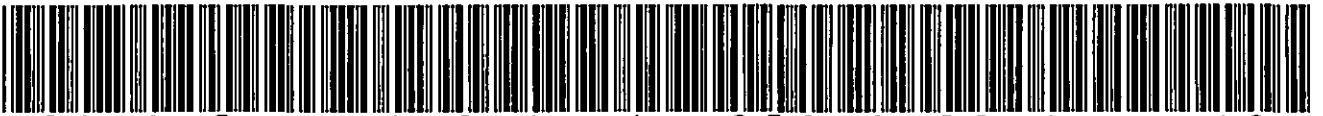


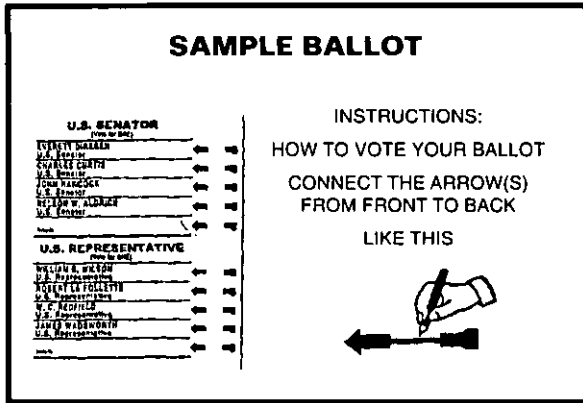
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Elections 2002



District of Columbia Candidate Qualification and Ballot Access Guide

September 10 — Primary Election
November 5 — General Election



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Introduction

The Board of Elections and Ethics is pleased to provide *Elections 2002, District of Columbia Candidate Qualification and Ballot Access Guide*. This *Guide* is published biennially, and has been updated since election year 2000 to include important dates and deadlines for the year 2002.*

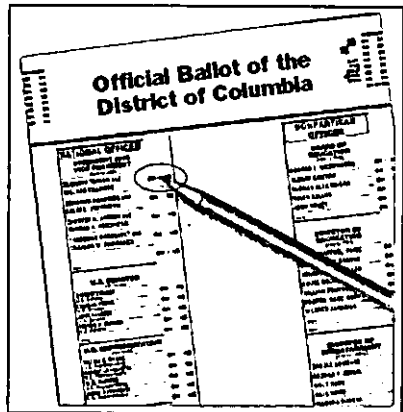
New Voting Process

Beginning with the September 10, 2002 Primary, District voters will be using new voting equipment—the Optech Eagle IIP—an optical scanning voting and ballot tabulation system.

The Optech Eagle IIP allows the Board to transmit election results via modem to the central office. New telephone lines have been installed at each polling place to provide quicker election returns.

The Board began introducing the Optech Eagle IIP to District residents in March of 2001 to afford voters an opportunity to become familiar with the new voting equipment prior to Election Day. The Board is conducting demonstrations of the voting system at community organizations—including ANCs, political party meetings, senior community groups, and at public libraries. The Board will continue to make the voting equipment available for practice use through Election Day.

The new ballot will be voted by using a No. 2 pencil, which will be provided by the Board at the polls. Voters will close off the arrow beside their candidate's name.



Voters will connect the arrows next to the candidate of their choice on the ballot using a No. 2 pencil.

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The voter inserts the ballot into the machine and the public counter increases to indicate the vote has been recorded.

In addition to improving the voting equipment and ballot tabulation system, the Board has upgraded its in-house voter registration technology to a PC-based system.

To better service the public, the Board will assume the responsibility for processing reports reflecting information such as voter history. The data will be available through the Board's office in several formats including on CD-ROM, diskette, and on mailing labels.

The Board will continue to develop innovative programs and technologies that will enable us to address the needs of our electorate.

The Board hopes that you find this *Guide* useful and informative.

Redistricting and the 2002 Elections

The redrawing of the District's ward, precinct, and advisory neighborhood commission/single member district boundaries will play an important role in the 2002 elections. Redistricting is required after each decennial census to equalize population in election districts. New ward boundaries were finalized in 2001 based on the 2000 census data. The boundaries will be effective beginning with the 2002 elections. New advisory neighborhood commission (ANC) and single member district (SMD) boundaries were approved in the Spring of 2002. The new ANC/SMD boundaries will be used in the November 5, 2002 General Election so that commissioners will be elected from their new districts. Sitting ANC commissioners will be able to complete their current terms. The Board will publish new SMD boundary maps in late summer 2002.

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Candidate Qualification

The process of qualification of candidates for the ballot is administered by the Board's Voter Services Office under the direction of the Registrar of Voters. If you have any questions concerning the candidate qualification process, or any aspect of the District's electoral process, call the Board of Elections at 727-2525.

The Board and its staff stand ready to provide any assistance we can—to the candidates and citizens of the District of Columbia—during the year 2002 election cycle.

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- Please note: This *Guide* has been published well in advance of the 2002 elections. For complete and accurate dates and deadlines, please refer to the "Official Election Calendar" available at the Board's office, or it can be obtained from the Board's website at www.dcooe.org.

Legal Qualifications for Office

The qualifications detailed in this section are those necessary to hold the various public offices in the District of Columbia. Qualifications for office are distinct from requirements of the process by which candidates qualify for placement on the ballot. Please see the “Getting Your Name on the Ballot” section of this guide (pp. 8–13) for these requirements.

Delegate to the United States House of Representatives

To hold the office of Delegate, an individual must meet the following qualifications on the date of the general or special election (D.C. Official Code § 1-401):

- A. Be a qualified elector in the District, as defined by D.C. Official Code § 1-1001.02.
- B. Be at least 25 years of age.
- C. Hold no other paid public office.
- D. Have resided in the District of Columbia continuously since the beginning of the three (3) year period ending on the date of the general or special election.

