



# Philadelphia City Commissioners

## 2023 INSTRUCTIONS FOR FILING AS A CANDIDATE OF A MINOR POLITICAL PARTY (Only for use by certified Minor Party Candidates)

The following instructions relate to the filing of nomination papers by candidates of minor political parties for public offices in the 2023 Primary Election. Nomination papers should not be confused with nomination petitions, which are the forms used by candidates to access the primary election ballot for the Democratic Party and Republican Party. There are separate instructions and forms for nomination papers filed by minor party candidates.

In 2023, the only Minor Political party in Philadelphia is the Libertarian Party. All other candidates belonging to a Political Body must use the Nomination Paper for Political Body candidates.

The instructions detailed on this document only pertain to Nomination Papers for offices in the City of Philadelphia. Nomination papers for these municipal offices are now available online. **It is the responsibility of the candidate(s) and their circulator to complete the paper(s) in the manner that is required by law.**

### **Who May File**

Individuals who wish to be candidates of minor political parties must file nomination papers, Form DSBE MPP. The name of each candidate must be listed, if required by the minor political party's rules, on the Authorization of Candidacy filed with the County Board of Elections by the minor political party named in the nomination papers. A candidate who has filed nomination petitions to appear on the primary election ballot of the Democratic Party or Republican Party may not file nomination papers as a minor political party candidate for the Municipal Election.

### **Name of Minor Political Party**

The name of the minor political party nominating the candidates named in the nomination paper must be entered on each nomination paper page.

### **Number of Signatures Required**

The minimum number of signatures required on nomination papers for candidates nominated for any office elected by district is equal to two percent of the largest vote cast for any officer, elected at the last preceding election in the electoral district for which the nomination papers are to be filed, and shall not be less than the number of signers required for nomination petitions of political party candidates for the same office.

### **Signature Requirements**

Office	Required Number of Signatures
Mayor	7,769
City Commissioner	7,769
City Controller	7,769
Register of Wills	7,769
Sheriff	7,769
City Council at Large	7,769
District Council	750

### **Instructions for Circulating Nomination Papers**

Nomination Papers can be obtained by visiting the “**Candidates and Campaigns**” section of our website: [vote.phila.gov](http://vote.phila.gov). Papers must be printed on 8 ½” x 14” paper, 2-sided, “Flip on Long Side” (Head-to-Head).

**NOTICE: Duplicate Nomination Papers must be exact copies of the originals 8 ½” x 14” paper, 2-sided, “Flip on Long Side” (Head-to-Head).**

Candidates who do not have access to the internet may visit the County Board of Elections at City Hall, Room 142 (South Gate Entrance) to obtain a Nomination Paper.

### **Prior to Circulation**

Sections A and B on the top of Side A of each Nomination Paper page must be completed before signatures are obtained.

In the appropriate field on the online form, type the name of the candidate exactly as the candidate wants it to appear on the ballot. 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, notarized, 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.

- **Instructions for completing preamble (Section A):** Name of Minor Political Party - All nomination papers must specify the name of the Minor Political Party 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).**
- **Instructions for completing candidate information (Section B):** The name of each candidate, and their 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 (if applicable).
- **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.
- **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 Election is not eligible to be the candidate of a political body in the General Election held in the same year. Similarly, anyone who has filed petitions to run in the Democratic or Republican Primaries is not eligible to be the candidate of a political body in the General Election held in the same year, unless they voluntarily and timely withdraw their primary election nomination petitions with the county board of elections. Candidates that are removed by court order, including withdrawing their primary election nomination petitions or where a court enters an order granting a petition to set aside primary election nomination petitions due to stipulated defects, are not eligible to be the candidate of a political body in the General Election held in the same year.
- **Circulation of nomination papers:** Signatures may be secured only between the tenth Wednesday before the Primary and August 1<sup>st</sup> of each year. For 2023, the circulation period begins on March 8<sup>th</sup> and ends on August 1<sup>st</sup>. Nomination Papers must be submitted **no later than 5:00 PM on August 1, 2023.**

## **Signers**

Signatures may not be obtained until March 8, 2023.

Signers must be qualified, registered electors of the city and county of Philadelphia and all electoral districts referred to in the nomination paper sheet they have signed. Each signer must personally sign their name, insert their printed name, place of residence and the date of signing, which may be expressed in words or numbers (e.g., March 8, 2023 or 3/8/23). Each signer may sign Nomination Papers for up to the number of candidates for such office they are permitted to vote for (i.e. 2 Commissioner Candidates, 5 Council At-Large Candidates, 1 Mayoral Candidate).

## **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 and minor parties.

## **Candidate's Affidavit**

Each candidate for public office must execute and file one Candidate's Affidavit with their nomination paper. The affidavit must be signed in the presence of a person empowered to take acknowledgments (such as a notary public). The Candidate's Affidavit is printed on a separate form, DSBE-MPPCA, for use with DSBE MPP Nomination Papers. Among other things, the form requests the candidate's election district. "Election District" means the ward & division in which the candidate is registered to vote.

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 also complete this Declaration. This form is included in this packet. The Declaration must be filed at the same time as the nomination 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.

**Candidates only need to complete one Candidate's Affidavit or Unsworn Statement regardless of how many papers they submit.**

## **Filing Nomination Papers**

Nomination Papers must be filed with the County Board of Elections Office, City Hall Room 142, **no later than 5:00 P.M. on August 1<sup>st</sup>**. Nomination Papers will only be accepted by the County Board of Elections if the following criteria are met:

1. The Nomination Paper is printed on 8 ½" x 14" paper, 2-sided.
2. Sections A and B (The Preamble and Candidate Information) are completed on the front of the Nomination Paper.
3. The Nomination Paper(s) have the minimum number of signatures required for the office.
4. The Statement of Circulator is completed and signed.
5. A copy of Candidate's Statement of Financial Interest is included in the filing to the County Board of Elections. **The original Candidate's Statement of Financial Interest Form must be submitted to the Department of Records at City Hall, Room 156 no later than 5:00 P.M. on August 1, 2023.**  
The County Board does not require filing with the Records Department before filing with the County Board.
6. The Candidate's Affidavit is completed, signed, and notarized, or the Candidate Declaration Unsworn Statement is used in lieu of the notarization requirement (and the information in the affidavit is filled in completely).
7. Filing fee of **\$100 paid by certified check or money order ONLY made out to the City of Philadelphia for each candidate listed on the Nomination paper.**
8. The Nomination Paper is submitted **no later than 5:00 P.M. on August 1, 2023.**

All Nomination Paper pages must be bound together when filed. **Please use binder clips. No staples.**

Nomination Papers must include page numbers in consecutive order.

**Example:**

Candidates who file two or more Nomination Paper pages for themselves should number the nomination papers as follows: Page 1 Side A, Page 1 Side B, Page 2 Side A, Page 2 Side B, Page 3 Side A, Page 3 Side B, etc.

Additional Nomination Papers filed to supplement or add to the original group of filed Nomination Papers must be numbered in consecutive order from where the first group left off.

**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 August 8, 2023.

**Copies of Filed Nomination Papers**

Requests for copies of Nomination Papers may be made with the County Board of Elections, Room 142 City Hall. Copies will be available one business day after Nomination Papers are filed. Requestors can call (215) 686-3469 or email [phillyelection@phila.gov](mailto:phillyelection@phila.gov) to request copies. 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 nomination paper). 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.

**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 they shall have first resigned from their 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  
[vote.phila.gov](http://vote.phila.gov)