

**May 3, 2011 Election**

**Candidacy Requirements**

**For**

**Town of Vienna**

# 2011 ELECTION CALENDAR

## Town Council of Vienna

ELECTION TYPE	ELECTION DATE	<sup>2</sup> DEADLINES (PERIODS) FOR FILING			LAST DAY TO REGISTER TO VOTE	DEADLINE TO APPLY FOR ABSENTEE BALLOT
		<sup>1</sup> CANDIDATE DECLARATIONS/ PETITIONS	<sup>1</sup> OTHER CANDIDATE FORMS	PARTY CHAIRS CERTIFY CANDIDATES		
Primary		<b>Town elections are non-partisan. NO primaries are held.</b>				
<sup>1</sup> General	May 3  § 24.2-101	March 1 7:00 p.m.  § 24.2-507	March 1 7:00 p.m.  § 24.2-503	N/A  N/A	April 11  § 24.2-416	By Mail: April 26 In Person: April 30  §§ 24.2-701B(1) & 24.2-701B(2)

<sup>1</sup>See the following pages for specifics as to forms required and where they are filed. The bulletin and forms are available on our website:

<http://www.sbe.virginia.gov>

OR

for a \$10.00 prepaid fee, from the State Board of Elections. Make checks payable to: State Board of Elections (include the office you are seeking).  
VOICE: In the Richmond area, telephone 804-864-8901 - From all other areas: 804-864-8901 - Toll-free: 800-552-9745 - TTY: Toll-free 800-260-3466

<sup>2</sup>For candidates for special elections to fill vacancies, the **deadline for all candidates** to file all required forms is **7:00 p.m., March 1, 2011.**

**ON ANY ELECTION DAY - WHETHER GENERAL, PRIMARY, OR SPECIAL - THE POLLS ARE REQUIRED TO OPEN AT 6:00 A.M. AND CLOSE AT 7:00 P.M.**



# INTRODUCTION

This bulletin and all required forms are available on our website:

[http://www.sbe.virginia.gov/cms/Cidate\\_Information/Index.html](http://www.sbe.virginia.gov/cms/Cidate_Information/Index.html)

Each document is explained in Item VI on Pages 3 and 4 herein.

Filing deadlines and the officer with whom the qualifying forms are filed also are addressed.

Your particular attention is called to Item III on Page 1. This section addresses advertising and campaign material identification.

Should you have questions relating to your candidacy, please do not hesitate to call us on our toll-free line 800-552-9745. Within the Call Menu, press 2 for Campaign Finance and Ballot Access assistance. Select 4 to speak with someone in Election Services. You also can reach us at 804-864-8901.





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## I. TOWN OFFICES

**Council Members** - Three councilmen will be elected as specified in the town Charter.

II. ELECTION DISTRICT - The Election District means the Town of Vienna.

## III. ADVERTISING AND CAMPAIGN MATERIALS

The governing body of any town with a population of less than 25,000 may provide, by ordinance, that the provisions of the Campaign Finance Disclosure Act (CFDA) shall be applicable to elections for town offices. Check with the Town Clerk to determine if the town in which you seek office has adopted such ordinance.

Further, the Act imposes certain requirements relating to advertising and identification of campaign ads and materials, including sample ballots.

Refer to Chapter 14 in the *Candidate Campaign Committee Summary* published by the State Board of Elections for specific requirements. If you have questions on the Act, please call our toll-free line and ask for the Campaign Finance Division.

The following is provided for your additional information:

### A. Sample Ballots

Any **sample** of a paper or voting equipment **ballot** must contain the words **SAMPLE BALLOT**, the appropriate disclaimer required by the Campaign Finance Disclosure Act, and, in addition, must:

(a) contain the words **SAMPLE BALLOT** in not less than 24 point type; and

(b) be printed on paper of a color **other than white or yellow (canary)**.

### B. Posting

Contact your County Administrator to determine whether local ordinances prohibit or restrict the posting of campaign materials.

No locality shall have the authority to prohibit the display of political campaign signs on **private property** if the signs are in compliance with zoning and right of way restrictions applicable to temporary nonpolitical signs and if the signs have been posted with the permission of the owner of the property. [§15.2-109 of the Code of Virginia]

### C. Violations

If you believe the law has been violated and you have facts concerning the violation, you should report them in writing to the Commonwealth's Attorney for the County of Fairfax.

