



★ VIRGINIA ★  
DEPARTMENT *of* ELECTIONS

# Candidate Bulletin

Prince William County  
Board of Supervisors, Neabsco District  
Requirements for the  
April 9, 2019 Special Election

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## Definitions and Key Icons

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**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)

**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 election** – a legal document issued by a judge ordering an election

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

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- 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

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## 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 Neabsco Magisterial District.
- You are registered to vote in Prince William County and Neabsco Magisterial District.

## Election Calendar 2019

Election Date	When is the last day to file?
Special election Tuesday, April 9, 2019	Tuesday, February 26, 2019 at 5:00 pm [§§ <a href="#">24.2-507(5)(ii)</a> , <a href="#">24.2-510(5)(ii)</a> ].

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# What, when, and where do I file?

[Find more information below table.](#)

	What do I need to file?	Where do I file this form?	When does filing open?	What is the deadline to file?
<b>1</b>	<a href="#">Certificate of Candidate Qualification – Local Offices</a>	With the Prince William County General Registrar.  May be sent postmarked by deadline if sent registered or certified USPS mail.	All Candidates:  When the writ of election is issued.	Tuesday, February 26, 2019.  [§§ <a href="#">24.2-507(5)(ii)</a> , <a href="#">24.2-510(5)(ii)</a> ].
<b>2</b>	<a href="#">Statement of Economic Interests – Local</a>	With the Prince William County General Registrar.  May be sent postmarked by deadline if sent registered or certified USPS mail.	All Candidates:  When the writ of election is issued.	Tuesday, February 26, 2019.  [§§ <a href="#">24.2-507(5)(ii)</a> , <a href="#">24.2-510(5)(ii)</a> ].
<b>3a</b>	<a href="#">Declaration of Candidacy</a>	With the Prince William County General Registrar.	Independent Candidates: When the writ of election is issued.	Tuesday, February 26, 2019.  [§§ <a href="#">24.2-507(5)(ii)</a> , <a href="#">24.2-510(5)(ii)</a> ].
			Non-primary party candidates: You do not need to file.	
<b>3b</b>	<a href="#">Petitions of Qualified Voters</a>	With the Prince William County General Registrar.	Independent Candidates: When the writ of election is issued.	Tuesday, February 26, 2019.  [§§ <a href="#">24.2-507(5)(ii)</a> , <a href="#">24.2-510(5)(ii)</a> ].
			Non-primary party candidates: You do not need to file.	

	What do I need to file?	Where do I file this form?	When does filing open?	What is the deadline to file?
<b>4</b>	<a href="#">Statement of Organization for a Candidate</a>	Submit two copies: <ul style="list-style-type: none"> <li>• With the Department of Elections according to instructions in COMET</li> <li>• With the Prince William County 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 Code <a href="#">24.2-947.1</a> .  An amended Statement of Organization is due within 10 days of any change(s) to the candidate's original Statement of Organization (e.g. Election Date Change).
<b>5</b>	Campaign Finance Reports	<a href="#">With the Department of Elections through COMET.</a>		<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: **When the writ of special election is issued.**

File ending: **February 26th, 2019 at 5 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 the Prince William County 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](#).



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

Required for candidates running in this special election.



**Non-primary party and independent candidates**

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

File ending: **February 26th, 2019 at 5 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 the Prince William County General Registrar.



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: **When the writ of special election is issued.**

File ending: **February 26, 2019 at 5 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
- Prince William County 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 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](#).

Check local charters for additional or different requirements.

Contact the local attorney for guidance.

	<b>Non-primary party candidates</b>	<b>Independent Candidates</b>
	You do not need to submit this form.	Collect signatures: File starting: Upon the issuance of the special election writ.  File ending: Tuesday, February 26th, 2019 at 5 pm.

 The first time you file petition pages must be filed along with the Declaration of Candidacy.

Candidates running for a special election may file petition pages more than once.

See table below for number of signatures needed.

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](#).

## Petition Signature Requirements

Office you seek	District	Number of petition signatures you need from qualified voters
Membership on the Board of Supervisors	Neabsco	125 signatures (i.e. registered voters in Neabsco District)

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.

An amended Statement of Organization is due within 10 days of any change(s) to the candidate's original Statement of Organization (e.g. Election Date Change).



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.](#)

**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.