

MAURY COUNTY

CANDIDATE

INFORMATION

MAURY COUNTY ELECTION COMMISSION

LINDA LEEBRON, CHAIRMAN

CARA LYNN, SECRETARY

BUDDY ROBERTS

LARRY BREWER

TRICIA STICKEL

ELECTION OFFICE STAFF

Todd Baxter, Administrator of Elections

Brandi Cothron, Chief Deputy

Erin Shouse, Deputy

Cortni Tindall, Deputy

OFFICE LOCATION

1207A Tradewinds Drive

Columbia, TN 38401

OFFICE HOURS

Monday - Friday

8:00 AM - 4:00 PM

TELEPHONE: (931)375-6001

FAX: (931)375-6019

EMAIL: mauryelections@maurycounty-tn.gov

NOMINATING PETITIONS

All original petitions must be picked up from our office. No photocopies of the petition will be accepted.

A petition can be given out no earlier than 60 days prior to the qualifying deadline.

Signatures must be obtained from registered voters eligible to vote to fill the office. For example, if the petition is for County Commissioner, signatures must come from within the proper county district.

Voters signing petition must sign for himself/herself only. Do not allow one voter to sign for another.

We suggest that you obtain twice as many signatures as required.

Voter must put address of residence in county. P.O. Boxes, business addresses, or lack of an address will disqualify the signature.

Candidates must sign all pages of the petition in designated spaces.

Candidate must also decide how he/she wants their name on the ballot. Think about this seriously before completing this portion of the petition. Titles cannot be used but nicknames are permitted.

You must have the petition completed and turned into our office by the qualifying deadline. However, we will accept it any time before the deadline.

If you desire to withdraw your name as a candidate, you must do so by the withdrawal date. The withdrawal must be in writing, signed by the candidate.

After the withdrawal deadline, the ballots will be printed and your name will appear on the ballot.

AFFIDAVITS, ETC.

The following offices require additional paper work to be filed in order to qualify as a candidate.

- A. SHERIFF - The office of Sheriff requires the filing of an affidavit which is available at the Election Commission Office. This affidavit is to be filed with the POST (Peace Officers Standards and Training) Commission no later than two (2) weeks prior to the qualifying deadline. The POST Commission will then notify us as to whether or not a candidate is certified to appear on the ballot. Nominating petitions must still be filed by the qualifying deadline.
- B. CONSTABLE - The office of Constable also requires the filing of an affidavit, with the Election Commission, by the qualifying deadline. The affidavits are available at the Election Commission Office.
- C. SCHOOL BOARD - Candidates for School Board must bring proof of high school education or the equivalent to the Election Commission by the qualifying deadline. A good resource for information regarding running for school board is:
www.tsba.net
Click on "Resources" then "Quick Facts & Guides" and finally on "School Board Candidacy"
- D. JUDICIAL - Candidates for Judicial offices must certify, by their signature, that they are licensed to practice law in this state and list their Supreme Court Registration number on the petition.
- E. ROAD SUPERINTENDENT - The office of Road Superintendent requires the filing of an affidavit. This affidavit is to be filed with the Tennessee Highway Officials Certification Board no later than 14 days prior to the qualifying deadline. The board will then notify us as to whether or not a candidate is certified to appear on the ballot. Nominating petitions must still be filed by the qualifying deadline.

FORMS

This is information about the forms you will need to complete as a candidate.

- A. Appointment of Treasurer: (Form SS-1120) Every candidate must complete this form. This form should be completed and turned in immediately. No money can be received or spent until a treasurer is appointed. The Candidate may be the treasurer or anyone else the candidate wishes to appoint. All signatures on this form must be witnessed.

- B. Statement of Interest: (Form SS-3044) Every candidate must complete this form, with the exception of an incumbent candidate seeking the same office. This form is due no later than 30 days following the last day to qualify as a candidate. This form must be submitted to the Registry of Election Finance, in Nashville. The signatures on this form need to be witnessed also.

- C. Campaign Financial Disclosure Statement: (Form SS-1109) These forms are for the reporting of actual money received and expended. Everyone must file a Financial Disclosure Statement, except for those candidates that spend less than \$ 1,000.00 on their campaign **and** the office sought pays less than \$ 1,000.00 per month.

Quarterly Financial Disclosures are due in our office by the tenth day following the quarter. Listed below are the due dates as well as the reporting period.

