



MANCHESTER-BY-THE-SEA

TOWN CLERK • TOWN HALL
10 Central Street, Manchester-by-the-Sea, MA 01944-1399
Telephone (978) 526-2040 FAX (978) 526-2001

Christina J. St. Pierre, CMMC
Town Clerk

2019 Nomination Papers Available for Local Municipal Office Holdings

- One Moderator for one year;
- Two Selectmen for three years each;
- Two School Committee members for three years each;
- One Board of Library Trustee for three years;
- Three Planning Board members for three years each;
- Three Constables for three years each;

CALENDAR

The Office of the Town Clerk is open Monday-Wednesday from 8:30am-5pm and Thursdays from 8:30am-6:30pm to pick up/drop off nomination papers and for voter registration.

Task:	Reference:	Deadline:
Last day to submit nomination papers to registrars of voters for certification:	M.G.L. Ch .53 § 7	5:00 pm on April 2, 2019
Last day to object or withdraw:	M.G.L. Ch. 53 § 11	5:00 pm on April 18, 2019
Last day to register to vote to participate in the Town Election:	M.G.L. Ch. 51 §§ 26, 28	May 1, 2019**
Last day to post or publish the warrant:	M.G.L. Ch. 39 § 10	May 14, 2019

Other dates to keep in mind:

- Jan. 30, 2019 - Annual Town Meeting Warrant articles due to Board of Selectmen (by 5:00 pm).
- March 12, 2019** - Deadline to register to vote to participate in the Annual Town Meeting.
- April 1, 2019 - Annual Town Meeting beginning at 7:00 p.m. at the Memorial Elementary School
- May 21, 2019 - Annual Town Election. Polls will be open 7:00am-8:00pm at the Memorial Elementary School, 43 Lincoln Street, Manchester-by-the-Sea.

**The office of the Town Clerk will be open from 8:30am-8:00pm on voter registration deadline days to accept voter registrations. All voters must register by this date in order to participate in the electoral event. Mail in registrations must be also postmarked no later than the deadline in order to participate and online submissions must be complete by 11:59 p.m. on deadline day. One can also register online at: www.RegisterToVoteMA.com.

Notes to those interested in running for Town Office:

In order to appear on a Town Ballot one must be nominated by **thirty-two** voters registered in the Town of Manchester-by-the-Sea. The registered voters must complete their signature and address fields on the nomination papers.

Nomination papers are available in the Office of the Town Clerk Monday through Wednesday from 8:30 a.m.-5:00 p.m. and on Thursdays from 8:30 a.m.-6:30 p.m. Only the candidate petitioning for nomination or a person presenting a signed authorization from a candidate may pick up the blank nomination forms.

The completed nomination papers are then due to the Board of Registrars **no later than 5pm on April 2, 2019** for certification. The Board of Registrars ensures that all signers are indeed registered voters in the Town of Manchester-by-the-Sea.

Please be mindful that there are reasons why signatures may be rejected:

- There is no such registered voter at that address, or the address is illegible;
- The Board of Registrars is unable to identify signature as that of voter because of form of signature, or signature is illegible;
- Two parties with a similar name reside in a household, and the signature does not differentiate between the two (i.e., JR and SR, different middle initials, etc.);
- Signer already signed nomination papers for the same candidate;

Parties can confirm their registration status here:

<https://www.sec.state.ma.us/VoterRegistrationSearch/MyVoterRegStatus.aspx>

April 18, 2019 is the last day to withdraw your nomination or to submit an objection to any nominations/certified signatures.

Please let any voters who may have not yet registered in Manchester-by-the-Sea know that in order to vote in the Town Election their affidavit of **voter registration must be received or postmarked on or before May 1, 2019**. The Office of the Town Clerk will be open from 8:30 am-8:00 pm to accept voter registrations on May 1, 2019. Parties can also register to vote online at: www.RegisterToVoteMA.com.

GOOD LUCK!

CAMPAIGN AND POLITICAL FINANCE

REMEMBER: The Office of Political and Campaign Finance mandates that all contributions, expenses and liabilities be tracked and reported to Town Hall. Please see the attached package outlining the types of activities that must be reported and types of forms. Please contact the Town Clerk for more information, if necessary.

Reporting Form Summary:

Please review the attached brochure for municipal candidates from the Office of Campaign and Political Finance. The entire law is outlined in M.G.L. Ch. 55.

CPF M 101 – Statement of the Organization of a Candidate Committee – If you create a political committee to help with campaigning you must file this form immediately and appoint a chair and a treasurer. If you are a public employee running for office you **MUST** create a political committee as public employees cannot fundraise for themselves. Also, a public employee may not hold the office of treasurer in any political committees. If there are any changes to this form they must be reported to the Town Clerk within 10 days in the form of an amendment letter outlining any changes. If there is a change in treasurer then a form CPF M T 101 must be filed with the Town Clerk.

This form must be filed: As soon as a Candidate Committee has been created.

CPF M 102 – Campaign Finance Report – outlines receipts, expenditures, liabilities and in kind contributions.

This form must be filed at different times during the year:

***Pre- Election Report** must be filed 8 days prior to the election (by May 13, 2019) and include all activity from January 1, 2019 through May 3, 2019 (May 3, 2019 is ten days prior to the May 13th reporting deadline).*

***Post-Election Report** must be filed 30 days after the election (June 20, 2019) and include all activity from May 3, 2019 through June 10, 2019 (ten days prior to the due date of this report).*

This may be the final report if it shows that any political committee has been dissolved and/or all funds/liabilities have dissolved/distributed.

***End of the Year Report** must be filed by January 20, 2020 and show all activity from June 10, 2019 through December 31, 2019. The End of the Year Report must be filed if the Post-Election Report did not show complete dissolution or the candidate won the election.*

If no receipts, expenditures, liabilities or in-kind contributions are made, instead the CPF M 102-0 Campaign Finance Report Form (Affidavit) can be filed in accordance with the above deadlines.

Please see M.G.L. Ch. 55 § 13-17 for specific information regarding public employees and interactions with political candidates or fundraising. Specifically, please be mindful that no public buildings or supplies may be used for campaigning or fundraising.

A political committee may not solicit or receive a contribution on behalf of a candidate who is a public employee if the contributor has an interest in any particular matter in which the employee participates or which is the subject of his official responsibility.

**ANY QUESTIONS PLEASE CONTACT THE TOWN CLERK AT 978-526-2040
OR THE OFFICE OF CAMPAIGN AND POLITICAL FINANCE AT 1-800-462-OCPF**