



Kingston Town Clerk
26 Evergreen Street
Kingston MA 02364
(781)585-0502

Obtaining Nomination Papers

Available Wednesday, January 9, 2023

Nomination papers can be obtained by contacting the Kingston Town Clerk's office. See the below guidelines for obtaining nomination papers. Please contact our office at any time if you have any questions.

Obtaining signatures: What is not allowed?

- Electronic signatures: All signatures must be in ink
- Time Extensions: There are no extended deadlines approved by Massachusetts State for the obtaining of nomination signatures
- Reduction of Signatures: The number of signatures required remains the same.

Information regarding Nomination Papers and Obtaining Signatures:

- You can mail/email individual nomination papers to people, ask them to print and sign them and mail them back
- Candidates can set up a table at a public place, with permission from property owner, but include fresh pens, gloves, and sanitizer
- Some candidates are announcing the locations of supporters who have covered porches and letting people drop by to sign. Candidates can set specific hours to sign so their nomination papers don't stay unsupervised for long hours
- Advertise designated signing areas/times through social media or mail
- Ensure that any and all signatures are from Registered Kingston residents ONLY. Beware of public places that may be utilized by surrounding communities
- Nomination papers must be returned by the date noted and signatures will be certified. You will be informed to contact the office for acceptance of nomination
- **Candidates must obtain 50 certified signatures to be nominated.** It is suggested to get more to ensure requirement
- Candidates are responsible for their campaign committee and filing of Campaign Finance reports
- LAST DAY TO OBTAIN: MARCH 2, 2023
- LAST DAY TO SUBMIT: MARCH 3, 2023

“A CANDIDATE’S GUIDE TO TOWN ELECTION”

Kingston Annual Town Election

Saturday, April 22, 2023

- Review the list of open offices with corresponding terms available on this year’s ballot.
- Nomination Papers are available *Monday, January 9, 2023*

Circulate your papers for signature. The law requires you submit 50 signatures of registered **Kingston** Voters. To ensure 50 qualified signatures it is suggested you submit more than the **50 required** for certification. If many signatures are disallowed, you may fall short of the required number.

All signatures must be legible and written substantially as registered. Do not use nicknames or initials in place of full names.

- Last day to obtain nomination papers 51 days prior is: *Thursday, March 2, 2023*
Last day to return to Town Clerk 35 days prior is: *Friday, March 03, 2023*

Campaign Finance Activity

The law requires that candidates seeking election report campaign expenses and contributions. Forms are available in the Clerk's Office.

Filing deadlines:

Pre-election reporting due 8 days prior:	4/14/2023
Post-election reporting due 30 days post:	5/23/2023
Year-end reporting due following January 20th:	1/20/2023

- Political Signs
Candidates referred to the Building Dept regarding political signs. There is no fee.

Temporary political signs may be displayed not more than twenty-one (21) days prior to the election, **04/01/2023** and three (3) days after the election, **04/26/2023**. No sign shall exceed four (4) square feet in a Residence District, 3A Design District and Conservancy District, and twenty-four (24) square feet in other Districts.

- Campaign Activities on Election Day.
On Election Day, you are prohibited within 150 feet of the polling center, from holding any campaign sign; handing any person literature intended to influence the voter’s action within the designated area surrounding the polling place; wearing any campaign buttons or identifying signage; soliciting a person’s vote for or against a candidate or question on the ballot; or distributing stickers.



Step One: Setting Up Your Candidate's Committee

- Appoint a Chairman and a Treasurer for your committee.

The office of Treasurer is vital to an organized political committee. Under the campaign finance law, no money or anything of value can be received and no expenditures or disbursements can be made by a political committee (or any person acting under the authority of or on behalf of a political committee) while it has no treasurer.

An appointed treasurer must be in place prior to the time a political committee files its Statement of Organization with the city or town clerk since the treasurer's name and address must appear on the completed form.

A treasurer is appointed, or qualified, for his or her office by filing a written acceptance of the office with the city or town clerk.

The treasurer remains subject to all the duties and liabilities imposed by the campaign finance law until his or her written resignation of the office is received, or his successor's written acceptance is filed with the city or town clerk. The treasurer is primarily responsible for:

- Authorizing expenditures made on behalf of the political committee;
- Keeping detailed accounts of the campaign finance activities of the political committee;
- Keeping and preserving detailed records of the campaign finance activities of the political committee; and
- Preparing and filing required campaign finance activity reports.

