

A Candidate's Guide to Municipal Office

Manchester, New Hampshire



2013

**Prepared by the Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101**

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INTRODUCTION

This guide has been prepared by the Office of the City Clerk in Manchester to provide candidates for city and ward offices with a general understanding of state and municipal election laws and other important information about filing and running for political office. This guide does not account for every law or procedure related to municipal elections. If you have a question which is not answered in this guide, please call the City Clerk's Office at 624-6455 or e-mail the City Clerk at cityclerk@manchesternh.gov. Additional election information is also available online at: www.manchesternh.gov/elections.

Included in this guide is a political calendar, instructions for filing for office, including a schedule of filing fees; information about financial disclosures; instructions for establishing political committees, references to state election laws, a list of Manchester's polling locations, and sample filing forms.

The municipal primary election is held on the third Tuesday of September. In 2013 the primary election will be on **Tuesday, September 17, 2013**. The municipal general election, held on the first Tuesday following the first Monday of November, will be on **Tuesday, November 5, 2013**.



2011 Political Calendar: Municipal Elections

Municipal Primary Election – Tuesday, September 17, 2013

Municipal General Election – Tuesday, November 5, 2013

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- June 25
Last day for the Charter Commission to provide a final report to the Board of Mayor & Aldermen.
- June 28
Notice of session for correction of checklist - Last day to publish legal notice of Board of Registrars' July 5, 2013, session for correction of checklist prior to the filing period (**RSA 654:27**)

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- July 2
Polling Hours - Board of Mayor and Aldermen to set polling hours for Municipal Primary Election (**RSA 659:4**)
- July 5
Board of Registrars; Checklist Correction - Meeting at 5:00 p.m. at the Office of the City Clerk (**RSA 669:5**)
- July 8 –July 19
Municipal election filing period - Monday, July 8, 2013, 8:00 a.m. through Friday, July 19, 2013, 5:00 p.m. at the Office of the City Clerk (**Charter Sec. 5.05**)

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

July 29 – August 5 State special election filing period - Monday, July 29, 2013 – Tuesday July 30, 2013 at the Office of the City Clerk
 Wednesday, July 31, 2013 through Monday, August 5, 2013 at the Secretary of State’s Office

July 30 Posting Notice of Primary - Last day for Ward Clerks to post notice of Municipal Primary in three (3) public places in each ward
(Charter Sec. 5.21)

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 3 Registration of Political Committees with City Clerk - Last day to form a Political Committee prior to the Municipal Primary Election
(Charter Sec. 5.29 (j))

August 20 Posting of the checklist - Last day to post a copy of the current checklist at the Office of the City Clerk **(RSA 654:26)**

August 30 Notice of session for correction of checklist - Last day to publish legal notice of Board of Registrars’ September 7, 2013, session for correction of checklist **(RSA 654:33)**

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- September 7 Session for correction of checklist - 9:00 a.m. through 12:00 p.m. at the Office of the City Clerk (**RSA 654:27; 28**)
- Deadline for voter registration applications - Last day for City Clerk to accept voter registration applications until Election Day (**RSA 654:8**)
- Checklist verification - Reports of transfer, reports of death, removal of names (**RSA 654:36; 37; 44**)
- September 13 Last day to post final, corrected checklist (**RSA 654:28**)
- Certification of checklist; two copies filed with City Clerk (**RSA 654:29**)
- September 16 Acceptance of completed absentee ballots - City Clerk must be available at least between 3:00 p.m. and 5:00 p.m. to accept completed absentee ballots filed in person (**RSA 652:20**)
- Municipal Primary Election Campaign Expenditures - Last day for candidates and political committees to file appropriate disclosure reports with the Office of the City Clerk prior to the Municipal Primary Election (**Charter Sec. 5.29 (k)**)
- September 17 Municipal Primary Election (Charter Sec. 5.03)**
- Last day for City Clerk to accept completed absentee ballots by mail; no later than 5:00 p.m. (**RSA 657:22**)
- September 19 Recounts - Last day to apply to the City Clerk to request a recount (**Charter Sec. 5.24**)
- September 26 Last day for Board of Recount to complete recounts

