

City of Orange Township, Orange, New Jersey
Memorandum for Candidates
Municipal Election
May 10, 2022
Polls open from 6:00 AM to 8:00 PM – Prevailing time

Dear Prospective Candidate:

This letter provides important information that will assist you in becoming qualified as a candidate for the Office of Ward Council Member in the Tuesday, May 10, 2022 Municipal Election.

In this regard, please be advised that on **Tuesday, January 4, 2022 at 11:00 a.m.**, a packet containing the appropriate instructions, along with petitions and other required forms will be made available in the Office of the City Clerk, 29 North Day Street, 4th Floor, Orange, NJ. After January 3rd, packets may be picked up at the same location from 9:00 a.m. to 4:00 p.m.

1. QUALIFICATION:

Candidate for any local elective office must be citizens, residents, and registered voters of the City of Orange Township Ward you wish to represent at least 1 year immediately prior to the date upon which the election for the office is held. (NJSA 40A:9-1.13).

Your name as it appears on your voter registration records shall be the same on all forms, petitions and, if qualified, the ballot.

N.J.S.A. 2C:51-2. Forfeiture of Public Office, Position, or Employment. Reads as follows:

A person holding any public office, position, or employment, elective or appointive, under the government of this State or any agency or political subdivision thereof, who is convicted of an offense shall forfeit such office, position or employment if:

- (1) He is convicted under the laws of this State of an offense involving dishonesty or of a crime of the third degree or above or under the laws of another state or of the United States of an offense or a crime which, if committed in this State, would be such an offense or crime;
- (2) He is convicted of an offense involving or touching such office, position or employment; or
- (3) The Constitution so provides.

2. NOMINATION BY PETITION: NATURE AND SUFFICIENCY

The petition of Nomination of candidates for Ward Council Member shall be filed with Municipal Clerk in the manner and form, and under the conditions set forth in the New Jersey Statutes Annotated (NJSA), said filing shall be at least sixty four (64) days prior to the Municipal Election and in no event shall be filed later than 4:00 o'clock on Monday, **March 7, 2022**.

The Petitions of Nomination shall consist of Individual Certificates equal in number to at least one per centum (1%) of the registered voters of the municipality, but in no event less than 25 of the registered voters (NJSA 40:45-8) Petitions of Nomination.

FORM M-1

North----- 42 petitions
South----- 42 petitions

East----- 55 petitions
West----- 49 petitions

- Each petition must bear the **legible** name and address along with the signature of the petitioner.
- A petitioner signing in support of a Ward candidate must be a registered voter of the respective ward.
- Each petitioner may sign only one candidate's petition for a Ward Council Member in his/her respective ward.
- The candidate and campaign manager (if any) must appear **in person** to complete the necessary documents and receive the petitions.
- Both the candidate and campaign manager are required to provide photo identification.
- The candidate must also provide proof of residency during initial visit.
- Only the candidate or the campaign manager may return the signed petitions and/or request and receive additional petitions. (However, additional petitions will only be given after the initial filing of the minimum number of signatures required.)

3. PETITION OF NOMINATION OATH OF CANDIDATE AND CERTIFICATE OF ACCEPTANCE

Petition of Nomination Oath for Candidate (M-3) and Certificate of Appointment of Campaign Manager (M-6) must be filed at the same time as the Petitions of Nomination are filed. These forms are enclosed in the packet. The form and content of the Petitions of Nomination shall substantially comply with the requirement of New Jersey Statutes Annotated. The Municipal Clerk shall furnish upon application, a reasonable number of the forms of individual Petitions of Nomination, which will be enclosed in a packet.

4. DEADLINE FOR AMENDMENTS TO PETITIONS:

When the nominating petition, or any affidavits thereto may be found defective, the candidate named therein may file such amendment or amendments thereto as may be necessary of eliminate the defeat, whether in matters of substance of form, and when so amended form, provided, however, that after the last day for filing the original petition, no amendment may be made for the purpose of changing the name of the candidate of the Office for which he was to be nominated; and every amendment to nominating petition shall be made and filed in any case not later than 4:00 o'clock on Monday, **March 7, 2022.**

5. REGISTRATION & TRANSFERS:

The Municipal Clerk's Office will be open for registration daily from 8:30 AM to 4:30 PM Monday through Friday. However, the last day to register and transfer for the Municipal Election is Tuesday, **April 19, 2022.**

6. DESIGNATION:

FORM M-1

Any candidate may request that a designation in no more than six (6) words (Not to indicate political party affiliations) be printed after his/her name on the official ballot. Such request may be filed with the Municipal Clerk by 4:00 o'clock on Monday, **March 7, 2022**. Form M-5 request for Designation of Candidate is enclosed in packet.