If a political committee needs to appoint a new treasurer, the former treasurer should submit a written letter of resignation to the political committee. The political committee should appoint a new treasurer who will complete and sign a

[CPF M T 101: Change of Treasurer](#) form. The political committee must submit the change of treasurer form and a copy of the former treasurer's resignation letter to the town or city clerk within ten days following the change.

Care must be taken when selecting a new treasurer for the political committee. There are restrictions on who may serve as the treasurer for a political committee organized in Massachusetts. Those who **cannot** serve as the treasurer of a political committee include:

- a public employee (one who is employed by the Commonwealth, a county or a city or town);
- The Secretary of the Commonwealth;
- a city or town clerk (except those that do not administer elections);
- a member of a board of registrars of voters in any city or town; or
- a member of an election commission in any city or town.
- a candidate may not be the treasurer of the political committee organized on his behalf.

- Download and complete the [Form CPF M 101](#): Statement of organization for a municipal candidate's committee.
- Your reports must be done on paper and filed with your local election official.

Step Two: Setting Up Your Bank Account

- Your bank may ask you for a copy of your completed Statement of Organization (CPF M 101).
- Candidates should contact their banks in advance for further information about the bank's requirements to open a campaign account. Unlike the Depository system, the campaign finance law does not have any special requirements about the type of account you open and your bank will not have any campaign finance reporting requirements.
- Many banks require committees to obtain an Employer Identification Number (EIN) to open a campaign account. The IRS allows you to apply for an EIN online.
- Candidates and committees should also consult the [Massachusetts Department of Revenue](#) for information on any state tax requirements that may be applicable.
- Additional Help / Information:
 - OCPF Memorandum [M-89-02](#): Information on obtaining a Federal ID number and filing tax returns for political committees.

Step Three: Commence Recordkeeping and Reporting

- Once your committee is established, you will need to start reporting your campaign finance activity. Your reports will be submitted to your local election official. You will need to contact your local election official for your reporting schedule.
- You can use this form: [CPF M 102](#): Municipal Campaign Finance Report ([Editable version](#)) ([Instructions](#)).
- Candidates and committees must maintain detailed accounts of all contributions received and all expenditures made. These records must be kept separate and distinct from any other accounts or records and must be preserved for 6 years from the relevant election.

Position/Incumbents	Address	Voter ID
Town Moderator (3)		
Sean P. O'Brien	15 James Justice Way	03OSN2976006
Board of Selectmen (3)		
Donald J. Alcombright	218 Indian Pond Rd	12ADD1683002
Jessica M. Kramer	10 Grays Beach Rd	08KLA1680002
Assessor (3)		
Andrew MacInnis (moving)		
Treasurer (3)		
Carl L. Pike	35 Shore Dr	04PCL2247000
Town Clerk (3)		
Paul M. Gallagher	8 Longview Dr	03GPL2962000
Planning Board (1 for 5 yrs)		
David W Gavigan, Jr.		
Silver Lake Regional (1 for 3yrs)		
Emily R. Davis (resigned)	Laurie Casna appointed	
Silver Lake Regional (1 for 1 yr)		
LeslieAnn McGee (resigned)	Chris Ekhart appointed	
Kingston Elementary (2 for 3 yrs)		
Jeanne M. Coleman	20 Howlands Ln	06PJE0982000
Michael Cowett (resigned)	Trishia A. Arieta appointed 3 Longview Dr	01ATA1069002
Water Commissioner (1 for 3 yrs)		
Robert R. Kostka	55 South St	04KRT1749000
Housing Authority (1 for 5yrs)		
Vacant		
Board of Health (2 for 3 yr)		
Dennis Randall	39 Winter St.	06RDS2846000
Heidi Whipple	35 Lake St	03RHI0679003
Library Trustees (2 for 3 yr)		
Vanessa M. Verkade	109 Summer St	04VVA2161000
Daniel Francis McKenna appointed	7 Smiths Ln	06MDL2557000
Recreation Commission (2 for 3)		
Eileen Moynihan appointed	16 School St	04MEN2245000

<i>Position/Incumbents</i>	<i>Address</i>	<i>Voter ID</i>
Patrick Rooney	13 Riverside Dr	06RPK1477003
Recreation Commission (1 for 1)		
<i>Suzanne Haggerty appointed</i>	15 School St	07HSE2868001
Sewer Commission (1 for 3)		
William Watson	3 West Ave	09CPR0347000