

CITY ELECTION 2021

This year, rather than regional on-site training, OCPF will hold on-line training seminars for city candidates* who file locally.

The Zoom training will last about an hour, and covers the ground rules related to public employees, public buildings and public resources, as well as information about how and when to file campaign finance reports. Each seminar will include the same issues, but candidates are welcome to attend as many sessions as they choose. The dates and times of seminars are as follows:

1. Friday, May 14 at 9:00 a.m.
2. Monday, May 17 at 5:30 p.m.
3. Tuesday, May 25 at 5:30 p.m.
4. Monday, June 7 at 9:00 a.m.
5. Monday, June 14 at 6:00 p.m.

Please share these dates with your candidates, including incumbents, and encourage them to attend. The information provided at these meetings will address most questions candidates have about the process. They can register for a specific date by sending an e-mail to Jason Tait at jtait@cpf.state.ma.us

You may also want to share [this summary](#) of the law with candidates, as well as [this short tutorial](#).

**Includes all city candidates, except mayoral candidates and city council candidates in cities with populations of 65,000 or more. City candidates who file with OCPF are encouraged to attend a regular Wednesday afternoon Zoom seminar, [listed here](#).*

Limits and Thresholds

- **\$1,000** annual contribution limit from an individual.
- **\$500** annual limit from a PAC to a candidate.
- Receipts of more than **\$50** must be itemized on deposit reports. Best practice: Enter the name and address of each donor into R6, even those of less than \$50.
- Contributions of \$200 or more require **occupation and employer** information.
- **Cash** limited to \$50 annually per donor. **Money orders** limited to \$100 annually.
- **Splitting a check:** A campaign can split a check between two donors if both names are printed on the check. The contributions would be reported as two individual receipts on deposit reports.

Sub-vendor Reports

- If a campaign pays a vendor **\$5,000** or more in a calendar year, and the vendor subsequently makes payments of **\$500** or more on behalf of the committee to a sub-vendor, a sub-vendor report is required.
- **Due by the 5th of the month** to cover the previous month.

PAC and Party Limits

PAC: Certain candidates are limited to how much Political Action Committee money they can receive in a calendar year:

- Governor: \$150,000
- Lt. Gov.: \$31,250
- Attorney General: \$62,500
- Secretary of State: \$37,500
- Treasurer: \$37,500
- Auditor: \$37,500
- Governor's Council: \$18,750
- County Office: \$18,750
- Senate: \$18,750
- House: \$7,500
- Municipal: No limit

PAC: If a PAC contributes to a candidate who has exceeded his or her annual PAC limit, and the candidate has deposited the check, the candidate is required to refund the PAC.

Party: A local party committee can contribute **\$1,000** annually to a candidate. A state party's limit is **\$3,000**. Local and state parties can contribute **unlimited in-kind** contributions to candidates.

Contact Information

617-979-8300
Fax: 617-727-6549
www.ocpf.us
E-mail: OCPF@cpf.state.ma.us
Twitter: @OCPFReports
YouTube: "OCPFReports"

The Depository Bank
System for
Candidates



Massachusetts Office of
Campaign and Political
Finance

617-979-8300
www.ocpf.us

Statewide Candidates
County Candidates
Governor's Council
House and Senate
Mayoral Candidates
City Council (pop. 65,000 or more)

Organization

- Step 1: Submit a CPF 101 form to OCPF (on-line organization).
- Step 2: Open a bank account by completing a form CPF D103. The form is filed with OCPF. Most banks require an IRS EIN number to open an account.
- Step 3: Commence recordkeeping and reporting. Reports are filed using Reporter, OCPF's online filing system.

NOTE: A list of participating banks is available on the OCPF website under the "Getting Started" tab.

Reporting Requirements

- **A candidate's depository bank e-files reports monthly.** The report itemizes expenditures and a summary total of all deposits for the period. The reports are filed by the bank even if there is no activity for the period. Bank reports are due by the 5th of each month.

