

November 4, 2014 Election

Candidacy Requirements

For

U. S. House of Representatives



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.



2014 Election Calendar for U. S. House of Representatives

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 10 § 24.2-515	March 10 noon to March 27 5:00 p.m. § 24.2-522	March 27 5:00 p.m. § 24.2-503	April 1 5:00 p.m. § 24.2-527	May 19 § 24.2-416	By Mail: June 3 In Person: June 7 §§ 24.2-701B(1) & 24.2-701B(2)
PARTY NOMINATIONS, OTHER THAN BY PRIMARY ELECTION, MAY BE MADE NO EARLIER THAN APRIL 24 AND MUST BE COMPLETED BY 7:00 P.M., JUNE 10.						
² General	November 4 § 24.2-101	NON-PARTY CANDIDATES June 10 7:00 p.m. § 24.2-507	ALL CANDIDATES June 10 7:00 p.m. § 24.2-503	June 16 5:00 p.m. § 24.2-511B	⁴ October 14 § 24.2-416	By Mail: October 28 In Person: November 1 §§ 24.2-701B(1) & 24.2-701B(2)
<p>¹Notification of adoption of primary must be filed with the State Board of Elections by the party chair for the election district no sooner than February 5, 2014 nor later than February 25, 2014. (§ 24.2-516)</p> <p>²See the following pages for specifics as to forms required and where to be filed. The bulletin and forms are available on our web site: http://www.sbe.virginia.gov</p> <p>³Forms for certifying the party's nominee will be emailed to party chairs well in advance of each deadline.</p> <p>⁴Monday, October 13th is a legal holiday (Columbus Day). Therefore, the last day to register to vote is the next business day (Tuesday, October 14, 2014).</p>						
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.						



INTRODUCTION

This bulletin and all required forms are available on our website.

http://www.sbe.virginia.gov/cms/Cidate_Information/Cidate_Forms.html

Should you have questions relating to your candidacy, please do not hesitate to call our toll-free line (800)-552-9745. Within the Call Menu, press 2 for Campaign Finance and Ballot Access assistance. You also can reach us at 804-864-8901 or via email at info@sbe.virginia.gov.





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I. REQUIREMENTS OF THE FEDERAL ELECTION CAMPAIGN ACT

IMPORTANT

The Federal Election Commission is responsible for Federal campaign disclosure laws. Federal law requires candidates to register and disclose campaign receipts and expenditures and to abide by certain contribution limits and prohibitions.

Please contact the Federal Election Commission, 999 E Street, NW, Washington, D.C. 20463, 800-424-9530, or on the web at <http://www.fec.gov> for more information.

II. ADVERTISING AND CAMPAIGN MATERIALS

Sample Ballots - Any **sample** of a paper or voting machine **ballot** must contain the words **SAMPLE BALLOT** and the appropriate authorization notice as described in the federal *Campaign Guide for Congressional Candidates and Committees* (<http://www.fec.gov/pdf/candgui.pdf>). In addition, a sample ballot must:

- (a) contain the words **SAMPLE BALLOT** in not less than 24 point type; and
- (b) be printed on paper of a color **other than white** or **yellow (canary)** § 24.2-622.

Posting - Contact the local government administrator of the county or of the city in which you wish to post signs or other campaign materials 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 for the city or county in which the violation happened.

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

III. QUALIFICATIONS TO BE A CANDIDATE

A candidate must be:

1. At least twenty-five years of age by the time of taking office;
2. A citizen of the United States for at least seven years; and
3. An inhabitant of the Commonwealth he seeks to represent.

IV. DOCUMENTS REQUIRED TO BE FILED

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

<http://www.sbe.virginia.gov/CandidateForms.html>

Certificate of Candidate Qualification

This document is prepared and distributed by the State Board 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 State Board of Elections until after January 1, 2014.

Declaration of Candidacy

This document is prepared and distributed by the State Board 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 petitions.

Candidates for political party nomination by a method **other than a primary** file this declaration and the petitions described below only if so required by the rules of the political party. Contact your congressional district chair or state party representative to determine if they are required.

