

BASIC RULES FOR DESIGNATING (PARTY) PETITIONS

1. The entire petition must be in ink. No white out or erasure or ditto marks should be used.
2. Signers must be enrolled voters of the same party as the petition.
3. Signers must be voters who reside in the same political sub-division as the office which the candidate is seeking.
4. Vacancy committees are not legally required. However, if a candidate is unable to proceed through the election process and no vacancy committee is listed, the vacancy cannot be filled.
5. No one is allowed to sign for someone else. A husband or wife may NOT sign for each other. A Power of Attorney may not sign in the place of a voter.
6. The carrier must PERSONALLY witness each signer sign his/her name on the petition if they are going to sign the witness statement.
7. In the column "Town or City", use the township, not the village. For instance, Ilion and Mohawk would go in the column headed "Residence" along with the street or rural residence (not mailing) address. German Flatts would go in the "Town" (Township) or City" column.
8. The date on each line must be the date on which the witness secured the signature.
9. If the signer leaves any blanks, such as street address, etc., the witness should fill in with the correct information
10. In the Witness Statement at the bottom of the page, be sure to fill in the actual number of signatures on the page and complete ALL other information required.
11. The witness (the person who actually witnesses the signature and signs the bottom statement swearing to this) must be an enrolled member of the same party as the petition.
12. Alterations and corrections may be made to the signers address or township. These do not need to be initialed by the witness. Other changes must be initialed.
13. A witness cannot sign a petition they are circulating because they cannot witness their own signature.
14. Do not number your sheets if you are to turn them in to someone else who will be putting them together with other sheets for filing. The candidate needs to fasten all the sheets together securely and number the pages.
15. If a candidate has 10 or more pages in the petition, it must have a cover sheet. Any petition with two or more sheets must be securely fastened together. A sample cover sheet is included in the petition packet.
16. A witness does not need to have a petition notarized or signed by a commissioner of deeds. If the person carrying is a notary or commissioner in the County of Herkimer they shall fill out the Notary Public of Commissioner of Deeds section
17. Be specific with the office in which you are running. For example if you are running for town council, put town councilmember. If you are running for town supervisor, put town supervisor.

INDEPENDENT PETITIONS

1. You may not sign an independent petition (Pine Tree, Trucker, Etc.) if you have already signed a party petition for any candidate for the same office.
2. If you have signed a party petition for a candidate for that office, you may NOT witness any other petition for that office. If you have not signed any other party petition for that office, you may witness more than one petition.
3. To sign or witness an independent petition you may be enrolled in any party or no party at all. You must be registered prior to signing an independent petition.
4. The candidate must select a name and symbol for their party. The name may not have the name Independence in it since "Independence" is a recognized party in NYS. Also, the name selected may not be similar in any way to any of the organized parties. A sample list of symbols is available at the BOE office.
5. The candidate must sign and file a Certificate of Acceptance of their independent party's nomination with their petition. This form which must be notarized is included in this packet and is also available at the BOE office.

ONCE YOU BRING ANY PETITION INTO THE BOARD OF ELECTIONS OFFICE ANY TIME DURING ANY FILING PERIOD – THE PETITION IS CONSIDERED FILED.

You may ask any questions at any time BEFORE BRINGING YOUR PETITION TO THE BOARD OF ELECTIONS by calling or coming into the office.

FOR QUESTIONS PLEASE CONTACT ANY BOARD OF ELECTION STAFF FOR HELP

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