Mayor of the District of Columbia

To hold the office of Mayor, an individual must meet the following qualifications on the date of the general or special election (D.C. Official Code § 1-204.21):

- A. Be a qualified elector in the District, as defined by D.C. Official Code § 1-1001.02(2).
- B. Hold no other paid public office, or other employment.
- C. Have resided and been domiciled in the District of Columbia for a one (1) year period preceding the general or special election.

Chairman of the Council

To hold the office of Chairman of the Council, an individual must meet the following qualifications (D.C. Official Code §§ 1-204.02 and 1-204.03):

- A. Be a qualified elector in the District of Columbia as defined by D.C. Official Code § 1-1001.02(2).
- B. Hold no other paid public office, or other employment.
- C. Have resided in the District of Columbia for (1) year preceding the general or special election.

At-Large Member of the Council

To hold the office of At-Large Member of the Council, an individual must meet the following qualifications (D.C. Official Code § 1-204.02):

- A. Be a qualified elector in the District of Columbia as defined by D.C. Official Code § 1-1001.02(2).
- B. Hold no other paid public office.
- C. Have resided and been domiciled in the District of Columbia for one (1) year preceding the general or special election.

Ward Member of the Council

To hold the office of Ward Member of the Council, an individual must meet the following qualifications (D.C. Official Code § 1-204.02):

- A. Be a qualified elector in the District of Columbia as defined by D.C. Official Code § 1-1001.02.
- B. Hold no other paid public office.
- C. Have resided and been domiciled in the District of Columbia for one (1) year preceding the general or special election.
- D. Reside in the ward from which nominated.

President of the Board of Education

To hold the office of President of the Board of Education, an individual must meet qualifications “A” and “B” (below) at the time the nominating petition is filed and qualification “C” upon taking office (D.C. Official Code § 38-101):

- A. Be a qualified elector in the District of Columbia as defined by D.C. Official Code §1-1001.02.
- B. Have resided in the District of Columbia during the 90-day period preceding the day that the nominating petition is filed, and have been during such period an actual resident of the District of Columbia and have not claimed residence anywhere else.
- C. Hold no other elective office, except delegate or alternate delegate to a political party nominating convention; nor be an officer or employee of the District of Columbia government nor the Board of Education.

District Member of the Board of Education

To hold the office of District Member of the Board of Education, an individual must meet qualifications “A” and “B” (below) at the time the nominating petition is filed and qualification “C” upon taking office (D.C. Official Code § 38-101):

- A. Be a qualified elector in the District of Columbia as defined by D.C. Official Code § 1-1001.02.
- B. Have resided in the school district during the 90-day period preceding the day that the nominating petition is filed, and have been during such period an actual resident of the District of Columbia and have not claimed residence anywhere else.



- C. Hold no other elective office, except delegate or alternate delegate to a political party nominating convention; nor be an officer or employee of the District of Columbia Government nor the Board of Education.

United States Senator

To hold the office of United States Senator, an individual must meet the following qualifications, as defined in the United States Constitution (Article I, Section 3):



- A. Be at least 30 years of age.
- B. Have been a citizen of the United States for at least nine (9) years.
- C. Be a resident of the District of Columbia on the date of the general or special election.

United States Representative

To hold the office of United States Representative, an individual must meet the following qualifications, as defined in the United States Constitution (Article I, Section 2):

- A. Be at least 25 years of age.
- B. Have been a citizen of the United States for at least seven (7) years.
- C. Be a resident of the District of Columbia on the date of the general or special election.

Advisory Neighborhood Commissioner

To hold the office of Advisory Neighborhood Commissioner from a Single Member District, an individual must meet the following qualifications (D.C. Official Code § 1-309.05).

- A. Be a qualified elector in the District of Columbia, as defined by D.C. Official Code § 1-1001.02 and a registered voter actually residing in the Single Member District from which he or she is elected.
- B. Have resided in the Single Member District continuously for the 60-day period immediately preceding the day on which the nominating petition is filed.
- C. Hold no other elected public office.

Getting Your Name on the Ballot

This section may assist you in the circulation and filing of nominating petitions and other documents required to establish your candidacy. This information applies to all candidates regardless of the office sought. Please read this section carefully and familiarize yourself with the information.

Petition signature requirements and calendars of important dates and deadlines for the various offices appear in this *Guide*. If you are interested in all election-related dates and deadlines for a particular election, please ask the Voter Services staff for an “Official Election Calendar” for that election.

The Nominating Petition

The filing of a nominating petition containing the signatures of registered voters is the only way a candidate can get his or her name printed on the ballot in the District of Columbia. The number of signatures required varies by the type of office and the political party registration. The signature requirements for each office are found on pages 15, 20, and 21 of this *Guide*.

Declaration of Candidacy

The “Declaration of Candidacy” is the most important document that any candidate files. *It must be signed by the candidate.* While petitions and other forms may be completed by campaign supporters, the “Declaration of Candidacy” must bear the signature of the candidate. It is through the filing of the “Declaration of Candidacy” that an individual informs the Board that he or she is actually a candidate for election. *A “Declaration of Candidacy” must be filed by not later than the deadline for filing petition signatures and must be notarized.*

A member of the Board’s staff may notarize your “Declaration of Candidacy”; however, please arrive at the Board’s office with the form completed *except for your signature*. You must then sign the document in the presence of the Board’s staff.

Affidavit of Person Filing Nominating Petition

The person filing the petition must file an “Affidavit of Person Filing Nominating Petition” attesting that, to the best of that person’s knowledge and belief, the petition contains the required number of signatures.