September						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

September 27

Municipal Primary Election Campaign Expenditures - Last day for candidates and political committees to file appropriate disclosure reports with the Office of the City Clerk following the Municipal Primary Election (**Charter Sec. 5.29(k)**)

Political advertising - Last day for candidates not in Municipal General Election to remove political advertising (**RSA 664:17**)

October						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

October 1

Polling Hours - Board of Mayor and Aldermen to set polling hours for Municipal General Election (**RSA 659:4**)

October 8

Posting of the checklist - Last day to post a copy of the current checklist at the Office of the City Clerk (**RSA 654:26**)

October 18

Notice of session for correction of checklist - Last day to publish legal notice of Board of Registrars' October 26, 2013, session for correction of checklist (**RSA 654:33**)

October 22

Last day for Selectmen to post notice of Municipal General Election at the polling places in each ward and at City Hall (**RSA 658:1**)

October 26

Session for Correction of the Checklist - 9:00 a.m. through 12:00 p.m. at the Office of the City Clerk (**RSA 654:27; 28**)

Deadline for voter registration applications - Last day for City Clerk to accept voter registration applications until Election Day (**RSA 654:8**)

Checklist verification - Reports of transfer, reports of death, removal of names (**RSA 654:36; 37; 44**)

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

November 1 Posting of checklist - Last day to post a copy of the current checklist at the Office of the City Clerk (**RSA 654:28**)

Certification of checklist; two copies filed with City Clerk (**RSA 654:29**)

November 4 Acceptance of completed absentee ballots - City Clerk must be available at least between 3:00 p.m. and 5:00 p.m. to accept completed absentee ballots filed in person (**RSA 652:20**)

Municipal General Election Campaign Expenditures -
Last day for candidates and political committees to file appropriate disclosure reports with the Office of the City Clerk prior to the Municipal General Election (**Charter Sec. 5.29 (k)**)

November 5 Municipal General Election (Charter Sec. 5.02)

Last day for City Clerk to accept completed absentee ballots by mail; no later than 5:00 p.m. (**RSA 657:22**)

November 7 Recounts - Last day to apply to the City Clerk to request a recount (**Charter Sec. 5.24**)

November 14 Last day for Board of Recounts to complete recounts

November 15 Political advertising - Last day for candidates to remove political advertising (**RSA 664:17**)

Municipal General Election Campaign Expenditures -
Last day for candidates and political committees to file appropriate disclosure reports with the Office of the City Clerk following the Municipal General Election (**Charter Sec. 5.29(k)**)

FILING FOR OFFICE

Manchester's municipal elections are non-partisan and are held biennially in each odd-numbered year for various municipal offices. The filing period begins the second Monday in July and runs for ten consecutive working days. The filing period for the 2013 Municipal Election will begin at 8:00 AM on **Monday, July 8, 2013**, and end at 5:00 PM on **Friday, July 19, 2013**. Candidates filing on the last day of the filing period are required to do so in person at the Office of the City Clerk.

The following officers are elected by voters city-wide at every municipal general election:

# of Seats	Office	Term Length
1	Mayor	2 Years
2	Alderman-At-Large	2 Years
2	School Committeeman-At-Large	2 Years
1	Commissioner of Welfare	2 Years

The following officers are elected by voters in **each of the 12 wards** at every municipal general election:

# of Seats	Office	Term Length
1	Alderman	2 Years
1	School Committeeman	2 Years
1	Moderator	2 Years
1	Ward Clerk	2 Years
3	Selectman	2 Years

An individual filing for municipal office must be a citizen of the United States either by birth or naturalization, have and maintain a domicile in the city (or ward as the case may be) during the entire term of office, and be a registered and qualified voter in the city of Manchester. Additionally, a candidate for Mayor or Welfare Commissioner must have been a resident of the city for the full year immediately before filing and shall continue to reside in the city during the term of office. Each candidate must complete a **Declaration of Candidacy** form which must be signed by a notary public or a justice of the peace. A candidate for Mayor and Welfare Commissioner must also complete the affidavit section of this form.

