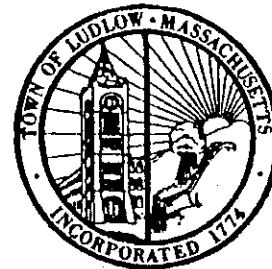


Town of Ludlow ***Office of the Town Clerk***



Kim M. Batista, Town Clerk

TOWN OF LUDLOW

CANDIDATES' GUIDE TO

CAMPAIGN FINANCES/PRACTICES/ELECTION DATE

Kim M. Batista, Town Clerk

INTRODUCTION

This booklet is designed to provide basic information about campaign practices for individuals seeking elected office in the Town of Ludlow. Pertinent Massachusetts General Laws and how they pertain to local elections are outlined within this booklet. If you have any questions, please contact the Town Clerk's office (413-583-5600, ext. #1230).

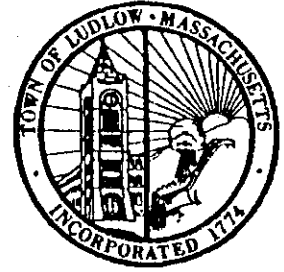
For information concerning campaign finance issues, please contact the Office of Campaign and Political Finance, at (1-800-462-OCPF), email: ocpf@cpf.state.ma.us or www.mass.gov/ocpf.

TOWN ELECTION CALENDAR FOR 2018

Town Election: Monday, March 26, 2018
 (4th Monday in March)

488 Chapin Street
Ludlow, MA 01056
(413) 583-5600 Ext. 1230
TTY (413) 583-5668

Town of Ludlow
Office of the Town Clerk



Kim M. Batista, Town Clerk

TOWN ELECTION

CAMPAIGN FINANCE FILING SCHEDULE

TOWN OF LUDLOW

2017 TOWN ELECTION

2017 YEAR END REPORT DUE DATE: **January 22, 2018**

2018 TOWN ELECTION

2018 PRE-ELECTION REPORT (8TH DAY BEFORE ELECTION)
DUE DATE: **March 19, 2018**

2018 30-DAY REPORT DUE: **April 25, 2018**

2018 YEAR-END REPORT DUE: **January 22, 2019**

The campaign finance law, M.G.L. c.55, requires all candidates and committees that carry over cash balances or liabilities, have additional financial activity or are incumbents are to file a campaign disclosure report (Form CPF M102). The obligation to file both before and after the election applies to all candidates, win or lose.

If a Candidate does not have a political committee organized on their behalf and has not received any contributions (including from their own personal funds), made any expenditures or incurred any liabilities and they do not have a previous campaign balance, they may, if they choose, simply sign an M102-0 affidavit form stating those facts. Even those who do not raise or spend any money must sign a form saying they have had no activity.

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NOMINATION PAPERS

In order to be considered a candidate for an elected office in the Town of Ludlow, individuals must first file a written statement of candidacy with the Town Clerk. Signed nomination papers must be filed with the Town Clerk for the Board of Registrars' certification by the deadline indicated on the Political Calendar.

Blank nomination papers are prepared by the Secretary of the Commonwealth and supplied only to Town Clerks. State law prohibits the Secretary from supplying nomination papers directly to candidates for a local election.

The Town Clerk may distribute nomination papers only to candidates or to persons presenting signed authorizations for candidates seeking nomination to an elected office.

The name of the candidate, his/her residence with street and number, and the office which he/she seeks must be written or printed on all nomination papers. If the candidate is an incumbent, nomination papers may indicate that he/she is a candidate for re-election. The number of signatures required is fifty (50). Individuals must be registered voters in this community. It is highly encouraged to have more signatures in case individuals are not registered voters in the Town of Ludlow.

If running for Representative Town Meeting Member the number of signatures is ten (10), from individuals in the precinct the individual is running for.

GATHERING SIGNATURES

Soliciting signatures in the public areas of municipal buildings is PERMISSIBLE, if conducted in a reasonable and unobtrusive manner, CANDIDATES ARE FORBIDDEN TO LEAVE NOMINATION PAPERS ON DESKS OR COUNTERS IN MUNICIPAL OFFICES TO OBTAIN REQUIRED SIGNATURES. This practice may create the appearance that public employees are using their official authority to influence the outcome of an election, which is prohibited by statute. PUBLIC EMPLOYEES ARE PROHIBITED from using office time and facilities to work for the success or defeat of a POLITICAL CANDIDATE OR BALLOT QUESTION.

Signatures for nomination papers or PETITIONS MAY NOT BE GATHERED WITHIN ONE HUNDRED FIFTY (150) FEET FROM THE BUILDING ENTRANCE TO ANY POLLING PLACE.

OBJECTIONS AND WITHDRAWALS

When nomination papers are filed, they are considered valid unless written objections are made to them and filed with the Town Clerk within two weekdays after 5:00 p.m. of the filing deadline date. The Town Clerk transmits written objections to the Board of Registrars, who must render a decision within four (4) days after the last day to file objections.

