



# Candidate Bulletin

Loudoun County, Board of Supervisors, Ashburn  
District - ONLY  
Requirements for the  
November 5, 2019 General Election

Filing re-opened due to the withdrawal of the  
Republican Party's nominee.

---

## Definitions and Key Icons

---

**Political party** – an organization that at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election

**Non-primary party candidate** – an individual who is seeking the nomination of a political party by a means other than a primary; speak with the party

**Independent** – an individual who is seeking to run in a General Election without the nomination from the Republican or Democratic party (may include a recognized party or no party)

**Incumbent** – an officeholder who wants to run for reelection to the same office


**Qualified voter** – a person who is entitled to vote under the Virginia Constitution and is properly registered to vote (see [definition here](#))


**Va. Code** – Virginia Code


**VAC** – Virginia Administrative Code


**COMET** – Database for candidates to file, and the Department of Elections to track, campaign finance

---

 - Notes where to find information in the Code of Virginia or Virginia Administrative Code.

 - Indicates beginning and/or ending deadlines for filing documents.

 - Indicates information on where to file documents.

 - Indicates additional information that may be helpful.

## **How candidates get on the ballot in Virginia**

---

**Follow these instructions if you are running as a Republican or Independent candidate for Board of Supervisors, Ashburn District in Loudoun County.**

**Follow these instructions to get on the ballot for the General Election on Tuesday, November 5, 2019.**

### **Do you fulfill the basic qualifications to be a candidate?**

- You have been a resident of Virginia for one year immediately preceding the election.
- You are a resident of Loudoun County's Ashburn Magisterial District.
- You are registered to vote in Loudoun County's Ashburn Magisterial District.

## Election Calendar 2019

---

Type of Election	Candidates: Last Day to File
<b>General</b>	
Tuesday, November 5, 2019	Friday, September 6, 2019 5:00 p.m.
Find in Code: Va. Code §§ <a href="#">24.2-539</a> , <a href="#">24.2-540</a> , and <a href="#">24.2-541</a>	

---

## What, when, and where do I file?

[This table is a summary. Find more information below.](#)

	What do I need to file?	Notes or other information	Where do I file this form?	When did filing open?	What is the deadline to file?
<b>1</b>	<a href="#">Certificate of Candidate Qualification – Local Office</a>  §§ <a href="#">24.2-501</a> or <a href="#">24.2-503</a>		Your general registrar.  Postmarked by deadline if sent registered or certified USPS mail.	Non-primary party and independent candidates:  Tuesday, July 16, 2019.	Friday, September 6, 2019 at 5:00 p.m.
<b>2</b>	<a href="#">Statement of Economic Interest – Local Office</a>  §§ <a href="#">24.2-502</a> and <a href="#">24.2-503</a>		Your general registrar.  Postmarked by deadline if sent registered or certified USPS mail.	Non-primary party and independent candidates:  Tuesday July 16, 2019.	Friday, September 6, 2019 at 5:00 p.m.
<b>3a</b>	<a href="#">Declaration of Candidacy</a>  §§ <a href="#">24.2-505</a> and <a href="#">24.2-507</a>		All Independent candidates: With the General Registrar of your locality.	Independent Candidates  Tuesday, July 16, 2019	Friday, September 6, 2019 at 5:00 p.m.
		Non-primary party candidates: You do not need to file.			

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
<b>3b</b>	<p><a href="#">Petitions of Qualified Voters</a></p> <p>§§ <a href="#">24.2-505(D)</a>, <a href="#">24.2-506</a>, and <a href="#">24.2-507</a></p> <p>Administrative Code <a href="#">1 VAC 20-50-20</a> and <a href="#">1 VAC 20-50-30</a></p>	<p>You do not need to submit all signature pages at once.</p> <p>Non-primary party candidates: You do not need to file.</p>	All Independent candidates: With the General Registrar of your locality.	Independent candidates: Tuesday, July 16, 2019.	Friday, September 6, 2019 at 5:00 p.m.
<b>4</b>	<p><a href="#">Statement of Organization for a Candidate</a></p> <p>§§ 24.2 <a href="#">Chapter 9.3</a></p> <p>§§ 24.2 <a href="#">24.2-947.1</a></p>		<p>Submit two copies:</p> <ul style="list-style-type: none"> <li>• With the Department of Elections through COMET</li> <li>• With your General Registrar after filing with the Department of Elections</li> </ul>		Within 10 days of meeting specific conditions. <a href="#">See conditions listed here</a> and in <a href="#">code 24.2-947.1</a> .
<b>5</b>	<p>Campaign Finance Reports</p> <p>§§ 24.2 <a href="#">Chapter 9.3</a></p>		<p><a href="#">With the Department of Elections through COMET.</a></p> <p>For localities with populations fewer than 70,000, submit to your general registrar by paper.</p>		<a href="#">According to the schedule published by the Department of Elections.</a>

## Follow these steps to file your candidacy:

- Fill out and submit the [Certificate of Candidate Qualification Form – Local Offices](#) (SBE-501).