Identify Contributors

- Candidates **e-file deposit reports with OCPF** after making a deposit (Best practice): File the report within three days of making a deposit).
- **Deposit reports are only filed when a deposit is made.** There is no requirement to file deposit reports if money was not deposited into a committee's checking account.
- Contributions of **more than \$50** for the year must be itemized (name & address) on deposit reports. Best practice: Itemize all contributions.

Expenditures

- **Expenditures are made through the campaign checking account, by check or debit card.**
- A committee **credit card** can be used. Credit card reports are required.
- An expenditure's purpose is detailed on the memo line of the check.
- **Purpose information** must be detailed. For example, if a candidate hosts a campaign event on July 4 and pays a caterer, it should be listed like this:



- **Reimbursements:** Limited to \$100. Reimbursement reports are e-filed to disclose vendors.
- **Please write legibly** on checks so banks are able to accurately report expenses to OCPF.
- **Debit Card:** A campaign must append a bank report to reflect the purpose of a debit card expenditure within seven days of a bank report being filed. This is done using OCPF's reporting system, R7.

The Year-End Report

- Due by Jan. 20. Late fines are \$25 a day up to \$5,000.
- The year-end report includes a summary total of a committee's receipts and expenditures for the calendar year.
- Itemized in-kind contributions, liabilities and savings are also included in the year-end report.

General Reminders

- **Raffles** are prohibited.
- **No anonymous** contributions, including "passing the hat" for cash.
- **Corporate, LLC, LLP and partnership** contributions are prohibited.

Public Employees

- **MGL Chapter 55, Sec. 13** prohibits public employees from soliciting or receiving funds for any political purpose, 24-7, nationwide.

- **Who are public employees?** Anyone employed for compensation by the state, a county or a municipality, full or part time. Elected officials and retirees are exempt.

Public Buildings

- **MGL Chapter 55, Sec. 14** prohibits soliciting or receiving contributions in buildings used for governmental purposes.

- **The prohibition** is in effect at all times, even during non-business hours, within the "four walls" of a building – not outside.

CITY OF NEWTON

CANDIDATE GUIDE



CREATED BY CITY OF NEWTON CITY CLERK'S OFFICE

UPDATED April 29, 2021

Table of Contents

Introduction	2
Newton Municipal Election Calendar.....	4
Campaign Finance Overview	5
Organization and Disclosure	5
Campaign Finance Reporting	5
City Council and Mayoral Candidates	6
Filing Dates and Disclosure.....	6
Forbidden Conduct.....	7
Dissolution of a Committee.....	7
Annual Campaign Contribution Limits	8
Nomination Papers.....	9
Gathering Signatures.....	9
Objections and Withdraw	9
Public Records	10
Nomination Papers.....	10
Voter Lists / Extracts.....	10
Political Advertising.....	12
Advertising Continued.....	12
Campaign Season/Election Signs.....	13
Election Day.....	15
Campaigning on Election Day.....	15
Public Observation	15
Ward and Precinct Map	Error! Bookmark not defined.
Appendix A – CPF M101	17
Appendix B – CPF M101 BQ	18
Appendix C – CPF M101 PC	19
Appendix D – CPF M101 SFA	20
Appendix E – CPF M102	21
Appendix F – CPF M102 Schedule A.....	23
Appendix G – CPF M102 Schedule B	24
Appendix H – CPF M T 101	25
Appendix I – CPF D103 (Mayoral and Council Candidates).....	26

Introduction

This guide is designed to provide basic information about campaigning for an Elected Office in the City of Newton. Referenced in this guide are Massachusetts General Laws in addition to the City Charter and City Ordinances. Although legal references are included, more detailed information may be obtained through the City Clerk's Office at (617)796-1200 or the Secretary of the Commonwealth Election Division at 1(800)462-VOTE.

Information pertaining to campaign finance should be directed to the Office of Campaign and Political Finance at 1(800)462-OCPF.

