

2018

Signature Requirements

Minimum \_\_\_\_\_

Maximum \_\_\_\_\_

Filing Fee \_\_\_\_\_

Form Number \_\_\_\_\_

Filing Deadlines**4:00 p.m. February 7, 2018: Party Candidates****4:00 p.m. May 7, 2018: Independent Candidates for November****MAY 8, 2018 PRIMARY****4:00 p.m. August 8, 2018: Non-partisan Candidates for November****NOVEMBER 6, 2018 GENERAL**

**READ CAREFULLY.** The following information will assist you in filling out your petition correctly. Give your petition circulators a copy of these instructions to assist them in the proper procedure. **It is the candidate's responsibility to ensure that each petition is completed properly. The Board of Elections or its staff is not responsible for the proper completion of petitions.**

- ① Before you obtain any signatures, you must fill out and sign and date the face (front) of every petition. You can make copies of your original petition. ORC 3513.09 states that the candidate must file one paper with an original signature. For your own protection it is suggested that all papers be signed with an original signature.  
  
No post office boxes may be used for the candidate's address.
- ② No nicknames can be used. The name which a candidate uses on his petition can be any combination of the first and middle names or initials as long as it is a natural derivative of the candidate's given name. Example: "Bill" for William but not "Shorty" for William.
- ③ Legal Name Change: Must be done through Probate Court. If a candidate for public office has legally changed his/her name within five (5) years next preceding the filing of his petitions, they shall include his/her present name and former name on the petitions. Any person who has been elected under their changed name, without submission of their former name, shall be immediately suspended from office and the office declared vacated, and shall be liable to the state for any salary received while holding office. This does not apply to name change through marriage.
- ④ Ohio Revised Code 3513.052 prohibits anyone from being, or even attempting to be, a candidate for two or more specified nonfederal offices that will be chosen at the same election. (party central committee is excluded).
- ⑤ No person who seeks party nomination for an office at a primary election by filing a Declaration of Candidacy or Write-In (party central committee is excluded) shall be permitted to become a candidate at the following general election for any office by nominating petition or by write-in other than the offices of: State Board of Education; Board of Education; Educational Service Center (County Board); or Township Trustee.
- ⑥ Before filing your petition, check it over carefully. **Proper completion is your responsibility.** Mistakes by circulators or voters OR incorrect advice by the Board of Elections are not grounds for approving a defective petition.

- 7 A candidate *who does not currently hold office* can be a candidate in a primary election regardless of previous voting history.
- 8 An elected office holder can be a candidate in a party primary if he/she previously voted in another party's primary in the current year or preceding two (2) calendar years IF the office holder files a "Declaration of Intent to Change Political Party Affiliation" with the Board of Elections by 4:00pm on the 30<sup>th</sup> day before the filing deadline.
- 9 Members of cities and villages "AT LARGE" must reside in their cities for at least one (1) year preceding their election. Ward Council must reside in their ward for one (1) year preceding their election. (One year from the date of the November election)

Each member shall be an elector of the city, shall not hold any other public office, except that of notary public or member of state militia, and shall not be interested in any contract with the city, and no such member may hold employment with said city. A member who ceases to possess any of such qualifications, or moves from his ward, if elected from a ward, or from the city, if elected from the city at large, shall forthwith forfeit his office.

### **THE FOLLOWING ARE GENERAL POINTS OF INFORMATION:**

- 1 A candidate cannot sign his own petition. Signature will be invalidated.
- 2 A circulator cannot sign the petition he/she is circulating. Signature will be invalidated.
- 3 Signatures on a petition must be in INK – not in pencil. Signature will be invalidated.
- 4 Ditto marks can be used. However, a signature which is not dated or followed by a ditto mark in the space provided for the date, will be invalidated.
- 5 Petition signers must be able to vote for the candidate.
- 6 Petition signers can sign *all* petitions of *all* candidates seeking the same office.
- 7 A petition for an independent candidate can be signed *by any qualified elector* who can vote for the candidate.
- 8 Petition signers cannot use a P.O. Box for their address. Signature will be invalidated.
- 9 Obtain more signatures than needed, but no more than the maximum requirement.
- 10 Ask petition signers to write legibly. If you cannot read their signature, attach a separate page to the part-petition listing the signature number and the name of the signer OR print the name above the signature.

### **PETITION CIRCULATOR REQUIREMENTS (ORC 3501.38)**

A petition containing more than one page is made up of "part-petitions". Each page is called a part-petition.

- 1 A circulator must provide their complete residence address.
- 2 **READ** the circulator's declaration on the reverse side of the petition. The circulator will complete this section and sign it **AFTER** obtaining signatures. P.O. Box numbers are not acceptable as a circulator's residence address. This will invalidate the part-petition.

- ③ **The circulator’s declaration is an oath governed by Ohio Revised Code 3501.38 and the circulator must strictly comply with the requirements contained in the statement.**
- ④ **Only one circulator per part-petition – no more than one person may obtain signatures on a part-petition. This will invalidate the entire part-petition.**
- ⑤ **Circulators must PERSONALLY OBSERVE EACH PERSON SIGNING THEIR NAME. A husband cannot sign for his wife, etc... This will invalidate the entire part-petition.**
- ⑥ **If the circulator violates any part of the oath that he/she signs, the entire part-petition will be invalidated.**
- ⑦ **Circulator must fill in the number of signatures obtained on the part-petition. If the number is not filled in the entire part-petition is invalid.**
- ⑧ **For purposes of signing OR circulating a Democratic or Republican candidate’s petition, the signer and circulator are considered to be a member of the political party that they voted in within the preceding 2 calendar years.**

Call us with any questions: 330-369-4050

Check our website for valuable information:

[www.boe.co.trumbull.oh.us](http://www.boe.co.trumbull.oh.us)