Petition of Qualified Voters

This document is prepared and distributed by the State Board of Elections. Petitions containing at least **1,000** signatures of qualified voters in the congressional district 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, 2014 (§§ 24.2-506 and 24.2-521).

The State Board recommends that a candidate get at least 1 ½ times the number of signatures required (in this case: **1,500**) to assure that enough signers are qualified voters.

IV. DOCUMENTS REQUIRED TO BE FILED (continued)

Petition of Qualified Voters (continued)

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 the 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 petition contained within §§ 24.2-506 and 24.2-521.

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

Regulation on Material Omissions on Candidate Petitions

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.

Special Note: The U. S. 4th Circuit Court's ruling permitting out of state petition circulators makes the in state residency reference in B 6 unenforceable.

1VAC20-50-20. Material omissions from candidate petitions.

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 shall be rendered invalid if:

1. The petition submitted is not the double-sided, 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;

IV. DOCUMENTS REQUIRED TO BE FILED (continued)

Petition of Qualified Voters (continued)

Regulation on Material Omissions on Candidate Petitions (continued)

6. The circulator is [~~a legal resident of the Commonwealth~~], 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
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;

IV. DOCUMENTS REQUIRED TO BE FILED (continued)

Petition of Qualified Voters (continued)

Regulation on Material Omissions on Candidate Petitions (continued)

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 signs 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;
 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.

IV. DOCUMENTS REQUIRED TO BE FILED (continued)

Petition of Qualified Voters (continued)

Frequently Asked Questions Regarding Petitions

The following are frequently asked questions dealing with the petition process:

1. I see two versions of the Petition of Qualified Voters form available on SBE's website, which one should I use?

Answer: **Either the letter size (8 ½" x 11") or legal size (8 ½" 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.

2. 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.** A separate front petition page and a separate back petition page cannot be stapled together and circulated as a petition page.

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, the State Board of Elections has 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 a list of registered voters for their election district. Purchasing the list may aide 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. Once a petition page is notarized, no additional petition signatures may be added to the page.

IV. DOCUMENTS REQUIRED TO BE FILED (continued)

Petition of Qualified Voters (continued)

Frequently Asked Questions Regarding Petitions (continued)

5. 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 he **personally witnessed** the affixing of each signature on the petition and no person can witness his own signature.

6. I am a candidate and a Notary. May I notarize the petition pages circulated by other persons?

Answer: **No.** § 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 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.

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

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

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 base salary for this office is:

$$\$174,000 \times .02 = \$3,480 \text{ primary filing fee}$$

Campaign checks sent or delivered to the State Board for the purpose of paying the primary filing fee must be drawn on a certified check. A money order payment will also be accepted. Please refrain from sending cash. The State Board of Elections will not be responsible for insufficient funds issues should such issues arise from paying the primary filing fee.

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 congressional district chair for details.

VI. FILING DEADLINES AND WHERE TO FILE

For A Primary Candidate

Items 1, 2, and 3 must be received by the *congressional district chair* by the filing deadline. Postmarks are acceptable **only** for *Item 4* and **only** if the form is mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the State Board of Elections.

PRIMARY FILING FEE	WHERE TO FILE	FILING DEADLINE
The minimum salary calculates to a filing fee in the amount of \$3,480. [2% of \$174,000]	State Board of Elections 1100 Bank St., 1 st Floor Richmond, VA 23219	The fee must be paid to receive a receipt. The receipt is due by 5 p.m. 3/27/2014
REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Declaration of Candidacy *2. Petitions of Qualified Voters *3. Receipt for Payment of Primary Filing Fee	Congressional District Chair of the Political Party	No earlier than Noon on 3/10/2014 and no later than 5:00 p.m. on 3/27/2014
*4. Certificate of Candidate Qualification	State Board of Elections	5:00 p.m. 3/27/2014

<p>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.</p>

* Refer to Pages 2 through 7 herein for details.