Campaign Finance Overview

Chapter 55 of the MGL covers all aspects of campaign finance law for state and local elections. The Office of Campaign and Political Finance prepares comprehensive guides on campaign finance activities as they relate to local candidates, political action committees and ballot question committees. To obtain this information please consult their website, contact the OCPF directly at 1(800)462-OCPF or call the City Clerk's Office at (617)796-1200.

If you are thinking of running for an elected office, you should contact the City Clerk's Office or the Office of Campaign and Political Finance before undertaking any activity. The campaign finance law has a very broad definition of "candidate" and an individual may be considered a candidate under the law well before any formal announcement is made.

Organization and Disclosure

Candidates who file locally, municipal ballot question committees, local party committees and locally-based political action committees file organizational forms at the City Clerk's Office. The law does not, under most circumstances, require a candidate to have a political committee organized on his or her behalf, but most candidates have one. Form CPF M101 Should be filed with the City Clerk's Office as soon as the committee is organized. ***(Please Note - Candidates for Mayor and City Council file their M101 statement with OCPF directly)*** A copy of each of the forms are available in the appendix of this packet and are also available at the City Clerk's Office.

- For Candidate Committees use **CPF M101**
- For Ballot Question Committees use **CPF M101 BQ**
- For Political Action Committees use **CPF M101 PC**
- For a Candidate's Segregated Fund use **CPF M101 SFA**

The Organizational form contains the names and addresses of the committee officers. If there are any changes in the information those changes should be reported to the City Clerk's Office within 10 days of that change. Any change in treasurer should be submitted by completing **Form CPF M T 101** and filing it with the City Clerk's Office.

Campaign Finance Reporting

Newton candidates and political committees are required to file form **CPF M102** with the City Clerk's Office on or before each reporting date. ***(Please Note - candidates for Mayor and City Council file electronically with OCPF)***. Candidates and treasurers are responsible for the legality, validity, completeness and accuracy of each of their reports. *Please remember Records of all receipts and expenditures must be maintained by a candidate and committee for all activities, regardless of amount.*

City Council and Mayoral Candidates

All new City Council and Mayoral candidates must file a Statement of Organization (**CPF M102**) and Appointment of Depository Bank (**CPF D103**) forms directly with the OCPF prior to any receipt or expenditure of funds. A copy of the CPF 101 and CPF D 103 are available in the appendix of this packet and are also available at the City Clerk's Office.

REPORTING TO OCPF– Depository candidates must electronically file an Initial Report with OCPF within 3 days of designating a depository bank using OCPF's e-file system. When you make deposits to your depository bank, your campaign must also file contributor information on the same day, or shortly afterward, using the e-file system. At a minimum, Deposit Reports must be submitted by the 5th and 20th of the month. A year-end report which summarizes all receipts and expenditures must be filed by January 20th each year.

The filing requirements apply to all candidates, win or lose. Even those who lose in the Preliminary are required to file all reports until the committee has been dissolved. Candidates or committees not intending to spend or raise any money must complete a "Statement of a Candidate Not Raising or Expending Campaign Funds" form with OCPF.

Candidates/Committees who file late are subject to a \$25.00 per day fine. This fine will be enforced by the Office of Campaign and Political Finance.

RECORDKEEPING – Records of all receipts and expenditures must be maintained by the candidate or committee for all activities, regardless of amount. Candidate and treasurers of all political committees organized in Massachusetts are required by law to preserve detailed accounts, vouchers and receipts for six years from the date of the relevant election.

Filing Dates and Disclosure

Candidates and committees are required by statute to file periodic campaign finance reports and are also responsible for the legality, validity, completeness and accuracy of their reports. The following is a schedule for filing reports with the City Clerk's Office or OCPF. **These reports MUST be filed whether or not money has been raised or expended during the reporting period and whether or not the candidate is nominated or elected.** Reports are due to the City Clerk's Office by the close of business on the day the report is due. **The candidate is personally liable for a \$25.00 per day late fine for each day a report is late.**

Pre-Preliminary Report: Due on or before the 8th day preceding the cities preliminary election. The form is to be complete from the day following the end date of the last report filed through ten (10) days before the due date. **(Please Note** - Only those candidates on the preliminary ballot are required to file pre-preliminary reports)

Pre-Election Report: Due on or before the 8th day preceding the city general election, complete from the day following the ending date of the last report filed through ten (10) days before the due date.

