

## INSTRUCTIONS FOR COMPLETION OF PETITIONS

The address of the qualified voter, who signs the Nomination Paper, must be a residential address, not a post office box, business address, or other non-residential mailing address.

A registered voter may not sign more nominating petitions than there are positions to be filled in the upcoming election for a particular office, nor more than one certificate per candidate. (Examples: if one Ward Alderman is to be elected in Ward 1, a registered voter may only sign one nominating petition for a candidate for that office; if four members of the Board of Education are to be elected, a registered voter may sign up to four nominating petitions for four different candidates for that office.)

In the event more than the eligible number of petitions are signed by a voter, the first such petition(s) reviewed by the City Clerk will be certified; subsequent petitions will be disqualified.

If additional copies of the *Petition of Nomination* form are needed, they may be obtained from the Office of the City Clerk or copies may be reproduced on plain 8 ½” x 11” white paper. A copy of the form will also be available online on the City Clerk’s Election site. (Signatures of the qualified voter and the witness must be original signatures.)

**Signatures of voters and witnesses should include the full first and last names of the individual – no nicknames, no initials. Include Jr., Sr., III, etc., if applicable.** Middle names are not required, but are helpful. If the City Clerk cannot identify who signed a petition as a voter or witness, the petition may be disallowed.

### CANDIDATE CANNOT WITNESS HIS/HER OWN PETITIONS

Witness must be a qualified voter in the City of Nashua.

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#### **Form of nomination papers. Blanks. Requirements of certificate.**

The city clerk shall “...furnish, upon application, a reasonable number of forms of such certificates, and of acceptances of nomination....Each certificate shall be a separate paper. All certificates shall be of uniform size as determined by the city clerk.” The City Clerk will issue nomination papers on 8 ½” x 11”, white paper stock. Forms will be available at the Office of the City Clerk, at least 60 days prior to the election date(s). A form will also be posted on the city website; candidates may print that form on 8 ½” x 11” paper. Photocopies of forms – or partially-completed forms – are permissible. However, the signatures of voters and witnesses who sign the nomination papers must be original signatures. (Ch. Sec. 8 – 10).

#### **Conflicting petitions.**

Each certificate shall contain the name and signature of one signer thereof and no more. In case a voter has signed two or more conflicting petitions, only that one of his conflicting signatures which was included in the petition first presented to the city clerk...shall be valid. Each witness may be any qualified voter of Nashua except the candidate named in the certificate. (Charter Sec. 10)

### **Undeliverable campaign mail.**

The City Clerk requests that candidates save any campaign literature that is returned by the post office as *undeliverable*, *addressee unknown*, or *forwarding time expired*, and that they drop off that returned mail to the Office of the City Clerk following an election. We will then use that returned mail to send notice to these individuals that we are considering removing their names from the checklist because it is believed that they are no longer residents. This exercise will help us maintain a more accurate and updated checklist.

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## **CITY ORDINANCES AND STATE LAWS RELATIVE TO POLITICAL SIGNS AND CAMPAIGNS**

### **Political campaign signs and literature.**

All political advertising or literature must be signed at the end with the name and address of the candidate, political committee, or Fiscal Agent (RSA 664:14).

### **Campaign Signs.**

- It is unlawful to affix advertising material to any utility, telephone pole, or highway sign, or to place political advertising on city property or city rights-of-way (RSA 664:17).
- No advertisements of any kind upon any object of nature, utility pole, telephone booth or highway sign. (RSA 236:75).
- All signs should be removed by the candidate no later than the second Friday following the election (RSA 664:17).
- Prohibited under NRO Chapter 190 (**partial list**):
  - (a) Any sign...erected or displayed upon, or projecting into public property. (That is, campaign signs can be held but they cannot, in any way, be affixed, propped up, left standing, or pounded into the ground on public property.)
  - (b) Any sign attached to any public utility pole or structure, street light, tree, fence, fire hydrant, bridge, curb, sidewalk, park bench, or other location on public property...
  - (c) Any sign placed, which by reason of its location, will obstruct the view of any authorized traffic sign, signal or other traffic control device...
  - (l) Any sign mounted, attached or painted on a trailer, boat, or motor vehicle when parked, stored, or displayed conspicuously on the public right-of-way... Such signs or devices are considered portable signs within the meaning of these regulations and are prohibited...

