

**POLITICAL BODY - 2022**  
**NOMINATION PAPER GENERAL INSTRUCTIONS SHEET (DSBE PB)**

**PLEASE READ CAREFULLY**

In addition to political party nominations made at primaries, the Election Code permits political bodies to nominate candidates for public offices by filing political body nomination papers. Political body nomination papers should not be used to nominate political party candidates for the primary or to nominate minor political party candidates. In Philadelphia County, minor political parties include the Green and Libertarian parties.

1. **INSTRUCTIONS FOR COMPLETING PREAMBLE (Section A):** *Name of Political Body* – All nomination papers must specify the name of the Political Body which the candidate(s) represent. Such name cannot be more than three (3) words and cannot use words identical with, or deceptively similar to, any words used in the name of an existing political party, or of any political body which has already filed nomination papers for the same office(s).
2. **INSTRUCTIONS FOR COMPLETING CANDIDATE INFORMATION (Section B):** The name of each candidate, and his/her occupation and place of residence must be listed. The correct title of the office which each such candidate is seeking must be indicated with the appropriate district number. NOTE: More than one candidate may be nominated by one set of nomination papers, provided that all the signers are eligible to vote for all offices for which such nominations are made.

A nickname is allowed only if it is a derivative of the legal name or it is how the candidate is known in their community. If the candidate wishes to appear on the ballot with a nickname, a Name Change Affidavit should be completed and submitted with the Nomination Paper(s). The Name Change Affidavit is available in the “Candidates and Campaigns” section of our website at [vote.phila.gov](http://vote.phila.gov) or in the County Board of Elections office at City Hall, Room 142.

3. **DISAFFILIATION:** Any person who is a registered and enrolled member of a political party during any period of time beginning with thirty (30) days before the primary and extending through the General or Municipal Election is not eligible to be the candidate of a political body in the General or Municipal Election held in the same year. A candidate for election at a special election may not be a registered and enrolled member of a party.
4. **INSTRUCTIONS FOR COMPLETING COMMITTEE TO FILL VACANCIES (Section C):** A committee of three (3) to five (5) persons must be listed on the nomination papers in the spaces provided. The names of the committee members must be listed on each page of the nomination paper. This committee is empowered to nominate persons to fill a vacancy in the nomination should it occur. The Pennsylvania Election Code does not specify the qualifications of the members of this committee.
5. **CIRCULATION OF NOMINATION PAPERS:** Signatures may be secured only between September 9, 2022 and September 26, 2022.
6. **SIGNERS:** Signers must be qualified, registered electors of the city and county of Philadelphia and of all electoral districts referred to in the nomination paper sheet they have signed. Each signer must personally sign his/her name, insert his/her printed name, place of residence and the date of signing. (NOTE: The date of signing may be expressed in words or numbers, e.g. – September 10, 2022 or 9/10/22.) As a result of a federal district court order, the Secretary of the Commonwealth **is not enforcing the prohibition on signing more nomination papers than there are persons to be elected and offices to be filled** found in section 951(c) of the Pennsylvania Election Code, 25 P.S. § 2911(c), to nomination papers filed by the Green Party and the Libertarian Party. *See Green Party of Pa. v. Aichele*, 89 F. Supp. 3d 723 (E.D. Pa. 2015). Because having different nomination requirements for different political bodies raises equal protection concerns under both the Federal and State Constitutions, and because other political bodies would likely be able to obtain relief similar to that already afforded to the *Green Party* plaintiffs, **the Secretary has decided to apply the reasoning of the *Green Party* decision to all nomination papers submitted by political bodies.**

