

INFORMATIONAL PACKET FOR CANDIDATES

IMPORTANT PHONE NUMBERS

- 261-3810** **Commissioners' Office/Board of Elections**
532-4114 **Commissioners' Complex, 14 North Main Street**
Chambersburg, PA 17201
Hours: Monday – Friday, 8:30 a.m. to 4:30 p.m.
Website: www.co.franklin.pa.us
- 261-3886** **Voter Registration Office**
Old Court House, 157 Lincoln Way East, Chambersburg, PA 17201
Hours: Monday - Friday, 8:30 a.m. to 4:30 p.m.
- 414-7115 Franklin County Democratic Committee
47 North Main St., Chambersburg, PA 17201
Chairperson: Mary E. (Beth) Shupp-George
Website: www.FranklinCountyDems.org
- 263-7999 Franklin County Republican Committee
Suite 293, South Gate Mall, Chambersburg, PA 17201
Chairperson: James B. Taylor
- 787-5280 Department of State, Bureau of Elections
Room 304, North Office Building, Harrisburg, PA 17120
Website: www.votespa.com and www.dos.state.pa.us
Fax #: 705-0721

QUALIFICATIONS/DUTIES AND RESPONSIBILITIES

Information on qualifications and duties and responsibilities of various elected offices can be found at www.NewPA.com. On the top, right hand column, select Get Local Gov Support and then select Publications. These manuals are provided in a PDF format and can be viewed and printed at no charge. These publications include Auditor's Guide, Borough Council Handbook, Borough Mayors Manual, Elective Office in Local Government, Manual for County Commissioners, Tax Collector's Manual, and Township Supervisor's Handbook. You may also order a printed copy of any publication listed at a reasonable price by contacting DCED at 866-466-3972.

Information pertaining to running for Magisterial District Judge can be found at this website: www.judicialconductboardofpa.org.

2009 ELECTION CALENDAR

Important Dates to Remember

February 17

First legal date to circulate and file nomination petitions.

March 10

Last day to circulate and file nomination petitions in the office of the County Board of Elections before ordinary closing hour of said office (4:30 p.m.).

Last day for candidates for county or local level public office **to file the "Statement of Financial Interest"** with the governing authority of the political subdivisions in which they are candidates. A copy of the "Statement" must also be appended to the petition to appear on the ballot.

March 11

First legal date for Political Bodies and Minor Political Parties to obtain signatures to candidates' nomination papers.

March 17

Last day to file **objections to nomination petitions** for Municipal Primary. Objections must be filed in the Court of Common Pleas of the county in which the candidates' petition was filed.

March 25

Last day candidates, who have filed nomination petitions for public office for the Municipal Primary, may **withdraw** their name as a candidate for any such office. Withdrawal request must be in writing, signed by the candidate and acknowledged before an officer empowered to administer oaths.

Request for withdrawal petition filed in the office of the County Board of Elections, must be received in its office not later than ordinary closing hour of said office (4:30 p.m.).

March 30

First day before the Municipal Primary that **absentee ballot applications** shall be received in the office of the County Board of Elections from certain persons.

April 20

Last day to register before the Municipal Primary. Also the last day that a voter can change their name, address or party affiliation.

May 8

Last day for all candidates and treasurers of political committees and lobbyists which have expended money for the purpose of influencing the nomination of candidates to file **campaign expense reports** and statements due by the Second Friday before the Primary in the office of the County Board of Elections. Such reports shall be complete as of May 4.

May 12

Last day before the Municipal Primary that **absentee ballot applications** shall be received in the office of the County Board of Elections at any time prior to 5:00 p.m. from certain persons.

May 14

On this date the County Board of Elections shall furnish upon request **specimen (sample) ballots** for the Municipal Primary.

May 15

All **absentee ballots** must be received by the County Board of Elections not later than 5:00 p.m. on this date to be valid.

May 19

MUNICIPAL PRIMARY - Polls to remain open continuously between the hours of 7:00 a.m. and 8:00 p.m.

May 20

First day to register after the Municipal Primary.

June 18

Last day for all candidates and treasurers of political committees and lobbyists to file the **30-day post-election reports** in the office of the County Board of Elections. Such report shall be complete as of June 8th.

August 3

Last day to circulate and file **nomination papers** nominating political body candidates (including independent candidates) or minor political party candidates.

August 10

Last day for candidates who were nominated at the primary election to **withdraw**.

September 14

First day before Municipal Election that **absentee ballot applications** shall be received in the office of the County Board of Elections from certain persons.

October 5

Last day to register to be eligible to vote at the ensuing November Election. Also the last day that a voter can change a name, address or party affiliation.