Candidates for Mayor, Welfare Commissioner, Alderman, and School Committee are required to pay a filing fee to run for office, unless they exercise the option of presenting nominating petitions in lieu of paying the fee. No fee or petitions are required of the candidates for all other offices. The filing fee or number of petitions required for each office is listed below:

	<u>Filing Fees</u>	OR	<u>Number of Petitions</u>
Mayor	\$100		200
Welfare Commissioner	\$ 75		150
Alderman	\$ 50		100
School Committee	\$ 25		50

Candidates filing for office who choose to submit petitions instead of paying the filing fee must complete an **Assent to Candidacy** form, signed by a notary public or justice of the peace, which they will submit along with the required number of **Nominating Petitions**. Candidates are encouraged to collect more than the required number of petitions in case some cannot be certified. Certification must be completed by the end of the filing period on Friday, July 22, 2011. Candidates for ward offices must acquire signatures of registered voters residing in their wards. At-large and city-wide candidates may get signatures of any registered voters in the city.

Once the petitions have been certified and the **Assent to Candidacy** form has been completed, the candidate then fills out a **Declaration of Candidacy** form. If a candidate attempts to file using petitions but is not able to procure the necessary number, he or she has the option of paying the filing fee and thus being placed on the ballot. **Nominating Petitions** brought to the City Clerk’s Office by a candidate or a representative thereof will be counted in the presence of that individual by City Clerk staff and a receipt will be issued. When the certification process is complete, the candidate or his representative will be notified so that the petitions may be picked up.

In each primary election, the two candidates, or four candidates in the case of at-large aldermanic and school committee elections, receiving the highest number of votes shall be placed on the general election ballot. If two candidates or fewer, or in the case of at-large aldermanic and school committee elections, four candidates or fewer, file for an elected office, the primary election for that office will be declared unnecessary by the City Clerk, who shall then declare the candidates nominated and place them on the municipal general election ballot.

(City Charter - Section 5.07)

CAMPAIGN CONTRIBUTIONS & EXPENDITURES

The Manchester City Charter does not place limitations on campaign contributions. Each candidate and each political committee, however, whose combined contributions or combined expenditures equal or exceed \$500 shall file a disclosure report with the City Clerk within ten (10) days immediately preceding or immediately following an election. **Campaign Contributions Disclosure** and **Campaign Expenditures Disclosure** reports are available online at www.manchesternh.gov/elections.

The disclosure report shall be itemized, signed and sworn to either by the incumbent, the candidate or by the candidate's campaign chairman or treasurer, as applicable, showing each receipt regardless of amount with the full name and address of the contributor and the amount of the contribution made up to the date of the initial report or made since the date of the last report. The report shall also show each expenditure with the full name and address of persons, corporations, committees, or whomever was paid or is to be paid, with the specific nature of the amount of each expenditure made up to the date of the initial report or made since the date of the last report.

Any candidate whose contributions or expenditures are less than \$500 shall file a statement to that effect which shall be signed and sworn to as set forth in the preceding paragraph. *(City Charter - Section 5.29 (k & l))*

Candidates shall not be entitled to nomination or election until the required sworn itemized report or statement has been filed on their behalf. All reports, statements, written consents and registrations filed by candidates, political committees, and political committees of political parties shall be open to the public. *(City Charter - Section 5.29 m) & o))*

ADDITIONAL FINANCIAL DISCLOSURE

Once elected, all city officials (Mayor, Aldermen, School Committee members, and the Welfare Commissioner) are required to complete a **Financial Disclosure** form disclosing their own individual business and financial relationships, employment and financial holdings annually with the City Clerk by January 15, 2014. *(City Charter - Section 9.03 f))*

POLITICAL COMMITTEES

A political committee is any organization of two (2) or more persons intended to influence through contributions and/or expenditures, municipal elections or measures including but not limited to the political committee of a political party. This also includes political committees organized to influence a question which is submitted or intended to be submitted to a popular vote at an election.

Prior to the municipal election for which the political committee is organized, the committee shall file with the City Clerk a **Political Committee Registration** form identifying the purpose of the political committee and a statement of the name, address, occupation and principal place of business of its chairman, treasurer and other officers, provided, however, that a political committee to promote the nomination of a candidate of a municipal election may not be organized within forty-five (45) days of a municipal primary election.

