



INFORMATION FOR CANDIDATES FOR MUNICIPAL OFFICE **IN THE CITY OF WESTFIELD**

This material was compiled from various election related sources, including the Massachusetts General Laws, Acts and Resolves of the Massachusetts Legislature, the Code of Massachusetts Regulations, U.S. Postal Service Regulations, and City Council Orders. It is intended for general information and guidance only and is not meant to replace reference to original sources.

Revised 7/2025



City of Westfield

2025 MUNICIPAL ELECTION CALENDAR

Nomination Papers Available to Candidates (or Designee):

From: 9:00 A.M. TUESDAY, APRIL 1, 2025 AND UP TO
5:00 P.M. FRIDAY, JULY 25, 2025

Deadline for Returning Papers to Board of Registrars to certify:

5:00 P.M. TUESDAY, JULY 29, 2025

Deadline for Board of Registrars to File Papers with City Clerk:

5:00 P.M. TUESDAY, AUGUST 12, 2025

Posting the list of Candidates:

5:00 P.M. WEDNESDAY, AUGUST 13, 2025

Last hour and day for Objections to and/or Withdrawal of Nomination Papers:

5:00 P.M. THURSDAY, AUGUST 14, 2025

Drawing for Ballot Position:

5:00 P.M. MONDAY, AUGUST 18, 2025

Deadline for Voter Registration for **Preliminary Election**:

SATURDAY, SEPTEMBER 6, 2025 (In Person): 9:00 A.M. - 5:00 P.M.

Online: www.registertovotema.com: UNTIL 11:59 PM

Deadline to Request a Vote by Mail Ballot:

5:00 P.M. TUESDAY, SEPTEMBER 9, 2025

Preliminary Election:

7:00 A.M. - 7:00 P.M. TUESDAY, SEPTEMBER 16, 2025

Last hour and day for filing withdrawals and/or objections to nominations made at the Preliminary AND Deadline for Write-In Candidates Nominated at the Preliminary to File Written Acceptances with the City Clerk's Office:

5:00 P.M. MONDAY, SEPTEMBER 22, 2025

Deadline for Voter Registration for **General Election**:

SATURDAY, OCTOBER 25, 2025 (In Person) 9:00 A.M. - 5:00 P.M.

Online: www.registertovotema.com UNTIL 11:59 PM

Deadline to Request a Vote by Mail Ballot

5:00 P.M. TUESDAY, OCTOBER 28, 2025

General Election:

7:00 A.M. - 7:00 P.M. TUESDAY, NOVEMBER 4, 2025

Any questions, please call the City Clerk's Office at (413) 572-6266.

2025 POLLING LOCATIONS

WARD 1 PRECINCT A - SOUTHAMPTON ROAD ELEMENTARY SCHOOL
330 SOUTHAMPTON ROAD

WARD 1 PRECINCT B - WESTFIELD HIGH SCHOOL
177 MONTGOMERY

WARD 2 PRECINCT A-WESTFIELD SENIOR CENTER
45 NOBLE STREET

WARD 2 PRECINCT B-WESTFIELD SENIOR CENTER
45 NOBLE STREET

WARD 3 PRECINCT A - WESTFIELD RIVER ELEMENTARY SCHOOL
133 FRANKLIN STREET

WARD 3 PRECINCT B - WESTFIELD RIVER ELEMENTARY SCHOOL
133 FRANKLIN STREET

WARD 4 PRECINCT A - SECOND CONGREGATIONAL CHURCH
487 WESTERN AVENUE

WARD 4 PRECINCT B - HIGHLAND ELEMENTARY SCHOOL
34 WESTERN AVENUE

WARD 5 PRECINCT A - MUNGER HILL ELEMENTARY SCHOOL
33 MALLARD LANE

WARD 5 PRECINCT B - MUNGER HILL ELEMENTARY SCHOOL
33 MALLARD LANE

WARD 6 PRECINCT A - PAPER MILL ELEMENTARY SCHOOL
148 PAPER MILL ROAD

WARD 6 PRECINCT B - PAPER MILL ELEMENTARY SCHOOL
148 PAPER MILL ROAD

Voting hours for Municipal Elections are from 7 a.m. to 7 p.m.

