

Tioga County Board of Elections  
County Office Building  
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[www.tiogacountyny.com](http://www.tiogacountyny.com)

Cinda Lou Goodrich  
Commissioner  
Sandra Saddlemire  
Deputy Commissioner



Bernadette M. Toombs  
Commissioner  
Arrah M. Richards  
Deputy Commissioner

## **IMPORTANT DATES 2009**

PRIMARY ELECTION -----September 15, 2009 - 12PM-9PM  
GENERAL ELECTION -----November 03, 2009 - 6AM-9PM

### **Designating Petitions ...**

- ✓ The first day to sign is **June 09, 2009**
- ✓ Dates for filing are from **July 13- 16, 2009**
- ✓ The date on top of petition needs to be **SEPTEMBER 15, 2009**

### **Independent Petitions ...**

- ✓ The first day to sign is **July 07, 2009**
- ✓ Dates for filing are from **August 11-18, 2009**
- ✓ The date on top of petition needs to be **NOVEMBER 3, 2009**

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## **CONTENTS**

**\*\*\*Please read each and every page so that you will be eligible for any upcoming election.**

RULES FOR CANDIDATES AND PETITION CARRIERS .....	2
POLICY FOR DUPLICATING PETITIONS.....	3
PETITION EDITING BY PERSONS FILING PETITIONS.....	4
RULES FOR PETITION OBJECTIONS .....	5
5% SIGNATURES REQUIRED .....	7
CAMPAIGN FINANCE .....	8
BOARD OF ELECTIONS DISCLOSURE STATEMENT – COVER PAGE.....	11

## **RULES FOR CANDIDATES AND PETITION CARRIERS**

\*\*To be eligible to circulate and witness a designating petition for a major party, you must be an enrolled voter of the party in the state. Any registered voter within the political subdivision may carry an independent petition. A petition may also be carried by a Notary Public.

1. Be sure upper portion of the petition is properly filled in; including Party, Date of Election, Name of Candidate, Public Office or Party Position, Term of Office, AND Place of Residence. (Our office cannot accept just the mailing address) **Failure to have the correct election date will invalidate the entire petition.**
2. Fill in **vacancy committee**, if applicable, in correct space. Failure to list (3) three eligible voters **WILL NOT** invalidate the petition unless a vacancy occurs, which under the NYS Election Law may be filled only by such committee.
3. Designating petitions require the number of signatures equal to 5% of the voters enrolled in the party within the political subdivision, or the statutory minimum, whichever is less. Independent nominating petitions require the number of signatures equal to 5% of the total number of votes cast for Governor at the last gubernatorial election for the political subdivision.
4. All columns must be completed and must be in **ink**. Otherwise a fatal defect for that signature could become invalid upon objection. Any alteration or correction of information appearing on a signature line, **other than the signature itself and the date**, will not invalidate such signature. The alteration or correction must be initialed though.
5. In addition to the requirement for the signature, the printed name of the signer may be added, provided that the failure to provide a place to print the name or failure to print a name if a space is provided shall **NOT** invalidate the signature or petition.
6. Use enrollment and registration lists to determine voter's eligibility to sign a petition. They must reside in the political subdivision for the public office or party position listed on the petition. **Fill in the name of the Town in the last column, not village nor post office.** A signature will not be deemed invalid solely because the address provided is the post office address of the signer provided that proof that such address is the accepted address of such signer is provided to the BOE no later than three days following the receipt of specific objections to such signature.
7. Each petition must be numbered sequentially at the foot of each sheet before being filed. Any two or more petition sheets must be **securely bound** (paper clips are not acceptable, staples are highly recommended), which will hold the pages together in numerical order. All petitions containing ten or more sheets must be accompanied by a cover sheet. **Do not number the petition sheets unless you are the person who will be binding or filing the petition.**

