



## OFFICE OF THE TOWN CLERK

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### 2023 NOMINATION PAPERS AVAILABLE FOR LOCAL MUNICIPAL OFFICE HOLDINGS

*Nomination papers are available beginning January 9, 2023*

- One Assessor for three years
- One Moderator for three years
- One Selectman for three years
- One Board of Health member for three years
- Two Constables for three years
- One Regional School Committee member for three years
- One Board of Library Trustee for three years
- One Housing Authority member for five years
- Two Planning Board members for one year
- Two Planning Board members for five years.
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### CALENDAR

*The Office of the Town Clerk is open Monday-Thursday from 7:30am-3:30pm to pick up/drop off nomination papers and for voter registration.*

<b>Task:</b>	<b>Reference:</b>	<b>Deadline:</b>
Last day to obtain nomination papers:	M.G.L. Ch. 53§9A	5:00 pm on March 16, 2023
Last day to submit nomination papers to registrars of voters for certification:	M.G.L. Ch .53§7	5:00 pm on March 20, 2023
Last day to object or withdraw:	M.G.L. Ch. 53§11	5:00 pm on April 5, 2023
Last day to register to vote to participate in the Town Election:	M.G.L. Ch. 51§§26,28	April 21, 2023**
Last day to post or publish the warrant.	M.G.L. Ch. 39§10	April 24, 2022

*\*\*The office of the Town Clerk will be open from 9:00 am – 5:00 pm on the above date to accept voter registrations. All voters must register by this date in order to participate in the Annual Town Meeting and the Annual Town Election. Mail in registrations must be also postmarked no later than the above date in order to participate. One can also register online before midnight on the above date at: [www.RegisterToVoteMA.com](http://www.RegisterToVoteMA.com).*

<b>Annual Town Meeting May 1, 2023</b>	<b>7:30 pm at the Essex Elementary School, 12 Story Street</b>
<b>Annual Town Election May 8, 2023</b>	<b>Polls open from 7:00 am-8:00 pm at the Public Safety Building, 11 John Wise Avenue</b>

## **INFORMATION FOR CANDIDATES**

In order to appear on a Town Ballot one must be nominated by **20 (twenty)** voters registered in the Town of Essex. The registered voters must complete their signature and address fields on the nomination papers.

Nomination papers are available in the Office of the Town Clerk Monday through Thursday from 7:30am-3:30pm. Only the candidate petitioning for nomination or a person presenting a signed authorization from a candidate may pick up the blank nomination forms. The deadline to obtain nomination papers is **5:00 pm on March 16, 2023**.

The completed nomination papers are then due to the Board of Registrars **no later than 5pm on March 20, 2023** for certification. The Board of Registrars ensures that all signers are indeed registered voters in the Town of Essex.

Please be mindful that there are reasons why signatures may be rejected:

- There is no such registered voter at that address, or the address is illegible;
- The Board of Registrars is unable to identify signature as that of voter because of form of signature, or signature is illegible;
- Two parties with a similar name reside in a household, and the signature does not differentiate between the two (ie, JR and SR, different middle initials, etc.);
- Signer already signed nomination papers for the same candidate;

Parties can confirm their registration status here: <https://www.sec.state.ma.us/ovr/>

**April 5, 2023** is the last day to withdraw your nomination or to submit an objection to any nominations/certified signatures.

Please let any voters who may not have registered in Essex know that in order to vote in the Town Election their affidavit of **voter registration must be received or postmarked on or before April 21, 2023**. The Office of the Town Clerk will be open from 9:00 am-5:00 pm to accept voter registrations on this date. Parties can also register to vote online before midnight at: [www.RegisterToVoteMA.com](http://www.RegisterToVoteMA.com).

**GOOD LUCK!**

## **CAMPAIGN AND POLITICAL FINANCE**

The Office of Political and Campaign Finance mandates that all contributions, expenses and liabilities be tracked and reported to Town Hall. *Please refer to the Town Clerk's page on the Town of Essex website (see Campaigns and Campaign Finance) to download forms and review more detailed information.*

<b>1. YOU INTEND TO RAISE MONEY, RECEIVE CONTRIBUTIONS OR SPEND MONEY (INCLUDING YOUR OWN)</b>
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**CPF M 101 – Statement of the Organization of a Candidate Committee** – If you intend to fundraise, receive contributions or spend money on your campaign, you **MUST** create a political committee and you must file this form immediately and appoint a Chair and a Treasurer. A public employee may not hold the office of Treasurer in any political committee. If there are any changes to this form, they must be reported to the Town Clerk within 10 days in the form of an amendment letter outlining any changes. If there is a change in Treasurer, then a form CPF MT 101 must be filed with the Town Clerk.

**CPF M 102 – Campaign Finance Report** – outlines receipts, expenditures, liabilities and in kind contributions. **This form must be filed at different times during the year:**

***Pre- Election Report*** must be filed 8 days prior to the election and include all activity from January 1, through ten days prior to the deadline (which is 8 days prior to election).

***Post-Election Report*** must be filed 30 days after the election and include all activity from after the end date of the previous report through ten days prior to the deadline (which is 30 days after the election).

**This may be the final report if it shows that any political committee has been dissolved and/or all funds/liabilities have dissolved/distributed. If you win the election, you will still be required to submit an end of the Year Report.**

***End of the Year Report*** must be filed by January 20 and show all activity from after the end date of the previous report through December 31. The End of the Year Report must be filed if the Post Election Report did not show complete dissolution **or the candidate won the election.**

<b>2. YOU <u>DO NOT</u> INTEND TO RAISE MONEY, RECEIVE CONTRIBUTIONS OR SPEND MONEY (INCLUDING YOUR OWN)</b>
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If you do not intend to raise money or expend funds (including your own funds), then you do not need to form a committee, but you must still complete and submit **CPF M 102-0** instead of CPF M 102, in accordance with the above deadlines (Pre-Election Report, Post-Election Report, End of Year Report).

Please see M.G.L. Ch. 55 § 13-17 for specific information regarding public employees and interactions with political candidates or fundraising. Specifically, please be mindful that no public buildings or supplies may be used for campaigning or fundraising.

A political committee may not solicit or receive a contribution on behalf of a candidate who is a public employee if the contributor has an interest in any particular matter in which the employee participates or which is the subject of his official responsibility.

**ANY QUESTIONS PLEASE CONTACT THE TOWN CLERK AT 978-768-7111 OR THE OFFICE OF CAMPAIGN AND POLITICAL FINANCE AT 1-800-462-OCPF**