



★ VIRGINIA ★

DEPARTMENT *of* ELECTIONS

1100 Bank Street, 1st Floor
Richmond, VA 23219-3642

Rev 2/10/15

November 3, 2015 General Election

Candidacy Requirements for General Assembly Offices

2015 ELECTION CALENDAR

This bulletin applies to General Assembly offices elected in November.

ELECTION TYPE	ELECTION DATE	DEADLINES (PERIODS) FOR FILING			LAST DAY TO REGISTER TO VOTE	DEADLINE TO APPLY FOR ABSENTEE BALLOT
		² CANDIDATE DECLARATIONS/ PETITIONS	² OTHER CANDIDATE FORMS	³ PARTY CHAIRS CERTIFY CANDIDATES		
¹ Primary	June 9 § 24.2-515	March 9 th @ noon to March 26 th @ 5:00 p.m. § 24.2-522	March 26 th @ 5:00 p.m. § 24.2-503	March 31 st @ 5:00 p.m. § 24.2-527	May 18 th § 24.2-416	By Mail: June 2 nd In Person: June 6 th §§ 24.2-701B (1) & 24.2-701B (2)

PARTY NOMINATIONS, OTHER THAN BY PRIMARY ELECTION, MAY BE MADE NO EARLIER THAN APRIL 23 AND MUST BE COMPLETED BY 7:00 P.M., JUNE 9. (§ 24.2-510)

		NON-PARTY CANDIDATES	ALL CANDIDATES			
² General	November 3 rd § 24.2-101	June 9 th @ 7:00 p.m. § 24.2-507	June 9 th @ 7:00 p.m. § 24.2-503	June 15 th @ 5:00 p.m. § 24.2-511B	⁴ October 13 th § 24.2-416	By Mail: October 27 th In Person: October 31 st §§ 24.2-701B (1) & 24.2-701B (2)

¹Notification of adoption of primary must be filed with the Department of Elections by the party chair for the election district no sooner than **February 4, 2015** nor later than **February 24, 2015**. (§ 24.2-516)

²See the following pages for specifics as to forms required and where each form must be filed. The bulletin and forms are available on our website free of charge:
<http://elections.virginia.gov/index.php/candidatepac-info/becoming-a-candidate/>

³Forms used by political party chairmen for the purpose of certifying the party's nominee to the Department of Elections will be emailed to each senatorial and legislative district chairman.

⁴Monday, October 12th is a legal holiday (Columbus Day). Therefore, the last day to register to vote is the next business day (Tuesday, October 13, 2015).

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. (§ 24.2-603)



General Disclaimer

The information contained in this candidacy requirements bulletin is provided with the aim of providing an overview of Virginia electoral requirements. This document, and its contents, however, is not meant as legal advice or as a binding statement of official policy. Such laws are subject to change in content and interpretation. Candidates are responsible for verifying the status of current law and compliance with same.





INTRODUCTION

This bulletin and all required forms are available on our web site:

<http://elections.virginia.gov/index.php/candidatepac-info/becoming-a-candidate/>

Should you have questions relating to your candidacy, please do not hesitate to call our toll-free line (800)-552-9745. You also can reach ELECT staff at 804-864-8901 or via email at info@elections.virginia.gov or cfda@elections.virginia.gov.





TABLE OF CONTENTS

<i>ITEM</i>	<i>SUBJECT</i>	<i>PAGE</i>
I.	Advertising and Campaign Materials	1
II.	Qualifications to be a Candidate.....	1
III.	Disqualification if CFDA Reports are not filed from a prior Election.....	2
IV.	Documents Required to be Filed	2
V.	Primary Filing Fee.....	10
VI.	Filing Deadlines and Forms for a Primary Candidate	11
VII.	Filing Deadline and Forms for a Political Party Candidate Nominated by Method other than a Primary.....	12
VIII.	Filing Deadline and Forms for an Independent (Non-Party) Candidate.....	13
IX.	Requirements for Independent Candidate to Use Party ID on the Ballot	14
X.	Notice of Deficiencies in Declaration or Petitions (Non-Party) Candidate	15
XI.	Appeal to Deficiency in Petition Signatures	15
XII.	Post-election CFDA Reports and Payment of Penalties (All Candidates)	17
XIII.	Order of Names on Ballots	17
XIV.	The Successful Candidate.....	18
XV.	Frequently Asked Questions	18



I. ADVERTISING AND CAMPAIGN MATERIALS

Virginia's Campaign Finance Disclosure Act of 2006 imposes certain requirements relating to advertising and identification of campaign ads and materials, including sample ballots.