The affidavit is filed by the person making the *initial submission* of petition pages. The *initial submission* must contain the minimum number of signatures needed to qualify. After the *initial submission* is made supplemental petition pages containing any number of signatures may be filed any time after the initial filing, up until the deadline for filing.

The following information must appear on each petition page *before* the Board will release the petition forms:

- (1) The candidate’s name and address.
- (2) The ward or single member district of the candidate, if applicable.
- (3) The political party of the candidate, if applicable.

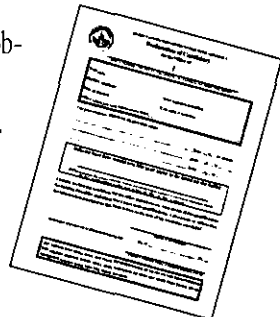
If you find that you need more petition forms, please call ahead so that the Board’s staff can prepare them in advance.

Write-In Candidates

Write-in candidates must meet the same qualifications as candidates whose names appear on the ballot. Individuals who wish to become write-in candidates must certify their candidacy by filing a “Declaration of Candidacy” with the Board not later than 4:45 p.m. on the third (3rd) day following the primary election (Friday, September 13, 2002).

The “Declaration of Candidacy” may be obtained from the Voter Services Office.

Below is a set of guidelines each circulator should know before he or she begins to circulate a petition page. If you would like copies of this information to give to your circulators, please ask any member of the Voter Services staff.



5. Petition Circulation Guidelines

The Circulator of the Nominating Petition

The circulator of the petition must:

- Be a registered qualified elector in the District of Columbia.
- Have personally witnessed the signing of each signature thereon; and
- *Watch each voter sign his or her name to the petition page.* This is essential because the circulator must sign an affidavit that he or she personally witnessed each voter's signature.



The Signers of the Nominating Petition

1. Each person signing a petition must already be a duly registered voter in the District *at the time he or she signs the petition*, or file a change of address within ten (10) days after a challenge has been filed. The signature of a voter who fills out a "Voter Registration Application" at the time the petition is signed *is not valid*.
2. The address at which the signer is registered to vote and the date signed must be entered on the petition form in order for the signature to be counted. If the signer fails to enter his or her own registration address and date signed, the circulator may enter this information on the petition.
3. A registered voter signing a nominating petition should print his or her name and the address from which registered to vote next to the signature. *The voter must also sign his or her name legibly.*
4. Signatures must be written—not printed—and must be dated when signed in order to be counted as valid.
5. If the candidate is seeking nomination in a primary election, the signers must be registered in the same party as the candidate.

6. If a candidate is seeking nomination from a ward or school district, the signer must live and be registered to vote in the same ward or school district as the candidate.
7. If the candidate is seeking nomination from a single member district (SMD), the signers must be registered to vote in the same SMD.
8. A person may not sign a petition for another individual.
9. A person must sign the petition using the name under which he or she is registered to vote. *Failure to do so could invalidate the signature.*
10. Voters unable to sign the petition may make their mark in the space for signature. The signature will not be counted unless the person witnessing the mark attaches to the petition an affidavit attesting that he or she explained the contents of the petition to the signer and saw the signer “mark” the petition.
11. A voter may sign the nominating petition of more than one candidate seeking nomination for the same office. However, a voter may not sign the petition for an individual candidate more than once.

Tips on Filing a Petition

- ✓ Arrive at the Board’s office prepared to file.
- ✓ Before the nominating petition is filed, you must assemble and serially number all the sheets which comprise the petition. The Board may reject any petition which does not meet this requirement.
- ✓ Make sure the “Affidavit of Circulator” on each petition page is completed and signed.
- ✓ Make sure that you have your “Declaration of Candidacy” completed and notarized. If you plan to have a member of the Board’s staff notarize the “Declaration,” arrive at the office with the “Declaration” completed except for the signature. The “Declaration” must be signed by the candidate. It may not be signed by anyone else.



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- ✓ Make sure you have the “Affidavit of Person Filing the Petition” completed and notarized. If you plan for a member of the Board’s staff to notarize the “Affidavit,” arrive at the office with the “Affidavit” completed except for the signature.
- ✓ While not required, filing the minimum number of signatures before the last day can be very helpful. If a document is missing or an error made, there is still time to file the missing document or to correct the error before the deadline. *Remember, you can always file supplemental petition sheets up until the deadline once you have made the initial filing with the minimum signature requirement.*
- ✓ Petitions must meet all the requirements of the law. The Board may reject any petition that does not conform to D.C. Official Code § 1-1001.01 et seq., as amended, and the regulations of the D.C. Board of Elections and Ethics. *We strongly urge you to review your petition before filing.*

The list of registered voters is available for public use in the Board’s office and at various public libraries.

The lists are also available for sale at the D.C. Board of Elections and Ethics. Forms to order the lists may be obtained in our Voter Services Office (727-2525) or downloaded from our website at www.dchoee.org.

Determination of “Preliminarily Qualified Candidates”

No later than the third (3rd) working day after the filing deadline, the Board makes its preliminary determination as to which candidates have met the minimum qualifications for ballot access. The Board notifies the candidates, by certified mail and by first-class mail, to inform them whether they have met the minimum requirements.

Under D.C. law, the Board of Elections does not verify candidate nominating petition signatures for accuracy of information. In its preliminary evaluation, the Board will reject a candidate's petition for any one of the following reasons:

- (1) The petition, on its face, does not contain the minimum number of signatures.
- (2) The petition contains pages that do not have a completed "Affidavit of Circulator," and the total number of signatures rejected as a result of the incomplete "Affidavit" on those pages brings the candidate's petition below the minimum number of required signatures.
- (3) There has not been a notarized "Declaration of Candidacy" filed by a candidate, or the candidate does not meet the legal qualifications to hold the office.

