

2023 General Rules for Filing a Designating Petition

Last revised January 29th, 2023

Each sheet of the petition must correctly set forth:

- The party the candidate is running in.
- The date of the primary election – June 27, 2023
- The name of the Candidate as it will appear on the ballot and the office or position sought. Check “Offices up for Election on this web site
- The candidates residence, and if different, their mailing address.
- Information about the signer: date of signing, voter’s residence address and town.
- Information relating to the person who witnesses the signatures.
- All signatures shall be signed in ink.

A petition may include a committee on vacancies. Failure to provide such a committee will not invalidate the petition.

The voter need only sign the appropriate line on the petition sheet. All other information may be filled in by someone else. Corrections may be made to any information on the signature line. Corrections or alterations in the date or the signature must be initialed by the person making the correction.

Only voters of the party eligible to vote in the election may sign a petition and cannot sign a petition for more candidates than there are openings for an office.

The pages of a petition must be sequentially numbered at the foot of each page and securely fastened before filing.

Witnesses to a petition (the person carrying the petition and soliciting the signature) must be a member of the party eligible to vote in New York State or a notary public. The information required for the witness statement is mandatory. Omissions, errors, or unexplained alterations/corrections, may invalidate the entire page. ***When a witness signs the statement of witness they are making an oath that subjects them to the penalties for perjury if any of the information preceding their signature is false.***

Cover sheets are required if there are 10 or more pages in a petition and are available on the counter at the Board of Elections. If used, cover sheets must contain the following information:

- Name, residence address and mailing address if different of the candidate.
- The public office or party position sought.
- The name of the party or independent body making the nomination.
- A statement that the petition contains a number of signatures equal to or in excess of the number required by statute.

- The volume number or identification number of the volume.
- The total number of volumes in each petition or the identification number of each volume of the petition. (Rarely used, check with the Board of Elections as you file your petition.)

The following information on the cover sheet is optional:

- The name, residence address and mailing address if different, telephone number and facsimile number of the person designated to receive notice of deficiencies in binding or cover sheet requirements. If no name is added, the BOE will contact the candidate.

Petitions may not be passed prior to **February 28th, 2023**

Filing dates for petitions start **April 2nd, 2023** between the hours of 9:00 AM and 4:30 PM on the 2nd, 3rd, and 4th; and must be filed no later than 5:00 PM on **April 6th, 2023**.

Reminder: All candidates must furnish their email address to the Board of Elections, and the BOE must forward it to the State Campaign Finance compliance unit.

This information is not intended to be inclusive instructions or legal advice. Please consult the State of New York Election Law for additional information.

Web Site info for the State Board of Election:

<https://www.elections.ny.gov/RunningOffice.html>