The specific requirements related to political advertisement disclosure are available in Chapter 14 of ELECT's [Summary of Laws and Policies Candidate Campaign Committees](#) document. The [Summary](#) may be downloaded from ELECT's website: <http://elections.virginia.gov/Files/CandidatesAndPACs/LawsAndPolicies/CandidatesSummary.pdf>. If you have questions relating to campaign finance, please call our toll-free number or send an email to cfda@elections.virginia.gov.

The following is provided for an additional understanding of the subject matter:

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

- (1) contain the words **SAMPLE BALLOT** in not less than 24 point type; and
- (2) be printed on paper of a color **other than white or yellow (canary)**.

Posting - Contact your county administrator or city manager 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*] Please note that some homeowner associations may prohibit the placement of political signs in yards.

Violations - If you believe that either any local ordinance or any election law has been violated and you have facts concerning the violation, you should report them in writing to the Commonwealth's Attorney in the county or city in which the violation happened.

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

II. QUALIFICATIONS TO BE A CANDIDATE

A candidate must be:

1. Qualified to vote for and hold the office sought;
2. Twenty-one years of age by the time of the election;
3. A resident of the Commonwealth for one year immediately preceding the election; and
4. A resident, by the time of filing, of the Senate of Virginia or House of Delegates district to be represented.

III. DISQUALIFICATION IF CFDA REPORTS ARE NOT FILED FROM A PRIOR ELECTION

Individuals who are seeking, and who during the preceding five years have campaigned for, the offices of Governor, Lieutenant Governor, Attorney General, Senate of Virginia or House of Delegates must have filed all required campaign contributions and expenditures reports for those past campaigns in order to qualify as a new candidate for either the House or Senate. This is required by § [24.2-948.3](#) of the *Code of Virginia* and is in addition to other requirements for candidacy.

IV. DOCUMENTS REQUIRED TO BE FILED Rev 2/10/15

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

<http://elections.virginia.gov/index.php/candidatepac-info/candidate-forms/>

Statement of Organization for a Candidate CFDA-947.1 Revised ~~May 28,~~ 2014 January 13, 2015

All General Assembly candidates must comply with the provisions of Virginia's Campaign Finance Disclosure Act of 2006 (CFDA). The first requirement of the Act for most candidates will be the completion of the statement of organization, candidate form CFDA-947.1 Rev 1/13/15~~5/28/14~~. The statement is prepared and distributed by the Department of Elections. It is available in printed form in the "Campaign Finance Disclosure Forms" section of the ELECT's website:

<http://elections.virginia.gov/index.php/candidatepac-info/campaign-finance-disclosure-forms/>.

The statement is also available within ELECT's electronic filing software known as COMET. For more information about the COMET system, please visit ELECT's "Campaign Finance Filing" webpage:

<http://elections.virginia.gov/index.php/candidatepac-info/campaign-finance-filing/>.

ELECT highly recommends reviewing the "COMET User Manual" before establishing a COMET "profile/account".

A helpful resource in understanding Virginia's CFDA as it relates to the proper completion of the statement of organization is the Departments' Summary of Laws and Policies Candidate Campaign Committees document. The Summary is available on ELECT's CFDA "Laws and Policies" webpage:

<http://elections.virginia.gov/index.php/candidatepac-info/regulation-and-policies/>.

The statement of organization is discussed in length in Chapter 2 of the Summary. ~~Below and~~ On the next page are several important facts from Chapter 2.:

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

Statement of Organization for a Candidate CFDA-947.1 Revised January 13, 2015
(continued)

- A candidate must provide his/her voter registration number and county or city of residence on the statement of organization.
- A candidate may serve as his/her own treasurer.
- A candidate campaign committee treasurer must provide his/her voter registration number and county or city of residence on the statement of organization.
- A candidate must file the statement of organization within 10 days of completing any one of the commencement factors identified in Section 2.1, Chapter 2, of ELECT's Summary of Laws and Policies Candidate Campaign Committees document. The commencement factors are found on page 10 of the Summary.
- A candidate must file an amended statement of organization within 10 days of any change to a candidate's campaign committee information.
- A candidate must send the original, signed version, and any amended statements of organization forms, to the Virginia Department of Elections. A copy of the candidate's statement must also be sent to the local electoral board of the candidate's county or city of residence.
- A candidate who chooses to file paper CFDA reporting forms will be charged a \$25 administrative fee per report filed (see [1VAC20-90-20](#)).

Virginia's Campaign Finance Disclosure Act is a very dense subject. If the Summary is unable to answer an individual's question, ELECT staff is available. Please call the Department on its toll free number or send an email to cfda@elections.virginia.gov.

Special Note (2/10/15): This document was revised in January 2015. The previous version of the form contained some misplaced instructions on pages 4 and 5. The new version now reflects the proper instructions for completing the statement of organization.

Certificate of Candidate Qualification – General Assembly SBE-501(6) Rev 1/15

This document is prepared and distributed by the Department of Elections. **All** candidates are required to file this form. In accordance with SBE Policy [2010-003](#), the certificate of candidate qualification may not be filed with the Department of Elections until after January 1, 2015. The original signed document must be received by the Department. ELECT cannot accept a faxed or emailed copy of a candidate's certificate of candidate qualification (§ [24.2-501](#)).

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

Certificate of Candidate Qualification – General Assembly SBE-501(6) Rev 1/15
(continued)

Special Note (2/10/15): This document was revised in January 2015. The previous version of the form contained outdated references to the “State Board of Elections”. The new form now reflects the agency’s name change to the “Department of Elections”. The previous version of SBE-501(6) Rev 11/09 is still valid and will be accepted if filed properly.

Declaration of Candidacy SBE-505/520 Rev 11/09/15

This document is prepared and distributed by the Department of Elections. It must be filed by primary election candidates and independent (non-party) candidates. The declaration must be filed **at the same time** as the petition of qualified voter forms.

Candidates for political party nomination by a method **other than a primary** file the declaration and the petitions described below, only if so required by the rules of the political party. Contact your senatorial/legislative district chair to determine if they are required.

Special Note (2/10/15): This document was revised in January 2015. The previous version of the form contained an outdated reference to the “State Board of Elections”. The new form now reflects the agency’s name change to the “Department of Elections”. The previous version of SBE-505/520 Rev 11/09 is still valid and will be accepted if filed properly.

Petition of Qualified Voters SBE-506/521 Rev 1.2013

This document is prepared and distributed by the Department 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 primary and independent (non-party) candidates. Petitions **cannot** be circulated until **after** January 1, 2015 (§§ [24.2-506](#) and [24.2-521](#)). The number of petition signatures needed for each office is covered in the section at the bottom of this page.

Petition Circulator

A candidate’s petition may be circulated by any person who is a legal resident of the United States of America. Circulators may not be minors or felons whose voting rights have not been restored.

IV. DOCUMENTS REQUIRED TO BE FILED (continued) **Rev 2/10/15**

Petition of Qualified Voters SBE-506/521 Rev 1.2013 (continued)

Special Note: The U.S. Supreme Court denied certification of Virginia's appeal in the 2012 Libertarian Party of Virginia v. Judd et al. case. The decision leaves in place the U. S. 4th Circuit Court's directive that prohibits the State Board of Elections from enforcing the in-state residency requirement to circulate a candidate's petition contained within §§ 24.2-506, 24.2-521 and 24.2-543.

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

Number of Signatures Required

Petitions must contain the signatures of at least the number of qualified voters listed below:

- for Senate of Virginia, **250** signatures of qualified voters of the Senate District.
- for House of Delegates, **125** signatures of qualified voters of the House District.

The Department recommends that a candidate get at least 1½ times the number of signatures required to assure that enough signers are qualified voters. (For example: ELECT recommends candidates for Senate of Virginia with a 250 signature requirement gather at least 375 signatures. Similarly, ELECT recommends candidates for the House of Delegates with a 125 signature requirement gather at least 200 signatures.)

The State Board's Regulation on Material Omissions on Candidate Petitions and Petition Signature Qualifications

The State Board of Elections' Material Omission Regulation identifies what does and does not constitute a material omission on a candidate's petition and petition signatures for the purpose of allowing or disallowing both. The entire regulation is provided below and on the following pages for your convenience.

1VAC20-50-20. Material Omissions from Candidate Petitions and Petition Signature Qualifications.

A. Pursuant to the requirements of § 24.2-506, 24.2-521, and 24.2-543 of the Code of Virginia, a petition or a petition signature should not be rendered invalid if it contains an error or omission not material to its proper processing.

B. The following omissions are always material and any petition containing such omissions should be rendered invalid if:

IV. DOCUMENTS REQUIRED TO BE FILED (continued) **Rev 2/10/15**

Petition of Qualified Voters SBE-506/521 Rev 1.2013 (continued)

1VAC20-50-20. Material Omissions from Candidate Petitions and Petition Signature Qualifications. (continued)

1. The petition submitted is not the double-sided document, or a double-sided copy thereof, provided by the State Board of Elections;
2. The petition does not have the name, or some variation of the name, and address of the candidate on the front of the form;
3. The petition fails to identify the office sought on the front of the form;
4. The petition fails to identify the applicable election district in which the candidate is running for office;
5. The circulator has not signed the petition affidavit and provided his current address;
6. The circulator is a minor or a felon whose voting rights have not been restored;
7. The circulator has not signed the petition he circulated in the presence of a notary;
8. The circulator has not had a notary sign the affidavit for each petition submitted;
9. A person other than the circulator signed the petition affidavit;
10. The notary has not affixed a photographically reproducible seal;
11. The notary has not included his registration number and commission expiration date; or
12. Any combination of the scenarios of this subsection exists.

C. The following omissions related to individual petition signatures are always material and any petition signature containing such omission shall be rendered invalid if:

1. The signer is not qualified to cast a ballot for the office for which the petition was circulated;
2. The signer is also the circulator of the petition;
3. The signer provided an accompanying date that is subsequent to the date upon which the notary signed the petition;
4. The signer did not sign the petition; or

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

Petition of Qualified Voters SBE-506/521 Rev 1.2013 (continued)

1VAC20-50-20. Material Omissions from Candidate Petitions and Petition Signature Qualifications. (continued)

5. The signer provided an address that does not match the petition signer's address in the Virginia voter registration system, unless the signer provided an address that is within the same precinct where a voter is currently registered in the Virginia voter registration system, and the signer can be reasonably identified as the same registered voter.

D. The following omissions shall be treated as nonmaterial provided the general registrar can independently and reasonably verify the validity of the petition or signature:

1. An older version of the petition is used (provided that the information presented complies with current laws, regulations, and guidelines);
2. The "election information" including (i) county, city, or town in which the election will be held; (ii) election type; and (iii) date of election are omitted;
3. The name of the candidate and office sought are omitted from the back of the petition;
4. The circulator has not provided the last four digits of his social security number in the affidavit;
5. The signer omits his first name, provided he provides a combination of his first or middle initials or a middle name and last name and address that matches a qualified voter within the Virginia voter registration system;
6. The signer provided a derivative of his legal name as his first or middle name (e.g. "Bob" instead of "Robert");
7. The signer prints his name on the "Print" line and prints his name on the "Sign" line; or
8. The signer fails to provide the date but a period of time that qualifies can affirmatively be established with previous and subsequent dates provided by other signers upon the petition page.

E. A signature upon a petition shall be included in the count toward meeting the petition signature requirements only if:

1. The petition signer is a qualified voter who is maintained on the Virginia voter registration system either (i) with active status or (ii) with inactive status and qualified to vote for the office for which the petition was circulated;

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

Petition of Qualified Voters SBE-506/521 Rev 1.2013 (continued)

1VAC20-50-20. Material Omissions from Candidate Petitions and Petition Signature Qualifications. (continued)

2. The signer provides his name; and
3. The signer provides an address that matches the petition signer's address in the Virginia voter registration system, or the signer provided an address that is within the same precinct where a voter is currently registered in the Virginia voter registration system, and the signer can be reasonably identified as the same registered voter.

Statutory Authority

§§ 24.2-103 and 24.2-506 of the Code of Virginia

Derived from Volume 27, Issue 16, eff. March 28, 2011; amended, Virginia Register Volume 29, Issue 01, eff. August 29, 2012; Volume 29, Issue 24, eff. July 12, 2013.

Frequently Asked Questions Regarding Petitions

The following are frequently asked questions received regarding the petition process:

1. Do I have to print the petition double-sided or may I staple two separate pages together and circulate?

Answer: **A petition page is a double-sided document with both a front and back.** If your printer is unable to print a double sided document, you must copy the two separate printed pages (i.e. front and back page) so that you end up with a double-sided single page. The front and back of the petition **cannot** be stapled together and circulated as one petition page.

2. What happens if I need additional time to gather the required number of signatures?

Answer: **Neither the general registrars nor ELECT have authority to accept additional petitions after the applicable candidate filing deadline.**

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

Petition of Qualified Voters SBE-506/521 Rev 1.2013 (continued)

Frequently Asked Questions Regarding Petitions (continued)

3. Who is responsible for ensuring my petition signers and circulators are eligible to sign and/or circulate my petition?

Answer: **The candidate.** As a courtesy, general registrars have the option of verifying the number of qualified voters that have signed a candidate's petitions prior to the filing deadline for the purpose of alerting the candidate of deficiencies. However, it is the candidate's ultimate responsibility to ensure that he or she gathers the requisite number of signatures of qualified voters, utilize eligible circulators, and otherwise follow the procedures laid out in the law. Candidates for election or political party nomination to further his/her candidacy may purchase from the Department of Elections a list of registered voters for his/her election district. Purchasing the list may aid in petition signature proficiency.

4. Is it required for the petitions to be notarized?

Answer: **Yes.** Sections [24.2-506](#) and [24.2-521](#) require that each petition circulator's affidavit be notarized. Circulators should verify that the notary provides their photographically reproducible notary seal\stamp, notary registration number, date notary commission expires and notary signature to each petition page.

5. Must I provide my driver's license number and state of issuance when completing the petition affidavit?

Answer: **No.** The information is not required and does not invalidate the petition if left blank.

6. I see two versions of the petition of qualified voters form available on ELECT's website, which one should I use?

Answer: **Either the letter size (8 1/2" x 11") or legal size (8 1/2" x 14") petition may be used.** The legal size version contains more signature lines than the letter size version. The letter size version fits more neatly on a clip board. Personal preference will prevail.

IV. DOCUMENTS REQUIRED TO BE FILED (continued) Rev 2/10/15

General Assembly of Virginia Statement of Economic Interests Revised October 29, 2014

This document is available from the Clerk of the Senate, the Clerk of the House of Delegates and on the Department of Elections' website:

<http://elections.virginia.gov/index.php/candidatepac-info/candidate-forms/>

It is required to be filed by all candidates for this election. In accordance with SBE Policy [2010-003](#), the statement of economic interests may not be filed with the relevant Clerk's office until after January 1, 2015.

Exception – An incumbent seeking re-election is not required to file the statement as a candidate if s/he met the semi-annual filing requirement in December 2014 (§ [24.2-502](#)).

V. PRIMARY FILING FEE

As the name suggests, this fee is required to be filed **ONLY** by primary election candidates. The amount required to be paid is 2% of the minimum annual salary for the office sought in effect in the year in which the candidate files. The salaries for these offices are:

Senate of Virginia		House of Delegates
Filing fee in the amount of \$360.00	OR	Filing fee in the amount of \$352.80
[\$18,000 x .02 = \$360.00]		[\$17,640 x .02 = \$352.80]

The primary filing fee is paid to the treasurer or director of finance in the candidate's county or city of residence. Candidate primary filing fees will be refunded to unopposed, disqualified or withdrawn candidates. The candidate's written withdrawal notice must be received by the senatorial/legislative district chairman before the chairman provides the party's certification of qualified primary candidates to the Department of Elections to ensure a refund. § [24.2-527](#). A qualified primary candidate that withdraws after his or her party's certification to ELECT will not receive a refund of his/her primary filing fee. § [24.2-524](#).

NOTE: Candidates who are nominated by a political party by a method **other than** a primary election may be required to pay a filing fee. This fee is determined by the rules of the political party. Contact your legislative or senatorial district chairman for details.

VI. FILING DEADLINES AND WHERE TO FILE

For a Primary Candidate

Items 1, 2 and 3 must be received by the **Senatorial/Legislative** District Political Party Chairman, as applicable to the office sought, by the filing deadline. Postmarks are acceptable **only** for *Items 4 and 5* 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 Department of Elections.

PRIMARY FILING FEE	WHERE TO FILE	FILING DEADLINE
Filing Fee in the amount of: Senate of Virginia: \$360.00 House of Delegates: \$352.80	Treasurer or Director of Finance in the candidate's county or city of residence	5:00 p.m. 3/26/2015

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Declaration of Candidacy *2. Petitions of Qualified Voters 3. Receipt showing payment of the primary filing fee	Senatorial District Chairman/ Legislative District Chairman, as applicable for the office sought	No earlier than Noon, 3/9/2015 and no later than 5:00 p.m., on 3/26/2015
*4. Certificate of Candidate Qualification**	Department of Elections	5:00 p.m. 3/26/2015
*5. Statement of Economic Interests	Clerk of the appropriate General Assembly Chamber	5:00 p.m. 3/26/2015
*6. Statement of Organization for a Candidate**	Refer to Chapter 2 of ELECT's <u>Summary of Laws and Policies Candidate Campaign Committees</u> document for more specific detail on where and when to file the statement of organization	

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

* Refer to Pages 2 through 10 herein for details.
** The failure to file the statement of organization for a candidate is not cause for disqualification. However, you are subject to penalties required by the Campaign Finance Disclosure Act of 2006.

VII. FILING DEADLINE AND WHERE TO FILE

For a Party Candidate Nominated by a method other than a Primary

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 Department of Elections.

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Certificate of Candidate Qualification	Department of Elections	7:00 p.m. 6/9/2015
*2. Statement of Economic Interests	Clerk of the appropriate General Assembly Chamber	7:00 p.m. 6/9/2015
*3. Statement of Organization for a Candidate **	Refer to Chapter 2 of ELECT's <u>Summary of Laws and Policies Candidate Campaign Committees</u> document for more specific detail on where and when to file the statement of organization	

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 2 through 10 herein for details.
 ** The failure to file the statement of organization for a candidate is not cause for disqualification. However, you are subject to penalties required by the Campaign Finance Disclosure Act of 2006.

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 Department of Elections.

REQUIRED FORMS*	WHERE TO FILE	FILING DEADLINE
*1. Declaration of Candidacy	General Registrar of the candidate's county or city of residence	7:00 p.m.
*2. Petitions of Qualified Voters		6/9/2015
*3. Statement of Economic Interests	Clerk of the appropriate General Assembly Chamber	7:00 p.m. 6/9/2015
*4. Certificate of Candidate Qualification	Department of Elections	7:00 p.m. 6/9/2015
*5. Statement of Organization for a Candidate **	Refer to Chapter 2 of ELECT's <u>Summary of Laws and Policies Candidate Campaign Committees</u> document for more specific detail on where and when to file the statement of organization	

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 2 through 10 herein for details.
 ** The failure to file the statement of organization for a candidate is not cause for disqualification. However, you are subject to penalties required by the Campaign Finance Disclosure Act of 2006.

IX. REQUIREMENTS FOR INDEPENDENT CANDIDATE TO USE PARTY ID ON THE BALLOT

Virginia Code Section [24.2-613](#) permits an independent (non-party) candidate to be identified on the ballot as the nominee of a non-recognized political party (i.e. a political party other than the Democratic Party or the Republican Party). In order to achieve the transformation from independent to third party candidate, the state chairman of the group must provide certain documents to the Department of Elections by **no later than 5:00 PM on Monday, June 15, 2015**.

These documents are:

1. An affidavit signed by the state chairman of the group, under oath, stating that the group:
 - a. Has been in existence for at least six months prior to the filing deadline (existed on or before December 9, 2014);
 - b. Has a state central committee composed of registered voters from each of Virginia's 11 congressional districts;
 - c. Has a party plan and bylaws; and
 - d. Has a duly designated chairman and secretary.
2. A list of the names and resident addresses of the officers and members of the state central committee;
3. A copy of the party plan and bylaws; and
4. A letter signed by the state chairman of the group, certifying that the individual is the nominee of the party and, if his/her filing is adequate and s/he is determined to be qualified, is eligible to be identified as such on the November 3, 2015 ballot for the (provide office title) and in the (provide district number) for which s/he filed as an independent candidate.
5. A letter signed by the nominee accepting the party's nomination.

NOTE:

The Department of Elections recommends that the independent candidate **immediately** provide this information to the state chairman of the political party if s/he wishes to be identified as a member of a specific group on the November 3rd ballot. If the state chairman does not provide ELECT with the documents by the deadline, the candidate will remain an independent candidate. S/He may express his/her affiliation with the third party group through campaign literature.

X. 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 the candidate's county or city of residence. It must accompany the declaration of candidacy and petitions filed with the general registrar.

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

XI. APPEAL TO DEFICIENCY IN PETITION SIGNATURES

Virginia Code Section [24.2-506](#) grants a nonparty candidate the right to appeal the Department of Elections' determination of deficiencies with his/her petition signatures [§ 24.2-506(C)]. The State Board's regulation articulating the appeal process is provided below and on the following pages.

1VAC20-50-30. Appeals of petition signature insufficiency

A. Pursuant to the requirements of §§ 24.2-506 and 24.2-543 of the Code of Virginia, a candidate for office, other than a party nominee, may appeal a determination that the candidate has failed to provide the required number of valid petition signatures necessary to qualify to appear on the ballot.

B. Any communication or notice required in this section shall be made in writing and delivered by mail or, unless otherwise prohibited by the Code of Virginia, electronically by electronic mail or facsimile. Notice of appeal from candidates must bear a photographically reproducible notary seal and be received by the deadlines established within this section.

C. A candidate for a county, city, or town office shall file his appeal with the local electoral board. A candidate for any other office shall file his appeal with the State Board of Elections.

D. A candidate for an office other than President of the United States must file his appeal within five (5) calendar days of the issuance of the notice of disqualification.

E. A candidate for President must file his appeal within seven (7) calendar days of the issuance of the notice of disqualification.

XI. APPEAL TO DEFICIENCY IN PETITION SIGNATURES (continued)

1VAC20-50-30. Appeals of petition signature insufficiency (continued)

F. The proper body to which the appeal notice was given shall establish the time and place where the appeal will be heard and convey this information immediately to the candidate. Electronic mail will be the preferred method of notifying the candidate if such address has been provided by the candidate, otherwise, notice shall be sent by first-class mail.

G. The candidate bears the burden of proof in establishing that a sufficient number of signatures from qualified voters were timely provided.

1. The candidate must submit a list containing the rejected signatures to be reviewed and the specific reason for each signature's reconsideration at least two (2) business days prior to the date on which the appeal will be heard. If the candidate submits no list, or submits a list that contains an insufficient number of names and reconsideration reasons to make up the number of signatures by which the candidate was deemed deficient, no appeal shall be held and the initial determination that the candidate did not qualify for the ballot will be final.

2. The candidate may submit documents clarifying the status of persons whose signatures were rejected for lacking proper registration status or residence.

3. The candidate may submit documents establishing the age of majority for any signer who was listed as ineligible due to status of being a legal minor.

4. The candidate may submit affidavits from persons whose signatures were rejected due to illegibility that attest to their identity. If possible, the affidavits should state the person's name, residence address, and a reasonable description of the location where approached by the circulator to sign the petition.

5. The candidate may not submit documents establishing that a petition signer became registered or updated their voter registration status to the address provided upon the petition after the established candidate filing deadline for the office sought.

H. Individual signatures reconsidered during the appeal will only count towards the candidate's requisite number if a majority of board members agree that sufficient evidence exists for their inclusion.

I. All determinations of the board before which the appeal is being heard shall be considered final and not subject to further appeal.

XI. APPEAL TO DEFICIENCY IN PETITION SIGNATURES (continued)**1VAC20-50-30. Appeals of petition signature insufficiency** (continued)

Statutory Authority
 § 24.2-103 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 29, Issue 23, eff. July 1, 2013; amended, Virginia Register Volume 30, Issue 9, eff. December 30, 2013.