Challenge Period

Beginning the third (3rd) day after filing, for a period of ten (10) days, the Board makes available for public inspection photocopies of the candidates' petitions. During the challenge period, any registered voter may review the petition copies. If he or she believes that a candidate did not meet the minimum requirements, the registered voter may file a "Challenge" detailing the petition's defects.

The filing of a "Challenge" sets in motion the process by which a legal determination is made as to whether the candidate has, in fact, met the minimum requirements to have his/her name placed on the ballot. This process is outlined in Chapter 4 of the Board's Regulations (D.C. Municipal Regulations, Title 3: Elections and Ethics).

New legislation permits persons named in a challenge to file a change of address within ten (10) days after a challenge has been filed.

September 10, 2002 PRIMARY

The District of Columbia holds primary elections every two (2) years in order for the major parties in the District to nominate their candidates for the partisan offices on the ballot in the general election.

To qualify to conduct a primary, a party must have had one (1) of its candidates receive at least 7,500 votes in the previous general election. The parties that currently have met the 7,500 vote requirement are the *Democratic, Republican, and D.C. Statehood Green* parties. Political parties that have not met the requirement may nominate candidates through the “Direct Access” petitioning process. (See the “General Election” section of this *Guide* for details.)

The offices of Member of the Board of Education and Advisory Neighborhood Commissioner are nonpartisan. There is no primary for these offices. For information on these offices, please refer to the “General Election” and “Advisory Neighborhood Commission” sections of this *Guide*.

Because the District has a closed primary system, only individuals registered in the Democratic, Republican, and D.C. Statehood Green parties will be permitted to vote their party’s ballot in the September 10, 2002 Primary.

A list of the offices for which the Democratic, Republican, and D.C. Statehood Green Parties will each nominate one (1) candidate in the primary is included on the following page along with signature requirements.

***Only persons registered in the
DEMOCRATIC, REPUBLICAN, and
D.C. STATEHOOD GREEN parties
are eligible to vote their party’s ballot
in the September 10, 2002
Primary Election.***

September 10, 2002 PRIMARY
Democratic, Republican, and D.C. Statehood Green Parties

OFFICE	SIGNATURE REQUIREMENT
Delegate to the United States House of Representatives	2,000 or 1% (whichever is less) of duly registered voters in the same party as the candidate
Mayor of the District	2,000 or 1% (whichever is less) of duly registered voters in the same party as the candidate
Chairman of the Council	2,000 or 1% (whichever is less) of duly registered voters in the same party as the candidate
At-Large Member of the Council	2,000 or 1% (whichever is less) of duly registered voters in the same party as the candidate
Ward Member of the Council <i>(Wards 1, 3, 5, & 6)</i>	250 or 1% (whichever is less) of duly registered voters in the same party as the candidate. Signers must also reside and be registered to vote in the ward from which the candidate seeks election
United States Senator and United States Representative	2,000 or 1% (whichever is less) of duly registered voters in the same party as the candidate

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A calendar of important dates and deadlines for the primary election appears below. For a complete and official list of dates and deadlines, please ask for the Board's Official Election Calendar. *The dates listed below may be subject to change.*

September 10, 2002 PRIMARY ELECTION Important Events Calendar
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CANDIDATE QUALIFICATION

First Day to Pick Up Petitions May 10, 2002
First Day Petitions May Be Filed June 10, 2002
Deadline to File Petitions July 3, 2002
Lottery for Ballot Position July 31, 2002

CHALLENGE PERIOD

Challenge Period Begins July 6, 2002
Challenge Period Ends July 15, 2002

VOTER REGISTRATION

Deadline to Register to Vote August 12, 2002
Deadline for Postmarked MRAs August 19, 2002
List of Registered Voters in Libraries August 27, 2002

ABSENTEE VOTING

Period for In-Person Absentee Aug. 26–Sept. 9, 2002
Deadline to Request Ballot by Mail September 3, 2002
Final Count of Absentee Ballots September 20, 2002

Deadline to Petition for Poll Watchers
August 27, 2002

Publication of Sample Ballot
September 5, 2002

SPECIAL BALLOTS

Special Ballot Hearings September 20, 2002
Counting of Accepted Special Ballots September 20, 2002

November 5, 2002 GENERAL ELECTION

The District of Columbia holds general elections every two (2) years to elect individuals to public office. The general election ballot includes candidates for partisan and nonpartisan public offices. Candidates for partisan offices appear with their political party (or "Independent") next to their names on the ballot, while candidates for nonpartisan offices appear without a party designation.

Candidates on the ballot for partisan offices will include those nominated by the major parties in the September 10th Primary along with "Independent" and minor party candidates.

Independents and Minor Parties

The D.C. Election Code permits the names of "Independent" candidates (candidates not affiliated with a political party) and candidates affiliated with minor political parties (those which have not met the 7,500 vote requirement for conducting a primary), to be placed on the general election ballot along with the candidates nominated through the primary process. "Independent" and minor party candidates bypass the primary election and are nominated directly to the general election ballot. The process of direct access for "Independent" and minor party candidates as follows is exactly the same except for three (3) additional provisions for minor party candidates:

1. The candidate for a minor party must be registered to vote as affiliated with that party on the Board's record.
2. In order for the name of the political party to be placed on the candidate's nominating petition before circulation begins, the Board of Elections and Ethics must have first approved the party name.