Violations of state-owned right of way restrictions should be reported to your regional Virginia Department of Transportation office.

## IV. VDOT INFORMATION

# A “clean” campaign is a sign of the time



### **Don't “trash” your print budget or throw away volunteer time.**

HIGHWAY WORKERS ARE REQUIRED BY LAW TO REMOVE POSTERS AND FLYERS ON SIGNS, GUARDRAILS - OR ANYWHERE ELSE ON STATE-OWNED RIGHT OF WAY. CAMPAIGN PRINT MATERIALS ARE TOO EXPENSIVE TO WIND UP IN THE BACK OF A VDOT TRUCK. AND VOLUNTEER TIME IS TOO VALUABLE TO BE WASTED ON PUTTING UP MATERIALS THAT ARE DESTINED TO COME DOWN.



### **Don't make highway workers “play politics” on the job.**

PICKING UP POLITICAL MATERIALS IS A COSTLY ACTIVITY FOR VDOT. BUT THE COST TO THE CANDIDATE COULD BE EVEN HIGHER. VOTERS DON'T LIKE TO SEE THEIR TAX DOLLARS SUPPORTING SUCH ACTIVITIES. THEY EXPECT TO SEE HIGHWAY WORKERS PATCHING POTHOLES, FILLING LOW SHOULDERS, OR MOWING GRASS.



### **Don't let campaign materials turn into litter.**

MANY VOTERS VOLUNTEER THEIR TIME TO CLEAN UP ROADSIDES IN VDOT'S “ADOPT-A-HIGHWAY” PROGRAM. AFTER SPENDING SEVERAL BACK-BREAKING HOURS BENDING OVER TO PICK UP POLITICAL POSTERS, THEY WON'T FEEL TOO KINDLY TOWARDS THE NAMES AND FACES THAT THEY SEE OVER AND OVER AGAIN.



### **Don't get “stuck” by bumper stickers.**

ONE LITTLE BUMPER STICKER CAN CAUSE A LOT OF EXPENSE. IF APPLIED TO A ROADSIDE SIGN, THE STICKY RESIDUE IS ALMOST IMPOSSIBLE TO REMOVE. THE SIGN MAY HAVE TO BE REPLACED ENTIRELY. THE LARGE GREEN HIGHWAY SIGNS, FOR EXAMPLE, CAN COST UP TO \$800. EVEN A HUMBLE STOP SIGN COSTS MORE THAN \$50. DON'T RISK ALIENATING VOTERS BY DESTROYING THE VERY SIGNS THAT THEIR TAX DOLLARS HAVE PAID FOR.



### **Don't risk someone's life.**

ONE MISPLACED SIGN AT AN INTERSECTION COULD BLOCK A MOTORIST'S VISION - AND COST SOMEONE HIS LIFE. THAT'S WHY VDOT TRAFFIC ENGINEERS REVIEW THE PLACEMENT AND POSITION OF EACH HIGHWAY SIGN TO ENSURE SAFETY - AND TO MINIMIZE “VISUAL CLUTTER”. UNDERSTANDABLY, CAMPAIGN VOLUNTEERS ARE THINKING ABOUT VICTORY - NOT SAFETY. AND THAT COULD POSE A DEADLY PROBLEM.

DO put signs, posters, and other campaign materials anywhere you want on private property with the owner's permission, of course. And because political signs and posters located off the right of way aren't considered “outdoor advertising”, you won't even need a permit.

VDOT - call your local Virginia Department of Transportation office for details.

## V. QUALIFICATIONS TO BE A CANDIDATE

A candidate must be:

- ◆ Qualified to vote for and hold the office sought;
- ◆ A resident of the Commonwealth for one year immediately preceding the election; and
- ◆ A resident, by the time of filing, of the Town of Vienna.

## VI. DOCUMENTS REQUIRED TO BE FILED

A candidate must file certain documents in order to qualify to appear on the ballot. Each form is described below. An explanation of who is required to file each item also is provided. Each document can be downloaded from our website:

[http://www.sbe.virginia.gov/cms/Cidate\\_Information/Cidate\\_Forms.html](http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html)

### A. **Certificate of Candidate Qualification**

This document is prepared and distributed by the State Board of Elections. **All** candidates are required to file this form.