October 23

Last day for all candidates and treasurers of political committees and lobbyists which have expended money for the purpose of influencing the election of candidates to file **campaign expense reports** due by the Second Friday before the election in the office of the County Board of Elections. Such reports shall be complete as of October 19.

October 27

Last day before the Municipal Election that **absentee ballot applications** shall be received in the office of the County Board of Elections at any time prior to 5:00 p.m. from certain persons.

October 29

On this date the County Board of Elections shall furnish upon request **specimen (sample) ballots** for the Municipal Election.

October 30

All **absentee ballots** must be received by the County Board of Elections not later than 5:00 p.m. on this date to be valid.

November 3

MUNICIPAL ELECTION - Polls to remain open continuously between the hours of 7:00 a.m. and 8:00 p.m.

November 4

First day to register after the election.

December 3

Last day for all candidates and treasurers of political committees and lobbyists to file **30-day post-election report** in the office of the County Board of Elections. Such report shall be complete as of November 23.

February 1, 2010

Last day for candidates and all political committees and lobbyists to file **annual expense reports** in the office of the County Board of Elections. Such report shall be complete as of December 31, 2009.

NOMINATION PETITIONS

Additional copies of nomination petitions are available at the County Commissioners' Office. **Do not use** any old petitions you may have from previous years since these are obsolete and not acceptable.

All statewide offices must obtain petitions from the Department of State in Harrisburg. This would include the office of Judge of the Court of Common Pleas.

The signers of the petition **must be** registered and enrolled members of the proposed candidate's political party who are qualified electors of the political district.

A candidate must complete the top section of each petition prior to circulating them for signatures. Typewrite or print the name of the candidate on the face of the petition exactly as you wish it to appear on the official ballot. (You are not required to use the name that appears on your voter registration file. Nicknames are allowable.)

Candidates are **strongly urged** to get more than the required number of signatures in order to better able withstand any challenge to the petition. **IMPORTANT – Do Not Use Ditto Marks anywhere on the petition.**

Each signer may sign as many petitions as the number of candidates he/she can vote for at the succeeding election for the office.

Each signer must **personally** insert all the information concerning their name, residence address and date of signing. The date of signing may be expressed in words or numbers (Feb. 17, 2009 or 2/17/09).

*******CAUTION: When completing the address section of the petition, the signer must list the township they reside in and not their physical mailing/residence address. (Example: 201 Franklin Farm Lane - Guilford Township - Correct
201 Franklin Farm Lane - Chambersburg - Incorrect)**

Petitions may consist of several sheets. The candidate's affidavit must be executed on only one of these sheets. However, the circulator's affidavit must be executed on each petition/sheet.

If someone circulates a petition for a candidate, he/she must complete the "**Affidavit of Circulator**" on the back of the petition and have such notarized prior to the candidate filing the petition with the County Board of Elections. If the candidate circulates his/her own petition, then the candidate must sign the affidavit and have it notarized prior to filing the petition with the Board of Elections.

Each candidate must also complete the section entitled "Candidate's Affidavit" and have such notarized prior to filing their petition with the County Board of Elections. As stated above, in the case of multiple petitions, only **ONE** Candidate's Affidavit must be notarized.

Each candidate that **does not** intend to form a political committee or to receive contributions or make expenditures in excess of \$250.00 during a reporting period may complete the section "Waiver of Expense Account Reporting Affidavit" and have such notarized prior to filing their petition with the County Board of Elections. If you sign the "Waiver of Expense Account Reporting Affidavit" and do not spend or receive more than \$250.00 for any of the reporting periods throughout the year, you are not required to file a Campaign Expense Statement or Campaign Expense Report. Please make note that if you sign this "Waiver of Expense" and find that you have spent or received more than \$250.00 for any of the reporting periods, you are responsible for filing a Campaign Expense Report with the County Board of Elections.

***IMPORTANT REMINDER - The first day to circulate nomination petitions is February 17 and the last day to circulate and file nomination petitions with the County Board of Elections is March 10.**

Candidates should file petitions as early as possible and at least several days before the last date fixed for filing, so that the petitions can be examined, and if corrections, additions or alterations are found necessary, there may be time to make the required changes. For this reason, it is also recommended that each candidate file his/her own nomination petition personally in order to obtain the proper forms, etc.

SIGNATURE REQUIREMENTS AND FILING FEES

The following is a list of the various offices, the filing fee and the number of signatures required for nomination petitions of candidates at primaries as well as the term of each office.