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3. In order for the name of the political party to be placed next to the name of the candidate on the ballot, the name of the political party must be placed on the petition before circulation begins.

Approval of Party Names

Generally, the Board approves party names at its regular monthly meetings. Therefore, a new party that wishes to begin circulation of petitions at the beginning of the petition period (July 5, 2002) should submit the request for approval of the party no later than May 22, 2002. The Board will reject any party name that tends to confuse or mislead the public.

Any registered voter, regardless of party affiliation, may sign an “Independent” or minor party candidate’s petition.

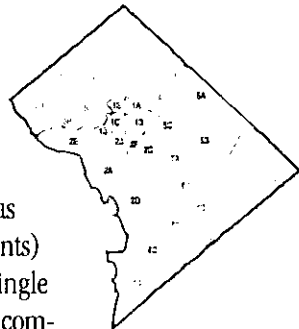
Write-in Candidates

Write-in candidates must meet the same qualifications as candidates whose names appear on the ballot. Individuals who wish to become write-in candidates must certify their candidacy by filing a “Declaration of Candidacy” with the Board not later than 4:45 p.m. on the seventh (7th) day following the general election.

The “Declaration of Candidacy” may be obtained from the Voter Services Office.

Advisory Neighborhood Commission Elections

An advisory neighborhood commission (ANC) is an area of the city subdivided into smaller areas (with populations of approximately 2,000 residents) called single member districts. There are 286 single member districts and 37 advisory neighborhood com-



missions. Commissions range in size from two (2) single member districts to twelve (12) single member districts depending on the size of the neighborhood. The term for an ANC commissioner is two (2) years. The office is non-partisan.

Each ANC commissioner is nominated and elected by the registered voters who reside in the same single member districts as the candidate. The ANC commissioner is an unsalaried official who represents his or her neighborhood community (single member district) on the ANC. The ANC may advise the District government on matters of public policy including decisions regarding planning, streets, recreation, social service programs, health, police protection, and sanitation in their neighborhood area [D.C. Official Code § 1-309.10].

The Board provides a variety of materials, including a map of the single member district and a list of registered voters, to make it as easy as possible for ANC candidates to have their names placed on the ballot. Please call our Voter Services Office at 727-2525 for details.

Write-In Candidates for Advisory Neighborhood Commissioner

Write-in candidates for the Office of Advisory Neighborhood Commissioner must meet the qualifications as candidates whose names appear on the ballot [(D.C. Official Code Section 1-1001.08 (r)(3)]. Individuals who wish to become write-in candidates must certify their candidacy by filing a "Declaration of Candidacy" with the Board not later than 4:45 p.m. on the seventh (7th) day following the general election (Tuesday, November 12, 2002).

The "Declaration of Candidacy" may be obtained from the Voter Services Office.

The signature requirements for the partisan and nonpartisan offices that will appear on the November 5th General Election ballot are listed on the next two pages.

November 5, 2002 GENERAL ELECTION
Independent and Minor Party Candidates Signature Requirements
PARTISAN OFFICES

OFFICE	SIGNATURE REQUIREMENT
Delegate to the United States House of Representatives	3,000 or 1.5% (whichever is less) of duly registered voters in the District of Columbia
Mayor of the District	3,000 or 1.5% (whichever is less) of duly registered voters in the District of Columbia
Chairman of the Council	3,000 or 1.5% (whichever is less) of duly registered voters in the District of Columbia
At-Large Member of the Council	3,000 or 1.5% (whichever is less) of duly registered voters in the District of Columbia
Ward Member of the Council (Wards 1, 3, 5, & 6)	500 signatures of duly registered voters in the ward from which the candidate seeks election
United States Senator and United States Representative	3,000 or 1.5% (whichever is less) of duly registered voters in the District of Columbia

November 5, 2002 GENERAL ELECTION
Independent and Minor Party Candidates Signature Requirements
NONPARTISAN OFFICES

OFFICE	SIGNATURE REQUIREMENT
President of the Board of Education	1,000 signatures of duly registered voters in the District of Columbia
District Member of the Board of Education <i>(Districts 3 and 4)</i>	200 signatures of duly registered voters who reside in the School District from which the candidate seeks election. School District III is composed of Wards 5 and 6, and School District IV is composed of Wards 7 and 8
Advisory Neighborhood Commissioner <i>(286 seats)</i>	25 signatures of duly registered voters who reside and are registered in the single member district from which the candidate seeks election

A calendar of important events appears on the following page. For a complete list of dates and deadlines, please ask for the Board's "Official Election Calendar." *The dates listed may be subject to change.*

November 5, 2002 GENERAL ELECTION

Important Events Calendar

DIRECT ACCESS

CANDIDATE QUALIFICATION

First Day to Pick Up Petitions July 5, 2002
First Day Petitions May Be Filed July 5, 2002
Deadline to File Petitions August 28, 2002
Lottery for Ballot Position September 13, 2002

CHALLENGE PERIOD

Challenge Period Begins August 31, 2002
Challenge Period Ends September 9, 2002

VOTER REGISTRATION

Deadline to Register to Vote October 7, 2002
Deadline for Postmarked MRAs October 15, 2002
List of Registered Voters in Libraries October 22, 2002

ABSENTEE VOTING

Period for In-Person Absentee Oct. 21–Nov. 4, 2002
Deadline to Request Ballot by Mail October 29, 2002
Final Count of Absentee Ballots November 15, 2002

Deadline to Petition for Poll Watchers
October 22, 2002

Publication of Sample Ballot
October 31, 2002

SPECIAL BALLOTS

Special Ballot Hearings November 15, 2002
Counting of Accepted Special Ballots November 15, 2002

