

**2023
CITY OF WOBURN
MUNICIPAL ELECTION**

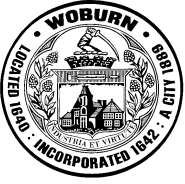


CANDIDATE INFORMATION GUIDE

"DON'T JUST STAND THERE – RUN! LOCAL EDITION"

**LINDSAY E. HIGGINS
CITY CLERK**

OFFICE: _____



LINDSAY E. HIGGINS
City Clerk

City of Woburn, Massachusetts

OFFICE OF THE CITY CLERK

City Hall
10 Common Street
Woburn, MA 01801
781-897-5850

May 1, 2023

To: Candidates for Municipal Office

Re: 2023 Municipal Election

Dear Candidate:

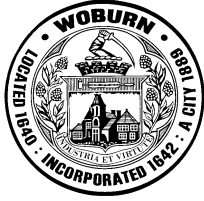
Congratulations on your decision to run for municipal office this year. In order to assist you in fulfilling your legal obligations as a candidate, the following information has been compiled for your review and information. It includes useful information concerning important election deadlines, nomination papers, election signs, absentee ballots, public employees and campaigns, and campaign finance laws. There are also references to internet sites that can provide you with additional information.

Today you have received the **maximum amount of nomination papers that this office can issue to you** for the office that you have declared your intention to seek. A sufficient number of signatures must be filed in this office no later than Tuesday, July 18, 2023 at 5:00 p.m. The Office of the City Clerk will be open until 5:00 p.m. on that day for the purpose of receiving nomination papers.

If you have any questions, please feel free to visit or call this office at any time. Please accept the best wishes of the Board of Registrars of Voters and the Office of the City Clerk as you begin your campaign for public office.

Very truly yours,

Lindsay E. Higgins
City Clerk



Office of the City Clerk Woburn, Massachusetts

2023 MUNICIPAL ELECTION CALENDAR

- May 1, 2023 at 9:00 a.m.** Nomination papers available for candidates. Nomination papers can only be furnished to candidate or individual authorized in writing by candidate to obtain papers on candidate's behalf. Candidate shall file statement containing candidate's name, address, and office for which he/she will be a candidate before obtaining nomination papers. Statement available at Office of City Clerk.
- July 14, 2023 at 5:00 p.m.** Last date and time to obtain nomination papers.
- July 18, 2023 at 5:00 p.m.** Last date and time to file nomination papers with Board of Registrars for certification of signatures.
- August 1, 2023 at 5:00 p.m.** Last date and time for Board of Registrars to file nomination papers with City Clerk. Last date and time for candidate to file Statement of Candidacy with City Clerk. Statement of Candidacy is affixed to nomination papers.
- August 3, 2023 at 5:00 p.m.** Last date and time to file objections and/or withdrawal of nomination papers.
- August 3, 2023 at 5:01 p.m.** Drawing by City Clerk for candidate's position on preliminary ballot if sufficient number of candidates to warrant preliminary election. Drawing to be held in Office of City Clerk. Post in City Hall names and residences of candidates as they are to appear on ballot.
- August 25, 2023 at 5:00 p.m.** Last date and time to register to vote in Preliminary Election.
- August 28, 2023 at 4:30 p.m.** Last date and time for all candidates on Preliminary Election ballot to file pre-preliminary Campaign Finance Reports with City Clerk.
- August 28, 2023 at 5:00 p.m.** Last date and time to request mail-in ballot (absentee or early) for the Preliminary Election.
- September 1, 2023 at 5:00 p.m.** Last date and time to file application in-person in the office of the City Clerk for absentee ballot for Preliminary Election.

