



SCOTT L. METZGER, COMMISSIONER  
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# BOARD OF ELECTIONS

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## Nomination Paper Instructions

### (Government Study Commissioner)

- Candidates for the office of Government Study Commissioner must circulate *Nomination Papers* to gather signatures. It is not permissible to circulate the *Nomination Petitions* that are used by candidates for local party offices. If a candidate for the office of Government Study Commissioner circulates *Nomination Petitions* instead of *Nomination Papers*, the petitions will be REJECTED.
- The first legal date to obtain signatures on *Nomination Papers* is **Tuesday, February 17**.
- The deadline to file *Nomination Papers* and all other required documents is **Tuesday, March 10 at 5:00 PM**.
- Candidates for Government Study Commissioner must be a U.S. citizen and a registered voter of the City of Williamsport. Multiple candidates may be nominated by a single *Nomination Paper*.
- *Nomination Papers* must be printed two-sided (front and back) on plain white, 8.5" x 11" letter-sized paper. Voter Services cannot accept *Nomination Papers* that have been re-sized or modified, or that have been improperly printed or reproduced. Candidates or circulators who cannot correctly print and/or reproduce the *Nomination Paper* must visit Voter Services to obtain copies.
- The candidate must complete Section B (Candidate Information) and Section C (Committee to Fill Vacancies) at the top of the *Nomination Paper* before gathering signatures. The *Committee to Fill Vacancies* is REQUIRED. The vacancy committee is empowered to fill a vacancy in the nomination should it occur. There are no specified qualifications for members of a vacancy committee.
- The signature requirement for *Nomination Papers* for the office of Government Study Commissioner is 154, calculated as 2% of the total votes cast for Governor in the City of Williamsport in November 2022.
- A signer of a *Nomination Paper* must be a registered voter of the City of Williamsport. There is no party affiliation requirement. The Office of Voter Services can provide a list of eligible signers upon request. **Prior to obtaining a signature, the circulator should verify that a signer is a registered voter in the City.**
- Signers must complete all fields in their signature line. **Do not use ditto marks.**
- The circulator of a *Nomination Paper* for the office of Government Study Commissioner (i.e. the person who carries the document door-to-door and obtains signatures) must be a registered voter of the City of Williamsport. After all signatures have been obtained, the circulator must complete and sign the *Affidavit of Qualified Elector* at the bottom of the *Nomination Paper* in the presence of a Notary Public. There are Notaries in the Office of Voter Services.
- The candidate must complete and sign the *Candidate Affidavit* in the presence of a Notary Public. There are Notaries in the Office of Voter Services.

- If you do not intend to form a political committee or receive contributions or make expenditures over \$250.00 during the campaign, you should complete and sign the *Waiver of Expense Account Reporting Affidavit* in the presence of a Notary Public. Candidates who complete the *Waiver* are exempt from filing campaign finance reports as long as they do not receive or spend over \$250.00. Contact Voter Services immediately if you have completed the *Waiver*, but your contributions or expenditures exceed \$250.00 at a later date.
- The candidate must complete a new *Statement of Financial Interests* (SFI) in their capacity as a candidate seeking a public office, even if they recently completed one in their capacity as a public official. The original SFI must be filed with the City Clerk before the filing deadline, and a photocopy must be filed with the *Nomination Papers*.
- **These instructions are strictly introductory in scope and should not be construed as legal advice. Filers are responsible for ensuring the correctness and completeness of all documents; Voter Services is not responsible for errors and omissions in filings.**
- **Voter Services cannot provide legal, tax, or accounting advice. Candidates should solicit advice from a licensed professional in the appropriate field in advance of statutory deadlines and before filing documents with Voter Services.**

**Filing Checklist for Government Study Commissioner**  
**(All items must be completed before the filing deadline)**

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| <input type="checkbox"/> <b>City Clerk</b>     | <i>Original Statement of Financial Interests</i>                |
| <input type="checkbox"/> <b>Voter Services</b> | <i>Nomination Papers</i> (must be printed front and back)       |
| <input type="checkbox"/> <b>Voter Services</b> | <i>Candidate Affidavit</i>                                      |
| <input type="checkbox"/> <b>Voter Services</b> | <i>Waiver of Expense Account Reporting Affidavit</i> (optional) |
| <input type="checkbox"/> <b>Voter Services</b> | Photocopy of <i>Statement of Financial Interests</i>            |