Any political committee which is organized to support a candidate in any election shall also secure the written consent of the candidate or his fiscal agent before it receives contributions or makes expenditures. Such written consent shall be filed with the City Clerk at the time the political committee registers. (*City Charter - Section 5.29*)

Registration forms are available online at www.manchesternh.gov/elections.



BALLOTS AND CHECKLISTS

The City Clerk prepares official, sample, and absentee ballots as well as all related material for use at the municipal primary and general elections.

Every candidate who intends to have his or her name printed on the primary ballot shall designate in the Declaration of Candidacy form, or on the Nominating Petitions and the Assent to Candidacy form, the format in which the candidate's name shall be printed on the ballot. The designated name may include the candidate's given name or a shortened form of the candidate's given name or a one-word nickname customarily related to the candidate, and by which the candidate is commonly recognized. The designated name may also include an initial for the first or middle name, or both. No candidate may designate a nickname that implies that the candidate is some other person, that constitutes a slogan or otherwise associates the candidate with a cause or issue, that has an offensive or profane meaning, or that creates a perception of a professional or vocational affiliation, such as "Doc" or "Coach". A candidate shall include his or her surname in the designation of the form in which the candidate's name shall be printed on the ballot. Candidate's names on the ballot are placed in the order provided in RSA 656:5-a.

All ballots make provisions for write-in votes. If a candidate receiving write-in votes qualifies as the winner of a primary or general election, that candidate shall be included on the general election ballot or declared elected under the provisions of the charter, if otherwise qualified to hold office. Once ballots have been printed, sample ballots are made available to the public in the City Clerk's office lobby or on the web at www.manchesternh.gov/elections.

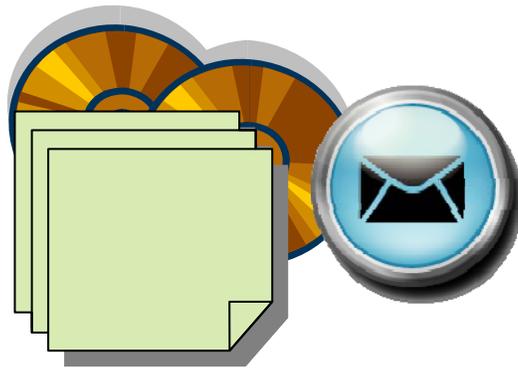
Absentee ballots are available for those voters who will be absent from the city on the day of the election, cannot appear in public on Election Day because of observance of a religious commitment, cannot vote in person due to a disability or cannot appear at any time during polling hours because of an employment obligation. All voters meeting any of the criteria above may request an absentee ballot upon completion of an absentee ballot application. Applications may be downloaded from our website and submitted to the City Clerk via mail, e-mail, fax or hand-delivered to our office at City Hall.

The City Clerk shall retain a list of the names and addresses of all voters to whom official absentee ballots have been sent, and shall identify those official absentee ballots which have been returned to the City Clerk and shall record the absentee voter application information in the statewide centralized voter registration database. Candidates whose names appear on the ballot and persons bearing notarized requests or copies of notarized requests from candidates whose names appear on the ballot may obtain a list of absentee voter applicants, excluding voters who have presented to the supervisors of the checklist valid protective orders pursuant to RSA 173-B; the lists shall not be available for public inspection at any time without a court order. (RSA 657:15)

During the campaign, many candidates obtain a copy of the official checklist to identify prospective supporters or improve campaign mailing lists. Candidates who publish, mail,

or distribute in any manner any written communication that contains a form or post card which a reasonable person would consider as intended to be used by the recipient of the communication to submit a request for an absentee ballot shall attach a copy of the absentee ballot application prepared by the City Clerk to the communication or include in the communication a complete facsimile of the application.

