

Butler County Local Government

***RUNNING
FOR OFFICE***

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Dates

- **February 14, 2023 - March 7, 2023**
 - Petitions must be signed between February 14th-March 7th
- **March 7, 2023**
 - Petitions must be in the Bureau of Elections March 7th, 2023 by 4:30pm. Post marks do not count.
- **March 14, 2023**
 - Any and all objections must be filed by March 14th
- **March 22, 2023**
 - Last day to withdraw from the Primary Election is March 22nd
- **May 1, 2023**
 - Last day to register to vote or alter an existing voter registration is May 1st

Dates Continued

- **May 9, 2023**
 - Last day to apply to vote by mail as a civilian is May 9th
- **May 16, 2023**
 - Election Day
 - Last day to return a civilian mail ballot
- **May 23, 2023**
 - Last day to return a civilian overseas or military ballot
 - Unofficial results sent to the Department of State

Local Positions on the Ballot

The following local positions will appear on the May 16, 2023 Primary Election Ballot. Petitions for these offices may be obtained in the Bureau of Elections.

- Auditor (Township and Boro)
- Constable (Township and Boro)
- Controller (City)
- Council (Boro)
- Commissioner (County and Butler Township)
- District Attorney (County)
- Magisterial District Judge (Various Districts)
- Mayor (Boro)
- Prothonotary (County)
- Recorder of Deeds (County)
- Register of Wills/Clerk of the Orphans Court (County)
- Supervisor (Township)
- Tax Collector (Township and Boro)
- Treasurer (County and City)

Requirements

To be placed on the ballot in a Municipal Primary Election, a candidate must do the following:

1. Be a registered voter in the district and party for the eligible position
 - Your district is the area covered by the position. County-wide offices cover the entire county. Township and Boro offices cover only their townships and Boros. Magisterial and School Districts cover multiple municipalities. If you need clarification, please contact the Bureau of Elections.
 - Pennsylvania has a closed primary. You must be registered as either a Democrat or Republican to run and vote for candidates
2. Obtain a petition from the Bureau of Elections
 - Petitions can be picked up in the Bureau of Elections or printed [online](#). If printed or copied, the petitions must be double sided and on 8 ½ x 14 legal paper. Incorrectly printed petitions will be rejected.

Requirements Continued

3. Receive the required number of signatures within the party and office district during the petition period

| Offices | Required Signatures |
|-----------------------|----------------------------|
| Countywide | 250 |
| Magisterial Districts | 100 |
| School District | 10 |
| Township/Boro | 10 |
| Constable | 10 |

Requirements Continued

Only Magisterial District and School District candidates may cross-file. All other candidates for office may only submit a petition for their registered party.

| Magisterial Districts | School Districts | All Other Offices |
|---|--|--|
| <ul style="list-style-type: none">• You may circulate a petition for each party if cross-filing.• All signatures on one petition must be for an individual party. A new petition must be used for the opposite party.• You must obtain 100 signatures for each party. | <ul style="list-style-type: none">• You must have someone of the opposite party circulate your petition if cross-filing. You may accompany them.• All signatures on one petition must be for an individual party. A new petition must be used for the opposite party.• You must obtain 10 signatures for each party. | <ul style="list-style-type: none">• You may only obtain signatures for your party.• All signatures must be from members of your party |

Requirements Continued

4. File the original Statement of Financial Interest with the district

| Offices | District Office |
|----------------------|-------------------------|
| Countywide | Election Bureau |
| Magisterial District | Election Bureau |
| School District | School District |
| Township/Boro | Township or Boro Office |
| Constable | Township or Boro Office |

Requirements Continued

5. File the completed petition and a copy of the Statement of Financial Interest with the Bureau of Elections before the deadline.
 - The Election Bureau staff will complete a checklist, timestamp paperwork, and give the candidate a filing receipt.
6. Pay any associated filing fee or file any additional required paperwork
 - Countywide Offices - \$100
 - Magisterial District - \$50 (If cross-filing, \$50 per petition filing)
 - Constable - \$10
 - Tax Collectors – no filing fee **but** a PA State Police Background Check is required for first time candidates. This can be obtained through [PATCH](#).

Petition Basics and Tips

- The top of the petition must be filled out prior to obtaining signatures
- Collect signatures only from February 14, 2023 - March 7, 2023
- Every signer must
 - Be a registered voter
 - Reside in your district
 - Be your political party (unless cross-filing)
- Each signer may sign as many petitions as the number of candidates for the individual office
 - Example: If Adams Township has 3 Supervisor positions available, a voter in Adams Township may sign 3 petitions for Supervisor. If Buffalo Township has 1 Constable position available, a voter in Buffalo Township may sign 1 petition for Constable.
- Avoid letting voters fill out your petition using nicknames or ditto marks
- When voters are completing the address section of the petition, the voter must list the township or boro they reside in, not their postal address.
 - If you are running in Center Township, the voter must list their address as Center Twp or Center Township not Butler
- Obtain more signatures than required
- Make sure all forms are filled out completely and filed by the deadline

Voter Lists

- **Every candidate is entitled to one free list of the voters in their district**
 - This list can be a printed street list (alphabetically) or a printed walking list (organized by street and house number).
 - This is available immediately upon completion of a candidate request form.
- **Super Voter Lists**
 - There is no standard super voter list. A super voter list is simply a customized list of voters depending on your requested information. This can entail voters having voted in specific elections or by a specific method. This list is only available digitally and can be obtained via CD (\$25) or USB (\$30). This list required paperwork to be filed in advance as the information takes time to populate.

Statement of Financial Interest

- Also known as the Ethics Form, this is administered by the State Ethics Commission
- Used to disclose any potential conflicts of interest
- Must be filed annually by all candidates, elected officials and appointed officials
- Statements of Financial Interest are public information
- Must be filled out entirely and signed
- Questions regarding the form should be directed to the State Ethics Commission as the Election Bureau can only check to ensure the boxes are completed. Please contact the Ethics Commission at 1-800-932-0936

Campaign Finance

- Every candidate is required to file either a Campaign Finance Statement, report, or sign the waiver regardless of how much they raise or spend.
- Sign the waiver on the petition and, if you raise or spend less than \$250 in a reporting period, you are done for the year.
- If the waiver is not signed, even if the candidate raises or spends \$0 in a reporting period, they must file a Campaign Finance Statement with the Election Bureau every reporting period.
- There are four reporting periods
 - May, June, October, and December
- Penalties for overdue reports range from \$20 to a maximum of \$250

For More Information

- Visit our [website](#) all year for useful information
- Pay special attention to the [current election page](#)
- Visit our new office location or call us during business hours

Butler County Election Bureau

Monday-Friday 8:30am-4:30pm

227 W Cunningham St

Butler, PA 16001

734-284-5308