Magisterial District Judge** may circulate both party petitions or have a Democrat or a Republican circulate their petition provided all Democratic signers are on a Democratic petition and all Republican signers are on a Republican petition.

If a filing fee is required for the office sought it must be paid by cash, money order, or certified check, and must be made payable to County of Lebanon. **No personal checks will be accepted.** The filing fee is due when the petition is filed.

Filing fees will not be refunded for any reason (including candidate withdrawal).

## PETITION SIGNERS

1. Each signer may sign petitions for as many candidates for each office as they are permitted to vote for and no more.
2. Each signer of a petition must be a registered elector (i.e., voter) of the party referred to on the petition at the time of signing. (For example, Democrats must sign Democratic petitions and Republicans must sign Republican petitions.)
3. Each signer of a petition must live in the electoral district covered by the office of the petitioner (for example: a petition for a candidate for Annville Township Commissioner may only receive signatures from voters registered in Annville Township; a petition for a candidate for Annville-Cleona School Director at Large may only receive signatures from voters registered within the boundaries of Annville-Cleona School District, which is Cleona Borough, Annville Township, North Annville Township, and South Annville Township; a petition for a candidate for a County-wide office such as Controller may receive signatures from voters registered anywhere within Lebanon County, etc.).
4. In addition to their signature and printed name, each signer must **personally** insert their information concerning place of residence and date of signing, listing their house number and street at which they are registered to vote and their municipality in the "City, Borough or Township" space. The date of signing may be expressed in words or numbers.
5. It is highly recommended that signers **do not** use ditto marks.
6. It is advisable to obtain more signatures on the petition than is required for the office in the event some signatures do not meet registration requirements.

## CIRCULATOR'S AFFIDAVIT AND CANDIDATE'S AFFIDAVIT

1. **The circulator's affidavit on the back of each petition page must be completed and signed by the circulator after each petition is circulated. (Note: If the petition is circulated by the candidate, then the candidate would sign his/her name.**
2. The circulator of a petition must be registered with the same political party as the signers on the circulated petition. (Note: the **only exception** to this rule, as stated above, is for petitions for a candidate for Magisterial District Judge; remember, however, that all the *signatures* on a petition, even for M.D.J., must be of the same political party affiliation.)

3. The circulator of a petition must be a registered voter in the Commonwealth of Pennsylvania and be of the same political party of the electors signing the petition. (See Statement of Circulator on the Petition) The circulator will read the statement of circulator on the petition and fill out the section required. This section **NO LONGER** needs to be notarized.

4. **The candidate's affidavit must be completed by the candidate after all signatures have been collected.** If more than one petition was circulated for a candidate (i.e., a multi-sheet petition) all petition sheets must be stapled together and each page must be numbered. **The County Elections Office will accept multi-sheet petitions in which only the candidate's affidavit on the back of the last sheet is completed and notarized; however, it is recommended that the candidate's affidavit be completed on the back of each sheet of a multi-sheet petition. (Note: for cross-filed candidates the candidate's affidavit must be completed on both the Democratic petition(s) and the Republican petition(s).)**

5. Each affidavit should be fully completed at notarization, including (if applicable) the Title of Office and Election District of the Candidate (which is the voting district in which you are registered to vote).

6. Each notarization must include the date of notarization, notary's signature, county of notary's office, and date the notary's commission expires.

7. The County Bureau of Elections has a notary public available during regular office hours for your convenience. However, this service **will not** be available weekdays from 12:00 P.M to 1:00 P.M., nor will it be available at all on the last day to file (March 9, 2021). You may want to call ahead to see if the notary is available the day you want to turn in your petition. Only five (5) people are allowed in the office at one time so **PLEASE** don't wait until the last day to file if you have the required number of signatures.

8. No changes may be made to the petition after it is notarized. All information must be completed and filled out before going before the notary. There will be a desk outside of the Bureau of Elections/Voter Registration Office to use as needed. **DO NOT** sign any forms that you want notarized **BEFORE** you come into the office. ALL forms notarized **MUST** be signed in front of the notary.

9. **All petitions must be received in this office no later than 4:30 P.M. on March 9, 2021.** For that reason, while petitions may be mailed, it is encouraged that they be hand-delivered (by the candidate or someone else) directly to the following address:

Lebanon County Bureau of Elections  
Room 209, Municipal Building  
400 South 8<sup>th</sup> St.  
Lebanon, PA 17042



Please note that all mailed petitions must be notarized prior to mailing, and **any mailed petitions, regardless of postmarks, will not be accepted if received by the Bureau of Elections after March 9, 2021**. Also, **if you need any copies of your nomination petitions, please make them before you file your petition** with the Bureau of Elections.

10. A completed Statement of Financial Interests (S.F.I.) must also be attached to the petition for the petition to be considered as filed; as such, the deadline for all candidates to submit a completed S.F.I. is the same as for petitions: **March 9, 2021**. See more information on Statement of Financial Interests (SFI) below.

### **STATEMENT OF FINANCIAL INTERESTS (S.F.I.) INFORMATION**

Per the State Ethics Commission, all candidates must file a Statement of Financial Interests (S.F.I.) along with their petition. Even if the candidate is required to file a Statement of Financial Interests for the same year in a different context (for example: as a currently-serving elected public official, or as a public employee, or as a solicitor, etc.), an S.F.I. must still be filed with the petition for the petition to be considered as filed.

