



## **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.*

# 2019 MUNICIPAL ELECTION CALENDAR

Nomination Papers Available to Candidates: (or Designee)

From: 9:00 A.M. MONDAY, APRIL 1, 2019 AND UP TO  
5:00 P.M. FRIDAY, AUGUST 2, 2019

Deadline for Returning Papers to Board of Registrars:

5:00 P.M. TUESDAY, AUGUST 6, 2019

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

5:00 P.M. TUESDAY, AUGUST 20, 2019

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Deadline for Withdrawal of Nomination Papers from City Clerk for **Preliminary Election**:

5:00 P.M. THURSDAY, AUGUST 22, 2019

Drawing for Ballot Position:

5:00 P.M. MONDAY, AUGUST 26, 2019

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

9:00 A.M. - 8:00 P.M. WEDNESDAY, SEPTEMBER 4, 2019

**Preliminary Election:**

7:00 A.M. - 7:00 P.M. TUESDAY, SEPTEMBER 24, 2019

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Deadline for Withdrawal of Nomination Papers from City Clerk for **November Election**:

5:00 P.M. MONDAY, SEPTEMBER 30, 2019

Deadline for Voter Registration for **November Election**:

9:00 A.M. - 8:00 P.M. WEDNESDAY, OCTOBER 16, 2019

**General Election:**

7:00 A.M. - 7:00 P.M. TUESDAY, NOVEMBER 5, 2019

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

# POLLING LOCATIONS

As of 8/2016

## WESTFIELD, MA

- WARD 1    PRECINCT A    -    A ROOM IN THE SOUTHAMPTON ROAD ELEMENTARY SCHOOL  
330 SOUTHAMPTON ROAD
- WARD 1    PRECINCT B    -    A ROOM IN THE WESTFIELD HIGH SCHOOL  
177 MONTGOMERY ROAD
- WARD 2    PRECINCT A    -    A ROOM IN THE WESTFIELD SENIOR CENTER  
45 NOBLE STREET
- WARD 2    PRECINCT B    -    A ROOM IN THE WESTFIELD SENIOR CENTER  
45 NOBLE STREET
- WARD 3    PRECINCT A    -    A ROOM IN THE FRANKLIN AVENUE SCHOOL  
22 FRANKLIN AVENUE
- WARD 3    PRECINCT B    -    A ROOM IN THE WESTFIELD TECHNICAL ACADEMY  
(LOWER CAMPUS)  
33 SMITH AVENUE
- WARD 4    PRECINCT A    -    A ROOM IN THE SECOND CONGREGATIONAL CHURCH  
487 WESTERN AVENUE
- WARD 4    PRECINCT B    -    A ROOM IN THE HIGHLAND ELEMENTARY SCHOOL  
34 WESTERN AVENUE
- WARD 5    PRECINCT A    -    A ROOM IN THE MUNGER HILL ELEMENTARY SCHOOL  
33 MALLARD LANE
- WARD 5    PRECINCT B    -    A ROOM IN THE MUNGER HILL ELEMENTARY SCHOOL  
33 MALLARD LANE
- WARD 6    PRECINCT A    -    A ROOM IN THE PAPER MILL ELEMENTARY SCHOOL  
148 PAPER MILL ROAD
- WARD 6    PRECINCT B    -    A ROOM IN THE 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

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**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 AND FINAL ELECTIONS

Your name can appear on the ballot for **only one** office in any city election year.

Final Election:

On November 5, 2019, the City will hold a general election for the following offices:

OFFICE	NUMBER ELECTED	TERM	SIGNATURES REQUIRED FOR NOMINATION
Mayor	1	2 years	50
Councilor At-Large	7	2 years	50
Ward Councilor	1 per ward	2 years	50
School Committee Member	3	4 years	50
Municipal Light Board Commissioner	1 per ward	2 years	50
Athenaeum Trustee	1	6 years	50

All terms begin January 2020.

## Preliminary Election:

A preliminary election, if required, is scheduled for September 24, 2019.

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 Mayor, Ward Councilor, Municipal Light Board Commissioner, or Athenaeum Trustee if there are three or more candidates for the same office. For Councilor At Large, a preliminary election will be held if there are fifteen or more candidates and the number is seven or more for School Committee.

A preliminary election will reduce the number of candidates in the mayoral, ward council, Municipal Light Board Commission or Athenaeum Trustee race to two and in the Councilor At Large race to fourteen. In other words, the number of candidates will be reduced to twice the number to be elected.

# 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 in the city (for offices elected citywide).

## Obtaining Nomination Papers:

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

When: During regular office hours between Monday, April 1, 2019 until Friday, August 2, 2019. (Office hours are: Monday through Friday, 9 a.m. to 5 p.m.)

How: By completing a form containing your name, your address and the office you are seeking. If you cannot come to the office, your papers will be given to anyone who you designate.

