



Monroe County Board of Elections Candidate Information Packet

Monroe County Board of Elections Candidate Information Packet

Contents

Welcome Message	2
<i>Running for Office New York State Board of Elections (ny.gov)</i>	2
Disclaimer of Legal Advice	3
What is a Primary Election?	4
What is a General Election?	4
Candidates for Statewide or Federal Office	5
<i>Contact Us New York State Board of Elections (ny.gov)</i>	5
<i>Contact Federal Election Commission</i>	5
Judicial Candidates	5
Campaign Finance	6
<i>Campaign Finance New York State Board of Elections (ny.gov)</i>	6
Steps for Running for Office:	7
Petitioning	8
General Information on Petitions	8
<i>Petition Information New York State Board of Elections (ny.gov)</i>	8
Form of Petitions.....	8
Witnessing a Petition.....	9
Cover Sheets.....	10
Filing of Petitions, Acceptances, Authorizations and Declinations	11
Where to File:	11
<i>Where to File Petitions New York State Board of Elections (ny.gov)</i>	11
Objections	12
Objection Guidance	12
Board of Election Resources	13
Additional Information	13

Monroe County Board of Elections

Candidate Information Packet

Welcome Message

Dear Prospective Candidates,

Thank you for expressing interest in running for public office. This packet offers you resources you may need while running for office in Monroe County. The suggestions and information contained in this packet is intended to provide guidance for those who are preparing to circulate petitions. THIS IS NOT a substitute for consulting professionals, other government agencies, or Election Law. Please refer to the [Official Political Calendar - https://elections.ny.gov/political-calendars](https://elections.ny.gov/political-calendars) for the dates specific to the year you are running.

In this packet, you will find an extensive, but not inclusive list, of resources that you may need while running for office in Monroe County. Due to the complex nature of running for office, you should:

- Do your own research!
- Get Professional Assistance (Campaign Manager/Political Consultant, Treasurer/Accountant, & Attorney)
- Talk to local political parties and current elected officials
- Contact the NYSBOE. We recommend starting on the Running for Office page of the NYSBOE website to begin familiarizing yourself with the steps involved in the process.

[Running for Office | New York State Board of Elections \(ny.gov\)](https://elections.ny.gov/running-office)
<https://elections.ny.gov/running-office>

Other Places to Look for Information:

- IRS website for EIN and tax information.
- NYS BOE for all Campaign Finance Requirements & Statewide information.
- Local political parties can be good resources for candidates on Party lines.
- Local jurisdictions you are running in (town, city, village, etc.)
- Local Laws/Charter/Code, NYS Laws, Federal Laws

Feel free to reach out with any questions, we are happy to answer them or direct you to the proper resource.

Monroe County Board of Elections

Candidate Information Packet

Disclaimer of Legal Advice

A complex body of federal, state, and local law governs the process of running for office. Candidates and campaigns should familiarize themselves with the legal principles relevant to their circumstances and goals, as failure to comply with the law may result in wasted effort, disqualification of your candidacy, financial penalties, and in some cases civil or criminal liability.

Please note that this document offers informal, generalized information and may not be relied upon as substitute for formal legal advice. Candidates and campaigns should seek the advice of a qualified attorney or other professionals about their specific circumstances and goals in order to minimize the above-referenced risks.

Be advised that the Board of Elections cannot issue advance rulings issues or binding interpretations of law or regulations on issues that may be come before it. To the extent that this document discusses Board of Elections functions and decision-making, it is a statement of general principles in simplified terms and is not a substantive policy statement of the Board of Elections. Actual Board of Elections actions will be determined in all cases entirely by consideration of the specific circumstances thereof and according to the law, regulations, and policy relevant to a given case.

Monroe County Board of Elections

Candidate Information Packet

What is a Primary Election?

A “Primary Election” is one in which only enrolled members of a Party may vote for the purpose of nominating Party candidates and electing Party officers. In any election district where no race is contented, no Primary will be held.

A “Primary Election” is held on the first Tuesday after the second Monday in June before every general election unless otherwise changed by an act of the Legislature. Polls are open for voting from 6:00 am until 9:00 p.m.

The Board of Elections canvasses the returns of the Primary Elections within nine days from the date the Primary Election is held. The board tabulates the number of votes cast for all candidates nominated to each public office including election to party positions. The candidate receiving the highest number of votes shall be the nominee of their party in the General Election for such office or are elected to their party office.

What is a General Election?

A “General Election” is an election that is held throughout the State or Country on the same day. The most prominent example is the Presidential Election held every four years. Examples of statewide General Elections include the races for the New York State Governor and New York State Senators.