7. POSITION OF NAMES OF BALLOT PROCEDURE

The Municipal Clerk shall at least two days prior to drawing for position on the ballot notify each candidate by certified mail of the time and place of drawing Monday, **March 14, 2022**.

The drawing will be held on Wednesday, **March 16, 2022** at 11:00 AM in the Council Chambers 4th floor), City Hall, 29 North Day Street, Orange, NJ or another designated location to be announced.

8. NAMES OF CANDIDATES, FILING, MANNER, FORM AND CONDITIONS:

The candidate shall file a Certificate of Appointment of a Campaign Manager in compliance with N.J.S.A. 40:45-8 which certificate must be filed not later than 4:00 PM on **March 7, 2022**. (Form M-6)

9. CANDIDATE OR CAMPAIGN MANAGER – FILING OF OATH

The Candidate or Campaign Manager shall file an oath that the statements made in the petitions are true and that each signature appended thereof is the genuine signature of the person whose name it purports to be to their best knowledge and belief. This Oath should be filed not later than 4:00 PM on **March 7, 2022** with the Petitions of Nominations. (Form M-3 and M-3A)

10. CAMPAIGN CONTRIBUTION, EXPENDITURE AND CONDUCT:

The reporting of campaign contributions and expenditures and the conduct of the campaign for elections are regulated by the New Jersey Campaign Contributions and Expenditures Reporting Act, Chapter 83, Laws of 1973 of the New Jersey Statutes Annotated 19:44A-1). Pursuant to the provisions of said act the Election Law Enforcement Commission was created to enforce the provisions of the said statute regulating elections in New Jersey. The New Jersey Law Enforcement Office is located at 28 West State Street, Trenton, NJ 08605, telephone number (609) 292-8700. Each candidate in an election shall appoint one Campaign Treasurer who may appoint a Deputy Campaign Treasurer as required and shall designate one campaign depository before receiving any contributions or expending any money in furtherance or said of this candidacy.

Any bank authorized by law to transact business in the State may be designated as the campaign depository. The designation of the Campaign Treasurer and the campaign depository shall be made by the candidate as filing the name and address of such Campaign Treasurer and such depository with the Election Law Enforcement Commission.

Any candidate may remove a Campaign Treasurer or deputy Campaign Treasurer. In the case of the death, resignation, or removal of Campaign Treasurer the candidate shall appoint a successor as soon as practical and shall file his/her name and address with the Election Law Enforcement Commission within three (3) days. A Candidate may serve as his own Campaign Treasurer.

FORM M-1

11. ELECTION EXPENSES AND CONDUCT

No Candidate for office, appointment, or employment, and no officer, appointee or employee in any municipality shall, directly or indirectly, give or promise any person any office, position, employment benefit or anything of value for the purpose of influencing or obtaining the political support, add or vote of any person, under the penalty of being disqualified to hold the Office of employment to which he may have been elected or appointed.

12. FORMS: CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

The forms and other paraphernalia for campaign expenditures and campaign contributions may be obtained from New Jersey Election Law Enforcement Commission, 28 West State Street, Trenton, NJ 08625.

SUMMARY AND INSTRUCTIONS FOR ALL ELECTIONS pamphlets together with the following forms in triplicate are available from New Jersey Election Law Enforcement (609) 292-8700, toll free in New Jersey at (888) 313-ELEC(3532) or <https://www.elect.state.nj.us/forcandidates>.

1. Designation Campaign Treasurer & Depository (Form D-1).
This form must be filed before receiving and funds. (19:44A-9)
2. Affidavit: Form A-1
To be filed if total amount expended or to be expended shall exceed \$1,000.00.

REPORT TO BE FILED: CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

13. APPOINTMENT OF CHALLENGERS, NUMBERS, POWERS AND DUTIES

The appointment Challengers shall be filed with the County Board of Elections, 33 Washington Street, Newark, New Jersey not later than Tuesday, April 26, 2022.

Each Candidate may appoint two Challengers for each Polling Place in each Election District. Challengers must be registered voters and only one Challenger may remain in a polling place at a time.

14. TERM OF OFFICE

The term of Office of all duly elected officers shall commence at 12:00 noon on the first day of July next ensuing their election. The organization meeting of the newly qualified Elected Official (Ward Council Members) shall take place 12:00 noon on Thursday, July 1, 2022.

If you have any questions, you may call the Office of the City Clerk at (973) 952-6341, (973) 952-6342, (973) 952-6343 or (973) 952-6344

Very truly yours,

City Clerk