

**Running for Town Office in Boxborough**

**Boxborough 2014 Town Election Calendar**

**Date of Election: Monday, May 19, 2014**

**Qualifications:** Any registered voter residing in Boxborough may run for office.

**Nomination Papers:** Nomination Papers for town office are available from the Town Clerk starting **January 13, 2014**. Candidates must appear in person to take out papers or else provide a written request specifically stating the office he/she is interested in running for. Candidates must collect a **minimum of 25** signatures of voters registered in Boxborough to get on the ballot.

**Nomination Paper Filing Deadline:** The deadline for submitting completed nomination papers to the Town Clerk's office for certification is **Monday, March 31, 2014, at 5pm**.

**Campaign Finance Reporting:** Candidates and their committees, if any, are required by state law to file periodic campaign finance reports with the town clerk. These reports must be filed whether or not any money has been raised or expended during the reporting period. The clerk will provide you with the forms and the schedule for filing.

**Elected Offices on the 2014 Town Ballot:**

<b>Town Moderator</b>	One-year term (1 position)
<b>Selectman</b>	Three-year term (2 positions)
<b>Regional School Committee</b>	Three-year term, effective 5/19/2014 (1 position) Three-year term, effective 7/1/2014 (1 position)
<b>Planning Board</b>	Three-year term (2 positions)
<b>Library Trustees</b>	Three-year term (2 positions)
<b>Board of Health</b>	Three-year term (1 position)

## **Running for Office in Boxborough: Candidate's Check List**

Participating in town government can be a rewarding and challenging experience. If you are interested in joining an elected board, this checklist has been developed to guide you through the process.

### **How to Get on the Ballot:**

1. Be certain you are a registered voter in Boxborough.
2. Obtain Nomination Papers from the Town Clerk's office.
  - must** be obtained in person or submit written, signed request
  - verify deadline for filing papers and number of signatures required
3. Fill in the top portion of all nomination papers with your name, address and office sought, **before** circulating for signatures.
4. Be sure to **sign** the written acceptance line on at least one nomination paper.
5. Only voters registered in Boxborough are eligible to sign nomination papers.
6. Voters must sign their name and fill in their home address (not mailing address).
7. Submit nomination papers to the Town Clerk for signature certification. The deadlines are shown on each nomination paper. Papers must be physically received and stamped by the clerk by the deadline.
8. Submit more than the required number of signatures! This provides for any signatures that are illegible or otherwise not allowable.

### **Campaign Finance Law Requirements:**

1. Talk to clerk as soon as you decide to run about Campaign Finance Law requirements, appropriate forms and deadlines.
2. Obtain a copy of the campaign guide for municipal office candidates. This is available from the clerk or online from the Office of Campaign & Political Finance (<http://ocpf.cloudapp.net>).
3. File appropriate campaign finance documents with clerk's office according to prescribed deadlines.