Find in Virginia Code §§ [24.2-501](#) or [24.2-503](#).



**Non-primary party and independent candidates**

File starting **July 16, 2019**.

File ending **September 6, 2019 at 5:00 pm**.

All candidates can mail this form by the deadline and the general registrar will accept it. You must:

- Pay the postage and send by registered or certified mail.
- Keep the receipt in case the general registrar asks for proof that you mailed this form before the deadline.



Submit this form to your general registrar.



After you submit this form:

- The general registrar puts your information into the Virginia Election and Registration Information System (VERIS).
- The Department of Elections posts your contact information on the Department website.

- Fill out and submit the [Statement of Economic Interests](#) (if required).



Find in Virginia Code §§ [24.2-502](#) and [24.2-503](#).

Required of a candidate running for constitutional office OR a candidate running for a seat on a governing body or elected school board of any county, city, or town with a population in excess of 3,500 persons.

## Non-primary party and independent candidates

File starting **July 16, 2019.**

File ending **September 6, 2019 at 5:00 pm.**

All candidates can mail this form by the deadline and we will accept it. You must:

- Pay the postage and send by registered or certified mail.
- Keep the receipt in case we ask for proof that you mailed this form before the deadline.



Submit this form to your general registrar.



Filing with your general registrar does not apply to incumbents seeking the same office who filed the Statement of Economic Interest pursuant to § 2.2-3117, as part of their requirements of being an office holder.

If you need help with this form, contact the [Virginia Conflict of Interest and Ethics Advisory Council](#).

- Email: [ethics@dls.virginia.gov](mailto:ethics@dls.virginia.gov)
- Phone number: 804-698-1848

## Fill out and submit a [Declaration of Candidacy](#) form (SBE-505/520).



Find in Virginia Code §§ [24.2-505](#), [24.2-507](#), [24.2-520](#), and [24.2-522](#).



Independent candidates

File starting **July 16, 2019.**

File ending **September 6, 2019 at 5:00 pm.**

Your general registrar must **receive** this form by the deadline listed above. A postmark or other mailing service timestamp does not qualify.



Submit this form along with the Petitions of Qualified Voters to your general registrar.



If you are a party candidate nominated by a method other than a primary, then you do not need to submit a Declaration of Candidacy or Petition of Qualified Voter forms unless required by your party.



## Collect petition signatures and submit the [Petitions of Qualified Voters](#) (SBE-506/521).




Find in Virginia Code §§ [24.2-505\(D\)](#), [24.2-506](#), [24.2-507](#), [24.2-521](#), and [24.2-522](#).

Find in [1 VAC 20-50-20](#) and [1 VAC 20-50-30](#).



Non-primary party candidates	Independent Candidates
 You do not need to submit this form.	Collect signatures:  Tuesday, July 16, 2019, – Friday, September 6, 2019  File starting: July 16, 2019  File ending: September 6, 2019 at <u>5:00 pm.</u>
	File these forms with your general registrar.

-  The first time you file petition pages must be filed along with the Declaration of Candidacy and receipt for Primary Filing fee (if required)
- Candidates running for the general election may file petition pages more than once.
- A candidate needs 125 registered voter signatures. The signatures must be from registered voters within Ashburn Magisterial District.
- Independent candidates will appear on the ballot in the order of time of filing for the office - the time at which the independent candidate files the required number of petition signatures. If no petition is required, the time of filing will be when the candidate files a completed statement of qualification.
- At the time of filing you can request notification of any problems that can be corrected before the filing deadline. Make this request in writing and address it to the Secretary of the local electoral board.
- They will try to get back to you but cannot guarantee a timely response.
- If you do not qualify as a candidate because you did not have enough signatures then you can submit an appeal to the local electoral board regarding the petition signatures.
- Submit your appeal **within 5 days** from when the disqualification notice was issued.
- You will need to prove that you have the correct number of signatures from qualified voters before the deadline.
- Find more information in [1 VAC 20-50-30](#).

The next two requirements relate to Campaign Finance accounts and reporting.

Fill out and submit [Statement of Organization for a Candidate](#).



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Within 10 days of one of the following:

- you accept a contribution.
- you spend any funds.
- you pay a filing fee.
- you file a Certificate of Candidate Qualification.
- you appoint a campaign treasurer, campaign committee, or campaign depository.



Submit copies to:

- [With the Department of Elections according to the instructions in COMET](#)
- [the General Registrar in the locality where you live after filing with the Department of Elections](#).



If you do not submit this form you may have to pay penalties.

Learn about the [Campaign Finance Disclosure Act](#).

Submit Campaign Finance Reports



Find in Virginia Code Title 24.2 [Chapter 9.3](#).



Submit reports according to the [schedule published by the Department of Elections](#).



Submit copies to:

- [Department of Elections through COMET](#).
- OR to your general registrar by paper for localities with populations fewer than 70,000.

#### General Disclaimer

The electronic version of this Candidate Bulletin can be found on the Department of Elections website:

<https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html>

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletin describes election law found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation.