



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Candidate Bulletin

Requirements for the
March 5, 2019 Special Election
Town of Chilhowie
Town Council
Smyth County

Definitions and Key Icons

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

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

Writ of special election – a legal document issued by a judge ordering an election



- 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

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 the county, city, or town in which you are trying to run for office.
- You are registered to vote in the county, city, or town in which you are trying to run for office.

Election Calendar 2019

Election Date	When is the last day to file?
Special election	Friday, January 4, 2019
Tuesday, March 5, 2019	

What, when, and where do I file?

	What do I need to file?	Where do I file this form?	When does filing open?	What is the deadline to file?
1	Certificate of Candidate Qualification – Local Office	With your general registrar May be sent postmarked by deadline if sent registered or certified USPS mail.	All candidates: When the writ of election is issued.	Friday, January 4, 2019
2	Declaration of Candidacy	With your general registrar	All candidates: When the writ of election is issued.	Friday, January 4, 2019

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](#).



All candidates

File starting: **When the writ of election is issued.**

File ending: **Friday, January 4, 2019.**

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 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](#).



All candidates

File starting: **When the writ of election is issued.**

File ending **Friday, January 4, 2019.**

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 to your general registrar.

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.