COUNTY OFFICIALS	FEE	SIGNERS	TERM
Commissioner	\$100	100	4 Yrs
District Attorney	\$100	100	4 Yrs
Sheriff	\$100	100	4 Yrs
Treasurer	\$100	100	4 Yrs
Clerk of Courts	\$100	100	4 Yrs
Prothonotary	\$100	100	4 Yrs
Register and Recorder	\$100	100	4 Yrs
Controller	\$100	100	4 Yrs
Coroner	\$100	100	4 Yrs
Jury Commissioner	\$100	100	4 Yrs
*Magisterial District Judge	\$ 50	100	6 Yrs
BOROUGH OFFICIALS			
Mayor	None	10	4 Yrs
Councilperson	None	10	4 Yrs
Tax Collector	None	10	4 Yrs.
Assessor	None	10	4 Yrs
Constable	\$ 10	10	6 Yrs
TOWNSHIP OFFICIALS			
Supervisor	None	10	6 Yrs
Tax Collector	None	10	4 Yrs
Auditor	None	10	6 Yrs
Constable	\$ 10	10	6 Yrs
SCHOOL OFFICIALS			
*School Board Directors	None	10	4 Yrs
ELECTION OFFICIALS			
Judge of Election	None	10	4 Yrs
Inspector of Election	None	5	4 Yrs
COMMITTEEPERSONS			
Democratic & Republican	None	10	4 Yrs

* Only Magisterial District Judges and School Board Director candidates may cross-file. The signature and filing fee requirements pertain to each party petition. (See next section on Cross-Filing)

CROSS-FILING

Only Magisterial District Judges and School Directors can cross-file. To do so, each candidate must circulate and file two separate petitions - one for each political party, as well as pay a filing fee for each petition, if applicable.

****IMPORTANT**:** A candidate for School Director **cannot** circulate both a Democrat and Republican petition. He/she may only circulate the petition of the party he/she is registered. They must get someone of the other party (friend, relative, etc.) who is a registered voter in the candidate's political district to circulate that petition and then sign the Affidavit of Circulator on the back of the petition after they have received the required number of signatures. Magisterial District Judge candidates may circulate both a Democrat and Republican petition.

FILING FEES

Please review the chart above listing those offices that require a filing fee to be paid prior to the County Board of Elections accepting their nomination petition. This may be paid by cash, or by a certified check or money order payable to the "County of Franklin". **Personal checks will not be accepted.**

Act 2004-97 amends Section 913 of the Election Code to eliminate filing fees for any public office in a borough, town or township. Under the previous law, only certain party offices, public offices in a township of the second class and judges or inspectors of election were included in this exemption.

Filing fees shall not be refunded in the event of the withdrawal of any candidate named in any petition, or for any other cause whatsoever.

NOTARIZATION OF ELECTION FORMS

All nomination petitions, as well as Campaign Expense Statements and Campaign Expense Reports, **must be notarized** prior to filing them with the County Board of Elections. This may be done by a notary public of your choice, or if you so desire, by a deputy in either the Clerk of Courts (2nd Floor), or Prothonotary's Office (1st Floor) in the Courthouse Annex, located at 157 Lincoln Way East, Chambersburg.

WRITE-IN CAMPAIGN

Cumulation of Write-in Names

Since most candidates cannot cross-file, the only way to get the nomination of both parties is to run a write-in campaign. Voters can write the candidate's name in the space provided on the write-in line. **NOTE:** In order for the write-in vote to count, the oval to the left of the write-in line must be blackened in.

VERY IMPORTANT: With the purchase of federally mandated precinct counters for each of our polling places, candidates are **NO LONGER ABLE TO USE PREPRINTED STICKERS** for their write-in campaigns. Our election equipment vendor has warned us that stickers could cause problems with the read head in each scanner, thus causing jams and equipment malfunctions on election day. We are suggesting that you hand out printed cards/flyers indicating the correct spelling of your name along with instructions on how to cast a write-in vote properly. To cut down on misspelled names or different versions of your name, we are recommending that you simplify the name you wish for a voter to write in. (For example, if you are registered under the name Robert J. Doe, you may want to simplify your name and have voters write in Bob Doe.)

For a candidate to win on a write-in campaign in the spring primary, they must have the highest number of write-in votes over and above the required number of signatures needed on a nomination petition for that office.

EXAMPLE: For a candidate running for Township Supervisor to win on a write-in campaign, they must have the highest number of write-in votes over and above 10 votes, which is the number of required signatures needed on a nomination petition for a Township Supervisor position.

If a candidate does not have a sufficient number of write-in votes under one spelling of their name after the write-in tallies have been completed by the County Election Board, the candidate may petition the Election Board to cumulate the various spellings of their name. This petition must be made by the candidate within a five-day period immediately following the certification of the election. If you need to check on your write-in totals, or to request a copy of a sample petition, please contact the Franklin County Election Board at 261-3810. There is no cost to cumulate your write-in names, but a petition must be completed and filed, notification must be made to other candidates running for the same office and then a hearing will be held.