Year-End Report: Due on or before January 20 in the year following, complete from the day after the end date of the last report filed through December 31. The year-end report must be filed each year, so long as a committee is in existence or a candidate maintains a campaign fund, has outstanding debts, or is an incumbent elected official. If January 20th falls on a weekend the report would be due the next business day.

Forbidden Conduct

Massachusetts Law prohibits the following activities with regard to political campaigning.

- No one may influence a person's vote by paying money, giving a gift, threatening to fire, threatening to reduce wages, promising to hire or promising higher wages.
- City employees may not use their official authority to influence the outcome of an election.
- Public funds or resources may not be used for the purpose of influencing election results
- A political candidate or committee may not pay an owner or agent of a newspaper or periodical to advocate or oppose editorially any candidate or question.

Dissolution of a Committee

Committees that have no cash balance, assets or outstanding liabilities and wish to dissolve may do so. Candidates and committees that do not dissolve **must continue to report on a regular basis**, as do incumbents with or without a committee.

In order to dissolve, all residual funds from committee or candidate accounts must be donated to one or more of the following: (1) the Commonwealth of Massachusetts General Fund; (2) the City of Newton General Fund; (3) a scholarship fund; or (4) a charitable or religious organization. Donations to scholarship funds and charities are subject to certain restrictions. Contact OCPF for more information.

To dissolve, candidates or committees file the **CPF M102** Form and check the "Dissolution" box near the top of the summary page.

Annual Campaign Contribution Limits



ANNUAL CAMPAIGN CONTRIBUTION LIMITS

OFFICE OF CAMPAIGN AND POLITICAL FINANCE
COMMONWEALTH OF MASSACHUSETTS

TO: >>>>	Candidate / Candidate's Committee	Political Action Committee (PAC) ¹	People's Committee ²	State Party Committee	Local Party Committee	Ballot Question Committee
Individual ³	\$1,000	\$500	\$165	\$5,000 ⁴	\$5,000 ⁴	No limit
Lobbyist	\$200	\$200	\$165	\$200 ⁴	\$200 ⁴	No limit
Statewide Candidate's Committee ⁵	\$100 ^{6,7}	No Limit ^{6,8}	0	No Limit ⁶	No Limit ⁶	No Limit ⁹
County, legislative, municipal or other candidate / candidate's committee	\$100 ⁷	No limit ⁸	0	No limit	No limit	No limit
Political Action Committee (PAC) ¹	\$500 ⁹	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
People's Committee	\$500	\$500	0	\$5,000 ⁴	\$5,000 ⁴	No limit ¹⁰
State Party Committee	\$3,000 ¹¹	\$500	0	--	\$5,000 ⁴	No limit ¹⁰
Local Party Committee	\$1,000 ¹¹	\$500	0	\$5,000 ^{4,12}	\$5,000 ^{4,12}	No limit ¹⁰
Ballot Question Committee	0	0	0	0	0	No limit ¹³

¹ **PACs:** PACs must organize with OCPF under M.G.L. Chapter 55 before they may contribute to Massachusetts candidates or committees. Limits do not apply to Independent Expenditure PACs. (Independent Expenditure PACs may not contribute to candidates or other political committees, except for other Independent Expenditure PACs or Ballot Question Committees.) Please see OCPF's interpretive bulletin concerning Independent Expenditure PACs, [IB-10-03](#).

² **People's Committee:** After six months in existence, a PAC that has received contributions from individuals of \$165 or less per year and contributed to five or more candidates may request a change in its status to that of a people's committee. The maximum contribution from an individual to a people's committee is adjusted biennially by OCPF. The \$165 figure is in effect for 2016 and 2017.

