

PA 2016 Nomination Paper Instructions

(Rev. 04/05/16 – Roy Minet)

Note: None of this is terribly difficult or complex, but there are a number of pitfalls that must be avoided. Therefore, it is strongly suggested that you read through these instructions in their entirety before beginning, even if everything seems obvious or you've done it before. Make sure you use the form that has been carefully prepared and checked by the LPPA Elections Committee! Do not attempt to start with a blank (or other) form. You can request to have sheets mailed to you by Rich Schwarz (see contact info at end of these instructions). Call or email him furnishing your mailing address. Or you can print your own sheets from a "PDF" file using the following instructions.

Printing Nomination Papers

If you have received the form electronically as a "PDF" file, you will need the Adobe Acrobat Reader to view, possibly edit and print your sheets. It's very hard to find a computer that doesn't already have the Acrobat Reader installed, but if you need it, it's a free download from <https://get.adobe.com/reader/>

- 1. Localization** – The form prepared by the Elections Committee can be used anywhere in Pennsylvania, but needs to be "localized".
 - a. County** – The minimum "localization" required is to indicate the county of the signers. There are two places where the county must be filled in: Section "A." in the space numbered "2." (Side 1, near the top) and in the first blank in Section "E." (Side 2, near the bottom). Note that the county can be typed into the blank at the top of the PDF form and it will automatically also appear in the second space at the bottom. You can do this before printing. If you have a hard copy form that does not have the county filled in, you will need to legibly print the county into both spaces before making any copies. Note that anyone who signs the form must be a voter registered in the county indicated on that sheet.
 - b. Candidates** – Section "B. CANDIDATE INFORMATION" has already been correctly filled in with the six statewide candidates. There are two blank lines under the statewide candidates that can be used for local candidates. If there are no local candidates (U.S. Congress, State Rep., etc.), the form is good to go as is (except for the county as discussed above). If you will be gathering signatures for either one or two "local" candidates, their information will need to be entered on the first or both blank lines. The "OFFICE TITLE" for Congress is "Representative in Congress" and the congressional district number (e.g., "16") goes in the "DISTRICT" column. For a state representative, the "OFFICE TITLE" should be "State Representative". Note that the "City, Boro or Twp." for the candidate may not necessarily be the same as the "city" used in the mailing address. As with the county, the candidate information can be typed in before printing the form (recommended) or legibly hand-printed afterward. Note that any voter who signs the form must be eligible to vote for any local candidate(s) on the form, in addition to being registered in the county indicated on the form. Be careful as local district boundaries may cross other local districts as well as county boundaries. For example, parts of Congressional District 16 lie in three different counties

(Lancaster, Chester and Berks). Having a state rep. in combination with a Congressional candidate could chop things up into even smaller pieces, each requiring a slightly different form.

- c. **Other** – Note that Section “B. PRESIDENTIAL ELECTORS” is completely filled in and need not be touched. The same is true for Section “C. COMMITTEE TO FILL VACANCIES”.
2. **Printing** – Nomination papers must be printed on plain white 8.5” x 14” (legal size) paper, both sides. Side 1 and Side 2 for each sheet must be printed back-to-back and head-to-head. This requirement cannot be met by printing the two sides on separate pieces of paper and joining them together. Thus, you need to print just Side 1 on the paper, then flip the paper over (flip along the long side for head-to-head) and then print Side 2 on the opposite side of the paper.
- a. **Paper** – The sheets sustain a surprising amount of abuse during signature collection and definitely must endure quite a bit of handling after you turn them in. It is critical that they remain legible and in one piece. Do not use flimsy “standard” paper (usually 20lb.). Heavier weight 28lb. paper is ideal. If Staples does not have it in stock (likely), they will order it to be delivered to your door in two or three days, or you can just order it online. Amazon has it at a lower price, but standard shipping takes about a week. If you need only a few sheets (be sure to allow extra for mistakes), you may be able to talk a copy/print shop into selling you a small quantity. Most such shops will also print (and copy) the forms for you if you give them the PDF on a thumb drive. Remember to tell them that you need the copies on 28lb. or heavier paper.
 - b. **Printer** – Most printers can handle printing on legal size paper. You just have to load the paper and adjust the printer’s setup to let it know that it will be printing on 8.5” x 14” paper.
 - c. **Print** – Open the PDF file in the Acrobat Reader. Fill in the editable fields if/as needed (see Localization above) and save the file. Scroll to the top of the document (Side 1). Select “File” then “Print” to bring up the print dialog. Under “Pages to Print” select “Current Page”. Click the “Page Setup” button and make sure the paper size is set to “Legal,” then click “OK”. A miniature version of Side 1 should be displayed and marked “8.5 x 14 Inches” above its top. Click the “Print” button to print Side 1. When Side 1 has printed properly, flip the paper and scroll down to the bottom of the document (Side 2). Repeat the foregoing steps to print Side 2 on the reverse side of your paper.

Gathering Signatures

Most people are very willing to sign, but you do have to get off your butt, find them and ask them. Don’t be bashful and don’t wait. This election cycle, if you hang a sign around your neck that says, “**Sick of the Establishment? Sign this Petition!**” you should draw an eager crowd.