Campaign Signs, Posters, Etc.

Call the Town Clerk's office regarding the One Hundred Fifty (150) foot rule, signs etc. 583-5600 Ext. 1230

CAMPAIGN FINANCES

Chapter 55 of the Mass. General Laws covers all aspects of campaign finance law for state and local elections. The Office of Campaign and Political Finance has prepared comprehensive guides on campaign finance activities as they relate to local candidates, political action committees (PACs), ballot question committees, town political party committees and public employees. For detailed information, consult the Campaign Finance guides on www.mass.gov/ocpf or call (800)462-OCPF or you can call the Town Clerk's office at 583-5600 Ext. 1230.

If you are thinking of running for an elected office, you should contact your Town Clerk or the Office of Campaign and Political Finance before undertaking any activity. The campaign finance law has a very broad definition of "candidate" and an individual may be considered a candidate under the law well before any formal announcement is made.

STATEMENT OF ORGANIZATION OF A POLITICAL COMMITTEE

Although a candidate is not required by law to have a campaign committee, many candidates organize one on their behalf. Public employees who run for elected office **MUST** organize a committee and have the committee handle all fundraising, since public employees are prohibited from fundraising for political purposes. No political committee may raise or spend any money until its treasurer has qualified for the office of treasurer by completing, signing and filing a statement of organization with the Town Clerk's office. M.G.L. c.55, § 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may *not serve as treasurers* of any political committee. If you are unsure of your status, please contact OCPF for further guidance. (all forms can be found on line at www.mass.gov/ocpf)

Candidates for local office, PACs operating at the local level, and committees organized to favor or oppose a question appearing on a town ballot must file reports of their financial activity with the Town Clerk.

DISCLOSURE AND REPORTING REQUIREMENTS

Political committees and Candidates for Municipal office ARE RESPONSIBLE FOR FILING TIMELY CAMPAIGN FINANCE REPORTS DISCLOSING THEIR RECEIPTS AND EXPENDITURES.

IMPORTANT: The campaign finance law mandates that a CIVIL PENALTY OF \$25.00 PER DAY, UP TO \$5,000 TOTAL, BE ASSESSED PERSONALLY AGAINST A CANDIDATE FOR ANY REPORT THAT IS FILED AFTER THE DUE DATE AND UPON REFERRAL TO THE Office of Campaign and Political Finance. In addition, failure to file the report as required will subject you to referral to the Attorney General.

In order to learn about your particular reporting schedule, consult the 'Campaign Finance Guide for Candidates for Municipal Office'. www.mass.gov/ocpf

FORBIDDEN CONDUCT

Massachusetts law prohibits the following activities with regard to political campaigning:

- No one may influence a person's vote by paying money, giving a gift, threatening to fire, threatening to reduce wages, promising to hire or promising higher wages.
- Town employees may not use their official authority to influence the outcome of an election.
- Public funds or resources may not be used for the purpose of influencing election results.
- A political candidate or committee may not pay an owner or agent of a newspaper or periodical to advocate or oppose editorially any candidate or question.

CAMPAIGNING ON ELECTION DAY

Activities in the polling location

On Election Day, certain activities are prohibited within the polling location and within 150 feet of the polling place. M.G.L. c.54, § 65 prohibits within 150 feet of a polling location, among other things, the posting, exhibition, circulation, or distribution of material – including pasters, stickers, posters, cards, handbills, placards, pictures or circulars-intended to influence the action of the voter. M.G.L. c.54, § 65 (2002ed.). Consistent with the activities restricted by statute, the implementing regulations prohibit the solicitation of votes for or against, or any other form of promotion or opposition of, any person or political party or position on a ballot question, to be voted on at the current election. 950 C.M.R. § 54.04 (22)(d). Accordingly, a person standing within 150 feet of a polling location, including observers in the polling location, may not; hold any campaign sign; hand any person literature intended to influence the voter’s action at the polls; wear any campaign buttons or identifying signage; solicit a person’s vote for or against a candidate or question on the ballot; or, distribute stickers. Circulators of nomination papers, initiative and referenda petitions are also restricted from soliciting signatures within 150 feet of a building entrance door to a polling place. M.G.L. c.54, § 65 (2002 ed.). This is true even where the nomination papers, initiative petition or referendum have nothing to do with the current election. M.G.L. c.54, § 65, does not limit the voter themselves from bringing material into the voting booth. They can bring preprinted brochures or pamphlets, or their own notes. The voter may also bring with them a sticker, handed to them on their way into the polls by one of the write-in candidates, to affix to the ballot. **HOWEVER, THERE ARE CRIMINAL PENALTIES FOR EXHIBITING SUCH MATERIALS. Accordingly, voters should NOT DISPLAY CAMPAIGN LITERATURE WHILE IN THE POLLING LOCATION.**