



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

Candidate Bulletin

Town Council, Town of Vienna, Fairfax County
Requirements for the
May 7, 2019 General Election

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



- 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 to get on the ballot for Town Council in the Town of Vienna, Fairfax County. The General Election will be held on Tuesday, May 7, 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 the town in which you are trying to run for office.
- You are registered to vote in the town in which you are trying to run for office.

Election Calendar 2019

Election Date	When is the last day to file?
General election Tuesday, May 7, 2019	Tuesday, March 5, 2019 7:00 pm

What, when, and where do I file?

[Find more information below table.](#)

	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?
1	Certificate of Candidate Qualification – Local Office		<p>Your general registrar</p> <p>May be sent postmarked by deadline if sent registered or certified USPS mail.</p>	<p>Non-primary party and independent candidates:</p> <p>Wednesday, January 2, 2019</p>	Tuesday, March 5, 2019 at 7:00 p.m.
2	Statement of Economic Interest – Local Office	Only applies to certain candidates, review page 7	<p>Your general registrar</p> <p>May be sent postmarked by deadline if sent registered or certified USPS mail.</p>	<p>Non-primary party and independent candidates:</p> <p>Wednesday, January 2, 2019</p>	Tuesday, March 5, 2019 at 7:00 p.m.

	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?
3a	Declaration of Candidacy	Non-primary party candidates: You do not need to file.	Independent candidates: With the General Registrar of your locality.	Wednesday, January 2, 2019	Tuesday March 5, 2019 at 7:00 p.m.
3b	Petitions of Qualified Voters	You do not need to submit all signature pages at once. Non-primary party candidates: You do not need to file.	Independent candidates: With the General Registrar of your locality.	Wednesday, January 2, 2019	Tuesday March 5, 2019 at 7:00 p.m.

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 **January 2nd, 2019**.

File ending **March 5th, 2019 at 7 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 **January 2nd, 2019.**

File ending **March 5th, 2019 at 7 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
- 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 **January 2nd, 2019.**

File ending **March 5th, 2019 at 7 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.



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.

Non-primary party candidates	Independent Candidates
 You do not need to submit this form.	Collect signatures: Wednesday January 2nd, 2019, – Tuesday, March 5th, 2019 File starting: January 2nd, 2019 File ending: March 5th, 2019 at 7 pm.
	File this form with your general registrar.



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

Candidates running for the general 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	Size of locality (if relevant)	Number of petition signatures you need from qualified voters
Membership on the governing body or elected school board of	Any town with more than 3,500 registered voters.	125 signatures

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.