- Tuesday, September 5, 2023** Preliminary Election – Polls open from 7:00 a.m. to 8:00 p.m.
- September 11, 2023 at 5:00 p.m.** Last date and time to file recount petition or withdraw from nomination and for filing written acceptance by a write-in or sticker candidate who won in a write-in campaign in the Preliminary Election.
- October 27, 2023 at 5:00 p.m.** Last date and time to register to vote in Municipal Election.
- October 30, 2023 at 4:30 p.m.** Last date and time for all candidates to file pre-election Campaign Finance Reports with City Clerk.
- October 31, 2023 at 5:00 p.m.** Last date and time to request mail-in ballot (absentee or early) for the Municipal Election.
- November 6, 2023 at 12:00 noon** Last date and time to file application in-person in the office of the City Clerk for absentee ballot for Municipal Election.
- Tuesday, November 7, 2023** Municipal Election – Polls open from 7:00 a.m. to 8:00 p.m.
- November 17, 2023 at 5:00 p.m.** Last date and time to file a recount petition.
- January 22, 2024 at 4:30 p.m.** Last date and time for all candidates, incumbents and past candidates with outstanding balance or liabilities to file year-end Campaign Finance Reports with City Clerk.

(Issued February 28, 2023)

Lindsay E. Higgins, City Clerk

Nomination Papers

This is intended to provide clarification of the process for obtaining and filing papers for nomination to office in a City of Woburn Municipal Election.

Section 9A of Chapter 53 of the General Laws provides a process for obtaining nomination papers and limiting the number of nomination papers to be issued. The Act was accepted by the City Council on June 6, 1963 and was effective on June 20, 1963.

The Section states in part that “Each candidate shall file with the city or town clerk, prior to obtaining blank nomination papers, a statement containing his name and address, and the city or town office for which he intends to be a candidate.” The Office of the City Clerk has a form for use by candidates in order to comply with the State law.

Further the Section provides that “No candidate for city or town office shall receive more blank nomination papers than will contain the number of signatures required to place his name in nomination, multiplied by five.”

Nomination for the office of Mayor requires 100 certified signatures of registered voters qualified to vote for the office, School Committee and Councilor At Large offices require 50 certified signatures and Ward Councilor offices require 10 certified signatures. This office can issue no more than 34 nomination papers for candidates for Mayor, no more than 17 nomination papers for candidates for Councilor At Large and School Committee and no more than 4 nomination papers for Ward Councilor.

The signatures for Mayor, School Committee, and Councilor At Large can be obtained city-wide. The signatures for Ward Councilor offices must be obtained from registered voters within the respective ward. Since this is a non-partisan election, a voter’s party affiliation will not prevent the voter from signing nomination papers for a candidate.

The Board of Registrars are not required to certify signatures greater than the amount needed to make a nomination increased by one-fifth. Therefore, the Board of Registrars are not required to certify more than 120 signatures for a candidate for the office of Mayor, 60 signatures for a candidate for the office of School Committee or Councilor At Large, and 12 signatures for a candidate for the office of Ward Councilor. The Board of Registrars will not accept any additional nomination papers once the required number of signatures have been filed and certified.

Political Signs

The following is an extract from the 1989 Woburn Municipal Code, as amended:

Title 9, Article III, Section 9-17(B)

Political Signs

1. Definition - A political sign is a sign designed, used or intended to induce voters to vote for either the passage or defeat of a measure appearing on the ballot of any election, or for either the election or defeat of a candidate for nomination or election to any public office in any election, and includes without limitation banners, campaign signs, posted handbills and notices of any kind.
2. Time limitations - Political signs may be displayed in connection with an election beginning no earlier than thirty days prior to the primary or preliminary election and continuing up to five days after the date of the election. If election signs pertain not only to a primary or preliminary election but also to a succeeding general election, they may be displayed until the general election and shall be removed within five days after the date of the general election.
3. Signs on private property - Political signs erected on private property shall be no larger than four (4) square feet in area. No person shall erect or display, or cause or authorize any person to erect or display, any election sign on any property not owned or controlled by such person, unless authorized to do so by the owner or other person in control of such property.
4. Prohibited on public property - No person shall erect or display, or cause or authorize any person to affix, erect, display, place or post any political sign on any public property or utility pole or within a public right-of-way, on traffic signs, signals, or devices including directional signs, advisory signs, regulation signs and traffic-signalized intersections, or where signs may be obstructed from the driver's view. Election signs on public property may be removed without notice by members of the Police Department or the Department of Public Works. The Chief of Police or the Superintendent of Public Works, as the case may be, shall cause a list of election signs removed from public property to be filed with the City Clerk for public information. The City Clerk shall retain such lists for a period of thirty (30) days following the general election or until any litigation is concluded.
5. Traffic hazards - No political sign shall be placed in a manner that would obstruct visibility to pedestrian or vehicular traffic or which shall constitute a traffic hazard in the discretion of the Chief of Police or his subordinate officers.