### **WHERE TO FILE THE COPIES OF THE STATEMENT OF FINANCIAL INTERESTS**

1. As stated above, a copy of the completed S.F.I. must be appended (attached) to the nomination petition at the time of filing.
2. The original copy of the S.F.I. must be filed with the local governing body no later than March 9, 2021.

NOTE: a. Candidates for a County-wide office or Magisterial District Judge must file the original copy with the County Board of Elections  
b. Candidates for School Director at Large must file the original copy with the applicable School District  
c. All other candidates file the original copy with the local municipality (city, township, or borough).  
d. It is the candidate's responsibility to fill out and file the S.F.I. The County Bureau of Elections cannot assist in filling out the S.F.I.

## CAMPAIGN FINANCE INFORMATION 2021 CAMPAIGN EXPENSE REPORTING DATES

<u>TYPE OF REPORT:</u>	<u>COMPLETE AS OF:</u>	<u>FILING DEADLINE:</u>
2 <sup>nd</sup> Friday Pre-Primary	May 3, 2021	May 7, 2021
30 Day Post-Primary	June 7, 2021	June 17, 2021
2 <sup>nd</sup> Friday Pre-Election	October 18, 2021	October 22, 2021
30 Day Post-Election	November 22, 2021	December 2, 2021
2021 Annual Report	December 31, 2021	January 31, 2022

**The following must file campaign finance reports** by the reporting deadlines listed above:

1. Political committees
2. Candidates who have authorized a political committee to receive contributions and/or make expenditures on his/her behalf
3. Candidates who have not completed the “Waiver of Expense Account Reporting Affidavit” on their petition

The “**Waiver of Expense Account Reporting Affidavit**” may be completed by any candidate and notarized, after all signatures have been collected and upon filing his/her petition, if the candidate does not intend to form a political committee and does not expect to receive contributions and/or expenditures in excess of \$250 during any reporting period. If this waiver is not completed, the candidate must file a campaign finance report by the required deadlines **even if \$250** was not received or spent by the candidate in a given reporting period. (Note: even if a candidate does complete this waiver, if he/she does form a political committee at a later date, or receives or spends more than \$250 in a given reporting period, then the completed waiver no longer insulates the candidate from the campaign finance reporting requirements and the candidate would be required to file finance reports for the remainder of the election cycle.)

All information pertinent to campaign finance will be provided by the County Bureau of Elections upon request, including the following:

- Campaign Finance Reporting Law Manual for Candidates and Political Committees
- Campaign Finance Report – “Long form” (More than \$250 received or spent)
- Campaign Finance Statement – “Short form” (\$250 or less received or spent)
- Political Committee Registration Statement
- Authorization for a Political Committee to Receive Funds on Behalf of a Candidate

The penalties for political committees and/or those candidates that are required to file campaign finance reports, and fail to do so by the required deadline, can be costly. A penalty of \$20.00 per day will be assessed for the first six days that the report is overdue and an additional \$10.00 per day after that and can reach a maximum of \$250.00. If an email address is provided to the Lebanon County Bureau of Elections, an email reminder will be sent regarding upcoming deadlines.

Postmarks are acceptable as proof of timely filing if the report is postmarked by the U.S. Postal Service no later than the day **prior** to the filing deadline.

Candidates for Magisterial District Judge should also follow the standards of the Pennsylvania Code of Judicial Conduct.

## **ADVERTISING**

All forms of political advertising—whether advocating the election or defeat of any candidate or ballot question—must indicate who authorized or paid for the advertisement. Therefore, **candidates must ensure that all their campaign letters, yard signs, pamphlets, buttons, radio and newspaper advertisements, etc. clearly indicate who authorized or paid for them.** Candidates should also contact the local municipalities in which they are running in order to be apprised of any municipal requirements governing the permitted size of signs, regulations on the distribution of literature, etc. These requirements often change from one municipality to another, and are outside the jurisdiction of the Lebanon County Board of Elections.

## **APPOINTMENT OF POLL WATCHERS**

Each candidate is entitled to appoint two poll watchers in each voting district in which he or she is standing for election. Poll watchers need only to be registered voters of Lebanon County and do not need to be residents of the actual voting district where he or she is authorized to act.

If the candidate chooses to use poll watchers he or she must request the certificates from the County Bureau of Elections by a letter either signed by the candidate or signed by an individual affiliated with the candidate's campaign and on the candidate's letterhead. Poll watcher certificates may only be ready for pickup several days after the request was received by the County Bureau of Elections, so this should be kept in mind when the certificates are requested. On Election Day, these certificates must then be shown to the Judge of Election at the polling place by the poll watchers. Only one poll watcher per candidate may be in the polling place during voting hours at any given time, and the poll watcher may not be a candidate for any public office on the ballot.

## CONTACT INFORMATION --

If you have any additional questions, or seek clarification on anything addressed in this guide, please feel free to contact the Lebanon County Bureau of Elections and Voter Registration. Our office's contact information is as follows:

Lebanon County Bureau of Elections and Voter Registration

Michael L. Anderson, Director/Chief Clerk

Address: Room 209, Municipal Building, 400 South 8<sup>th</sup> St., Lebanon, PA 17042

Telephone: (717) 228-4428

Email: [manderson@lebcnty.org](mailto:manderson@lebcnty.org)

Office hours: Monday-Friday, 8:30 A.M. to 4:30 P.M.