November 5, 2002 GENERAL ELECTION

Important Events Calendar

BOARD OF EDUCATION

President and School District 3 & 4 Members

CANDIDATE QUALIFICATION

First Day to Pick Up Petitions July 5, 2002
First Day Petitions May Be Filed August 5, 2002
Deadline to File Petitions August 28, 2002
Lottery for Ballot Position September 13, 2002

CHALLENGE PERIOD

Challenge Period Begins August 31, 2002
Challenge Period Ends September 9, 2002

VOTER REGISTRATION

Deadline to Register to Vote October 7, 2002
Deadline for Postmarked MRAs October 15, 2002
List of Registered Voters in Libraries October 22, 2002

ABSENTEE VOTING

Period for In-Person Absentee Oct. 21–Nov. 4, 2002
Deadline to Request Ballot by Mail October 29, 2002
Final Count of Absentee Ballots November 15, 2002

Deadline to Petition for Poll Watchers
October 22, 2002

Publication of Sample Ballot
October 31, 2002

SPECIAL BALLOTS

Special Ballot Hearings November 15, 2002
Counting of Accepted Special Ballots November 15, 2002

November 5, 2002 GENERAL ELECTION

Important Events Calendar

ADVISORY NEIGHBORHOOD COMMISSIONER

CANDIDATE QUALIFICATION

First Day to Pick Up Petitions August 7, 2002
First Day Petitions May Be Filed August 7, 2002
Deadline to File Petitions September 6, 2002
Lottery for Ballot Position September 13, 2002

CHALLENGE PERIOD

Challenge Period Begins September 9, 2002
Challenge Period Ends September 18, 2002

VOTER REGISTRATION

Deadline to Register to Vote October 7, 2002
Deadline for Postmarked MRAs October 15, 2002

ABSENTEE VOTING

Period for In-Person Absentee Oct. 21–Nov. 4, 2002
Deadline to Request Ballot by Mail October 29, 2002
Final Count of Absentee Ballots November 15, 2002

Deadline to Petition for Poll Watchers

October 22, 2002

SPECIAL BALLOTS

Special Ballot Hearings November 15, 2002
Counting of Accepted Special Ballots November 15, 2002

Absentee Voting

Registered voters who cannot make it to the polls on Election Day because of illness, physical disability, or travel may vote by absentee ballot.

There are two (2) ways for District voters to cast an absentee ballot.

- Vote in-person at the Board's office, or
- Cast an absentee ballot by mail.

In-Person Absentee Voting

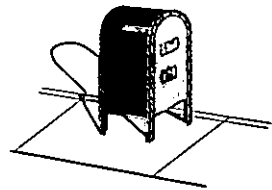
Absentee voting in person begins fifteen (15) days before any election and ends the day before Election Day. In-person absentee voting is conducted at the Board of Elections' Voter Services Office. The hours are 8:30 a.m. to 4:45 p.m., Monday through Saturday.

By-Mail Absentee Voting

Requests for mail absentee ballots must be in writing and must reach the Board's office no later than the seventh (7th) day before the election, specifically, the Tuesday before Election Day.

Mail absentee ballot requests must include the following information in order to be processed:

- Name of the voter
- Address on the voter's registration
- Address to which the ballot is to be mailed (if different)
- Reason for requesting the absentee ballot (illness, disability, travel, etc.)
- Signature of the voter



To be counted, the voted absentee ballot must be postmarked by Election Day and must reach the Board of Elections no later than the tenth (10th) day after the election.

Requesting an absentee ballot is the responsibility of the registered voter. One individual may not request an absentee ballot for another. However, voters may request absentee ballots for more than one election in any calendar year. This is especially convenient for students, the elderly, and the handicapped.

Signatures on absentee requests and returned ballots are verified against the voters' signatures on file in the Board's records.

Requesting an Absentee Ballot by Facsimile

Requests for absentee ballots may be electronically transmitted (faxed) to the Board at 347-2648. A faxed request must contain the voter's same information as mailed applications (outlined on the previous page) and must include the signature of the voter.

Faxed requests must reach the Board not earlier than three (3) days preceding the deadline for submitting requests for absentee ballots by mail.

Note: The Board appreciates campaigns informing voters of the opportunity to vote absentee, if they are going to be out of town or are elderly, ill, or disabled. We encourage campaigns to reproduce our "Absentee Ballot Request Form" in their campaign mailings. Absentee voting provides a convenient way for voters who cannot make it to the polls on Election Day to exercise their right to vote.

Emergency Absentee Ballots

If an accident or sudden onset of an illness occurs after the deadline for requesting an absentee ballot by mail has passed and the voter cannot appear at the polls on Election Day, the voter may request an emergency absentee ballot.



Note: The emergency absentee ballot may not be used if the voter simply failed to write for an absentee ballot before the deadline. It may be used only by the individuals whose accident or onset of illness occurred after the deadline for requesting an absentee ballot by mail.

For details on the emergency absentee voting process, call the Board's Voter Services Office at 727-2525.

INITIATIVE PROCESS

Any registered voter of the District of Columbia may propose law by placing an initiative measure on the ballot. The process for placing an initiative measure on the ballot in the District of Columbia has several steps, which are defined by law. The process is outlined below. However, for a complete account, check D.C. Official Code §§ 1-204.101 through 1-204.106, 1-1001.16 and Chapter 10 of the Board's regulations (D.C. Municipal Regulations, Title 3: Elections and Ethics).