VII. FILING DEADLINE AND WHERE TO FILE

For A Party Candidate Nominated By Method Other Than A Primary

A postmark is acceptable **only** if the form is mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the State Board of Elections.

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Certificate of Candidate Qualification	State Board of Elections 1100 Bank St., 1 st Floor Richmond, VA 23219	7:00 p.m. 6/10/2014

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 7 herein for details.

VIII. FILING DEADLINE AND WHERE TO FILE

For An Independent (Non-Party) Candidate

Items 1 and 2 listed below **must be received** by the *State Board of Elections* by the filing deadline. Postmarks are acceptable **only** for *Item 3* and **only** if it is mailed by registered or certified mail and a receipt showing date of mailing can be produced if demanded by the State Board of Elections.

REQUIRED FORMS	WHERE TO FILE	FILING DEADLINE
*1. Declaration of Candidacy	State Board of Elections 1100 Bank St., 1 st Floor Richmond, VA 23219	7:00 p.m. 6/10/2014
*2. Petitions of Qualified Voters		
*3. Certificate of Candidate Qualification		

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 7 herein for details.

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

Virginia Code Section 24.2-613 permits an Independent candidate to be identified on the ballot as a member of a political party other than the Democratic Party or the Republican Party. In order to do so, the state chairman of the group must provide certain documents to the State Board of Elections **by no later than 5:00 PM on Monday, June 16, 2014.**

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 10, 2013);
 - 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 filing is adequate and he is determined to be qualified, is eligible to be identified as such on the November 4, 2014 ballot for the office for which he filed as an Independent candidate.
5. A letter signed by the nominee accepting the party's nomination.

NOTE:

The State Board of Elections recommends that the Independent candidate provide this information to the State Chairman of the political party if he wishes to be identified as a member of a specific group on the November 4th ballot to assure that deadline for providing this information is met.

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 State Board of Elections. It must accompany the declaration of candidacy and petitions filed with this Board.

The written request **does not guarantee** a timely response. Certain factors may affect the Board's ability to follow through, that is, the number of filings, etc. It is suggested that documents be filed **at least twenty [20] 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 State Board's determination of deficiencies with his/her petition signatures [§ 24.2-506(C)]. The State Board's regulation articulating the appeal process is provided below.

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.

XII. PUBLIC FINANCIAL DISCLOSURE REPORT

The Federal Ethics in Government Act of 1978 requires any individual who is a candidate for United States House of Representatives to file a Public Financial Disclosure Report with the Clerk of the House, U. S. Capitol, Room H154, Washington, D. C. 20515-6601 (5 USC app. §§ 101-111). Please contact the House Committee on Ethics for more information: U S House of Representatives, 1015 Longworth House Office Building, Washington, D. C. 20515 [<http://ethics.house.gov/>].

XIII. ORDER OF NAMES ON BALLOTS

In **Primary Elections**

Candidates appear on the ballot in the order in which they file (§ 24.2-529). If two or more candidates file at the same time, the order in which they appear will be determined by a drawing conducted by the State Board of Elections.

In **General Elections**

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 on Page 12 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 appear in alphabetical order after the aforementioned political party candidates.

XIV. FREQUENTLY ASKED QUESTIONS

A. I work for the federal government; can I be a candidate?

Answer: **Generally no since the election contains partisan candidates.**

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 are not covered by the Hatch Act. However, but they may be affected by other rules and regulations. Consult the office of the Special Counsel if in doubt [see Question B below].

B. 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 Special Counsel**, 1730 M Street NW, Suite 218, Washington, D. C. 20036-4505 or call them at 800-854-2824 or 202-254-3650. That office will determine if you are affected by the Hatch Act. The FEC's web address is <http://www.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 of the agency or ordinances of the government for which you work. **Contact your personnel officer.**

C. What activities are permitted at the polls on election day?

Answer: **Please refer to the Do's and Don'ts with Guidelines for Campaigners and Authorized Representatives published by the State Board 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/GetFile.cfm?File=C:\TownHall\docroot\GuidanceDocs\132\GDoc_SBE_5329_v1.pdf