1. **Location** – The absolute best location is to intercept voters as they exit a busy polling place on Tuesday, April 26th, primary election day. Please plan to work a polling place on April 26th if you possibly can. We will get a lot of valid sigs on primary day, but we will still need a lot more. So, please start now and work on it steadily. Get family and friends to sign. Go door-to-door in your neighborhood (or anywhere). You can gather signatures anywhere on public property (sidewalks, etc.); sadly, that does not include Federal property. On private property, you need the owner’s

permission (or leave promptly and politely if asked to do so). Some suggestions for locations that have worked well are outside supermarkets, farmers' markets or post offices. City sidewalks are good too.

2. **Screening** – If someone is not willing to sign, keep smiling and move on immediately. Do not get into an argument or lengthy discussion. If someone is willing to sign, your first task is to make certain they are eligible to sign. Are they a registered voter (any party or independent)? Are they registered in the county that is specified on your sheet (see "Localization" above)? If you have a local candidate(s) on your sheet, is the person in that candidate's district and therefore eligible to vote for that candidate? If you are gathering sigs in a public place, the person could be from anywhere, so careful screening is essential. If you are going door-to-door, you know where they live and only need to make sure they are a registered voter. If you are intercepting voters leaving a polling place after voting in the primary election, you know they are 100% golden and no screening at all is needed.
3. **Supervising the "Sig"** – In order for the signature to be valid, the voter must be qualified (see screening above) and all information must be both correct and legible. Our "friends" in the two old parties will immediately challenge any line they think is incorrect in any detail or just hard to read. Remember that the thousands of signatures must be looked up in the Pennsylvania SURE database of registered voters in order to validate them. If the name or address can't be read, it will be impossible to find the voter and the signature will be invalid. One person may not fill out any part of the line for another person and ditto marks are not allowed. A solid, stable writing surface does wonders to improve legibility. A legal-size clipboard is best, perhaps stabilized on some nearby object. Use a rubber band to hold down the loose end of the paper. If you leave the voter alone to fill in a line, about a third of the time they will mess something up. So, you should try to supervise them as they fill in the blanks. You can point to each blank with one of your back-up pens and tell them what to put in the space as they go across the page. A few may eschew your assistance, but most will appreciate the help as it will save them time and effort. Be sure to tell them to print legibly except, of course, for the signature itself.
 - a. **Signature** – The first blank is for the signature as they signed for their voter registration. Believe it or not, some people don't always sign the same way, but they won't remember how they signed their registration anyway. You can't really control this so just ask them to sign as they would sign a legal document.
 - b. **Printed Name** – This is self-explanatory. We just have to be able to read it.
 - c. **House No.** – Just the number.
 - d. **Street or Road** – Just the name, including St., Rd., Ave. Etc. It is very important to be able to read this.
 - e. **City, Boro or Twp.** – This is the city, borough or township in which the voter lives. It is not necessarily the same as the city used for their mailing address. This is a common mistake.
 - f. **Date** – Just the month and day are required. The year is optional. Some careless signers may try to put their zip code in here instead of the date.
4. **Fixing Mistakes** – You can't. If a signer makes a mistake, you need to strike that signature by drawing a single solid line all the way across the page through the center of that signature line. Have that signer start over on the next line and do it correctly. It is critical to catch mistakes

immediately while the signer is there to re-do it. Also, an uncaught mistake can really mess up your sheet if the next signer(s) copy the mistake (e.g., the wrong date or fill in their zip code instead of the date). The date column must not be out of chronological order.

5. **A Question You'll Have to Answer** – Most people will not notice or ask, but a few will see that we are apparently going to put Carla Howell on the ballot for President of the US and Ken Krawchuk for Vice President. Carla is the Political Director on the national LP staff and our own Ken Krawchuk will be running for Governor in 2018. They are stand-in candidates. At the national LP convention in Orlando the last weekend of May, the LP delegates will nominate candidates for President and Vice President, just like the Ds and Rs will do at their conventions this summer. Shortly after the LP convention, Carla and Ken will withdraw and the Committee to Fill Vacancies (see section C. of the form) will replace them with the real LP nominees. Until then, you'll have to be prepared to explain this if asked.
6. **Optional** – If you have some with you, you could reward anyone who signs with one of the LPPA's "Government Gone Wild" brochures.
7. **Turning In Sheets** – The last step before turning in each sheet is to fill in and sign section "E. STATEMENT OF CIRCULATOR" (that's you). Print your name under the county. Sign and date it (the date must not precede the date of the latest signer) and fill in your address information at the bottom. The sheets do NOT need to be notarized. Do NOT fill in any page numbers at the bottom of either side as all sheets will be consolidated and sequentially numbered in late July immediately prior to filing. Your county coordinator may consolidate sheets for your area. Either you or your coordinator should hand-deliver or mail completed sheets to **John Karr, 800 North Second Street #139, Philadelphia, PA 19123**. All sheets must be received at the turn-in address by July 21, 2016. Please turn in completed sheets right away. Turn in a partial sheet if you know you will be unable to gather any sigs for the next ten days (going on vacation, etc.). Don't hold sheets until the deadline as volunteers will not have time to validate a large surge of sheets before the filing deadline!

These instructions should answer your questions. However, if you still have unanswered questions or problems of any kind, don't hesitate to contact your county coordinator or one of the contacts shown below. We will be glad to help.

THANK YOU for volunteering! ANY number of signatures you can turn in will be greatly appreciated, whether it be 10, 100 or 1,000. Having our Libertarian Party candidates on the ballot this election is more important than ever. No matter whom the two old parties nominate for president, it seems clear that a solid majority of voters won't like either one of them. We have an unprecedented opportunity to get votes, gain momentum for the LP and move public policy in a libertarian direction.

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