HAMPDEN VILLAGE
(138 ROOT RD)

**REGISTERED VOTERS OF HAMPDEN VILLAGE MUST USE THEIR RESIDENTIAL ADDRESS OF
138 ROOT ROAD WHEN SIGNING NOMINATION PAPERS.**

STREETS WITHIN THE MOBILE HOME PARK

CAROL CIR

FAIR LN

FIRST AVE

FOURTH AVE

JEFFREY LN

JOHN DR

JOHNATHAN LN

SECOND AVE

THIRD AVE

VILLAGE GREEN

WARFIELD DR

WILLAMS WAY

LIBERTY MANOR
(74 RUSSELLVILLE RD)

**REGISTERED VOTERS OF LIBERTY MANOR MUST USE THEIR RESIDENTIAL ADDRESS OF
74 RUSSELLVILLE ROAD WHEN SIGNING NOMINATION PAPERS.**

STREETS WITHIN THE DEVELOPMENT

LIBERTY LN

PEACE WAY

PATRIOTS DR

MODENA CIR

FREEDOM TRAIL

INDEPENDENCE WAY

BRIAN CIR

CONSTITUTION CIR

GENERAL INFORMATION ON PRELIMINARY ELECTIONS

A preliminary election, if required, is scheduled for **September 16, 2025**.

A preliminary election will be held **ONLY** if the number of candidates for an office exceeds twice the number to be elected. In other words, a preliminary election will be held for Municipal Light Board Commissioner if there are three or more candidates for the same office.

A preliminary election will reduce the number of candidates in the Municipal Light Board Commission race to two candidates.

The remaining two candidates will be on the General Election, **November 4, 2025**.

GETTING ON THE BALLOT

General Requirements:

To run for an office, you must:

- ✓ be a registered voter in the city
- ✓ for Ward offices, live in the ward where you are running
- ✓ be nominated by obtaining the signatures of:
 - ❖ 50 registered voters in your ward (for offices elected by ward) or 50 registered voters citywide

Obtaining Nomination Papers:

Where: Nomination papers are available in the City Clerk's Office, Room 210, at 59 Court Street.

When: Monday through Friday, 9 a.m. to 5 p.m.
April 1, 2025 through to July 25, 2025

How: By completing the 2025 Statement of Office Sought Form. If you cannot come to the office, your papers will be given to anyone who you designate.

What: You will receive:

- ✓ Nomination papers (no more than five per MGL C. 53 § 9A);
Via Email:
- ✓ This guide;
- ✓ Campaign Finance Guide - Candidates for Municipal Office; and
- ✓ Electronic file of the 2024 Street List

Circulating Nomination Papers:

- ✓ Collect more than the required number (50) of signatures. Some signatures may be disqualified during the certification process.
- ✓ Be sure that voters sign substantially as registered and include apartment numbers where applicable. A voter who has moved since January 1st must also include a former address.

Filing Nomination Papers:

- ✓ Completed nomination papers must be returned to the City Clerk's Office by Tuesday, **JULY 29, 2025 by 5:00 p.m.**
- ✓ You must accept nomination by signing at least one of the papers in the space provided and **have your signature notarized.**
***WE DO NOT HAVE A NOTARY IN OFFICE**
- ✓ File papers as early as possible. Papers are certified in the order they are submitted. If voter signatures are disqualified, you will be allowed to submit additional signatures before Tuesday, July 29, 2025 at 5:00 p.m.
- ✓ You will receive a signed receipt.

Certification of Signatures:

- ✓ Nomination papers will be certified in the order in which they are received. All, certification will be completed no later than Tuesday, August 12, 2025.
- ✓ You will be notified when certification of your papers is complete. You do not need to pick the papers up. If you have the required number of signatures and the papers remain in the City Clerk's Office until August 15, 2025, you will be considered a candidate.

You need a minimum of 50 certified signatures to be placed on the ballot. The City Clerk's Office will certify a minimum of 70 signatures (*2/5ths more than the number required for nomination*).

- ✓ The most common reasons for a signature to be disqualified are:
 - ❖ the signer is not a registered voter
 - ❖ the signer is not registered at the address indicated
 - ❖ the City Clerk's Office was unable to read the signature and/or address
 - ❖ the signer is a duplicate
 - ❖ the signer lives in a different ward (for Ward offices).