Copies of the official checklist are also available by ward (\$25) or for the entire city (\$300). Candidates are reminded that no person shall use or permit the use of checklist or voter information provided by the City Clerk or by the Secretary of State for commercial purposes. Commercial purposes are defined by state law as knowingly using, selling, giving, or receiving the checklist information for the purpose of selling or offering for sale any property or service unrelated to an election or political campaign. *(RSA 654:31)*



STATE ELECTION LAWS

Although this is a municipal election, many state election laws apply. The statutes listed below address the eligibility when filing for office, handling and counting marked ballots, distribution of campaign materials, placement and removal of political advertising, filing election law violation complaints, and incompatibility of offices. Additional state election laws may be found online at [http://sos.nh.gov/NH Election Laws.aspx](http://sos.nh.gov/NH_Election_Laws.aspx) or by calling the Secretary of State's Office at 271-3242.

The State of New Hampshire provides an on-line election law training site that allows visitors to review or take a course for the duties of; moderator, selectman, ballot clerk, ward clerk and registrar. For more information, contact the Secretary of State's HAVA Office @ 1-800-540-5954.

RSA 44:2-a Filing for City Offices In accordance with the provisions of RSA 44:2, no candidate for a city office shall file for more than one seat on a city or school district board, commission, committee, or council.

RSA 658:24 Disqualification of Certain Persons Any person, other than a moderator, clerk, selectman, inspector of election, or supervisor of the checklist, whose name appears on a ballot for an elective position, other than a position of an election official, shall be disqualified from performing duties as an election official in that election. A person so disqualified shall not be considered to have vacated any office but rather only to be absent therefrom. A temporary replacement shall be appointed as provided in RSA 658:22. A moderator, clerk, selectman, inspector of election, or supervisor of the checklist whose name appears on a ballot for an elective position, other than the position of an election official, shall be disqualified from the handling of marked ballots and the counting of votes.

RSA 659:43 Distributing Campaign Materials at Polling Place

I. No person who is a candidate for office or who is representing or working for a candidate shall distribute or post at a polling place any campaign material in the form of a poster, card, handbill, placard, picture, or circular which is intended to influence the action of the voter within the building where the election is being held.

II. No person who is a candidate for office or who is representing or working for a candidate shall distribute any campaign materials or perform any electioneering activities or any activity which affects the safety, welfare and rights of voters within a corridor 10 feet wide extending a distance from the entrance door of the building as determined by the moderator where the election is being held.

RSA 664:17 Placement and Removal of Political Advertising No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept for one week at a place designated by the state, city, or town so that the candidate may retrieve the items.



RSA 664:18 Complaints Any Candidate or voter may make complaint in writing to the attorney general of any violation of any of the provisions of the election laws of the State of New Hampshire.

RSA 669:7 Incompatibility of Offices No person shall at the same time hold any two of the following offices: selectman, treasurer, moderator, trustee of trust funds, collector of taxes, auditor and highway agent. No person shall at the same time hold any two of the following offices: town treasurer, moderator, trustee of trust funds, selectman and head of the town's police department on full-time duty. No person shall at the same time hold the offices of town treasurer and town clerk. No full-time town employee shall at the same

time hold the office of selectman. No official handling funds of a town shall at the same time hold the office of auditor. No selectman, moderator, town clerk or inspector of elections shall at the same time serve as a supervisor of the checklist. No selectman, town manager, school board member except a cooperative school board member, full-time town, village district, school district except a cooperative school district, or other associated agency employee or village district commissioner shall at the same time serve as a budget committee member-at-large under RSA 32.



