



# INSTRUCTIONS FOR DESIGNATING PETITIONS

## THE NUMBERS ON THIS SHEET CORRESPOND WITH THE NUMBERS ON THE FRONT

- 1. PARTY:** Fill in appropriate political party. Must be one of the following: Democratic, Republican, Conservative, Working Families, Green, Libertarian, Independence, or SAM.
- 2. PRIMARY ELECTION DATE:** Make sure it's the Primary Election date, NOT the General Election date.
- 3. CANDIDATE(S) NAME:** Candidate(s) name will appear on the ballot exactly as it appears on the petition. Two or more names may appear on the same ballot as long as they are within the same jurisdiction and same party affiliation.
- 4. PUBLIC OFFICE OR PARTY POSITION:** Should appear as follows: **Supervisor  
Town of Ashland**  
  
\* If there are two or more candidates on the petition with the same titles but different terms, the term of office should be included here. Also any unexpired terms should be noted.
- 5. PLACE OF RESIDENCE –** Candidate must be registered from the address as shown on the petition. Be sure to include P.O. Box if it applies.
- 6. VACANCY COMMITTEE – OPTIONAL,** but it is strongly recommended that all candidates supply a vacancy committee (except County Committee Members). In the event of declination or death of the candidate this committee has the option to fill the vacancy (as permitted by the NY State election law). A vacancy committee must include the names and address of at least three (3) members of the same political party as stated on the petition.

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### SIGNERS INFORMATION

- 7. DATE:** The witness may fill in the date. Please keep in mind that any signature dated AFTER the date in the Witness Statement of the same petition will be void.
- 8. NAME:** The signer's name DOES NOT have to be identical to the voter registration list. The use of titles, initials, or customary abbreviations of given names by the signers are acceptable provided that the signer's identity can be established. This is the only section that MUST be completed by the signer.
- 9. RESIDENCE:** To avoid complications be sure signer uses resident address (not mailing address). Customary abbreviations of addresses are acceptable. The witness may fill in the signer's address.
- 10. TOWN OR CITY:** Must be the Town or City in which the signer resides. NOT village or mailing address. Example: Ashland, not Wellsburg; Horseheads, not Elmira Heights.

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### WITNESS STATEMENT

- 11. NAME OF WITNESS:** Name of person carrying petition. The use of titles, initials, or customary abbreviations of given names by the witness are acceptable provided that the witness's identity can be established.
- 12. PARTY ENROLLMENT OF WITNESS:** Must be the same political party as each signer on the petition, and match the party noted on the top section of the petition. Notaries and Party Endorsements must comply with other statutes.
- 13. RESIDENCE OF WITNESS:** Witness must put their physical address (house number and street) not PO Box.
- 14. NUMBER OF SIGNATURES:** Enter number of signatures on the sheet. Be sure not to count signatures that have been crossed out or lines that have been left unsigned.
- 15. DATE:** Date only after all the signatures have been obtained.
- 16. SIGNATURE OF WITNESS:** Sign only after all the signatures have been obtained and the witness statement is correct and complete.
- 17. WITNESS IDENTIFICATION INFORMATION:** This section refers to the Town/City and County in which the witness lives, not the area where the petition was carried (although they may be the same).
- 18. SHEET NUMBER:** This will be filled in after ALL the sheets are collected and put together. If you're carrying petitions for another candidate and handing them into someone else, leave this blank.