Supporters File the Measure with the Board of Elections

The process begins when a registered voter files the proposed measure in the Board's Voter Services Office. The filing must include five copies of the following:

- *The legislative text of the proposed law;*
- *A short title of 15 words or less to describe the measure; and*
- *A "summary statement" of 100 words or less, to outline the proposed law for the voters.*

The proposer must also file an affidavit swearing that he or she is a registered voter. This statement must include the person's residence address and telephone number. *Supporters of the measure must also file documents with the Office of Campaign Finance (OCF), listing their campaign committee and other financial information.* OCF, which is a part of the Board of Elections and Ethics, can be reached by calling 671-0550.

The Board of Elections Considers the Subject Matter

Once the initiative measure is filed, the Board publishes it in the *D.C. Register* and provides notice of a public meeting to consider whether the subject matter meets the requirement set in the law. The public is invited to submit written testimony on the subject matter and to testify before the Board at the public meeting.

When the Board meets to make the determination as to whether to approve the subject matter as appropriate, it must consider whether the initiative measure violates the Home Rule Charter, negates a Budget Act, appropriates funds, or violates the Human Rights Act. It may only consider whether the measure conflicts with these requirements.

The Board Approves a Short Title and Summary Statement

After approving the subject matter, the Board prepares the “official” *short title and summary statement*. The summary statement of 100 words or less describes the measure for voters. It appears on both the petition form and the election ballot.

The short title and summary statement formulated by the Board are presented at a public meeting, where both the proponents and opponents are invited to comment. The Board’s responsibility is to approve language that is clear and impartial, and fairly reflects the contents of the measure. *For legal inquiries, please call the Board’s Office of the General Counsel at 727-2194.*

The Challenge Period Begins

Once approved, the official language is published in the *D.C. Register*, along with the legislative text. The *D.C. Register* publication begins a ten (10) day challenge period, during which any registered voter may object to the short title, summary statement, or legislative form in the District of Columbia Superior Court.

The Petition Form is Approved

At the end of the challenge period (or once any court challenges are resolved), the Board prepares the petition form making sure that it meets certain legal requirements before being circulated to the voters. The petition form is issued to the proponent at a public meeting, where the proponent adopts the petition as his or her own.

Supporters Circulate the Petition

Once the petition form is adopted and approved, the supporters of an initiative measure have 180 days to gather signatures. To place a measure on the ballot, supporters must collect the signatures of at least five percent (5%) of the voters registered citywide. These signatures must be distributed to reflect at least five percent (5%) of the registered voters in at least five (5) of the eight (8) wards.

The Board’s Staff Verifies the Petition Signature

Once the petition is filed, the Board of Elections has thirty (30) days to determine whether it contains the required number of signatures. In the presence of watchers—and according to detailed procedures—the Board checks each name on the petition to determine whether the signer is registered. Once a determination is made that the petition contains the required number of voters’ names and addresses, a random sample of one hundred (100) signatures from each ward is checked against the voters’ original registration forms to ensure the validity of the signatures.

The Measure is Certified for the Ballot

At the end of the signature verification phase, the Board calls a public meeting to announce whether the petition meets the citywide and ward-level requirements. If the petition meets the requirements, the measure is “certified” for the election ballot. An initiative measure is placed on the ballot at the next citywide election that occurs at least *ninety (90) days after the Board’s certification*. All registered voters—regardless of party affiliation—are eligible to vote on an initiative measure.

Board Petition Certification Deadlines

In order for an initiative measure to appear on either the September 10th Primary Election ballot or the November 5th General Election ballot the Board *must receive the petition signatures* by 5:00 p.m. on the following dates:

- Monday, May 13, 2002 for the September 10th Primary Election*
- Monday, July 8, 2002 for the November 5th General Election*

WATCHERS

At the Polling Place

D.C. law and the Board's regulations permit each candidate to have "Poll Watchers" in each polling place where his or her name appears on the ballot on Election Day.

Candidates must petition the Board for poll watchers at least fourteen (14) days before the election. Forms for petitioning the Board are available from the Voter Services Office.

Each candidate is entitled to a poll watcher in each of the precincts where his or her name appears on the ballot.

The Board issues each candidate who qualifies for watchers a "watcher badge" for each precinct. The candidate distributes the badges to his or her poll watchers. Poll watchers may then be substituted by the candidate at any time during the day. These "shift changes" must be reported to the Board's Precinct Captain at the polling place.

Poll watchers must conduct themselves in accordance with the Board's guidelines as outlined on the following page. If a poll watcher becomes disruptive, fails to follow the Precinct Captain's instructions, obstructs the election process, or interferes with polling place officials, he or she may be removed. The candidate will be informed of the removal and will be permitted to replace the poll watcher.

At the Counting Center

Candidates, their representatives, and the public may watch the count on closed circuit television monitors. The closed circuit cameras provide a complete and unobstructed view of the counting process. Board staff is available to answer any questions concerning the process.

Guidelines for Watchers

Watchers must:

- *Sign in and out on the Watcher Roster.*
- *Wear a badge issued by the Board with the name of the Candidate and the Watcher's Name.*
- *Remain in a designated area within the polling place.*
- *Share the computer listing provided by the Board.*



Watchers may:

- *Check the voter cards.*
- *Exchange badges, but there must be no more than one (1) watcher for each candidate in attendance at any time except:*
 - *When a watcher supervisor is checking progress; and/or*
 - *When there is a "shift change."*

Watchers may not:

- *Touch any precinct material, except the computer listing or the voter cards.*
- *Interfere with polling place officials.*
- *Wear campaign buttons or other campaign items.*
- *Obstruct the election process.*
- *Talk to voters casting ballots.*

COMPUTER DATA SERVICES

The District of Columbia's voter roll contains a wide range of information about the city's approximately 300,000+ registered voters, including residence address, election district, age information, and voting history. Under the law, data from the voter registry is considered public information.