### B. **Declaration of Candidacy**

This document is prepared and distributed by the State Board of Elections. It must be filed by **all** independent (non-party) candidates. It must be filed **at the same time** as the petitions.

### C. **Petition of Qualified Voters**

This document is prepared and distributed by the State Board of Elections. Petitions containing at least the number of signatures required for the office sought must be filed **together with** the *Declaration of Candidacy*. Petitions must be filed by all Independent (non-party) candidates and **cannot** be circulated until **after** January 1, 2011.

#### 1. **Petition Circulator**

Petitions can be circulated either by the candidate or by any person who is, or who is eligible to be, registered and qualified to vote in the Town of Vienna.

The person circulating the petition must affirm before a notary or other person authorized to administer oaths, that he **personally witnessed** the affixing of each signature. Falsely taking this affidavit is a felony under Virginia law. The petition **NEVER** can be left unattended, i. e., left on the counter at a grocery store, restaurant, etc.

## VI. DOCUMENTS REQUIRED TO BE FILED (continued)

### C. 2. **Number of Signatures Required**

Petitions must contain the signatures of at least **125** qualified voters of the Town of Vienna.

The State Board recommends that a candidate get at least half again the number of signatures required to assure that enough signers are qualified voters.

### C. 3. **Regulation on Material Omissions on Candidate Petitions**

At its November 22, 2010 meeting the State Board of Elections adopted regulations on material omissions on candidate petitions. This regulation identifies what does and does not constitute material omissions on a candidate's petition for the purpose of disallowing the petition. The document is posted to Virginia's Regulatory Town Hall website and can be viewed through the following hyperlink:

<http://townhall.virginia.gov/L/viewstage.cfm?stageid=5735&display=documents>

Please review the regulation before circulating the Petition of Qualified Voters form.

### D. **Statement of Economic Interests**

This document is prepared by the Secretary of the Commonwealth and should be available from the Town Clerk. It is required to be filed by all candidates for the Vienna Town Council.

**Exception** - Individuals who are officers or employees of Vienna need not re-file this form as candidates if they met the requirement for filing in January 2011.

VII. FILING DEADLINE AND WHERE TO FILE

**For A Convention/Mass Meeting Candidate**

Postmarks are acceptable **only** if these documents are mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the office with which the forms are filed.

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Certificate of Candidate Qualification	General Registrar of Fairfax County	7:00 p.m. 3/1/2011
*2. Statement of Economic Interests		

**Any person who fails to file all the required forms by the above deadline  
MAY NOT have his name printed on the General Election ballot.**

\* Refer to Pages 3 and 4 herein for details.

## VIII. FILING DEADLINE AND WHERE TO FILE

**For An Independent (Non-Party) Candidate**

*Items 1 and 2* listed below **must be received** by the *General Registrar* by the filing deadline. Postmarks are acceptable **only** for *Items 3 and 4* and **only** if they are mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the office with which the forms are filed.

<b>REQUIRED FORMS</b>	<b>WHERE TO FILE</b>	<b>FILING DEADLINE</b>
*1. Declaration of Candidacy	General Registrar of Fairfax County	7:00 p.m. 3/1/2011
*2. Petitions of Qualified Voters		
*3. Statement of Economic Interests		
*4. Certificate of Candidate Qualification		

**Any person who fails to file all the required forms by the above deadline  
MAY NOT have his name printed on the General Election ballot.**

\* Refer to Pages 3 and 4 herein for details.

## IX. NOTICE OF DEFICIENCIES IN DECLARATION OR PETITIONS

An independent (non-party) candidate may request notification of any problems with his filing that can be corrected before the filing deadline. This request **must be in writing** as required by § 24.2-505 of the *Code of Virginia*.

This letter must be addressed to the Secretary of the Electoral Board of Fairfax County. It must accompany the declaration of candidacy and petitions filed with the General Registrar.

The written request **does not guarantee** timely response. Certain factors, such as the number of filings, may affect the electoral board's ability to comply with the request. It is suggested that documents be filed **at least ten [10] working days before the filing deadline** if this notice is requested.

## X. ORDER OF NAMES ON BALLOTS

### In **General Elections**

The candidates of political parties appear first on the ballot in the order determined by a drawing conducted by the State Board of Elections. Independent (non-party) candidates appear in alphabetical order following the candidates of political parties, if any.