<u>DUE DATE</u>	<u>PERIOD THE REPORT COVERS</u>
April 10 th	January 1 st - March 31 st
July 10 th	April 1 st - June 30 th
October 10 th	July 1 st - September 30 th
January 25 th	October 1 st - January 15 th

If any report's due date falls on a weekend, the report will be due the following Monday.

In addition, you will also be required to file a pre-general financial disclosure report. This report will be due seven (7) days prior to Election Day. It will cover the period from July 1st – ten (10) days prior to Election Day.

FORMS CONTINUED

If **any** of your reports do not reach our office by the due date, there may be late filing fees.

CLASS I OFFENSE - T.C.A. 2-10-110 - Late filing of any report or statement required shall be punishable by a civil penalty of not more than \$25.00 per day up to a maximum of \$750.00. After 30 days this becomes a CLASS II OFFENSE.

CLASS II OFFENSE - T.C.A. 2-10-110 - This Offense shall be punishable by a maximum penalty of not more than \$ 10,000.00 or 15% of the amount in controversy, whichever is greater.

The new ethics legislation makes several changes to the campaign financial disclosure law. Those changes are as follows:

1. The filing dates for candidates has changed. Candidates will file quarterly reports during an election year. In addition, you will be required to file pre-general reports during the year.
2. A candidate may only accept **cash** contributions of up to \$50. You may still accept checks, money orders, etc., up to the individual limit of \$1,600 per election.
3. All itemized contributions (over \$100) must list contributor, address, occupation and employer.
4. Candidates may not list a credit card vendor as a payee; you must list the name of the vendor for each credit card purchase. For example, if you go to Office Depot and use a Visa card, you are required to list Office Depot as the vendor.
5. Candidates must list the actual vendor who supplied the goods or services and not a third party that was reimbursed for a purchase. For example, if a candidate goes to ABC printing and pays for the printing themselves and is reimbursed by the campaign for the expense, the report must list ABC Printing as the vendor and not the candidate.
6. Candidates may not use the words "reimbursement", "credit card purchase", "other" and "campaign expense" as purposes.
7. The most that an individual can contribute to your campaign is \$ 1,600. However, there is no limit to how much a candidate can contribute to their campaign.

PRECINCTS AND THEIR LOCATIONS

Election Day precinct locations. Polls open Election Day from 7:00 am - 7:00 pm.

<u>DISTRICT</u>	<u>PRECINCT</u>	<u>LOCATION</u>
1	Riverside	Methodist Church, 313 6th Avenue
1	West End	Baptist Church, 900 W 7th Street
2	First Family	First Baptist Church, 2709 Pulaski Hwy
2	Highland	Baptist Church, 1800 Highland Avenue
3	College Hill	Baptist Church, 1028 Mapleash Avenue
4	St Catherine's	Catholic Church, 3019 Cayce Lane
5	CP Church	Cumberland Presbyterian Church, 1106 Nashville Highway
5	Neapolis	Spring Hill High, One Raider Lane
6	Santa Fe	School, 2629 Santa Fe Pike
6	Spring Hill Middle	Middle School, 3501 Cleburne Road
6	Theta	Community Center, 2100 Gravel Hill Rd
7	Armory	National Guard Armory, 844 N. James Campbell Blvd.
7	Hampshire	School, 4235 Old State Road
8	Bear Creek	Cox Middle School, 633 Bear Creek Pike
8	Culleoka	Fire Station, 2410 Valley Creek Road
9	Bigbyville	Mynders Community Center, 3702 Bigbyville Rd
9	Pleasant Heights	Baptist Church, 2712 Trotwood Avenue
10	Mt Pleasant	Mt Pleasant Community Center 501 Gray Lane
11	Northfield	Northfield Training Center 5000 Northfield Lane, #400
11	Rally Hill	New Lasea Church of Christ, 1570 Lasea Road
11	Spring Hill	Winchester Community Center, 563 Maury Hill Street

VOTER REGISTRATION

Voters may come to our office at 1207A Tradewinds Drive, between the hours of 8:00 AM and 4:00 PM, and register in person.

Mail-in forms may be obtained from our office. These forms will allow someone to register to vote or change their name and/or their address of their current voter registration.

Mail-in forms may also be obtained by individuals, at all Public Libraries, all High Schools, Department of Safety, or the Department of Human Services.

Tennessee law requires that voter registration be closed for twenty-nine (29) days before every election. Therefore, a person must come to our office or the form must be submitted to our office by the Registration Deadline in order to register for the upcoming election.