WITHDRAWAL FROM NOMINATION

If a preliminary election is to be held in your race or if **NO** preliminary election is to be held in your race, you may withdraw from nomination until Thursday, August 14, 2025 by 5:00 p.m. If you are nominated via a preliminary election, you may withdraw from nomination until Monday, September 22, 2025 by 5:00 p.m.

All Withdrawals must be:

- ✓ in writing;
- ✓ signed by the candidate;
- ✓ notarized; ***WE DO NOT HAVE A NOTARY IN OFFICE**
- ✓ filed with the City Clerk on or before the deadline for withdrawal. After the deadline, all nominations will be final and the names of all nominees will appear on the ballot

FORM AND CONTENT OF BALLOTS

Ballot Order:

Names of candidates will be printed on the **Preliminary Election** ballot in the order in which the names of the candidates for such office shall have been drawn by the City Clerk.

- ✓ Drawing for Preliminary Ballot Position will be held on Monday, August 18, 2025 at 5 p.m.

The names of candidates will be printed on the **General Election** ballot in alphabetical order by last name, following the order dictated in the Westfield City Charter and by MGL c. 54 § 42.

Ballot Content:

Preliminary Election Ballots:

If a preliminary election is required, the ballot will contain:

- ✓ the candidate's name; and
- ✓ the candidate's address.

General Election Ballots:

In the final election, the ballot will contain:

- ✓ the candidate's name; and
- ✓ the candidate's address.

CAMPAIGN FINANCE

All candidates are required to file Campaign Finance Reports for specific periods during the election cycle. We strongly encourage all candidates to use the OCPF'S Filer Organization System to assist with campaign expenditures and contributions, <https://www.ocpfreporter.us/onlineorganization/signup> .

The Massachusetts Office of Campaign and Political Finance (OCPF) provides free web-based software Reporter 7 (<https://ocpfreporter.us/LocalFilerSignup>), to assist you in keeping accurate financial records and filing reports. For detailed information on getting started, please [click here](#) or visit <https://ocpf.us/> and enter "Getting Started" into the search engine.

All candidates must file with the City Clerk, except Mayoral candidates. The City Clerk's Office will mail candidates forms and the specific dates. Your report should cover at least a week prior to the deadline.

You will be required to continue filing reports after January 2026 if:

- ✓ you are elected;
- ✓ you show activity, assets or liabilities;
- ✓ you have not dissolved a candidate's committee organized to promote your candidacy.

Forms to create and dissolve political committees are available in the City Clerk's Office and can be downloaded from the OCPF website. Also, the "[Municipal Campaign Finance Guide](#)" is available online and in this office.

The guide provides important information on:

- ✓ limitations on contributions;
- ✓ permissible expenditures;
- ✓ prohibited practices, and
- ✓ disclosure requirements.

You should review this material carefully before accepting, raising or spending funds.

The Office of Campaign and Political Finance generally offers regional Campaign Finance Seminars for municipal candidates and their treasurers. Also, OCPF provides online training and video tutorials for municipal candidates under the OCPF Reports YouTube Channel and via their website. You are strongly urged to attend a seminar, online training and/or take advantage of the resources they offer.

Questions on municipal campaign finance may be directed to The Office of Campaign and Political Finance at (617) 979-8300 or E-Mail: ocpf@cpf.state.ma.us

SELECTED LAWS - CAMPAIGN PRACTICES

Many state laws regulate campaign and election practices. Some highlights are provided below. For the full text of any provision, please refer to the section of state law cited at the end of each synopsis.

No person shall return nomination papers for more than 1 elected position for the city of Westfield and no person shall appear more than once on any municipal election ballot. (Section 15 of City Charter-Qualification for elective office; statement of candidacy)

BEFORE ELECTION DAY:

Endorsements Must Be Authorized: No person's name may be included in any political advertisement, circular or posters without his/her express consent. (MGL C.56 § 41A)

No Interference with Distribution of Political Circulars: No person may interfere with the distribution of circular or flyers. Unlawful interference includes the removal of printed matter from any residential premises to which it was delivered. (MGL C.56 § 43)

No Use of Public Resources to Promote Candidates and/or Ballot Questions: Public offices, supplies, time or resources may not be used to aid or defeat a candidate or ballot question (MGL C.55). All municipal intellectual property, including (but not limited to) the city seal, municipal logos and/or designs uniquely associated with or owned by the city, are public resources within the meaning of the law.