Voting by Absentee Ballot & Voting by Mail

The city's website has more information on voting by absentee ballot and voting by mail. Also, links to the Secretary of State's website, including links to ballot applications, are also below:

Absentee Ballot - <https://www.sec.state.ma.us/divisions/elections/voting-information/absentee-voting.htm>

Voting by Mail - <https://www.sec.state.ma.us/divisions/elections/voting-information/vote-by-mail.htm>.

In order to receive an absentee or vote by mail ballot, all voters must file an application in writing with the Office of the City Clerk no later than 5:00 p.m. the fifth business day before the election. In order to receive an absentee ballot to vote in person, all voters must file an application in writing with the Office of the City Clerk no later than 12:00 noon on the day before the election. An application can be delivered or mailed to the Office of the City Clerk or completed at the counter. For absentee ballots, a voter can complete their ballot at the Office of the City Clerk if they appear in person during regular business hours and file an application. Unless a voter appears in person at the Office of the City Clerk, the absentee ballot must be mailed to the voter.

Voting by Mail

A ballot may be returned by:

- Mailing it back using the envelope provided; or
- Hand-delivering your ballot to the City Clerk's Office; or
- Dropping your ballot off at an early voting location during early voting hours; or
- Using a ballot drop box provided by the City.

However, ballots cannot be dropped off at a polling place on Election Day. Ballots must reach the City Clerk's Office by the close of polls on Election Day in order to be counted.

Absentee Ballots

The requirements for absentee voting are provided in Mass. Gen. Laws, c. 54, § 86. A voter may only vote by absentee ballot if the voter will be unable to vote at the polls on Election Day because of:

1. Absence from the City of Woburn during the hours the polls are open; or
2. Inability to cast a vote in person at the polling place because of physical disability; or
3. Religious beliefs which prevent the voter from casting a vote in person on Election Day.

A ballot mailed to the voter can be returned by mail or delivered in person by the voter or a family member to the Office of the City Clerk. A family member must be a spouse or person residing in the same household, in-laws, father, mother, sister or brother of the whole or half

blood, son, daughter, adopting parent or adopted child, stepparent or stepchild, uncle, aunt, niece, nephew, grandparent or grandchild. If a family member delivers the ballot to the Office of the City Clerk, they will be asked to sign their name and relationship to the voter on the outer envelope at the time that the ballot is delivered to the Office of the City Clerk.

A sheet of instructions is mailed to the voter with the absentee ballot. Careful attention should be paid to all of the requirements listed on the sheet. Failure to follow the requirements for absentee balloting established by State law can result in the ballot being rejected. Except for a voter confined to a health care facility on or after seven days before the election, no ballot may be taken from the Office of the City Clerk by any voter for any reason. All voting must be conducted over the counter in the Office of the City Clerk or a ballot will be sent to the voter by mail.

Voting by absentee ballot and voting by mail is controlled by State law and provides criminal penalties including imprisonment and fines for violations. The laws have been established to prevent fraudulent voting. In addition, applications for absentee ballots and vote by mail are signed under the pains and penalties of perjury.