By-mail forms are available from our office should you wish to register others to vote. If you give by-mail forms to potential voters **PLEASE REMIND THE VOTERS THAT IF THEY REGISTER TO VOTE ON A BY-MAIL FORM THEY MUST VOTE IN PERSON THE FIRST TIME.**

Remind voters that **A PERSON IS NOT REGISTERED TO VOTE UNTIL THEY RECEIVE A VOTER REGISTRATION CARD.**

To register to vote a person must be:

1. A resident of Maury County.
2. Eighteen (18) years old **by Election Day**
3. A U.S. citizen
4. Never convicted of a crime which is a felony or have had their voting rights restored.

VOTER REGISTRATION LIST

You may purchase lists of registered Maury County voters from the Election Commission.

We are able to provide these list in a variety of formats, they include computer printouts, mailing labels or CD of voters.

The cost of the list are as follows:

Computer printouts - 3 cents per name

Mailing Labels - 3 cents per name plus
cost of labels(approx .005 each)

Computer Disk - \$40.00 (Standard ASCII or Dbase format)

The voter disk is voter data **only**. It does not contain any software to run list or print labels. You must have computer software to use the disk. It would also be helpful to understand Excel Spreadsheets.

The voter registration lists are updated daily. The information that you purchase from the Election Commission is the most current information that we have. We receive death notices, address changes and cancellations of registrations regularly. However, there may be voters still on the list that no longer live in this county or are deceased. If you purchase a list that contains the name of someone that concerns you, please contact this office.

EARLY VOTING

Early Voting will take place at the Election Commission Office, 1207A Tradewinds Drive, Columbia. In addition, during Presidential Elections, early voting will also occur in Spring Hill at the Community Building, 563 Maury Hill Street.

Early voting always begins twenty (20) days and ends five (5) days before each election. The Columbia site will vote the entire period. The Spring Hill site will only be open the last 4 days, during Presidential Elections.

No reason is needed to vote early.

Voters must have a photo ID issued by either the Federal Government or the State of Tennessee. During early voting if the voter presents a voter card in addition to the photo ID, the process will be quicker.

The voter can change his/her address or name while voting early without the hassle of the process on Election Day. Inactive voters can also be reactivated. **WE STRONGLY ENCOURAGE ANY VOTER WHO HAS NOT ALREADY CHANGED THEIR ADDRESS TO VOTE EARLY.** Fail-Safe Voting Procedures are very complicated and may cause a voter to have to go from one polling place to another on Election Day. Voting early will eliminate this situation.

The hours of early voting are historically 8:00 AM to 4:00 PM M-F and 8:00 AM to Noon on Saturdays. However, these times will be set at a later date, by the Election Commission, and are subject to change.

Each day, at the end of early voting, all machines and ballot boxes are locked and sealed, to prevent tampering. These locks and seals are checked each morning by members of both parties to ensure that everything is in order.

Printouts are available at the end of each day that will show who voted that day and their precinct. You are welcome to come to the office and pick-up a copy of the list each day. If you wish to give the Election Office your email address, we are able to email these list also. There is no charge for these list. However, if you desire a list with more information, the standard rates will apply.

ABSENTEE VOTING

Persons may vote by absentee ballot by mail for the following reasons.

1. Persons in the military or others overseas
2. Full-time Students
3. Persons hospitalized, ill, disabled, or over 60 years of age or a care giver of the above
4. Jurors
5. Candidates
6. Election Officials (Election Commission and its employees)
7. Observance of a Religious Holiday.
8. Commercial Driver's License

A voter that wishes to vote by mail shall request an absentee ballot not more than ninety (90) days and not later than seven (7) days before the election.

Persons who are, by reason of sickness, hospitalization or physical disability, unable to appear at either the commission office or at their polling place for the purpose of voting, may, with a statement by a physician, be placed on the Permanent Absentee Register. Application for absentee ballot for all elections will automatically be sent. The physician's statement and the application must be returned not less than seven (7) days before the election.

Voters that reside in licensed nursing homes within the county are voted by deputies appointed by the Maury County Election Commission.

Voters with emergency circumstances such as death of family member, subpoena or service of process may be allowed to vote at the election commission office prior to Election Day. For more information call 375-6001.

Hospitalized voters may request emergency registrars to assist him/her in voting an absentee ballot in the hospital. Request for emergency service must be received by 7:00 a.m. on Election Day. For more information call 375-6001.