(m) Any sign painted, attached or mounted on fuel tanks, outdoor storage containers and/or solid waste receptacles or their enclosures.

(n) Any unauthorized sign attached to existing signs, outdoor light poles, or other structures.

### **Signs and handbills at the polls.**

During the voting hours on all election days, no person shall be allowed to hold or carry any signs or handbills or distribute any handbills or post any political signs in front of the entrance to the polling places in each ward and for a distance of one hundred (100) feet on each side of such entrance. (NRO 23-2). (Note: "Posting" includes the placement of signs on a vehicle parked within a distance of 100 feet from the polling place.)

### **Parking at polling places.**

- During the voting hours on election days, no person shall park a vehicle in front of the entrance to the polling place in each ward, for a distance of one hundred (100) feet in each side of the entrance, except for the purpose of voting. (NRO 320-64).
- During the voting hours on election days, no person shall park a trailer or vehicle with campaign signs that are mounted, attached or painted on said trailer or motor vehicle in the public parking lots of the school properties where voting is held, except for the purpose of voting. (NRO 23-2.C.)
- The Attorney General's Office has advised city election officials that vehicles covered with campaign signs and parked on public property are considered "portable signage" and are subject to the same ordinances and laws applicable to other types of signage on public property.

### **No smoking at polls.**

All ward polling sites are on school property. Schools are smoke-free zones. Please inform campaign workers that they cannot smoke on school property. We will ask the Police Department to enforce this regulation if necessary.

### **Trash**

Please dispose of all trash in proper containers or carry out your trash to keep our school properties clean. Do not litter the grounds with coffee cups, gum or candy wrappers, snack food bags, leftover food, cigarette butts (smoking is prohibited), or other waste.

## **Limited video and audiorecording at the polls.**

All polling sites are on school property. The Board of Education authorizes the use of video and audio recording on District property for safety and security monitoring; for use in instructional programs; by Nashua Educational and Government Access Television; of school sporting social and cultural events for personal and educational uses; and other uses approved by the Superintendent in accordance with Board policies and applicable federal and state statutes, rules and regulations. All other uses of video or audio recording on school property are prohibited.<sup>1</sup>

On election day, video and audiorecording will be permitted on school property only within rooms where actual voting occurs or outside the school building when directed toward locations where candidates or campaign workers congregate. No video or audiorecording devices may be directed toward students or school personnel who may be present in such polling areas or on school property, nor shall video or audiorecording devices intrude into areas where children are passing or otherwise engaged, either inside or outside the school.

Persons who refuse to respect the privacy, safety, and security of students and staff by conducting improper video and audiorecording on school property will be asked to discontinue such activity and/or to leave school property. Under no circumstance shall a person use video and/or audiorecording equipment to interfere with a voter (RSA 659:37) or to coerce or intimidate a voter (RSA 659:40).

The City Clerk, Ward Moderator, or school personnel reserve the right to request the assistance of the Nashua Police Department when a person: refuses to comply with a request that he or she move from or remain away from a particular location; disrupts the orderly conduct of business on public property; or refuses to desist from video or audiorecording following a request by an election official or school official to do so (RSA 644:2).

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<sup>1</sup> Legal References include but are not limited to: 20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA); 34 C.F.R. 99, Family Educational Rights and Privacy Act Regulations; Appendix: JICC-R & EEA-R; Revised: September 2008; Revised: February 2008; New Policy: February 2006; Board Approved: 05/10/2010; R/Board Approved: 8/16/2010; R/Board Approved 1/25/2016; R/Board 9/26/2016