8. You cannot circulate a petition for a candidate if you have already signed a petition for another candidate for the same office.
  9. **Witness Statement:** The witness must be an enrolled voter of the same party enrollment as the voters qualified to sign the petition and who is a resident in the State of New York. The carrier must witness all signatures on his/her petition. **Do not** give a petition to someone else to obtain signatures and then sign your name as the witness. Never allow anyone to sign another name except his/her own.
  10. You CANNOT witness your own signature. He/she may sign another carrier's petitions but are advised only to do so when they are finished circulating petitions.
  11. When you have completed each sheet, print your name on the first line of the Witness Statement where it asks for "Name of Witness". Fill in your party, residence, and number of signatures. Subscribing witness information may be inserted by someone other than the witness provided that it is done prior to the witness signing or in the witness' presence. Information below the witness' signature (Town and County) can be filled-in by anyone prior to filing the petition.
  14. All papers required to be filed pursuant to the Election Law shall, unless otherwise provided, be filed within the given dates located on the front of this petition packet and between the hours of 9:00am and 5:00pm.
  15. All petitions or other legal papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed "timely" and accepted for filing when received. However, due to the inconsistency of the mail, it is advisable to file petitions in person at the Board of Elections office.
- \*\*\*\***NOTE:** The above information is provided to assist petition carriers and candidates in the petition process and does **NOT** represent all sections of NYS Election Law associated with nominating petitions. For more detailed information, see the State of New York Election Law Book, ARTICLE 6 and/or call our office – (607) 687- 8261.

### **POLICY FOR DUPLICATING PETITONS**

A Certificate of examination form must be signed and copy charge paid before copies of petitions are released. (\$.10 per page)

Permission must be obtained from Commissioners or Deputy Commissioners before copies are released.

## **PETITION EDITING BY PERSONS FILING PETITIONS**

The following are some common petition errors. Please check your petitions for these errors before filing.

- ✓ Petitions with **10 or more pages must have a cover sheet.**
- ✓ Cover sheet must be completed and **signed.**
- ✓ Petitions with multiple pages must be securely bound. **Paper clips are not acceptable, staples are highly recommended.**
- ✓ Petitions pages must be **sequentially numbered** at the foot of the page.
- ✓ Top of petition must have party and **correct date of election as follows:**
  - Designating Petition will have Primary Election Date
  - Independent Petition will have General Election Date
- ✓ Public Office or Party Position must include Town and Term of Office.
- ✓ Each signature line must have **all** requested data in **ink.**
- ✓ The witness statement must have **all** requested data in **ink.**
- ✓ Any alterations or corrections, other than the signature and date, must be initialed.

**The purpose of this list is to provide filers with common petition errors. It is NOT a complete list of all possible petition errors or requirements per NYS Election Law.**

## **RULES FOR PETITION OBJECTIONS**

Petitions may be examined by any person who completes and submits a Certificate of Examination to the Board of Elections. Petitions may be photocopied by the Board of Elections personnel upon written request and at a cost of \$.10 per page.

1. Any person examining any petition or certificate may not use or have in his hand a pen or pencil during the process of examining a petition.
2. No person or group may examine any petition or certificate for a period of more than two (2) consecutive hours if another person is waiting to examine the same petition or certificate.
3. An examination of any petition or certificate shall be made only in the Board of Elections office and in the presence of one or more employees of the Board.
4. Such objections shall be filed within three days after the filing of the petition or certificate to which objection is made, or within three days after the last day to file such a certificate, if no such certificate is filed.
5. When such an objection is filed, specifications of the grounds of the objections shall be filed within six days thereafter with the same officer or board and if specifications are not timely filed, the objection shall be null and void.
6. The objection need only state that there is an objection to a named petition, must be dated, signed and contain the address and telephone number of the objector.
7. Any Person filing general objections to any designating or independent nominating petition filed with the County Board of Elections who thereafter files specifications of his objections to any such petition with such board shall do so in accordance with the provisions of 6-154 of the Election Law. All such specifications shall substantially comply with the following requirements:
  - A) The volume number (if applicable), page number, and line number of any signature objected to on any petition shall be set forth in detail. In addition, any portion of any petition or any signature line or witness statement objected to shall be specifically identified and reasons given for any such objection;
  - B) The total number of signatures objected to shall be set forth and all objections relating to a single signature line should be grouped together;
  - C) Symbols and /or abbreviations may be used to set forth objections, provided that a sheet explaining the meaning of any such symbols and /or abbreviations is attached to the specifications.