For example, Bill Jones needs 10 write-ins for Township Supervisor. On election day he receives five (5) write-ins under Bill Jones, five (5) under William Jones and one (1) under Bill S. Jones. To qualify as a write-in winner, Mr. Jones would need to petition to have all eleven (11) votes cumulated together under the spelling Bill Jones since they are just various versions of his name.

CAMPAIGN EXPENSE REPORTING

All candidates who do not sign the "Waiver of Expense Reporting Affidavit" on the back of their nomination petition must complete and file Campaign Expense Statements or Reports with the County Board of Elections for the reporting periods listed below.

Also, those that sign the "Waiver" and spend or receive more than \$250.00 for any of the reporting periods must also complete and file Campaign Expense Statements/Reports for each reporting period:

<u>Type of Report</u>	<u>Complete as of</u>	<u>Filing Deadline</u>
2nd Friday Pre-Primary	May 4	May 8
30 Day Post-Primary	June 8	June 18
2nd Friday Pre-Election	October 19	October 23
30 Day Post-Election	November 23	December 3
2009 Annual Report	December 31	February 1, 2010

A candidate or political committee may file a termination report when there is a zero balance and no unpaid debts or obligations. In addition, candidates cannot terminate until after the election in which they are involved.

All candidates and political committees who have not filed termination reports are required to file Annual Reports. Annual Reports must reflect financial activity for the reporting period up to and including December 31. The deadline for filing Annual Reports is the following February 1st.

A **Campaign Expense Statement** should be completed when receipts or disbursements of a reporting period are \$250.00 or less. A **Campaign Expense Report** should be completed when receipts or disbursements of a reporting period are over \$250.00.

On both reports, the candidate is not required to complete the Filer Identification Number or the District No.

An individual who seeks public office is not required to operate with the assistance of a committee. If a candidate does form a committee, a candidate must file a Campaign Expense Report or Campaign Expense Statement which is separate from and in addition to his/her campaign committee. If the candidate has neither received nor expended any money, a Campaign Expense Statement must be filed by the required deadline.

IMPORTANT - An “Authorization For a Political Committee to Receive Funds on Behalf of a Candidate” and a “Political Committee Registration Statement” form must be filed with the County Board of Elections prior to the committee receiving money on behalf of the candidate.

Additional copies of Campaign Expense Statements and Reports as well as a Manual for Candidates and Political Committees on Campaign Expense Reporting Laws are available at the Commissioners' Office. Also, copies of the Campaign Expense Statement and Report may be obtained electronically by contacting the Department of State at www.dos.state.pa.us under Campaign Finance/Forms Online. You may print them out and complete them but they may not be submitted electronically to the county.

Be advised that Campaign Expense Statements and Reports must be notarized prior to filing them with the County Board of Elections.

NOTE: A penalty of \$20.00 per day will be assessed for the first six (6) days that the report is overdue. A penalty of \$10.00 per day will be assessed after the first six (6) days and can reach a maximum of \$250.00

STATEMENT OF FINANCIAL INTERESTS

Please find enclosed in your election packet a Statement of Financial Interests form. **All candidates for county and local public office must file the form with the political subdivision in which they are seeking office (i.e. township office, borough hall, school administration office, etc.) on or before the last day for filing a petition to appear on the ballot for election. A copy of the form must also be appended to the petition to appear on the ballot. (*Excluded are Judges of Election, Inspector of Elections and local party committeepersons*).**

No petition to appear on the ballot shall be accepted unless a copy of the Statement of Financial Interests form has been appended. Failure to file the form in accordance with the provisions of Act 9 shall, in addition to other penalties provided, be a fatal defect to a petition to appear on the ballot.

For information on correctly answering each individual question, please refer to the back of the cover page for specific details. This form is considered DEFICIENT if ALL blocks are not completed or the signature is missing.

Any questions may be directed to the State Ethics Commission at (717) 783-1610 or Toll Free at 1-800-932-0936.

SAMPLE BALLOTS

The Thursday prior to each primary or election, sample ballots are available in the Franklin County Commissioners' Office, 14 North Main Street, Chambersburg.

The entire ballot, with all offices and candidates listed, as well as a list of polling places will also appear in both the Record Herald and Public Opinion newspaper the Thursday prior to each primary or election in the classified section.

WATCHERS

Each candidate for nomination or election at any election shall be entitled to appoint two watchers in each election district in which such candidate is voted for.