Municipal Election Finance Law

As a candidate for municipal office in this election year, you are urged to become familiar with the requirements of the Campaign Finance Law. The “Campaign Finance Guide: Candidates for Municipal Office (Non-Depository)” prepared by the Office of Campaign and Political Finance provides answers to most campaign finance questions for all candidates, except for the office of Mayor. You will find the Guide at

<https://www.ocpf.us/PublicSearch/Index?q=mguidemain&showContent=true#undefined>.

Candidates for the office of Mayor must contact the Office of Campaign and Political Finance as all reports will be filed with that office, not the City Clerk. You will find more information at

<https://ocpf.us/PublicSearch/Index?q=dguidemain&showContent=true#undefined>

The Campaign Finance Law is a comprehensive statute governing the financing of political campaigns in the Commonwealth. For example, the statute requires candidates to disclose all contributions and expenditures made in a campaign. It also provides limitations and restrictions on raising money for campaigns. If a candidate intends to form a campaign committee, a Statement of Organization must be filed with the Office of the City Clerk before any funds can be raised or spent on behalf of the candidate or committee.

This office will email links to all candidates and incumbents, **except for office of Mayor**, for pre-preliminary, pre-election and year end campaign finance reports. The pre-preliminary report - for any candidate on a preliminary ballot only - is due on August 28, 2023 at 4:30 p.m. for all activity from January 1, 2023 through August 18, 2023. The pre-election report is due from all candidates on October 30, 2023 at 4:30 p.m. for all activity from August 19, 2023 through October 20, 2023. The year-end report is due on January 22, 2024 at 4:30 p.m. for all activity from October 21, 2023 through December 31, 2023.

The Guide, forms and other information, including a Campaign Finance Kit for municipal candidates, are available on the Office of Campaign and Political Finance website at <http://www.ocpf.us/>. The website also contains report software that can be downloaded at no charge and which can ease reporting responsibilities of the candidate. The Office of Campaign and Political Finance can be reached by telephone at (617) 979-8300 or (800) 462-OCPF. The office can be contacted by email at ocpf@mass.gov.

Serving as
Campaign
Treasurer?

Joining a
campaign?

Running
for
Office?

Get your
Campaign Finance
questions
answered here!



Scan the QR code for
OCPF's "Getting Started" page.



**Office of Campaign and
Political Finance**
www.ocpf.us
(617) 979-8300
(800) 462-OCPF (in Mass.)
OCPF@mass.gov

Campaign Finance Top Ten Tips

1. File a statement of organization before raising or spending.
2. Collect name and address of all contributors of any amount whether by cash, check, credit card or in-kind contribution.
3. Report all contributions and expenditures made by the candidate for the campaign.
4. If a contributor gives \$200 or more in calendar year, report the contributor's occupation and employer.
5. Candidates and committees cannot accept corporate contributions, including from LLC, LLP and partnerships.
6. Provide clear statement of expenditure purpose to show political purpose and keep all receipts and invoices for six years after election.
7. Public employees cannot be a committee treasurer and candidates cannot be treasurer of their own committee.
8. Public employees cannot solicit, receive or handle contributions.
9. Soliciting or receiving contributions in a public building is prohibited.
10. File reports by the deadline to avoid late fees of \$25 per day up to \$5000.



Form CPF M101: STATEMENT OF ORGANIZATION CANDIDATE OR CANDIDATE'S COMMITTEE MUNICIPAL FORM

Commonwealth
of Massachusetts

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, organization of a candidate or candidate's committee as follows:

CANDIDATE:	Full Name: _____
	Residential Address: _____
	City / State / Zip: _____
	E-Mail Address: _____ Phone #: _____
	Party Affiliation: _____ (If applicable)
OFFICE SOUGHT/PURPOSE:	
	Title: _____ District: _____
	<input type="checkbox"/> Candidate without committee (check if applicable). If checked, do not complete committee or officer sections: sign as candidate, date and file with clerk or local election official.