No Use of Mail Boxes for Distribution of Political Literature: Federal Postal Regulations prohibit the use of mailboxes as receptacles for any material which does not bear postage. The regulation applies to items placed upon, attached to, hung from or inserted in a mail box. The regulation further provides that violations will be punished by removal of the material from the receptacle and/or imposition of appropriate postal charges. (Domestic Mail Service Regulation 151.2)

No Political Signs Shall Be Displayed in ALL DISTRICTS More Than Two Months Before Election Day and No Larger Than Six Square Feet: City ordinance allows the display of one sign per candidate not exceeding 6 square feet at any property. Signs relating to a preliminary election may be displayed for a total of two (2) months and should be removed no more than 5 days after the date of the preliminary. Signs relating to a final election may be displayed for a total of two (2) months and should be removed no more than 5 days after the date of the election. Note that, if you are a candidate in both the preliminary and final elections, the two 60 day periods will overlap. (Zoning Ordinance Section 8-10.3).

ON ELECTION DAY:

Election Officers and Police Officers Maintain Order: Election officials are primarily responsible for maintaining order at the polls. Failure to obey the lawful commands of either an election officer or a police officer may result in detention, arrest and/or prosecution. (MGL C.54 § 71, 72, 74, 75 and C.56, § 57)

Political Activity Prohibited Within 150 Feet of a Polling Place: No one may solicit votes for or against any candidate, political party, or ballot question within 150 feet of the entrance to a polling place or within the polling place itself. [950 CMR 54.03(22)(d)]

During polling hours, candidates may enter the 150 foot boundary **ONLY** for the purpose of voting. No one should remain within the 150 foot perimeter longer than is necessary to conduct their business. Any person remaining within the 150 foot boundary for an undisclosed purpose will be presumed to be representing a candidate and will be asked to leave.

No posters or circular may be displayed or distributed (except Instruction to Voters cards and official Specimen Ballots) within 150 feet of the entrance to a polling place or inside the polling place, itself. (MGL C.54 § 65)

Please note that the prohibited materials include virtually anything bearing a candidate's name (buttons, pens, T-shirts, hats, key chains, etc.). Candidates and their representatives will be asked to cover or conceal these materials when within 150 feet of the polling place or inside the poll itself.

Police Officers measure the 150 foot mark, and can assist candidates and their representatives at every polling place.

CAMPAIGN SIGNS CANNOT BE LEFT AT POLLING LOCATIONS UNATTENDED:

On Election Day, all temporary campaign signs must be accompanied by an individual. Polling locations are considered public property (with the exception of 2nd Congregational Church). [Westfield Zoning Ordinance Section 8-10.3 (3)(c)]

Assisting Voters: At a voter's request, he/she may be assisted in voting by any person he/she designates. (MGL C.54 § 79)

VOTER REGISTRATION

Voter registration is an on-going process and a person may register to vote at any time. To vote in any election, however, a voter must be registered at least **10 days prior** to Election Day.

You must be registered by:

- ✓ Saturday, September 6, 2025 to vote in the preliminary election; or
- ✓ Saturday, October 25, 2025 to vote in the final election.

The City Clerk's Office will be open from 9 a.m. to 5 p.m. for voter registration in person on the last day to register to vote. The voter registration online portal (www.registertovotema.com) will continue to accept online registrations until 11:59 p.m. on the above mentioned deadlines.

To register to vote in elections, you must be:

- ✓ a U.S. citizen; But, anyone who becomes a citizen between the close of registration and by 4 PM on the day before the election may register immediately and vote in the election, notwithstanding the deadline.
- ✓ a resident of Westfield; and
- ✓ 16 years or older. Someone who will turn 18 on or before Election Day must be registered before the close of registration.