## XI. THE SUCCESSFUL CANDIDATE

Any successful candidate in a town with a population **in excess of 3,500** must file, as a condition to assuming office, with the **Town Clerk** a **second** Statement of Economic Interests as required by § 2.2-3115 of the *Code of Virginia* **prior to taking office**, and annually thereafter by January 15 of each year. Forms are prescribed by the Secretary of the Commonwealth and should be available from the Town Clerk. If the Clerk is unable to provide a copy, the form can be obtained from our website in our candidate forms section.

[http://www.sbe.virginia.gov/cms/Cidate\\_Information/Cidate\\_Forms.html](http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html)

The successful candidate in a *general election* is required by law to qualify and take the oath of office no later than the day of the initial meeting of the new town council; in a *special election*, within thirty days of the election. Failure to so qualify creates a vacancy in the office.

If questions arise about how to complete the Statement, please contact the Secretary of the Commonwealth's Conflict of Interest Director, at (804) 786-2441.

## XII. FREQUENTLY ASKED QUESTIONS

Listed below are the most commonly asked questions. If you need further details, please call us on our toll-free number.

A. Who may circulate a candidate's petitions?

A candidate may circulate his own petitions but is not required to do so. A candidate's petitions may be circulated by any person who is, or who is eligible to be, a qualified voter of the Town of Vienna.

The circulator must affirm before a notary or other person authorized to administer oaths, that he **personally witnessed** the affixing of each signatures. Falsely taking this affidavit is a felony under Virginia law. The circulator can **NEVER** leave the petition unattended, i.e., left on the counter at a grocery store, restaurant, etc.

B. I am circulating a petition for a candidate. May I also sign as a qualified voter the petition that I am circulating?

I am a Notary circulating petitions for a candidate. May I notarize the petition pages I circulate?

**NO TO BOTH.** The person circulating the petition must swear, under oath, that he **personally witnessed** the affixing of each signatures on the petition and no person can witness his/her own signature.

C. I am a candidate and a Notary. May I notarize the petition pages circulated by other persons?

**NO.** § 47.1-30 of the *Code of Virginia* prohibits a notary from performing a notarial act on any document in which the notary or his spouse is a party, **or** in which either of them has a direct beneficial interest.

Any Notary who violates these provisions is considered guilty of official misconduct, may be removed from office and may be subject to other penalties.

D. I work for the federal government. Can I be a candidate?

Pursuant to the federal law commonly known as the Hatch Act, you may be a candidate in a **non-partisan election**.

To determine whether you might also be affected by the rules and regulations of the agency for which you work, **contact your personnel officer**.

It should also be noted that most employees of the legislative branch of the federal government are not covered by the Hatch Act but may be affected by other rules and regulations.

## XII. FREQUENTLY ASKED QUESTIONS (continued)

- E. I work for the state or a local government. Can I be a candidate?

**Some** state and local government employees **are prohibited** from being candidates. You may be so prohibited if your Agency receives federal funds. **Contact the personnel officer where you work.** If necessary, present the facts of your case in writing, including the office you wish to seek, to the Hatch Act Unit, **U.S. Office of Special Counsel**, 1730 M Street NW, Suite 218, Washington, D. C. 20036-4505 or call them at 800-854-2824 or 202-254-3650. That office will determine if you are affected by the Hatch Act. Their web address is <http://www.osc.gov>

Most state and local government employees are not prohibited by law from being a candidate. However, you may be affected by the rules and regulations of the agency or ordinances of the government for which you work. **Contact your personnel officer.**

- F. I do business with my local government. Am I prohibited from holding office on its governing body due to a conflict of interest?

**Contact an attorney** to determine whether or not the provisions of the State and Local Government Conflict of Interests Act [ §§ 2.2-3100 through 2.2-3131 of the *Code of Virginia*] may affect your ability to hold the office you intend to seek.

- G. Can a political party endorse a candidate for any elected town council office?

**YES.** Endorsements **do not constitute** nomination by the political party.

- H. What activities are permitted at the polls on election day?

Please refer to the Do's and Don'ts with Guidelines for Campaigners and Authorized Representatives published by the State Board of Elections. We suggest that you provide this information to any person who will either serve as your representative inside the polls or work for you outside the polls on election day.

[http://www.sbe.virginia.gov/cms/Cidate\\_Information/Cidate\\_Bulletins\\_Forms.html](http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Bulletins_Forms.html)