Monroe County Board of Elections Candidate Information Packet

Candidates for Statewide or Federal Office

The Monroe County Board of Elections is happy to talk to any candidate. All candidates for Statewide or Federal Offices should refer to the NYS Board of Elections and/or the Federal Election Commission. The Monroe County Board of Elections does not handle any campaign finances issues. We will refer all campaign finances questions to the appropriate agency.

[Contact Us | New York State Board of Elections \(ny.gov\)](https://elections.ny.gov/contact-us)

<https://elections.ny.gov/contact-us>

(518) 474-6220 - info@elections.ny.gov

New York State Board of Elections

40 North Pearl Street, Suite 5

Albany, NY 12207-2729

[Contact | Federal Election Commission](https://www.fec.gov/contact/)

<https://www.fec.gov/contact/>

1-800-424-9530 - info@fec.gov

Federal Election Commission

1050 First Street, NE

Washington, DC

Judicial Candidates

Judicial Candidates need to be mindful of the additional ethical and legal rules they are required to follow. Please refer to the NY Courts.

[Judicial Campaign Ethics Center - https://ww2.nycourts.gov/ip/jcec](https://ww2.nycourts.gov/ip/jcec)

1-888-600-5232 - ctJCEC@nycourts.gov

Judicial Campaign Ethics Center

Office of Court Administration

25 Beaver Street, 8th Floor

New York, NY 10004

[NYS Commission on Judicial Conduct - https://cjc.ny.gov/](https://cjc.ny.gov/)

585-784-4141 Fax: 518-299-1757 - cjc@cjc.ny.gov

NYS Commission on Judicial Conduct

400 Andrews Street Suite 700

Rochester, New York 14604

Monroe County Board of Elections Candidate Information Packet

New York State Campaign Finance Unit

[Campaign Finance | New York State Board of Elections \(ny.gov\)](https://elections.ny.gov/campaign-finance)

<https://elections.ny.gov/campaign-finance>

New York State Board of Elections - Campaign Finance Unit

40 North Pearl Street, Suite 5, Albany, NY 12207-2729

1-800-458-3453 | 518-474-8200 | cfinfo@elections.ny.gov

The campaign finance information provided on the webpages are only a guide. For a full understanding of your legal obligations and responsibilities, please also refer to the [New York State Election Law](https://elections.ny.gov/election-law) - <https://elections.ny.gov/election-law> and related [Rules and Regulations](https://elections.ny.gov/election-law#rules-and-regulations) - <https://elections.ny.gov/election-law#rules-and-regulations> and the [Opinions](https://elections.ny.gov/election-law#laws-and-opinions) - <https://elections.ny.gov/election-law#laws-and-opinions> of the New York State Board of Elections (NYSBOE).

Candidates for Rochester City School District Commissioner should contact the clerk of the district for their information. <https://www.rcsdk12.org/Page/41218>

District Clerk Rochester Board of Education

131 W. Broad Street Rochester, NY 14614

board.of.education@rcsdk12.org

Monroe County Board of Elections

Candidate Information Packet

Steps of Running for Office:

Please note that this list is not all-inclusive and there are steps you need to take that are not listed here. This list only covers the general steps of the Petitioning process.

1. Decide whether you are a candidate petitioning for the General Election or a candidate petitioning for the Primary Election.
 - A. Party Candidate will file Designating Petitions
 - i. Follow up with the respective party(ies) for each Primary you intend to run in
 - ii. Candidates (except judicial) filing a Designating Petition for Parties they are not enrolled in:
 1. Sign an Acceptance Form to make their petition valid **and**
 2. Must get an Authorization Form signed by the County Party Leader
 - B. Independent Candidates will file Independent Petitions
 - i. Follow up with either the Republican or Democratic Commissioners office for more information
 - C. Get a Voter Walk List from the BOE for each area you plan to circulate in
2. Collect **at least** the minimum required number of signatures
3. File Your Petition
 - A. Any elector for the office you are seeking may file an objection. Pay attention to who files for the same office as you and whether or not objections are filed
4. Applicable Candidates with valid petitions after the objection process will be put in a ballot draw to determine the order of the names on the ballot
5. Candidates will then receive a Candidate Letter that will have all the needed calendar dates that lead up to the Primary and General Election.
6. Election night results are unofficial. The official certification is issued later.
7. If you win, contact the government body you have been elected to serve in for information about swearing in and on-boarding

Monroe County Board of Elections

Candidate Information Packet

Petitioning

General Information on Petitions

The requirements for all petitions are contained in [Article 6 of the Election Law](#). The information contained here is intended to provide general guidance for those who are preparing to circulate petitions and is not to be used as a substitute for consulting the Election Law for specific petition requirements.