³ **Contributions by Individuals:** Individuals under 18 years of age have an aggregate contribution limit of \$25 per year. There is no limit on how much a candidate may contribute to his or her own campaign, though the maximum amount that certain candidates may loan varies by the office sought. Contact OCPF for information concerning limits on loans from state candidates to their own campaigns.

⁴ **Contributions to Party Committees:** The maximum annual aggregate contribution that may be made by an individual, lobbyist, PAC, people's committee or party committee to all committees of any one party, including those on the state and local level, is \$5,000.

⁵ **Statewide candidates** include those running for or holding the office of governor, lieutenant governor, attorney general, treasurer/receiver general, auditor and secretary of the commonwealth.

⁶ **Candidates Certified to Receive Public Funds:** No candidate's committee that receives public financing pursuant to M.G.L. c. 55C may make a contribution to another political committee during the calendar year in which the candidate's committee receives public financing, except that a committee that receives public financing may pay a political party committee for goods or services provided by the political party committee to the candidate's committee.

⁷ **Contributions from a candidate's personal funds** to another candidate are subject to the \$1,000 individual limit, not the \$100 committee limit.

⁸ **Contributions from candidates to PACs:** A candidate is prohibited from "financing" a political action committee (Chapter 55, Section 5A). Please see OCPF's advisory opinion, [AO-11-05](#).

⁹ **Total PAC contributions:** The aggregate annual amount a state or county candidate may accept from all PACs in a calendar year is limited by M.G.L. c.55, s.6A. For example, a candidate for the Senate may not accept more than \$18,750 in total PAC contributions and a candidate for the House may not accept more than \$7,500. Candidates for municipal office are not subject to any such annual aggregate restriction.

¹⁰ **Contributions from a PAC, people's committee or party committee to a ballot question committee** are not subject to limitation but must be consistent with the principle for which the contributing committee was organized.

¹¹ **Party contributions to candidates:** This limit applies to monetary contributions only. There is no limit on in-kind contributions by a party committee to an individual candidate.

¹² **A local party committee** may contribute up to an aggregate of \$5,000 in a calendar year to all ward, town, city and state committees of the same political party.

¹³ **Contributions among ballot question committees:** A ballot question committee may contribute to another ballot question committee without limitation, provided such contributions are "consistent with the purpose for which [the contributing committee] was organized."

Nomination Papers

To be considered a candidate for an elected office in the City of Newton, individuals shall collect signatures from the registered voters in the City of Newton. Every year Nomination Papers are made available on May 3rd through the City Clerk's Office. Each elected position has a separate required number of signatures outlined in the City Charter but it is highly encouraged that the candidates obtain 40% more than the minimum requirement. The totals needed for each elected office are as follows:

- Mayor 400 Signatures Citywide
- Ward Councilor 50 Signatures Ward Only
- Councilor-At-Large 150 Signatures Citywide
- School Committee 150 Signatures Citywide

The name of the candidate, the candidate's residence including street number, and the office which the candidate seeks must be written or printed on all nomination papers. If the candidate is an incumbent, nomination papers may indicate that he/she is a candidate for re-election.

Gathering Signatures

Soliciting signatures in public areas of municipal buildings is permissible if conducted in a reasonable and unobtrusive manner, candidates are forbidden from leaving nomination papers or petitions on desks and counters in municipal offices to obtain required signatures. This practice may create the false appearance that public employees are using their official authority to influence the outcome of an election, which is prohibited by statute. Public employees are prohibited from using office time and facilities to work for the success or defeat of a political candidate or ballot question.

Please keep in mind: Signatures for nomination papers or petitions may not be gathered within 150 feet from a polling place.

Objections and Withdraw

When nomination papers are filed, they are considered valid unless written objections are made to them and filed with the City Clerk within two weeks after the filing deadline date. The City Clerk transmits written objections to the Election Commission, who must render a decision within four days after the last day to file objections. A candidate may withdraw their name from nomination by filing with the City Clerk a written request signed before a notary public (other than the City Clerk) within two weekdays after the filing deadline.