Office of the City Clerk
One City Hall Plaza
Manchester, NH 03101

Tel: 603-624-6455

Fax: 603-624-6481

E-mail: cityclerk@manchesternh.gov
Web: www.manchesternh.gov/elections

CITY OF MANCHESTER POLLING LOCATIONS

WARD 1

WEBSTER SCHOOL GYMNASIUM
2519 Elm Street

WARD 2

HILLSIDE MIDDLE SCHOOL
112 Reservoir Avenue

WARD 3

CAROL M. RINES CENTER (back entrance)
1528 Elm Street

WARD 4

MCDONOUGH SCHOOL
550 Lowell Street

WARD 5

BEECH STREET SCHOOL
333 Beech Street

WARD 6

ST. PIUS CCD CENTER
Candia Road and Sarto Street

WARD 7

ST. ANTHONY COMMUNITY CENTER
148 Belmont Street

WARD 8

MEMORIAL HIGH SCHOOL
One Crusader Way

WARD 9

BISHOP LEO E. O'NEIL YOUTH CENTER
30 South Elm Street

WARD 10

PARKER VARNEY SCHOOL
223 James Pollock Drive

WARD 11

GOSSLER SCHOOL
99 Sullivan Street

WARD 12

NORTHWEST ELEMENTARY SCHOOL
300 Youville Street



DECLARATION OF CANDIDACY FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

I, _____, declare that I am domiciled in Ward _____, in the City of Manchester, County of Hillsborough, State of New Hampshire, and am a registered voter herein; that I intend to be a candidate for the office of _____ to be chosen at the Non-Partisan Municipal Primary Election to be held on the 17th day of September, 2013; and I intend to file Nominating Petitions by the deadline established under Section 5.05 of the City Charter or submit the Filing Fee required under Section 5.04 of the City Charter, if applicable. I further declare that, if qualified as a candidate for said office, I shall not withdraw; and that, if elected, I shall be qualified for and shall assume the duties of said office. I hereby request that my name be printed on the official Non-Partisan Municipal Primary Ballot as a candidate for such election. *(City Charter - Section 5.20)*

Print Name: _____
(Print clearly for purposes of ballot preparation. Format must comply with NH R.S.A. 655:14-b: Form of Candidate's Name on Ballot.)

Signature: _____

Residence: _____ Manchester, NH Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____ Date: _____

I understand that a Candidate's Guide to Municipal Office is available to me *(box must be checked)*.

Candidates for Mayor and Commissioner of Welfare must execute this affidavit:

CANDIDATE AFFIDAVIT

I, _____, candidate for the office of _____, hereby swear (or affirm) that I have been an inhabitant of the City of Manchester for at least one year immediately preceding the election for which I am a candidate and shall continue to be a resident of the City during my term in office. *(City Charter - Section 5.19)*

Signed

State of New Hampshire
County of Hillsborough s.s.

Date: _____

The above-named _____, personally appeared before me and acknowledged that the above declaration by him/her subscribed is true.

Before me,

Justice of the Peace or Notary Public



ASSENT TO CANDIDACY FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ P: 603-624-6455 F: 603-624-6481

Nominating Petitions for the 2013 Municipal Primary Election shall not be accepted by the City Clerk unless there is an attached and completed Assent to Candidacy form notarized by a Notary Public or Justice of the Peace subscribed to by the person who seeks to have his name printed upon the primary ballot.

I, _____,
of _____, Ward _____, city of
(street address)
Manchester in the county of Hillsborough, do hereby assent to the printing of my name on the non-partisan primary ballot as requested in the attached petition(s). I further declare that I am a registered voter in Ward _____, in the city of Manchester, NH.

Signed: _____ **Date:** _____

State of New Hampshire
County of Hillsborough

The above-named, _____,
personally appeared before me on the _____ day of _____, _____, and made oath that the above declaration by him/her subscribed is true and accurate.

Before me,

Justice of the Peace or Notary Public



NOMINATING PETITION FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

Nominating petitions shall mean petitions filed with the City Clerk by each candidate who submits a declaration of candidacy, and who chooses not to pay the filing fee. The number of petitions for each office shall be as follows: Mayor, 200; Commissioner of Welfare, 150; Aldermen, 100; School Committee, 50; and other offices, none.
(City Charter – Section 5.06)

No person shall falsely make or file or knowingly deface or destroy any nomination paper, or any part thereof, or sign any nomination paper contrary to the provisions of law knowing the same, or any part thereof, to be falsely made or suppress any nomination paper, or any part thereof, which has been duly filed. Whoever knowingly violates any of the provisions of this section shall be guilty of a misdemeanor if a natural person or be guilty of a felony if any other person.
(NH R.S.A. 655:45)

SUPPORTING VOTER

I do hereby join in a petition for the printing on the Non-Partisan Municipal Primary ballot in the city of Manchester, NH, the name of _____ whose domicile is in the city of Manchester, Ward _____, county of Hillsborough, for the office of _____ to be voted for on Tuesday, September 17, 2013, and certify that I am qualified to vote for a candidate for said office, and am not at this time a signer of any other similar petition for any other candidate for the above office; that my domicile is in the city of Manchester, Ward _____ at _____ in the county of Hillsborough.
(street address)

I certify that to my knowledge the above-named candidate is not a candidate for incompatible offices as defined in RSA 655:10. I further certify that I believe the above-named person is especially qualified to fill said office.

