



How to Run for Local Office

- The Lycoming County Office of Voter Services is located on the first floor of Third Street Plaza, 33 West Third Street, Williamsport, PA. The mailing address is 48 West Third Street, Williamsport, PA 17701. The phone number is (570) 327-2267.
- Candidates for local public offices (magisterial district judges; county, city, borough, township, and school district offices; constables) and local party offices (Democratic and Republican committee members) may run for office by filing nomination documents with Voter Services. Candidates for federal offices, statewide offices, state legislative offices, the Court of Common Pleas, and state party offices must contact the PA Department of State to obtain nomination documents.
- Candidates for local offices who wish to appear on the Democratic or Republican primary ballot must circulate and file *Nomination Petitions* with Voter Services. The candidates who receive the most votes from the voters of their respective parties in the primary will advance to the November ballot as the party nominee(s).
- The FIRST day on which candidates for local offices may circulate *Nomination Petitions* to obtain signatures is the thirteenth (13th) Tuesday before the primary. Candidates should contact Voter Services in January to inquire when petitions will be available.
- The LAST day on which candidates for local offices may circulate and file *Nomination Petitions* is the tenth (10th) Tuesday before the primary. All petitions and other required documents must be filed by 5:00pm on that day in order for the candidate's name to appear on the primary ballot.
- Candidates for local offices who wish to run as a third-party candidate must circulate and file *Nomination Papers* with Voter Services in order to place their names directly onto the November ballot. *Nomination Papers* are circulated between the tenth (10th) Wednesday before the primary and August 1st.
- All candidates for local offices must file a completed *Candidate's Affidavit* with Voter Services in which the candidate swears or affirms that he or she is eligible to hold the office. **It is the candidate's responsibility to determine if he or she is eligible to hold the office being sought.**
- All candidates for local offices except for poll worker and party offices must file a COPY of a completed PA Ethics Commission *Statement of Financial Interests* with Voter Services. Instructions for completing and filing the original form with the appropriate authorities are included with the form.
- **The information in this document is strictly introductory in scope and does not constitute legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; the Office of Voter Services is not responsible for errors and omissions.**
- **The Office of Voter Services cannot provide legal, tax, or accounting advice. All candidates are strongly advised to solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with this office.**



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Signature Requirements and Filing Fees

(Filing fees must be paid as cash, certified check, or money order made payable to "Lycoming County")

Magisterial District Judge (Cross-filing permitted)	100 signatures per party (circulator may hold both petitions) \$50.00 filing fee per party
County Offices	100 signatures \$100.00 filing fee <i>Commissioner, Controller, Coroner, District Attorney, Prothonotary, Register and Recorder, Sheriff, Treasurer</i>
School Director (Cross-filing permitted)	10 signatures per party (must use different circulators) No filing fee
City Offices	100 signatures \$25.00 filing fee <i>Mayor, Council, Treasurer, Controller</i>
Borough Offices	10 signatures No filing fee <i>Mayor, Council, Auditor, Tax Collector</i> No elected auditors in Duboistown, Jersey Shore, Montgomery, Montoursville, or South Williamsport
Township Offices	10 signatures No filing fee <i>Supervisor, Auditor, Tax Collector</i>
Constable	10 signatures \$10.00 filing fee
Judge/Inspector of Elections	10 signatures No filing fee
Local Party Offices	10 signatures No filing fee



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Campaign Finance Reporting

All candidates for local offices except for poll worker and party offices are subject to state campaign finance reporting law. Candidates have the option to complete and file a campaign finance expense waiver with Voter Services at the time of filing their nomination documents; in the waiver, the candidate swears or affirms that he or she will not raise or spend more than \$250 on his or her campaign. If the candidate does not complete the waiver, or if the candidate later raises or spends more than \$250, the candidate must file regular campaign finance reports with Voter Services at specific times during the election cycle. Candidates who fail to file required campaign finance reports are subject to late filing fees, and until they are in compliance they cannot receive a Certificate of Election, be sworn into office, or file future nomination documents.

Establishing a Candidate-Authorized Campaign Committee (Optional)

A candidate may register and authorize a campaign committee to accept contributions and make expenditures on his or her behalf. The campaign committee must have a designated chairperson and treasurer in order to operate. The candidate may serve in one of these roles, but no person may serve in both roles. The *Political Committee Registration Statement* form (to register a committee) and the *Authorization for a Political Committee to Receive Funds on Behalf of a Candidate* form (to authorize the committee to accept contributions and make expenditures on the candidate's behalf) can be downloaded from the Voter Services website and are available as hard copy in the office.

Candidates and their authorized committees must keep separate records of all contributions received and expenditures made. Any contribution or expenditure, including debts, loans, gifts, goods, services, or any other thing intended to influence the outcome of an election must be reported. Reporting forms can be downloaded from the Voter Services website and are available as hard copy in the office.

Restrictions on Campaign Activity at Polling Places

No person, including a candidate, may electioneer or solicit votes when inside a polling place. All persons, except those persons authorized to be inside the polling place (election officers, clerks, machine inspectors, overseers, watchers, persons in the course of voting, persons lawfully giving assistance to voters, and constables), must remain at least ten (10) feet from the exterior entrance to the polling place during the time the polls are open. Candidates may not enter a polling place except for the express purpose of casting their own vote.

Election Results

Unofficial election results are posted to the Lycoming County website at www.lyco.org after 8:00pm on Election Night as precincts report in. The Lycoming County Board of Elections begins its official computation and canvass of election returns at 9:00am on the third day following an election. The Official Count is a 10-14 day process.

Write-in Votes

The names and vote totals of candidates who were successfully nominated or elected by write-in votes will be published approximately 10-14 days after the election when Official Results are released. Voter Services cannot answer questions or provide additional information about write-in votes while the official canvass of election results is underway. Anyone who is interested in learning the outcome of a specific contest involving write-in votes should monitor the Voter Services website and wait for Official Results to be posted 10-14 days after the election. The Official Results will include the names and vote totals of successful write-in candidates. Successful write-in candidates will be notified in writing by Voter Services.