Persons wishing to run for elective office in most cases must circulate a petition getting at least a predetermined number of signatures that must then be filed with the Board of Elections according to an election calendar. If a candidate wishes to run on a particular constituted Party line, they may need to go through a designation process by that party and although a political party may designate a candidate, they must still circulate a Designating Petition.

If a candidate does not run on a constituted party line, they may create their own independent line by circulating and filing an Independent Nominating Petition.

Party members may also circulate an Opportunity to Ballot Petition to create the opportunity to write in the name of an unspecified person for an office in which there is no contest for the party endorsement. The current political parties are Democrat, Republican, Conservative, and Working Families.

The State Board of Elections has prepared Sample Forms. They are all in Acrobat PDF format. These forms can be printed and filled out by hand.

[Petition Information | New York State Board of Elections \(ny.gov\)](https://elections.ny.gov/petition-information)
<https://elections.ny.gov/petition-information>

Form of Petitions

The statute requires that all petitions be **substantially** in the form set forth in the law. See, [Election Law §6-132 \(party designating petitions\) §6-140 \(independent nominating petitions\) and §15-108 \(village designating and independent petitions\)](#). Deviations or slight rearrangements of the form of petition are not fatal defects, if the petition contains all of the required information.

Each sheet of the petition must correctly set forth:

- the date of the election
- the name of the candidate and the office or position sought
- the candidate's residence, and if different, their mailing or post office address
- information about the signer: date of signing, residence address, town or city
- information relating to the person who witnesses the signatures

A petition may include a committee on vacancies. Failure to provide such a committee, or naming fewer than three persons, will not invalidate the petition.

The voter need only sign the appropriate line on the petition sheet. Someone else may fill in all other information. Corrections may be made to any information on the signature line. The person making the correction however, **MUST** initial corrections or alterations in the date or the

Monroe County Board of Elections

Candidate Information Packet

signature.

For a signature to be valid, voters may not sign a petition for more candidates than there are offices. For example, if there is one council seat open, then the voter may only sign one petition for a candidate for that office. If there are two seats open, the voter may sign petitions for two candidates.

The pages of a petition must be sequentially numbered and securely fastened.

Witnessing a Petition Statement of Witness

Anyone who is qualified to sign a petition may witness a petition, but you cannot witness your own signature. The information required for the witness statement is mandatory. Omissions, errors, or unexplained alterations/corrections to that information may invalidate the entire page. When the witness signs the statement of witness, they are making an oath that subjects them to the penalties for perjury if any of the information preceding their signature is false, including the name and residence of the witness, the number of signatures on the page, the statement that each person signed in their presence and the date they are signing the statement. Witness identification information that follows the witness's signature may be provided by anyone, at any time before the petition is filed. This information includes the town or city and the county of the witness's registration.

OR Notary Public or Commissioner of Deeds

Any Notary Public or for someone who lives or works in the City of Rochester a Commissioner of Deeds may witness a petition. The information required for the witness statement is mandatory. Omissions, errors, or unexplained alterations/corrections to that information may invalidate the entire page. When the Notary Public or Commissioner of Deeds signs the statement of witness, they are making an oath that subjects them to the penalties for perjury if any of the information preceding their signature is false. The information preceding the signature includes the number of signatures on the page; a statement that each person signed in their presence and the date they are signing the statement.

In addition, there are new regulations governing record keeping by notaries. The text of the regulations may be found here at Sections 182.2 – 182.11.

<https://dos.ny.gov/system/files/documents/2022/07/proposed-rule-making-notaries-public-electronic-notaries.pdf>

The New York State Board of Elections guidance may be found here: [Notary Advisory - https://dos.ny.gov/notary-public](https://dos.ny.gov/notary-public)

Monroe County Board of Elections

Candidate Information Packet

Cover Sheets

If there are 10 or more pages in a petition, there must be a cover sheet. A multi-volume petition requires a cover sheet for each volume.

Cover sheets **must** contain the following information:

- Name, residence address (and mailing address if different) of the candidate.
- The public office or party position sought.
- The name of the party or independent body making the nomination.
- A statement that the petition contains a number of signatures equal to or in excess of the number required by statute.
- The volume number of that volume.
- The total number of volumes in each petition.

In the event that the same candidates do not appear on every sheet of the petition, then the cover sheet shall indicate which signatures apply to which candidate, by indicating the name of the candidate, the identification number or the volume number, and the page number of the applicable signatures. Specified numerical ranges (e.g., pages 1 through 15, pages 15-45) may identify signatures on such pages.

There are additional requirements if the petition contains candidates for county committee, and/or if there are different candidates on the various pages of the petition. Those requirements are contained in [Part 6215 of the rules and regulations](#) of the State Board of Elections.