Public Records

Nomination Papers

Nomination papers, objections and withdraw are public records and are open to public inspection. They will be preserved in the City Clerk's Office for one year from the filing date.

Voter Lists / Extracts

Voter lists and extracts are available by **written** request through the City Clerk's Office which come in Excel format.

Requests can be made:

- Using enclosed Public Extract Request form.
- Via Next Request (preferred) at the follow link <https://newtonma.nextrequest.com/requests/new>
- Physical written request
- Via e-mail at elections@newtonma.gov



CITY OF NEWTON ELECTION COMMISSION

Telephone: (617) 796-1350
 Fax: (617) 796-1214
 E-Mail: elections@newtonma.gov

PUBLIC EXTRACT REQUEST

TODAY'S DATE	
APPLICANT	
APPLICANT PHONE	
E-MAIL	
ORGANIZATION	

AVAILABLE EXTRACTS:

- “Resident Extract”** – This extract contains all of the residents data in a community while excluding all minors (16 years of age and under) and public safety coded residents.

- “Voter Extract”** – This extract contains of all voter in the community. As this extract contains information free for public viewing, it is often requested by political parties and/or candidates.

- “Absentee Voter Extract”** – This extract contains all absentee voters for a specific election, including regular absentee and specially qualified absentees. It also includes information contained in the absentee record.

Signature of Applicant:	
Signature of Approval:	

Political Advertising

All printed political advertisements, whether in the form of a poster, a circular, or an advertisement in a periodical, must include information about its source. The name(s) of someone responsible for the contents must be printed on the advertisement. This can be the name(s) of:

- The chairman and treasurer of the campaign committee
- The names of two other officers of the campaign committee
- The name and residential address of one or more persons eighteen years of age or older

Also, advertisements in newspapers and periodicals have the following additional requirements:

- The word “advertisement” must precede the political advertisement and be in type not smaller than that of the body type
- A statement in substantially the following form must be submitted to the periodical:

“I hereby authorize the affixing of my name to the attached political advertisement on behalf of or in opposition to _____, candidate for _____, in the election to be held in the current year, or on behalf of or in opposition to a question being submitted to the voters in the election in the current year.”

Signature: _____

Address: _____

Date: _____

Witness: _____

This statement must be signed in the presence of a witness and the periodical that is printing the advertisement must retain the statement for at least a year for public perusal. (MGL Ch. 56 § 39, 41)

Advertising Continued

Unless the candidate is a veteran as defined by MGL Ch. 47 §7, the candidate cannot use the word “veteran” as applied to themselves in any printed matter.

No one may knowingly publish any false statement regarding a candidate or a question submitted to the voters if the statement is designed to help or hinder that candidate or question.

No one may use the name of any person as an endorser or supporter of a candidate or a question without the express consent of such person.

These provisions impose criminal sanctions and are not enforced by the Secretary of the Commonwealth, nor the Office of Campaign and Political Finance. Violations of these sanctions should be brought to the attention of the District Attorney or an individual may file a criminal complaint with the clerk magistrate in District Court to initiate prosecution.

Campaign Season/Election Signs

The City of Newton Inspectional Services Department has prepared the following informational pamphlet relative to election signs, so that all those involved in election campaigns will be aware of the laws pertaining to these types of signs. It is our experience that most violations of the city's election sign ordinance are due to the lack of proper information. Hopefully, this information sheet will provide the needed answers.

QUESTION: Are election signs allowed in residentially zoned districts?

ANSWER: Yes, election signs are authorized in residential districts, however they are strictly regulated.

QUESTION: Are there regulations pertaining to the size of election signs?

ANSWER: Yes, the face of the sign shall be *no higher* than and *no wider* than three (3) feet; and the *total area of all signs on the lot* shall not exceed 32 square feet.

QUESTION: Are there any regulations concerning where on the property election signs may be placed?