8. No specifications of objections to any petitions will be considered by the Board unless the objector filing the specifications mails, by certified mail, a duplicate copy of the specifications to each candidate for public office named on the petition. In the case of a petition containing candidates for party position, service of the specifications shall be made on either the named candidates or the first person named on the petition's committee to fill vacancies. Service shall be made on or before the date of filing of any specifications with the Board. Proof of service shall accompany the specifications or be received by the end of two business days following the filing of the specifications, whichever is later.
9. Any notice and/or determination relating to a petition for which specifications of objections have been filed shall be transmitted by the Board to the objector filing the specifications, provided that any such objector may designate an attorney or agent to receive any such notice and or determination on his behalf. Any such designation shall be in writing and include the name, address and telephone number of any such attorney or agent, and any such attorney and /or the agent shall be eligible to represent any such objector in any proceeding conducted by the Board relating to the specifications.

## **5% SIGNATURES REQUIRED**

### DESIGNATING NOMINATING PETITIONS –

<b>County Treasurer</b>	<b>DEM 440</b>	<b>REP 736</b>	<b>IND 71</b>	<b>CON 18</b>	<b>WOR 6</b>
<b>County Coroner</b>	<b>DEM 440</b>	<b>REP 736</b>	<b>IND 71</b>	<b>CON 18</b>	<b>WOR 6</b>
<b>Barton</b>	<b>DEM 83</b>	<b>REP 103</b>	<b>IND 12</b>	<b>CON 3</b>	<b>WOR 2</b>
<b>Berkshire</b>	<b>DEM 13</b>	<b>REP 21</b>	<b>IND 3</b>	<b>CON 2</b>	<b>WOR 1</b>
<b>Candor</b>	<b>DEM 44</b>	<b>REP 74</b>	<b>IND 6</b>	<b>CON 2</b>	<b>WOR 1</b>
<b>Newark Valley</b>	<b>DEM 29</b>	<b>REP 56</b>	<b>IND 7</b>	<b>CON 2</b>	<b>WOR 1</b>
<b>Nichols</b>	<b>DEM 23</b>	<b>REP 39</b>	<b>IND 4</b>	<b>CON 1</b>	<b>WOR 1</b>
<b>Owego</b>	<b>DEM 180</b>	<b>REP 321</b>	<b>IND 27</b>	<b>CON 8</b>	<b>WOR 2</b>
<b>Richford</b>	<b>DEM 10</b>	<b>REP 13</b>	<b>IND 2</b>	<b>CON 1</b>	<b>WOR 1</b>
<b>Spencer</b>	<b>DEM 27</b>	<b>REP 40</b>	<b>IND 5</b>	<b>CON 1</b>	<b>WOR 1</b>
<b>Tioga</b>	<b>DEM 34</b>	<b>REP 73</b>	<b>IND 8</b>	<b>CON 2</b>	<b>WOR 1</b>

### INDEPENDENT NOMINATING PETITIONS –

<b>County Treasurer</b>	<b>792</b>
<b>County Coroner</b>	<b>792</b>
<b>Barton</b>	<b>99</b>
<b>Berkshire</b>	<b>23</b>
<b>Candor</b>	<b>74</b>
<b>Newark Valley</b>	<b>63</b>
<b>Nichols</b>	<b>39</b>
<b>Owego</b>	<b>368</b>
<b>Richford</b>	<b>17</b>
<b>Spencer</b>	<b>43</b>
<b>Tioga</b>	<b>69</b>

# Campaign Finance

Please note, as per NYS Board of Elections Legal Enforcement Counsel:

***Election Law Section 14-124(5) requires that all candidates, even those spending less than \$50.00, must make the filings. The only exceptions under the law are candidates for the party positions of county committee and delegate and alternate to the judicial convention. However, by rule and procedure, the State Board of Elections has allowed candidates for any office spending less than \$50.00 not to file. In return, it would be very helpful for any such candidate to let the County Board of Elections know in writing that total spending was less than \$50.00. In that way, the Board knows the reason the candidate is not making regular filings.***

***All candidates, except candidates for county committee and judicial delegate, refusing to give the Board the courtesy of stating that total spending is less than \$50.00 when that is the case, may legally be required by the Board to make all financial disclosure filings.***

***Very truly yours,***

***Stanley L. Zalen  
Enforcement Counsel***

## **Who Must File?**

All candidates and political committees are required to disclose, at specific times, all of the financial activity made in connection with their campaign or in support or opposition of candidates, committees or ballot proposals/propositions. Such disclosure is made by filing campaign financial disclosure reports.