What: You will receive:

- ✓ Nomination papers;

*Via Email:*

- ✓ This guide;
- ✓ Campaign Finance Guide - Candidates for Municipal Office; and
- ✓ PDF file of 2018 Street List

## Circulating Nomination Papers:

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

## Filing Nomination Papers:

- ✓ Nomination papers must be filed with the City Clerk's Office by Tuesday, August 6, 2019 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. *There are two notaries in the City Clerk's Office for your convenience.*
- ✓ File papers as early as possible. Papers are certified in the order they are submitted. If signatures are disqualified, you will be allowed to submit additional signatures before Tuesday, August 6, 2019 at 5:00 p.m.
- ✓ You will receive a signed receipt.

## Certification of Signatures:

- ✓ Nomination papers will be certified in the order they are received. All, certification will be completed by Tuesday August 20, 2019.
- ✓ You will be notified when certification of your papers is completed. 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 23, 2018, you will be considered a candidate.
- ✓ The City Clerk's Office will certify a minimum of 70 signatures for all candidates.
  - ❖ *These numbers are 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 lives in a different ward (for ward offices).

## **WITHDRAWAL FROM NOMINATION**

If a preliminary election is to be held in your race, you may withdraw from nomination until Thursday, August 22, 2019 by 5:00 p.m. If **no** preliminary election is to be held in your race, or if you are nominated via a city preliminary election, you may withdraw from nomination until Monday, September 30, 2019 by 5:00 p.m. Please note, that a candidate may only be nominated for one municipal position per election.

All Withdrawals must be:

- ✓ in writing;
- ✓ signed by the candidate;
- ✓ notarized;
- ✓ 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:

Offices will appear on the ballot in the following order:

- ✓ Mayor;
- ✓ Councilor At Large;
- ✓ School Committee Member;
- ✓ Athenaeum Trustee;
- ✓ Ward Councilor;
- ✓ Municipal Light Board Member.

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 26, 2019 at 5 p.m.

Names of candidates will be printed on the final election ballot in the following order per Westfield City Charter:

- ✓ incumbent office holders, in alphabetical order;
- ✓ all others, in alphabetical order.

### 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;
- ✓ the candidate's address; and
- ✓ for incumbents, the words "Incumbent".



# CAMPAIGN FINANCE

All candidates are required to file Campaign Finance Reports for specific periods during the election cycle.

The Massachusetts Office of Campaign and Political Finance (OCPF) provides free web-based software ( [www.ocpf.us](http://www.ocpf.us) ), Reporter 6, to assist you in keeping accurate financial records and filing reports. To obtain an Identification number and password for Reporter 6, you must contact OCPF at (617) 979-8300.

All candidates must file with the City Clerk; however, Mayoral candidates must e-file with the state OCPF and the City Clerk. 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 2020 if:

- ✓ you are elected;
- ✓ you show assets or liabilities in the report filed January 20, 2020, or;
- ✓ 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 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 video tutorials for municipal candidates under the OCPF Reports YouTube Channel. You are strongly urged to attend a seminar 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](mailto: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.

### 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. (MGLC.56 S.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 S.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 Residential Neighborhoods More Than 60 Days 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 residential property. Signs relating to a preliminary election may be displayed for a total of 60 days 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 60 days 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 Officer and Police Officers to 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 S.71,72,74,75 and C.56, S57)

**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 S.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 2<sup>nd</sup> 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 S.79)

# VOTER REGISTRATION

Voter registration is an on-going process and a person may register to vote at anytime. To vote in any election, however, a voter must be registered at least 20 days prior to Election Day.

You must be registered by:

- ✓ Wednesday, September 4, 2019 to vote in the preliminary election; or
- ✓ Wednesday, October 16, 2019 to vote in the final election.

The City Clerk's Office will remain open until 8:00 p.m. for voter registration on September 4th and October 16<sup>th</sup>, 2019 and the online portal will continue to accept online registrations until midnight 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 election day 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 register 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](http://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 he or she should vote.

# ABSENTEE VOTING

Any registered voter may vote by absentee if he/she is:

- ✓ absent from the city during polling hours

A voter who will be absent may:

- ❖ vote in the City Clerk's Office prior to leaving; 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.

Absentee ballots are available approximately four weeks before an election.

The voter or a relative must apply for an absentee ballot by:

- ✓ completing an application available in the City Clerk's Office; OR
- ✓ mailing, emailing or faxing a request to the City Clerk's Office.

The request must:

- ❖ be signed;
- ❖ include the voter's name, date of birth and voting address;
- ❖ include a mailing address, if different; and
- ❖ indicate the elections for which ballots are requested.

*A voter may request ballots for a specific election or elections or for all elections in the calendar year.*

Absentee Ballot Applications **must be received no later than noon on the day before the election**, unless the voter has entered the hospital within five days of the election.

Voters entering the hospital within five 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 a friend or relative designated by the voter and returned to the City Clerk's Office by hand.

In all other cases, 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 or hand delivered by the voter, a family member or a facility's employee before 7 p.m. 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.

# ELECTION RESOURCES

Many election and election-related materials are available in the City Clerk's Office and our website [www.cityofwestfield.org/vote](http://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 [m.colon@cityofwestfield.org](mailto:m.colon@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 2019 Street Listing will be available in hard copy in September. Electronic voting files are 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.

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: <a href="mailto:elections@sec.state.ma.us">elections@sec.state.ma.us</a>
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