Voter Information and Data Services

As a service to the public, voter data may be ordered in different layouts, including labels, CD-ROM, or electronic format. A cost will be assessed for each request. With the electronic format, the requester will have the option of obtaining the data through e-mail in Excel, Word or Access. This data can also be individualized to meet a wide range of informational needs—making it particularly helpful to candidates. The entire voter roll may be obtained on CD-ROM.

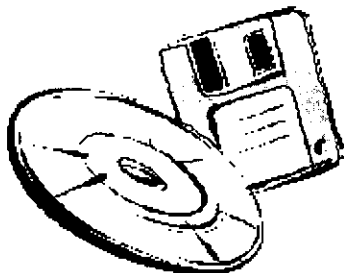
How This Service Works

At the beginning of each month, the Board of Elections produces a report of the voter registration roll. Orders for data may be placed at the Board of Elections Voter Services Office.

A minimum deposit will be required for each request. Cost will vary depending on the number of records involved or the format chosen.

How to Order Data

Data request forms are available from the Board, where assistance with preparing the form is also available. Completed forms should be returned to the Board. Requests may be paid by cash or money order. Money orders should be made payable to the D.C. Treasurer.



The Board will call you or your contact person when the data is available —usually within 48 hours of your request.

All requests can be picked up at:

**D.C. BOARD OF ELECTIONS AND ETHICS
441 - 4TH STREET, NW ROOM 250 NORTH
WASHINGTON, DC**

For questions on the process of requesting voter registration data or for more information on the data services that are available, please call the Board of Elections Voter Services Office at 727-2525.

Campaign Finance

The information below has been supplied by the Board's Office of Campaign Finance (OCF). All questions regarding campaign finance rules and regulations should be directed to OCF, which is located in the Reeves Municipal Building at 2000 Fourteenth Street, NW, Suite 433, or by calling 671-0550.

Registration and Reporting Requirements for Candidates and Political Committees

The District of Columbia Campaign Finance Reform and Conflict of Interest Act of 1974, as amended, D.C. Official Code § 1-1101.01 et seq. (88 Stat. 447, 2001 Edition Public Law 93-376, effective August 14, 1974), requires full and complete disclosures by and on behalf of local candidates and political committees engaged in local political campaigns.

All candidates and political committees participating in the 2002 elections for the Offices of Mayor, D.C. Council Chairman, Member of the D.C. Council, Member of the Board of Education, U.S. Senator, and U.S. Representative, must register with the Office of Campaign Finance, and file periodic reports of receipts and expenditures. Candidates for the Office of Advisory Neighborhood Commissioner are in a special category and are not affected by the registration requirements of the Campaign Finance Act, but must file an ANC Summary Financial Statement not later than thirty (30) days after the election in which they participate.

Registration Requirements

Statement of Candidacy

An individual must register as a candidate with the Office of Campaign Finance within five (5) days of receiving a contribution, making an expenditure, obtaining nominating petitions, or authorizing another person to so act on their behalf.

Statement of Organization

Each political committee must file a Statement of Organization within ten (10) days of organizing. The ten (10) day period will commence upon designation by the candidate of a principal campaign committee on the "Statement of Candidacy Form," if the committee has not previously organized.

Reporting Requirements

Financial Disclosure Statement

Each candidate must file a personal "Financial Disclosure Statement" with the Director of the Office of Campaign Finance within thirty (30) days of becoming a candidate.

Reports of Receipts and Expenditures

"Reports of Receipts and Expenditures" are required from the treasurers of all political committees and candidates, except candidates who designated a principal campaign committee, and have been granted a waiver from filing separate reports from their committee; and candidates who anticipate spending less than \$500 in any one (1) election and have not designated a principal campaign committee. Candidates claiming to spend less than \$500 must file a \$500 exemption form upon registration.

During the 2002 election year, candidates and treasurers of committees supporting candidates and treasurers of committees supporting candidates seeking office in this election year, must file "Reports of Receipts and Expenditures" on January 31st, the tenth (10th) day of March, June, August, October, and December, and on the eighth (8th) day before each scheduled election, September 2nd and October 28th. Any contribution of \$200 or more received after the closing date of the pre-election report must be reported within twenty-four (24) hours after it is received.

Political committees who notify the Director of the Office of Campaign Finance in writing on or before January 31, 2002 of their intent not to sup-

Elections 2002

port a candidate during the 2002 election year, must file "Reports of Receipts and Expenditures" on January 31st and July 31st.

Each person (other than a political committee or candidate) who makes contributions or expenditures, other than by contribution to a political committee or candidate, in an aggregate amount of \$50 or more, must also file "Reports of Receipts and Expenditures."

All reports are available for public inspection, and subject to desk and full field audits and investigations.

Note: OCF will launch a new website in May of 2002. Subsequent to this event, it is anticipated that candidates and political committees will be able to electronically file their "Reports of Receipts and Expenditures" at the new website. This process should be available for the August 10, 2002 filing deadline. For general information and updates about electronic filing, call OCF at 671-0550.

Contribution Limitations and Identification of Campaign Literature

All candidates and political committees must adhere to the contribution limitations of D.C. Official Code § 1-1102.01, and comply with the requirements of D.C. Official Code § 1-1102.10, pertaining to the identification of campaign literature.



Termination

Candidates and political committees have a continuing responsibility to file campaign reports until a termination report is filed and approved by the Director of the Office of Campaign Finance. For example, neither withdrawal of candidacy nor an unsuccessful bid for office will relieve registrants of the responsibility to file reports of receipts and expenditures. A termination report can only be filed when the political committee has satisfied all debts and sustains a zero (0) balance.

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