Registration can be completed in any of the following ways:

- ✓ in person, at the Registrar of Voters' Office in any city or town;
- ✓ by mail, using a Mail-In Voter Registration form. If a person is registering by mail and has not been registered in Massachusetts before, he or she must provide appropriate identification. This requirement can be fulfilled either by:
 - ❖ submitting a photocopy of identification with the mail-in registration form; or
 - ❖ showing identification at the polling place prior to voting the first time;
- ✓ at the Registry of Motor Vehicles;
- ✓ through the State's online portal at www.registertovotema.com; or
- ✓ at a variety of public agencies, including but not limited to the Department of Transitional Assistance.

The voter should expect to receive confirmation within 2 weeks of registration. The confirmation of registration will also provide the voter with information on where to vote.

VOTING BY MAIL

Any registered voter may apply for an ABSENTEE BALLOT if:

- ✓ absent from the city during polling hours
- A voter who will be absent may:
- ❖ vote in the City Clerk's Office prior to leaving until noon the day before election day; OR
 - ❖ have the ballot mailed to an address of his/her choice;
- ✓ physically disabled or
 - ✓ a member of a religious organization whose beliefs prevent voting on the day the election is held.

Any registered voter may VOTE BY MAIL by completing the 2025 Vote by Mail form, no excuse needed! The voter, a relative or member of the household may apply for a mail-in ballot by:

- ✓ Online at <https://www.sec.state.ma.us/MailInRequestWeb/MailInBallot.aspx>
- ✓ Completing an application available online (www.cityofwestfield.org/vote) or in the City Clerk's Office; OR
- ✓ Mailing (59 Court Street, Westfield, MA 01085, emailing as an attachment (votewestfield@cityofwestfield.org), faxing (413-564-3114) a written request to the City Clerk's Office.

The request must:

- ❖ be hand-signed (cursive font or electronic signature attachment are unacceptable);
- ❖ include the voter's name, date of birth and voting address;
- ❖ include a mailing address, if different; and
- ❖ indicate the election(s) for which ballots are requested.

*A voter may request ballots for a specific election or for all elections in the calendar year. **If selected ALL elections, that includes any Special Elections that may occur.***

Absentee/Vote by mail Ballot Applications **must be received no later than 5 PM on the 5th business day before the election**, unless the voter has entered the hospital within seven days of the election.

A ballot will be mailed immediately upon receipt of a properly completed application. Instructions for completing and returning the ballot will be sent with the ballot.

Completed ballots may be returned to the City Clerk's Office via mail, deposited in the white ballot box outside of City Hall or hand delivered by the voter, a family member or a facility's employee before 7 PM on Election Day.

Voters entering the hospital within seven days of the election may apply at any time before the polls close on Election Day. In this case ONLY, a ballot may be hand delivered to the voter by someone designated by the voter and returned to the City Clerk's Office by hand before 7 PM on Election Day.

If the voter makes an error in completing the required affidavits, the ballot will be rejected. The City Clerk's Office will notify the voter of the ballot's rejection and, if sufficient time remains before the election, will send the voter a substitute ballot.

NEW If a voter has a disability that prevents the voter from marking a paper ballot independently, they may qualify to use the **Accessible Vote by Mail** system. Visit our [Accessible Vote by Mail page](#) for more information and to find an Accessible Vote by Mail Application.

ELECTION RESOURCES

Many election and election-related materials are available in the City Clerk's Office and on our website www.cityofwestfield.org/vote .

Requests for voter/election data must be made in writing to the City Clerk's Office, Westfield City Hall, 59 Court Street, Room 210 or via email votewestfield@cityofwestfield.org , and must specify the information sought.

CD's are available for \$10.00. Hard copy is available for \$.10/page.

PLEASE NOTE: The electronic 2024 Street Listing is available upon written request and may be emailed at no charge.

Questions and concerns regarding election procedures, regulations and voter information can also be answered by contacting Secretary of the Commonwealth, William Galvin's Office or by visiting <https://www.sec.state.ma.us/ele/eleidx.htm> .

Elections and Voting	Secretary of the Commonwealth Elections Division McCormack Building One Ashburton Place, Room 1705 Boston, MA 02108	Toll-Free: 1-800-462-VOTE (8683) 617-727-2828 Fax: 617-742-3238 Email: elections@sec.state.ma.us
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