As a result of Act 2004-97, there are new provisions that will affect poll watchers:

- * Eliminates the restriction that watchers may serve in only one election district. The Election Code continues to require that a watcher be appointed to serve in a specific election district of the county in which the watcher resides, but the Act amends the Code to allow a watcher to work during election day in the polling place of any other election district in the county when he/she is not watching in the specific election district for which he/she was appointed to serve. **(Example:** A watcher is appointed to Hamilton Township - First District polling place but the watcher can also go to any of the other seventy-three (73) polling places if they so desire).
- * Clarifies that watchers have the right to be present in the polling place from the time that the election officers meet before the opening of the polls until the counting of votes is completed and the district register and voting checklist have been locked and sealed.
- * Requires the Judge of Elections, during those intervals when voters are not in the polling place waiting to vote, to permit watchers, upon request, to inspect the poll book and either of the two numbered list of voters. The Act requires the Judge of Election or his/her designee to supervise the inspection of such records. The Act prohibits the watcher from marking or altering the records.

Any candidate desiring to appoint watchers must complete an application for each watcher. These applications are available in the Commissioners' Office upon request. Each watcher shall then be provided with a certificate from the County Board of Elections, stating his/her name and the name of the candidate he represents.

CERTIFICATES OF ELECTION

After the Municipal Election has been certified, candidates elected to office will receive a typed Certificate of Election for the office they had been elected to. They will need to take this certificate to the municipal office (i.e. borough office, township office or school district) and present it to them prior to being sworn in to office.

WEB ADDRESS INFORMATION

County:

Franklin County Commissioner's Office

www.co.franklin.pa.us

State:

Pennsylvania Department of State, Elections Division

<http://www.dos.state.pa.us>

Pennsylvania State Ethics Commission

<http://www.ethics.state.pa.us>

Pennsylvania Senate

<http://www.pasen.gov/>

Pennsylvania House of Representatives

<http://www.house.state.pa.us/>

Pennsylvania League of Women Voters

<http://www.pa.lwv.org/>

National:

Federal Elections Commission

<http://www.fec.gov/>

VOTER REGISTRATION INFORMATION

REGISTER TO VOTE

What are the Qualifications to Vote?

In order to be eligible to register to vote, you must:

Be a citizen of the United States for at least one month before the next election

Be a resident of Pennsylvania and your election district for at least 30 days before the next election

Be at least 18 years of age on the day of the next election

If you are currently registered to vote, you do not have to do anything unless you have moved, or wish to change your name or political party affiliation.

Qualifications for Voters at a Primary Election

The qualifications for a voter entitled to vote at a primary are the same as a voter entitled to vote at a general election, except that he or she must be registered in a major political party (Republican or Democrat) in order to take part in and vote in that party's primary. However, all registered voters are entitled to vote on questions placed on the ballot or at a special election held concurrently with a primary.

How Do I Register to Vote?

- 1) In person at the Franklin County Voter Registration Office which is located in the Old Courthouse, Memorial Square, Chambersburg from 8:30 a.m. - 4:30 p.m. Monday - Friday.
- 2) By mail in one of three ways:
 - Obtain a state or federal voter mail application from a candidate, political party and other Federal, State, and municipal offices. You may also request one from the Department of State's website at www.votespa.com.
 - Download the voter registration application available from the Department of State's website at www.votespa.com.
- 3) Apply at Department of Transportation photo license center when you obtain or update your driver's license.

- 4) Apply at a government agency. Clients of these government agencies may apply to register to vote at:
- State offices that provide public assistance and services to persons with disabilities
 - Armed Forces Recruitment Centers
 - County's Clerk of Courts Office
 - Area Agencies on Aging & County Mental Health/Mental Retardation Offices
 - Centers for Independent Living

What is the Deadline to Register to Vote?

In accordance with the Pennsylvania Voter Registration Act, the deadline for voter registration is 30 days prior to each election, with the following exceptions:

Mail applications postmarked no later than the deadline to register must be processed. If the postmark is illegible, applications must be processed when received no later than five days after the deadline.

If the application is submitted from the Department of Transportation or agencies designated for registration before the deadline to register prior to the election, the proper voter registration commission must process the application.

Voter registration reopens the day following any primary or election.

Important: To vote in primary elections, a voter would need to be registered with either the Democrat or Republican Party. The only exception to this rule is if there would be a constitutional amendment or ballot question on the ballot which would be able to be voted on by all registered voters.

Once the registration application is processed, each voter will receive a voter registration card in the mail which will notate the location of their polling place.

CHANGE OF PARTY, NAME and/or ADDRESS:

A voter may change their party affiliation, name and/or address at any of the above-listed locations. The dates to make changes to your voter registration are the same dates as to register to vote.

ABSENTEE BALLOT APPLICATIONS

A voter may apply for and receive an absentee ballot for the upcoming election if they are registered to vote and fall into one of the following criteria:

Person is absent from their municipality the entire time the polls are open
(Example: College students, vacationers, truck drivers, etc.)