## **When are Reports Filed?**

**Election Reports:** There are three campaign financial disclosure reports filed in connection with each election (**primary, general** and **special**). They are as follows:

- ✓ 32-day pre-election; **and**
- ✓ 11-day pre-election: **and**
- ✓ 10-day post-election for ***primary elections***
- or-**
- ✓ 27-day post-election for ***general*** or ***special elections***

**Periodic Reports:** All candidates and committees obligated to file campaign financial disclosure reports must submit, in addition to any required election reports, periodic campaign financial disclosure reports twice a year on the following dates:

- ✓ January 15<sup>th</sup>;
- ✓ July 15<sup>th</sup>.

These periodic reports must be filed until such time as the candidate or committee terminates.

Candidates are obligated to file campaign financial disclosures unless they have an authorized committee which has registered with the Board of Elections and the candidate is not going to raise or spend money themselves, except through their authorized committee. In this case, the candidate must only file a form [CF-16](#) (Candidate's Authorization for a Committee to make Campaign Financial Disclosures). This statement names the candidate's authorized committee that will file the financial disclosure statements on the candidate's behalf. The committee must file the form [CF-02](#) (Committee Registration/Treasurer and Bank Information) and [CF-03](#) (Committee Authorization Status). If the named treasurer does not file these documents ([CF-02 & CF-03](#)) which indicate that he/she has accepted the responsibility for filing the financial reports, then that responsibility remains with the candidate.

Candidates who run their own campaigns (without a committee) **and** Candidates with an authorized committee, who raise and spend monies outside of their committee, are required to file either In-Lieu-Of, Itemized or No-Activity Financial Disclosure Statements.

- **In-Lieu-Of Statement** is on the cover sheet of the form [CF-01](#). This cover sheet with the In-Lieu-Of Statement can be submitted in paper (with original signature) or [on-line](#). You qualify to file an In-Lieu-Of Statement if you are a candidate and if, at the close of the reporting period for which such statement would be required, neither the total receipts nor the total expenditures of the campaign have exceeded \$1,000.
- **Itemized Statement** is required once the \$1,000 In-Lieu-Of Statement threshold is exceeded. You must now file an itemized statement covering all transactions since the beginning of the campaign. Also, once an itemized report is required, you may not file an In-Lieu-Of Statement for any future reporting. State filers are required to file their Financial Disclosure Statement electronically unless they qualify to file on paper.
  - To file an **Itemized Statement** electronically, you must download the [Electronic Filing Software \(EFS\)](#). Then prepare the report on the software, save the report and attach report to an e-mail to [efsfiling@elections.state.ny.us](mailto:efsfiling@elections.state.ny.us) or submit report on a diskette.

- If you qualify to file on paper\*, use form [CF-01](#) "State of New York Board of Elections Disclosure Statement." The report must consist of the cover page, all pertinent schedules for all campaign financial activities, the Summary and Status pages. For instruction on completing the form [CF-01](#) or to find out the schedules you need to create on the software to report your campaign financial activities, go to [Campaign Financial Disclosure Handbook](#).
- \* You may only file on paper if you filed the form [CF-19](#) (Application for Electronic Filing Exemption) to the NYS Board of Elections and have been granted the exemption.
- **No-Activity Statement** is to be filed by itemized filers when there are no transactions to report for the reporting period (i.e., receipts and/or expenditures). No-Activity Statements can be filed on paper using the form [CF-18](#) (Verification Statement) or [no-activity statements can be filed on-line](#).

