

## **Candidate's Check List: Running for Town Office**

Elected Offices include: Board of Selectmen, Board of Health, Library Trustees, Planning Board, School Committee, Town Moderator, Town Clerk and Constable.

### **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 at Boxborough Town Hall.
  - must obtain nomination papers in person or have a signed letter authorizing the recipient to pick up the papers for the candidate
  - verify with clerk the number of signatures required to get on ballot
  - verify submission deadline for completed nomination papers
3. Fill in the top portion of all nomination papers with your name, address, office sought, etc., 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 the address where they are registered to vote.
7. Don't miss the deadline date and time for submitting nomination papers to the clerk for certification. The deadlines are shown on each nomination paper. Papers must be physically received and stamped as such by the clerk by the deadline.
8. Submit more than the minimum number of required signatures!

### **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 at [http://files.ocpf.us/pdf/guides/muni\\_candidate\\_2012.pdf](http://files.ocpf.us/pdf/guides/muni_candidate_2012.pdf)

For more information on town government and running for office, please contact Rebecca Harris, the Town Clerk, at 978-264-1727 or [rharris@boxborough-ma.gov](mailto:rharris@boxborough-ma.gov)