Those who cannot attend the polls because of illness or disability

Person who will not go to the polls because of observing a religious holiday

A member of the armed forces, their spouses and dependents

A citizen in federal service attached to the armed forces

How To Apply for an Absentee Ballot?

A voter who desires to vote by absentee ballot must complete an absentee ballot application and submit it to his/her County Board of Elections.

Persons may apply in person at the Voter Registration Office, Franklin County Courthouse, Memorial Square, Chambersburg. (Hours: Mon. - Fri.; 8:30 a.m. - 4:30 p.m.)

Persons may request an absentee ballot application by calling (717) 261-3886 or (717) 261-3810.

Another option, now allowable, is to request an absentee ballot by a letter which includes the following information: Name, residence address, birth date, reason for requesting an absentee ballot, address to which absentee ballot should be mailed and their signature. This letter can be mailed to Voter Registration Office, 157 Lincoln Way East, Chambersburg, PA 17201 or faxed to (717) 261-3131.

An absentee ballot application may be downloaded and printed from the Department of State's website at www.votespa.com. (How to Vote - Absentee Voting for Registered Voters)

IMPORTANT: If you are a first-time voter, you **must** include a copy of an approved form of photo or non-photo ID which include a driver's license, passport, employee ID, voter ID card, current utility bill, etc.

What is the Deadline to Apply for an Absentee Ballot?

An absentee ballot application must be completed, signed by the elector, and received by the Franklin County Voter Registration Office **no later than 5:00 p.m. on the Tuesday before each election**. There are provisions made for individuals that need an emergency absentee ballot after the Tuesday before the election. Contact the Franklin County Voter Registration Office at (717) 261-3886 for additional details.

What is the Deadline to Return the Voted Absentee Ballot?

Voted absentee ballots must be received by the Franklin County Voter Registration Office by 5:00 p.m. on the Friday before each election.

- * IMPORTANT - When passing out campaign literature or greeting voters at the polling place, individuals must remain at least ten (10) feet distance from the polling place entrance during the progress of voting.

PROCEDURES FOR VOTING A PAPER BALLOT IN FRANKLIN CO.

When going to the polls to vote, Franklin County voters will be voting on optical scan paper ballots using the following procedures, unless they are visually impaired. When going to the polls to vote, do not wear any campaign material that is exposed. You will be asked to remove it.

- 1) Register with election officials, sign poll book and receive your ballot(s) along with a secrecy cardboard sleeve.
- 2) Enter the voting booth.
- 3) Using the ink pen provided, mark your selection by filling in the oval to the left of the candidate choice.
- 4) Do not vote for more than the authorized number of candidates. Voting for more than the allowed number of candidates for any office will constitute an over vote, and no vote will count for that office.
- 5) Should you damage the ballot or mistakenly mark a choice, return your ballot to the election officials and obtain a new ballot.
- 6) If you wish to write in the name of a candidate not appearing on the ballot, write in the name of the person you wish to vote for in the space provided at the end of the list of office candidates and fill in the oval to the left of the write-in name you entered.
- 7) After marking your selections, place the ballot into the secrecy sleeve so that the stub appears at the bottom of the sleeve. Instructions for removing the stub from your ballot will be provided by a poll official.
- 8) Deposit your completed ballot in the Precinct Counter.
- 9) Your vote has now been officially cast unless an audio alert sounds indicating an overvoted ballot, a blank ballot, a ballot with the stub still on or a torn ballot. If one of these instances occur, please see a poll official for assistance.
- 10) At the close of election day, all voted ballots and PC cards from the Precinct Counters will be returned to the County Board of Elections in Chambersburg where the results will be tabulated.

FIRST-TIME VOTERS PROVISIONS

As a result of the Help America Vote Act (HAVA), if you are voting in an election district for the first time, you will be asked to present an approved form of identification before you sign the poll book.

Approved forms of identification include:

Photo Identification (Must be Valid):

- PA Driver's License or ID Card issued by PennDOT
- ID issued by U.S. Government
- ID issued by any Commonwealth of Pennsylvania agency

U.S. Passport
U.S. Armed Forces ID
Student ID or Employee ID

Non-Photo Identification (Must include your name and address):

Voter Identification Card issued by the Voter Registration Commission
Non-Photo ID issued by the Commonwealth of Pennsylvania
Non-Photo ID issued by the U.S. Government
Firearm Permit
Current bank statement
Current utility bill
Current paycheck
Government check

Once you have provided approved identification, you will be asked to sign your name in the poll book and be allowed to vote if the signature is found to be authentic.

If you are unable or unwilling to provide one of the above approved forms of ID, then you may vote by a provisional ballot.

OVERVOTING A BALLOT

What is an Overvote?