Pursuant to [Part 6215 of the rules and regulations](#) of the State Board of Elections, the Board will provide notice of any correctable error(s) in cover sheet(s) and binding.

Monroe County Board of Elections

Candidate Information Packet

Filing of Petitions, Acceptances, Authorizations and Declinations

All filings must be filed timely ([See the Political Calendar](#)) and in the proper manner at the appropriate board of elections. Pursuant to section 1-106(1) of the New York State Election Law, all papers are required to be filed between the hours of nine A.M. and five P.M. If the last day for filing shall fall on a Saturday, Sunday or legal holiday, the next business day shall become the last day for filing. All papers sent by mail in an envelope postmarked prior to midnight of the last day of filing shall be deemed filed timely and accepted for filing when received. Failure to do so shall be a fatal defect.

- A. Party Candidate will file Designating Petitions
 - i. Follow up with the respective party(ies) for each Primary you intend to run in
 - ii. Candidates (except judicial) filing a Designating Petition for Parties they are not enrolled in:
 - 1. Sign an Acceptance Form to make their petition valid **and**
 - 2. Must get an Authorization Form signed by the County Party Leader
- B. Independent Candidates will file Independent Petitions
 - i. Follow up with either the Republican or Democratic Commissioners office for more information
- C. No filings will be accepted by facsimile or email.

Where to File:

[Where to File Petitions | New York State Board of Elections \(ny.gov\)](https://elections.ny.gov/where-file-petitions)
<https://elections.ny.gov/where-file-petitions>

Monroe County Board of Elections

Candidate Information Packet

Objections

Every petition is presumed to be valid when filed if, on its face, it appears to be in proper form and to contain enough signatures. However, a registered voter may challenge the validity of a petition. General written objections must be filed within 3 days after the petition is filed (1 day in a village election). Specifications of objections must be filed within 6 days of filing the general objections (2 days in a village election). For petitions filed with the State Board of Elections, see the State Board's web site for additional rules. The following rules and forms are specific to Monroe County; please visit the office or <https://www.monroecounty.gov/elections-candidate> for copies.

- [Notice of General Objection Form - Public Office](#)
- [Notice of General Objection Form - Party Position](#)
- [Petition Sample Research Form](#)

Objection Guidance

The Board of Elections is required to apply all rules strictly and uniformly and may not excuse non-compliance. Candidates and campaigns are advised to become familiar with the rules for petitioning and objecting.

In addition, the Monroe County Board of Elections has developed a spreadsheet on which to submit specifications of objections. We will require all such specifications to be submitted in this format: [Petition Research Specification Objection Form - https://www.monroecounty.gov/elections-candidate](#)

The New York State Board of Elections guidance may be found here: [Guidance on Specifications of Objections – https://www.monroecounty.gov/elections-candidate](#)

In addition, there are new regulations governing record keeping by notaries. The text of the regulations may be found here at Sections 182.2 – 182.11.

<https://dos.ny.gov/system/files/documents/2022/07/proposed-rule-making-notaries-public-electronic-notaries.pdf>

The New York State Board of Elections guidance may be found here: [Notary Advisory - https://dos.ny.gov/notary-public](#)

Monroe County Board of Elections

Candidate Information Packet

Board of Election Resources

The Monroe County Board of Elections offers a variety of resources to candidates.

During the petitioning process, you can receive:

- 1 large format map of your respective jurisdiction
- 1 walk list of the voters eligible for the petition/s you are circulating
 - 1 per Party for Designating Petitions
 - 1 of all voters for Independent Petitions
- Sample petitions for reference
- FTP access:
 - Voter file
 - Absentee data
 - Early voting data

Additional Information

Additional information may be obtained by calling the New York State Board of Elections at (518) 474-6220 or by contacting the Monroe County Board of Elections at (585) 753-1550.

Disclaimer of Legal Advice

A complex body of federal, state, and local law governs the process of running for office. Candidates and campaigns should familiarize themselves with the legal principles relevant to their circumstances and goals, as failure to comply with the law may result in wasted effort, disqualification of your candidacy, financial penalties, and in some cases civil or criminal liability.

Please note that this document offers informal, generalized information and may not be relied upon as substitute for formal legal advice. Candidates and campaigns should seek the advice of a qualified attorney or other professionals about their specific circumstances and goals in order to minimize the above-referenced risks.

Be advised that the Board of Elections cannot issue advance rulings issues or binding interpretations of law or regulations on issues that may be come before it. To the extent that this document discusses Board of Elections functions and decision-making, it is a statement of general principles in simplified terms and is not a substantive policy statement of the Board of Elections. Actual Board of Elections actions will be determined in all cases entirely by consideration of the specific circumstances thereof and according to the law, regulations, and policy relevant to a given case.