I hereby swear, under the penalties set forth in R.S.A. 655:45, that the information above is true and accurate to the best of my knowledge and belief.

Voter's Name (please print): _____

Voter's Signature: _____

Note: Each petition must be signed by a registered voter in the city and certified by the City Clerk by the close of the filing period on Friday, July 19, 2013. Candidates for ward offices must acquire signatures of registered voters residing in their wards. Please call the office at 624-6455 if you have any questions regarding the certification process.

PETITION CERTIFICATION For Office Use Only

I hereby certify that the above named voter residing at the address listed above is a legal voter in Ward _____, of the city of Manchester, New Hampshire.

Date of Filing: _____

City Clerk: _____

Matthew Normand



POLITICAL COMMITTEE REGISTRATION FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ P: 603-624-6455 F: 603-624-6481

Name of Committee: _____

Purpose of Committee: _____

Signature of Candidate/Fiscal Agent: _____

Chairman

Name: _____

Address: _____

Place of Business: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Treasurer

Name: _____

Address: _____

Place of Business: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Other Officer

Name: _____

Address: _____

Place of Business: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

A Political Committee shall mean any organization of two (2) or more persons to influence through contributions or expenditures, municipal elections or measures, including political committee of political parties, meaning the state, county, city, ward or town committee of a political party. A political committee to promote the nomination of a candidate for a municipal election may not be organized within forty-five (45) days of a municipal election.



FINANCIAL DISCLOSURE FOR THE CITY OF MANCHESTER

Office of the City Clerk/ One City Hall Plaza/ Manchester, NH 03101/ 603-624-6455

All City officials shall disclose their own individual business and financial relationships, employment and financial holdings. A City official shall have a financial interest in a monetary or pecuniary interest in a business, entity or matter, whether direct or indirect, not shared by the public at large; the affairs of immediate family members; any business in which the official is an officer, director, proprietor, partner, trustee, member or employee; any investment in which the official owns directly or indirectly more than five percent (5%) of the total stock; or any investment in which the official's interest totals \$50,000 or more. City officials shall have a personal interest in a matter which is other than that of the official as a public official and which is more direct than that of the public at large and would influence the action of the public official.

Name: _____

Date: _____

Office Held: _____

Employer: _____

Business Relationships: Any business in which the official is the owner, proprietor, trustee, member, partner, director, officer, employee or investor.

a. _____

b. _____

c. _____

d. _____

e. _____

f. _____

g. _____

IDENTIFICATION OF INVESTMENTS EQUAL TO OR IN EXCESS OF \$50,000

Report the name, address (city and state) and description of each interest held by you, your spouse, or your dependent child for the production of income or investment in a public or non-public investment, trade or business. Include in this report each underlying asset which is not incidental to the trade or business.

Identity of Investment:

Examples: IBM Corp. (stock) NYSE
Real Estate, 123 Anywhere St. Manchester, NH
XYZ Business Co., Manchester, NH

IDENTIFICATION OF INVESTMENTS IN EXCESS OF 5% OF TOTAL STOCK

Report the name, address (city and state), amount and description of each interest held by you, your spouse, or your dependent child for the production of income or investment in a public or non-public investment, trade or business in excess of 5% of the total stock issued.

Identity of Investment:

Example: ACME Corp.

If more space is required, please attach additional forms.

.....

I hereby attest that the above information and attachments are true:

Elected Official

.....

The above named _____ personally appeared before me and acknowledged that the above disclosures subscribed by him are true.

Justice of the Peace or Notary Public
State of New Hampshire, County of Hillsborough s.s.