An overvote occurs when an individual indicates on his/her ballot a vote for more candidates than the number of candidates for which an individual is permitted to vote for a particular office.

Will the new Precinct Counters address Overvoted Ballots?

Yes, the Help America Vote Act requires that a voter be notified if they have overvoted their ballot prior to casting their ballot so that they have the opportunity to correct their overvote. When a voter places their ballot into the Precinct Counter with an overvote, the counter will produce an audio alert and indicate on the LCD screen that an overvote has occurred. At this point the voter has the choice to “**Accept**” their ballot as is or push “**Return**” to retrieve their ballot back for correction.

What is the Result of an Overvoted Ballot that is “Returned” by the Precinct Counter?

When the voter selects “**Return**” on the Precinct Counter’s LCD screen, the ballot will be returned to the voter without any votes being counted. The voter will then need to present their overvoted ballot to the election officials to be spoiled and ask for a new ballot.

What is the Result of an Overvoted Ballot that is “Accepted” by the Precinct Counter?

When a voter overvotes for a particular office, all of the votes cast by that voter for the overvoted office are **CANCELLED**. For example, the office of County Commissioners on the Municipal Election ballot states to “Vote for NOT MORE THAN TWO” although there are three candidates actually elected. If you mark the oval to the left of three

candidates for County Commissioner, you have overvoted and none of the candidates will receive a vote. **This will not cause your entire ballot to be cancelled, just the votes for the office of County Commissioner.**

How do you Avoid an Overvote?

Be sure to read the voting instructions on the ballot before voting.

If you inadvertently vote for more than the allowed number of candidates for a particular office, ask for a new ballot.

UNDERVOTING A BALLOT

What is Undervoting?

Undervoting should not be confused with overvoting. A voter undervotes when he/she casts fewer votes for a particular office than he/she is permitted to cast. **NO BALLOT OR VOTE WILL BE CANCELLED AS A RESULT OF AN UNDERVOTE.** Also, the Precinct Counters are not programmed to detect and notify voters when it encounters a ballot that is undervoted.

If you are confused as to whether you have overvoted or undervoted, please do not hesitate to ask for instructions from an elections officer.

PROVISIONAL VOTING PROCEDURES

What is Provisional Voting?

Provisional voting is a new voting process that ensures that registered voters are not denied the right to vote because they are not listed in the district poll book, or are unable to provide approved identification when required.

County election officials will begin to examine the provisional ballots no later than seven (7) days after an election to determine whether the individual voting that ballot was entitled to vote at the election district in that election.

What is a Provisional Ballot?

A provisional ballot is a paper ballot that is printed in the same format as other paper ballots except on green paper. Provisional ballots are returned unopened in the proper security envelopes to the County Board of Elections, who has the responsibility to determine in a public meeting whether the provisional voter was qualified to vote.

Who may Vote by Provisional Ballot?

Individuals are to be provided the opportunity to cast a provisional ballot if:

The individual appears to vote and claims to be properly registered and eligible to vote in the election district, but the election official cannot verify his/her registration.

The individual does not have an approved form of identification the first time he/she appears to vote in an election district.

An election official asserts that the individual is not eligible to vote.
The voter is voting as a result of a federal or state court order

How do I know if my Provisional Ballot Counted?

Within seven (7) days after the election, the County Board of Elections will begin to examine the provisional ballot to determine the validity of your completed provisional ballot.

At least seven (7) days after the election, using the information provided to you on the provisional ballot identification receipt given to you at your polling place, call 1-877-VOTES-PA or visit www.votespa.com. Provide your provisional ballot identification number. You will be told whether your provisional ballot was counted, partially counted, or not counted. If your provisional ballot was not counted, you will be told why your provisional ballot was not counted.

POLLWORKERS

Each polling place normally has five individuals working on election day: 1 – Judge of Elections; 1- Majority Inspector; 1- Minority Inspector and 2- Clerks. All poll workers are required to report to the polling place no later than 6:30 a.m. so that they may organize and set up the polling place to accommodate the first voter. The poll workers must take an oath of office. After the election board has been sworn in, instructions, penalties, sample ballots, etc. must be posted in the polling place. Voting equipment must be turned on and ballots made ready. The Judge of Elections assigns the various duties to the members of the election board.

You are eligible to be a poll worker if 1) you are registered to vote in Franklin County; 2) available to work two days a year in spring and fall; 3) enjoy meeting other people and serving the public; 4) are available to attend poll worker training, if required; 5) are detail oriented and able to follow instructions; and 6) are able to work at the polling place for up to 13 hours plus.

Poll workers will receive payment of at least \$65.00 and upwards of \$110.00 plus mileage depending on the position worked and the voter turnout.

