

# TOWN OF SOUTH HADLEY

116 MAIN STREET

SOUTH HADLEY, MA 01075

Town Clerk, Carlene C. Hamlin

[chamlin@southhadleyma.gov](mailto:chamlin@southhadleyma.gov)

## CANDIDATES REQUEST FOR NOMINATION PAPERS 2021 ANNUAL TOWN ELECTION

The Town of South Hadley has accepted MGL Chapter 53, Section 9A. That statute requires candidates to declare the town office they seek at the time they take out nomination papers and imposes a restriction on the last day such papers may be acquired, as well as the number of nomination papers any one candidate may receive.

### CONTACT INFORMATION:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PRECINCT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

*Please Note: the above contact information will be distributed to the press. Your name and address will appear on the nomination papers & ballot as it appears on the voting list.*

### OFFICESOUGHT:

- |                                                                                               |             |
|-----------------------------------------------------------------------------------------------|-------------|
| <input type="checkbox"/> Select Board (2 members)                                             | 3 Year Term |
| <input type="checkbox"/> School Committee (2 members)                                         | 3 Year Term |
| <input type="checkbox"/> Planning Board (2 members)                                           | 3 Year Term |
| <input type="checkbox"/> Library Trustee (3 members)                                          | 3 Year Term |
| <input type="checkbox"/> Town Moderator (1 member)                                            | 3 Year Term |
| <input type="checkbox"/> Board of Assessors (1 member)                                        | 3 Year Term |
| <input type="checkbox"/> Board of Health (1 member)                                           | 3 Year Term |
| <input type="checkbox"/> Board of Health (2 members)                                          | 1 Year Term |
| <input type="checkbox"/> Housing Authority (2 members)                                        | 5 Year Term |
| <input type="checkbox"/> Housing Authority (1 members)                                        | 2 Year Term |
| <input type="checkbox"/> SHELD (2 members)                                                    | 3 Year Term |
| <input type="checkbox"/> Town Meeting Member Precinct A, B, C, D & E (8 members per precinct) | 3 Year Term |
| <input type="checkbox"/> Town Meeting Member Precinct A, C, & E (1 member per precinct)       | 2 Year Term |

**NOMINATION PAPERS REQUESTED:** MGL Ch53, Section 9A limits the number of papers a candidate can obtain to no more than the number of papers necessary to obtain the required number of signatures x 5. With COVID-19 I recommend candidates request the maximum number of papers allowed. You may not make copies of your papers.

Requested number of nomination papers (2-10): \_\_\_\_\_

Receipt of papers:

please mail me my papers at the address above

please tape the papers in an envelope on the door at town hall for me to pick up\*

*\*Please Note: you will receive an email regarding when you may pick up your papers. Staff will be available at town hall on Monday and Tuesdays but appointments for pick up can be made on other days.*

**CANDIDATE AFFIRMATION AND SIGNATURE**

I am a duly registered voter of the Town of South Hadley, have completed this form and hereby request nomination papers for the Office I have declared above.

Signed under penalties of perjury: \_\_\_\_\_

Candidate Signature \*

*\*Please Note: typed signatures will be accepted when received from candidate's email address.*

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**Office Use Only**

DATE PAPER PROVIDED:  Mailed  Picked Up    DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RETURNING PAPERS:        DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

NUMBER of PAPERS: \_\_\_\_\_        NUMBER of UNCERTIFIED SIGNATURES: \_\_\_\_\_

CERTIFICATION:        NUMBER of CERTIFIED SIGNATURES: \_\_\_\_\_

NOTIFICATION: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

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## **Instructions regarding nomination papers while the town offices are closed to the public:**

- Complete the **Candidates Request for Nomination Papers**
  - Select the office you are seeking election
  - Indicate the number of papers you would like to receive (10 is the max number allowed and is recommended)
  - Indicate whether you want the papers to be mailed to you or if you would like to pick them up at town hall. Please keep in mind that town offices are closed to the public and the Town Clerk's office is working remotely some days. Please plan accordingly.

Deadline to Obtain Nomination Papers: *Friday, February 19th at 5:00PM.* The Town Clerk's Office will be available until 5PM to issue nomination papers at town hall. You must submit the request via email by 5PM to qualify and papers can be picked up outside of town hall after 5PM.

- **Submit your Candidates request for nomination papers** to [chamlin@southhadley.ma.gov](mailto:chamlin@southhadley.ma.gov) Upon receipt you will receive a confirmation email with links to candidate materials and information on receiving your papers.
- **Receive your nomination papers** – please allow 3 business days from the date mailed to receive your papers via mail and email [chamlin@southhadley.ma.gov](mailto:chamlin@southhadley.ma.gov) if you do not receive them after that. Papers for pick up will be placed in an envelope with your name on it on the front door of town hall 10 minutes prior to your arranged pick up time.
- **Collect Signatures** – 50 qualifying voter signatures is required. I recommend obtaining enough signatures, accounting for some that may not qualify and would be rejected. Please review the sample nomination papers do's & don't's document that you will be provided with your confirmation email. You do not need to fill in the voter's precinct numbers
- **Return Nomination Papers** to the Clerk's Office to be certified – Please place your papers in an envelope and drop it in the Tax Collector drop box outside of the town offices. Kindly email [chamlin@southhadley.ma.gov](mailto:chamlin@southhadley.ma.gov) to alert me that your papers have been returned.

Deadline to return nomination papers: *Tuesday, February 23<sup>rd</sup> at 5:00 PM.* The Town Clerk's Office will be available until 5PM to pick up nomination papers returned from the drop box outside of the town offices. Any papers left in the box after 5PM will not qualify.

- **Certification of Papers** – certification of papers must be done in the Town Clerk's office, they cannot be handled remotely, and will be certified as quickly as possible. You will receive an email after certification is completed confirming whether you obtained enough qualifying signatures to have your name placed on the ballot.