MISCELLANEOUS

NEWSPAPER NOTICES - Sample Ballots and Notices of the election will be published in the local newspaper. There will be two (2) sample ballots published, one just prior to early voting and one just prior to Election Day. There are also sample ballots on our web site. There will also be announcements on the local radio stations. However, all information and advertisements in regard to individual candidates and their views and opinions are the responsibility of the candidate.

MAPS - Maps of precincts, and districts are available on our website:

www.maurycounty-tn.gov

Click on the Government tab at the top of the page and scroll down to Election Information.

Maps are also available for viewing and purchasing from:

Office of Local Government
James K. Polk Building
Suite 1400
505 Deaderick Street
Nashville, TN 37243-0276

Phone - (615)401-7793

Web Site – www.comptroller.tn.gov/lg

CAMPAIGN BOUNDARY - On Election Day and during early voting, there is a 100 foot campaign free boundary. The 100 foot boundary is measured from the door(s) of the polling place. Boundary signs are posted at each polling location. The boundary, cannot exceed the property line of the polling place. Within the boundary there can be **NO** campaign material or campaigning. Campaign material includes literature, caps, shirts, buttons, pins, etc. **NO** voter will be allowed to enter the polling place wearing any article of clothing that is in support or opposition of a candidate or issue. This will be enforced by the officer of elections at the polling place. Also, please do not block traffic at the precincts, either on public or private roads. If this situation occurs, the proper law enforcement officials will be notified.

MISCELLANEOUS-(CONT'D)

POLL WATCHERS - Poll watchers are those individuals working for the candidate that are allowed to enter the polling place and observe. Campaign workers that remain outside the poll boundary that greet voters and solicit votes, do not need to register with our office. However poll watchers must be appointed. Each independent candidate may appoint one (1) poll watcher at each polling place. Appointments must be made in writing and submitted to the County Election Commission no later than 12:00 noon two days before the election. Poll watchers **must** sign in with the officer at the polls. They **must** present the permit issued by the Election Commission and they **must** wear the name badge provided. While inside the poll boundary, a poll watcher may not wear campaign material of any kind, solicit votes for or against any candidate or issue, interfere with any voter casting their ballot, observe the giving of assistance to any voter, prevent an election official from performing their duties, or inspect the poll list for campaign purposes during the election hours. For more information refer to T.C.A. 2-7-104.

CAMPAIGN SIGNS - Campaign signs cannot be displayed within the 100' campaign free boundary of a polling place. State law prohibits campaign signs from being displayed on utilities poles.

City ordinances that govern size and placement of signs should be considered within each municipality.

During early voting, campaign signs are prohibited around the helicopter pad on Tradewinds Drive. The Maury County Ambulance Service and Life Flight have asked that there be no signs from the wind sock, east, to the intersection of James Campbell Blvd. and from the intersection, north on James Campbell Blvd., 100 feet. This has been requested because of safety concerns.

According to TCA 2-19-120 any sign that promotes or opposes a candidate or ballot measure **must** include language stating who paid for the sign. Common Examples "Paid for by the Committee to Elect John Smith, Tom Jones, Treasurer" or "Paid for by John Smith". The wording does not have to be exact as long as the intent of the law is met.

If you observe campaign signs from a group and you question whether they are a registered PAC and following the required rules, please contact this office.

The Maury County Election Commission is not responsible for stolen or destroyed campaign signs.

ELECTION NIGHT PROCEDURE

Early voting and absentee totals will be counted and totals released at the Election Office. By State Law these totals cannot be released prior to the close of polls.

All precincts will have an Election Day precinct total available. The results will be posted on the door of the precinct as soon as possible after polls close.

The precinct totals are then brought to the Election Office, where District and County totals will then be calculated. Election Day, Early voting, and Absentee are added together to calculate District and County totals. Printouts will be produced and posted as time allows.

At the end of the night, printouts showing a breakdown of the election by precinct will be available to anyone interested.

For large county wide elections, we hope to have final totals available no later than 9:00 PM and earlier for smaller elections.

You are welcome to come to the election office on election night and observe the process.

The Administrator will be available after the final count is posted, to answer any and all questions.

Election night results will be unofficial. The Election Commission will meet the 2nd Monday following an election. At that meeting, the election will be certified and results made official.

GOOD LUCK ON YOUR CAMPAIGN!!!!