7. **NUMBER OF SIGNERS:** The minimum number of signatures required is two percent of the largest entire vote cast for any officer elected at the last preceding election held in the same electoral district, but it may not be less than the number required for nomination petitions for political party candidates for the same office (exceptions to this rule apply to new electoral districts). For the Special Election for the office of District Council, the minimum number of signatures is 750.
8. **STATEMENT OF CIRCULATOR:** *Every* sheet of the nomination paper must have the "Statement of Circulator" filled in and signed *after* all signatures have been obtained. Recent amendments to section 951(d) of the Pennsylvania Election Code, 25 P.S. § 2911(d), have eliminated the **in-state residency requirement** and the **affidavit requirement** for circulators of nomination papers for all political bodies.
9. **ASSEMBLING NOMINATION PAPERS:** When more than one page is used, they must be fastened or bound together, and each page must be numbered consecutively. Please do not use staples.
10. **CANDIDATE'S AFFIDAVIT AND ETHICS STATEMENT:** Each candidate for public office must sign and submit *one* CANDIDATE'S AFFIDAVIT per set of nomination papers. The CANDIDATE'S AFFIDAVIT is a separate form and may be obtained from the County Board of Elections. Additionally, candidates for District Council must submit with their nomination papers a copy of the Statement of Financial Interests required to be filed with the County Board of Elections. The original copy of the Statement of Financial Interests must be filed with the Department of Records, City Hall Room 156.

The PA Department of State has issued a Candidate Declaration unsworn statement. Candidates now have the option of foregoing the notarization requirement only **if they instead complete this Declaration**. This form can be found at <https://www.dos.pa.gov/VotingElections/CandidatesCommittees/RunningforOffice>. The Declaration must be filed at the same time as the paper(s) if used. The blank fields within the body text of the Candidate's Affidavit must still be completed regardless of whether that candidate is foregoing the notarization requirement or not. Candidates only need to complete one Candidate's Affidavit regardless of how many papers they submit.

**11. FILING FEES:**

For Municipal offices – \$100 by money order or certified check only, made payable to the "City of Philadelphia". Cash, personal checks, or credit/debit cards will not be accepted.

**12. TIME AND PLACE TO FILE:** Nomination papers for all offices listed in point #11 are filed in City Hall Room 142 and **must be filed by 5:00 P.M. on September 26, 2022.**

**Nomination Papers will only be accepted by the County Board of Elections if the following criteria are met:**

- a) The Nomination Paper is printed on 8 ½" x 14" paper, 2-sided.
- b) Preamble, Candidate Information, and the Committee to Fill Vacancies are completed on the front side of the Nomination Paper.
- c) The Nomination Paper(s) have the minimum required number of signatures.
- d) The Candidate's Affidavit is completed, signed, and notarized.
- e) The Statement of Circulator is completed and signed.
- f) The Nomination Paper is submitted no later than 5:00 P.M. on September 26, 2022.
- g) The original Candidate's Statement of Financial Interest must be submitted to the Department of Records at City Hall, Room 156 no later than 5:00 P.M. on September 26, 2022. The County Board will not reject petitions if this original Statement of Financial Interest was not filed with the Records Department. Email [records.info@phila.gov](mailto:records.info@phila.gov) to schedule an appointment to submit it.
- h) A copy of the Candidate's Statement of Financial Interest is included in the original filing to the County Board of Elections. The County Board does not require filing with the Records Department before filing with the County Board.
- i) Filing fee of \$100 paid by certified check or money order **ONLY** paid to the order of the City of Philadelphia.

**13. COPIES OF FILED NOMINATION PAPERS:**

Requests for copies of filed Nomination Papers may be made with the County Board of Elections, Room 142 City Hall. Copies will be available no later than September 28, 2022.

Requests will be filled on a first come, first served basis.

The fee for paper copies of Nomination Papers is \$0.25 per side (\$0.50 per petition). Payment must be made by certified check or money order payable to the "City of Philadelphia." Cash or personal checks will not be accepted.

There is no fee for emailed digital copies, copies on CD, or copies on USB drive.

**14. NOTICE OF WITHDRAWAL:**

Candidates who wish to withdraw their candidacy after filing Nomination Papers must submit a Notice of Candidate Withdrawal form to the County Board of Elections, which will be available on our website or can be obtained from the County Board of Elections at City Hall, Room 142. The deadline for a candidate to withdraw from the ballot is October 3, 2022.

**15. RESIGN TO RUN:**

Please note Section 5 of Article 10 of the City Charter states "No officer or employee of the City, except elected officers running for re-election, shall be a candidate for nomination or election to any public office unless he shall have first resigned from his then office or employment."

**Contact Information**

**Philadelphia County Board of Elections  
City Hall, Room 142  
1400 John F. Kennedy Blvd  
Philadelphia, PA 19107  
(215) 686-3469**

**Website for the Office of the City Commissioners: [vote.phila.gov](http://vote.phila.gov)**