XII. POST-ELECTION CFDA REPORT AND PAYMENT OF OUTSTANDING CIVIL PENALTIES Rev 2/10/2015

All candidates must file *pre-election* and *post-election* reports of campaign contributions and expenditures. These reports are filed with the Department of Elections **and**, if reports are filed in paper form, with the electoral board of the candidate's county or city of residence. For more information on when reports are due, visit our website:

<http://elections.virginia.gov/index.php/candidatepac-info/campaign-finance-disclosure-forms/>

A person elected cannot assume office until s/he files his/her *pre-election* and post-election reports and has paid any outstanding civil penalties *assessed through Chapter 9.3 of Title 24.2* (§ 24.2-948.2). A post-election report must be filed with the Department of Elections and, if reports are filed in paper form, with the local Electoral Board, with sufficient time to allow for, if necessary, assessment of a penalty by ELECT with subsequent payment of the penalty by the Member-elect before commencement of service in the Senate or House. The post-election report must include activity through *the twenty-three days after Election Day* [§ 24.2-947.6(A9)]. The 2016 General Assembly Session will begin at noon on Wednesday, January 13, 2016.

No certificate of election can be issued to any successful candidate who fails to file the reports required by Chapter 9.3 of Title 24.2.

XIII. ORDER OF NAMES ON BALLOTS

In a **primary election**, candidates appear on the ballot in the order they filed with the political party chairman (§ 24.2-529). If two or more candidates are certified by the party chair as having filed at the same time, the candidate's primary ballot order will be determined by a drawing conducted by the State Board of Elections.

In a **general election**, the candidates of political parties appear first on the ballot in the order determined by a drawing conducted by the State Board of Elections. Candidates representing any other recognized political party (see Item IX of page 14 herein), if any, appear next on the ballot in the order determined by a second drawing conducted by the State Board of Elections. Independent (non-party) candidates are listed in alphabetical order after the aforementioned political party candidates.

XIV. THE SUCCESSFUL CANDIDATE Rev 2/10/2015

Any successful candidate must check with the Clerk of the appropriate General Assembly Chamber on the office's qualification requirements before being sworn in.

XV. FREQUENTLY ASKED QUESTIONS

Listed below are the most commonly asked questions. If you need further details, please call us on our toll-free number or send us an email to info@elections.virginia.gov.

A. Who may circulate a candidate's petitions?

Answer: **A candidate's petition may be circulated by any person who is a legal resident of the United States of America. Circulators may not be minors or felons whose voting rights have not been restored.**

Special Note: The U.S. Supreme Court denied certification of Virginia's appeal in the 2012 Libertarian Party of Virginia v. Judd et al. case. The decision leaves in place the U. S. 4th Circuit Court's directive that prohibits the State Board of Elections from enforcing the in-state residency requirement to circulate a candidate's petition contained within §§ 24.2-506, 24.2-521 and 24.2-543.

The circulator 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 circulator can **NEVER** leave the petition unattended, e. g., 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?

Answer: **No to both.** The person circulating the petition must swear, under oath, that s/he **personally witnessed** the affixing of each signature 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?

Answer: **No.** Section [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/her 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?

Answer: **Generally, no since the election is a partisan election.** Employees of the federal government are prohibited from being candidates in partisan elections by the

federal law commonly known as the Hatch Act. Most employees of the legislative branch of the federal government are exempt from the Hatch Act. However, they may be affected by other rules and regulations.

Neither a federal government employee nor a person holding any office or post of profit or emolument under the United States government may hold office in the Virginia General Assembly. If any person so employed or holding an office of profit or emolument is elected, s/he would have to resign from the federal government before taking office.

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

Answer: **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 the Special Counsel**, 1730 M Street NW, Suite 218, Washington, D. C. 20036-4505. The Unit can also be reached by phone at 800-854-2824, 202-254-3650 or by email through hatchact@osc.gov. The Unit will determine if you are affected by the Hatch Act. Their web address is <https://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.**

Further, if you are a salaried officer of the Commonwealth of Virginia, you must resign from the position you hold prior to taking office.

F. What activities are permitted at the polls on Election Day?

Answer: **Please refer to the Do's and Don'ts for Campaigners and Authorized Representatives published by the Department 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://townhall.virginia.gov/L/ViewGDoc.cfm?gdid=5329>