COMMITTEE:	Name of Committee: _____ (The name of the committee must include the candidate's last name)
	Committee Mailing Address: _____
	City / State / Zip: _____ Phone #: _____

OFFICERS:

Chairperson: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Treasurer*: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____ Email: _____
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*A public employee may not serve as treasurer of any political committee (see reverse).

Additional officers may be listed on page two.

Check applicable box before signing:

Candidate with committee: I hereby 1) consent to this filing; 2) understand that a candidate shall not consent to the organization of more than one account or committee on their behalf; 3) am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; and 4) may not serve as treasurer of a political committee organized on my behalf.

Candidate without committee: I hereby 1) consent to this filing; 2) understand that a candidate shall not consent to the organization of more than one account or committee on their behalf; 3) acknowledge if I become a public employee I must organize a committee and may not serve as treasurer; and 4) am subject to certain duties and liabilities under M.G.L. c. 55 including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: _____
Candidate's signature

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate may not serve as treasurer of the political committee organized on their behalf.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: _____
Treasurer's signature

I hereby accept the office of Chairperson of the above-named committee.

SIGNED UNDER THE PENALTIES OF PERJURY: _____ Date: _____
Chairperson's signature

ADDITIONAL OFFICERS:

Other Officer/Title: _____	Other Officer/Title: _____
Residential Address: _____	Residential Address: _____
City / State / Zip: _____	City / State / Zip: _____
Phone #: _____	Phone #: _____

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 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.

SELECTED EXTRACTS FROM M.G.L C. 55

Section 1 defines a candidate's committee:

"Candidate's committee", the political committee organized on behalf of a candidate The term "candidate's committee" shall also apply to the campaign fund of a candidate who has not organized a political committee for the purpose of carrying out the election campaign of such candidate or who receives contributions or makes expenditures independently of said committee.

Section 2 requires candidates to keep certain records:

Every candidate shall keep detailed accounts of all contributions received by him, or by a person acting on his behalf and of all expenditures made by him, or by a person acting on his behalf. Said accounts may be kept by an agent duly authorized thereto, but the candidate shall be responsible for said accounts, which shall be kept separate and distinct from all other accounts and shall include contributions made by the candidate The candidate shall preserve all receipted bills and accounts relative to all contributions received, expenditures made and any other campaign finance activity. ...The candidate shall preserve said receipted bills and accounts for six years from the date of the relevant election....

Section 3 requires the director to:

"assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate

Section 5 outlines statements of organization of political committees:

Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee, which, if organized on behalf of a candidate, shall include the name of the candidate in said name; (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee

IMPORTANT: M.G.L. c. 55, s. 5 requires that any changes in the information provided on this form shall be filed within ten (10) days of said change. Further information can be obtained from OCPF by phone at (617) 979-8300, via e-mail at ocpf@cpf.state.ma.us or on the web at www.ocpf.us

OCPF **CAMPAIGN** **FINANCE** **TRAINING**

WHEN

May 18th, 2023
6:00 p.m.

WHERE

City Council Chamber
Woburn City Hall, 10 Common Street

Information for Local Filers

Common Questions Answered by OCPF Staff

Candidates, Treasurers, Campaign Staff Welcomed

WWW.OCPF.US



Massachusetts Office
of Campaign and Political Finance

ELECTION 2023

Campaign Finance Training Classes

A 45-minute online class for candidates who **file with local election officials**, such as school committee, and city council in cities with fewer than 65,000 residents.

Anyone from your campaign team may attend.



Tuesday, May 9 at Noon
Thursday, June 8 at 6 p.m.
Thursday, June 15 at Noon
Wednesday, June 21 at 6 p.m.
Monday, June 26, Noon
Friday, July 21, Noon
Tuesday, July 25, 6 p.m.
Monday, Aug. 7, Noon

By Zoom

For more information
OCPF@mass.gov

AGENDA

How to find information at www.ocpf.us

Ground rules: public employees, public buildings and public property

Fundraising and spending guidance

Reporting with the local election official

Register at www.ocpf.us.
The registration button is on the right side of the OCPF homepage.