Anyone interested in serving as a poll worker should contact the Franklin County Election Board at 261-3810.

FREQUENTLY ASKED QUESTIONS

Q: How can I find out if I am registered to vote?

A: Call the Voter Registration Office at 717-261-3886.

Q: When are election days?

A: Primary elections are always held on the third Tuesday in the month of May, except during a presidential year, in which case the primary is normally held on the fourth Tuesday in the month of April. General or Municipal Elections are scheduled for the Tuesday following the first Monday in November.

Q: How do I find out information about the candidates?

A: Listen or read what the news media has to report. Go to candidate debates or talk to the candidates personally. Another good source of information may be the party headquarters.

Q: Why can I not vote in the primary if I am not registered as a Republican or Democrat?

A: Pennsylvania has what is called a closed Primary, which only allows Republicans and Democrats to vote for candidates. If there is a referendum on the ballot, all registered voters may vote for the referendum regardless of party affiliation.

Q: I moved after registration closed. Can I still vote?

A: You may go to your old polling place for one more election where your registration may still be active. You should complete a change of address form while you are at the polling place so that your registration can be changed for future elections.

Q: I have not voted in a while. Am I still registered?

A: Probably. It is no longer legal to remove any voter from the rolls merely for not voting, no matter how long that may be, as long as they maintain their voter record with a valid address. If a voter is sent a notice from the Voter Registration Office and it is returned as “undeliverable”, the voter is placed on “Inactive” status. When a voter is on “Inactive” status through two federal elections and has not voted, he may be purged.

Q: If I register to vote with PennDOT, how do I know where to vote?

A: If you registered with Motor Voter and have not received an I.D. card from the Franklin County Voter Registration Office with your polling place printed on it, you should call to find out if your registration form has been received.

Q: Why should I vote? It really doesn't mean anything.

A: Your vote is VERY IMPORTANT. There have been candidates in Franklin County that have won the election by one or two votes.

Q: When are the polls open?

A: From 7:00 a.m. continuously to 8:00 p.m.

Q: How do I run for political office?

A: You must call the Franklin County Election Board in January of each year to see if the office you are interested in is up for election. Judicial, County, Township, Borough and School District offices are always in odd numbered years. Federal, State and party offices are in even numbered years.

Q: How far from the polling place should campaign literature, signs and candidates be?

A: Campaigning and/or campaign signs are not allowed within 10 feet from any entrance to any voting location on election day.

Q: How do I know what will be on my ballot?

A: The Thursday prior to each primary or election, sample ballots are available in the Franklin County Commissioners' Office, 14 North Main Street, Chambersburg. The entire ballot with all offices and candidates listed as well as a list of polling places will appear in both the Record Herald and Public Opinion newspaper the Thursday prior to each primary or election in the classified section.

Q: How do I vote in Franklin County?

A: All voters will receive an official paper ballot. After marking their ballot with an ink pen in the voting booth, they will place their ballot into a Precinct Counter to be counted.

Q: How do I vote if I am visually impaired?

A: A visually impaired voter has several options for voting: 1) They could receive an absentee ballot; 2) They could vote a paper ballot at the polling place with assistance; or 3) They could vote independently on the AutoMARK ADA unit. Be advised that a visually impaired voter using the AutoMARK ADA unit should be prepared to spend approximately 20 minutes voting their ballot since all instructions, candidates and summary are read to them with the use of headsets.

Q: What do I need to take with me to the polling place?

A: If you are voting in an election district for the first time, you will need an approved form of identification, either photo or non-photo.

Q: May I receive assistance in voting?

A: No person is allowed to receive assistance in voting unless his/her registration record indicates the need for assistance or the voter completes and signs a declaration of the need for assistance at the polling place prior to entering the voting booth. A voter may select anyone to assist them EXCEPT: 1) The Judge of Elections; 2) The voter's employer or agent of that employer; or 3) An officer or agent of the voter's union.

Q: Am I allowed to “split my ticket” in a November election?

A: On the November ballot, there is a straight party box where you may choose to vote a straight party ballot for the party of your choice by darkening the oval to the left of the party of your choice. Upon marking this party oval, all candidates for that particular party will receive a vote. If you wish to “Split your ticket”, you may split your ballot by darkening the oval to the left of the party of your choice under the Straight Party box and then voting for individual candidates in any other party by blackening the oval to the left of their name. The precinct counter is programmed to override the straight party vote if an individual candidate of any other party is marked.

Q: Is my polling place handicapped accessible?

A: The only polling place considered inaccessible in Franklin County is the Orrstown Town Hall in Orrstown Borough.

**REMEMBER, VOTING IS A PRIVILEGE AND EVERY VOTE
COUNTS!**

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