For any and all other information you may go to any of the following sources:

- State of New York Election Law book, Article 14 – Campaign Receipts and Expenditures
- NYS Board of Elections Campaign Finance Handbook 2009
- NYS Website: [www.elections.state.ny.us](http://www.elections.state.ny.us)
- OR call the Tioga County Board of Elections at (607) 687-8261.

**STATE OF NEW YORK  
BOARD OF ELECTIONS DISCLOSURE STATEMENT ---- COVER PAGE**

ELECTION YEAR	FILER ID	STATEMENT NUMBER FROM BELOW**	STATEMENT PERIOD DATES FROM / / TO / /	DATE FILED (FOR BOARD USE ONLY)
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**IDENTIFICATION** YOU MUST TYPE OR PRINT LEGIBLY IN BLACK OR BLUE INK

Full name of filer (candidate or committee name)

Mailing address of filer - number and street

City State Zip

Check box if mailing address has changed since last report  
 [file amended CF-02, CF-03, CF-16 as necessary]

Committee treasurer name (Last) (First)  
 Is this committee authorized by the candidate?  Yes  No

OFFICE/DISTRICT/CANDIDATE BEING SUPPORTED

STATEMENT IS BEING FILED BY:

- Candidate  Political Committee \*  
 Party Committee  Constituted Committee  
 Housekeeping Account (For Party/Constituted Committees only)  PAC

\* For Authorized or Unauthorized single or multi-candidate committee and for Ballot Issues.

**TYPE OF REPORT**

\*\*CHECK ONE BOX AND INDICATE STATEMENT NUMBER ABOVE

1.  32 day Pre Primary      7.  32 day Pre Special  
 2.  11 day Pre Primary      8.  11 day Pre Special  
 3.  10 day Post Primary\*\*\*    9.  27 day Post Special\*\*\*  
 4.  32 day Pre General      10.  Periodic Jan. 15, 20\_\_\_\_  
 5.  11 day Pre General      11.  Periodic July 15, 20\_\_\_\_  
 6.  27 day Post General\*\*\*    12.  24 hour notice  
 13.  Off-Cycle

\*\*\* Campaign material or a disclaimer must be submitted with Post Election statements.

- See Attached       No Campaign Material Produced  
 Termination Report (you can not terminate if any funds or debts remain)  
 Amendment Report      Date of original report \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Treasurer Resignation Report: Copy of letter of resignation attached.

I state that the information contained in this statement is in all respects true and complete to the best of my knowledge, information and belief.

**VERIFICATION**

Name - Print or type

Signature (must be original in blue or black ink only.)

Title

Date Signed Phone number

ANY FALSE INFORMATION IN THIS STATEMENT MAY BE A CLASS A MISDEMEANOR, PUNISHABLE BY A FINE AND/OR UP TO ONE YEAR IMPRISONMENT, PURSUANT TO SECTION 210.45 OF THE PENAL LAW. FOR FURTHER INFORMATION, CONTACT THE NEW YORK STATE BOARD OF ELECTIONS OR YOUR COUNTY BOARD OF ELECTIONS.

CF-01 3/06

**STATEMENT INVENTORY**

		Number of Pages Amended	Schedules
Individuals/Partnership Contributions (Sch. A)			
Corporate Contributions (Sch. B)			
All Other Contributions (Sch. C)			
In-Kind Contributions/Other Receipts (Sch. D/E)		/	/
Expenditure Payments (Sch. F)			
Transfers In/Out (Sch. G/H)		/	/
Loans Received/Paid (Sch. I/J)		/	/
Liabilities/Loans Forgiven (Sch. K)			
Expenditures Refunds/Contributions Refunded (Sch. L/M)		/	/
Outstanding Liabilities (Sch. N)			
Partners/Subcontracts (Sch. O)			
Housekeeping Receipts (Sch. P)			
Housekeeping Expenses (Sch. Q)			
Summary/Status Report		/	/

**IN-LIEU-OF STATEMENT**

I state that I am a candidate or a treasurer of an authorized committee which supports only one candidate, and at the close of this reporting period neither the total receipts nor the total expenditures of this campaign have exceeded one thousand dollars.

Note: Once you file an itemized statement, you cannot file an In-Lieu-Of Statement for any future reports.