



Philadelphia City Commissioners

2023 INSTRUCTIONS FOR FILING AS A CANDIDATE OF A POLITICAL BODY (Only for use by Political Body Candidates)

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.

The following 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. 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. **It is the responsibility of the candidate(s) and their circulator to complete the paper(s) in the manner that is required by law.** 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.

Instructions for Circulating Nomination Papers

Nomination Papers can be obtained by visiting the “**Candidates and Campaigns**” section of our website: vote.phila.gov. Papers must be printed on 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.

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).

Prior to Circulation

Sections A, B and C on the top of Side 1 of each Nomination Paper page must be completed before signatures are obtained.

- **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).**

- **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.

- **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.
- **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.
- **Circulation of Nomination Papers:** Signatures may be secured only between the tenth Wednesday before the primary and August 1 of each year. For 2023, the circulation period begins on March 8th and ends on August 1st. 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.

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).

Signers must be a registered and enrolled elector (registered voter) in the City of Philadelphia and of the district referred to in the Nomination Paper (if applicable). Each signer must personally sign their name in the “Signature of Elector” column and print their name in the “Printed Name” column. Each signer must also insert their address (street and number) in the “Place of Residence” column exactly as it appears on their registration affidavit. The elector must also insert the date of signing in the “Date of Signing” column, which may be expressed in words or numbers (e.g., March 8, 2023 or 3/8/23).

Number of Signatures Required

The minimum number of signatures required is two percent of the largest entire vote cast for any officer (except a judge of a court of record) 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.

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

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.

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-PBCA, for use with DSBE PB 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.

Filing Nomination Papers

Nomination Papers must be filed with the County Board of Elections, City Hall Room 142, **no later than 5:00 P.M. on August 1st**. 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, B and C are completed on the front of the Nomination Paper.
3. The Nomination Paper(s) has at least 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 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
215-686-346
vote.phila.gov