ANSWER: Yes, although election signs may be located anywhere on the lot, they may *not* be located in an area that may cause them to be a traffic hazard by blocking visibility of traffic on a public street or driveway. Furthermore, signs may not overhang a public sidewalk; however, where there is no sidewalk, no part of the sign shall be closer than eight (8) feet to the edge of the paved portion of the public way.

QUESTION: Notwithstanding campaign headquarters; are there any regulations concerning how many election signs may be placed?

ANSWER: Yes, no more than one election sign per candidate or per ballot question shall be erected on a single lot.

QUESTION: When can an election sign be erected and how long can it stay up?

ANSWER: Election signs may be erected *no earlier* than forty-five (45) days before an election and *shall be removed* within seven (7) days after an election.

QUESTION: Do election signs in residential districts require a permit?

ANSWER: No.

QUESTION: Are election signs allowed in non-residentially zoned areas in the city?

ANSWER: Yes, and the location of the signs on the lot are regulated the same as residential districts above.

QUESTION: What about signs on campaign headquarters?

ANSWER:

1. Campaign headquarters are considered an office use (Commercial).
2. Signs on campaign headquarters offices are regulated as any other signs in commercially zoned districts. They may have one principal sign, which can be up to three (3) square feet for every foot of building frontage but not exceeding one hundred square feet. In addition there may be a secondary sign which may be up to one square foot for each foot of building frontage on a parking area or on a secondary street frontage. Secondary signs shall not exceed fifty square feet. Additionally, each headquarters office may have up to 25% of the window area dedicated to political signage.

QUESTION: Do signs on campaign headquarters require a permit?

ANSWER: Yes, these signs fall under the definition of Accessory Signs, which require permits from the Inspectional Services Department.

QUESTION: What defines the location of a campaign headquarters?

ANSWER: For purposes of the sign ordinance, it is considered to be the address on file with the Election Commission. A headquarters office must be located in a commercially zoned district.

QUESTION: When can signs be displayed on a headquarters office, and how long can they remain?

ANSWER: Temporary signs may be erected as soon as the permit application is *received* by the Inspectional Services Department. The permit review process can typically take three weeks. Permanent campaign headquarters signs may not be erected until a permit is actually issued. Signs may remain for as long as the building is used for a campaign headquarters.

QUESTION: What about the placement of election signs at the polling stations?

ANSWER: The only election signs allowed on public property (i.e. schools, parks, streets, sidewalks, etc.) are placards, which are in the physical possession of a person (i.e. hand held or worn). In any event political signs may be located no closer than one hundred and fifty (150) feet from the polling places.

Should you have additional questions or concerns regarding political/campaign signs, please feel free to call the Inspectional Services Department at (617) 796-1060.

Reference : Newton Revised Zoning Ordinances, Section 30-20(h)(6)

Election Day

Campaigning on Election Day

No poster, card, handbill, placard, picture or circular intended to influence the action of the voter shall be posted, exhibited, circulated, or distributed in the polling place, in the building where the polling place is located, on the walls thereof, on the premises on which the building stands, or within 150 feet of the building entrance door to such polling place. Any candidate, member of a ballot question committee, or their workers are prohibited from remaining within 150 feet of a polling place for the purpose of greeting and/or promoting any candidacy or cause to be voted on at that election. However, they may conduct exit polling.

No posters or stickers may be posted, circulated, or distributed within this distance and no person shall collect signatures on petitions or nomination papers within 150 feet of the entrance of any polling location.

Oral electioneering within 150 feet of the polling place is not forbidden by law; however, the election official at each polling place is authorized to maintain order and to enforce obedience of his/her lawful commands in and about the polling place and to keep access thereto open and unobstructed.

No one may hinder, delay or interfere with a voter on the way to a vote. Access to polling places must be open and unobstructed. (MGL Ch. 54 § 65)

Public Observation

Observers must be permitted inside the polling place outside the voting area throughout the day and after the polls close, unless they are disorderly or disrupt the access of voters.

Before the polls open, the ballot box must be shown to be empty to all observers. Candidates, or their authorized representatives, may view the first sheet of the printer packs one half hour before the polls open.

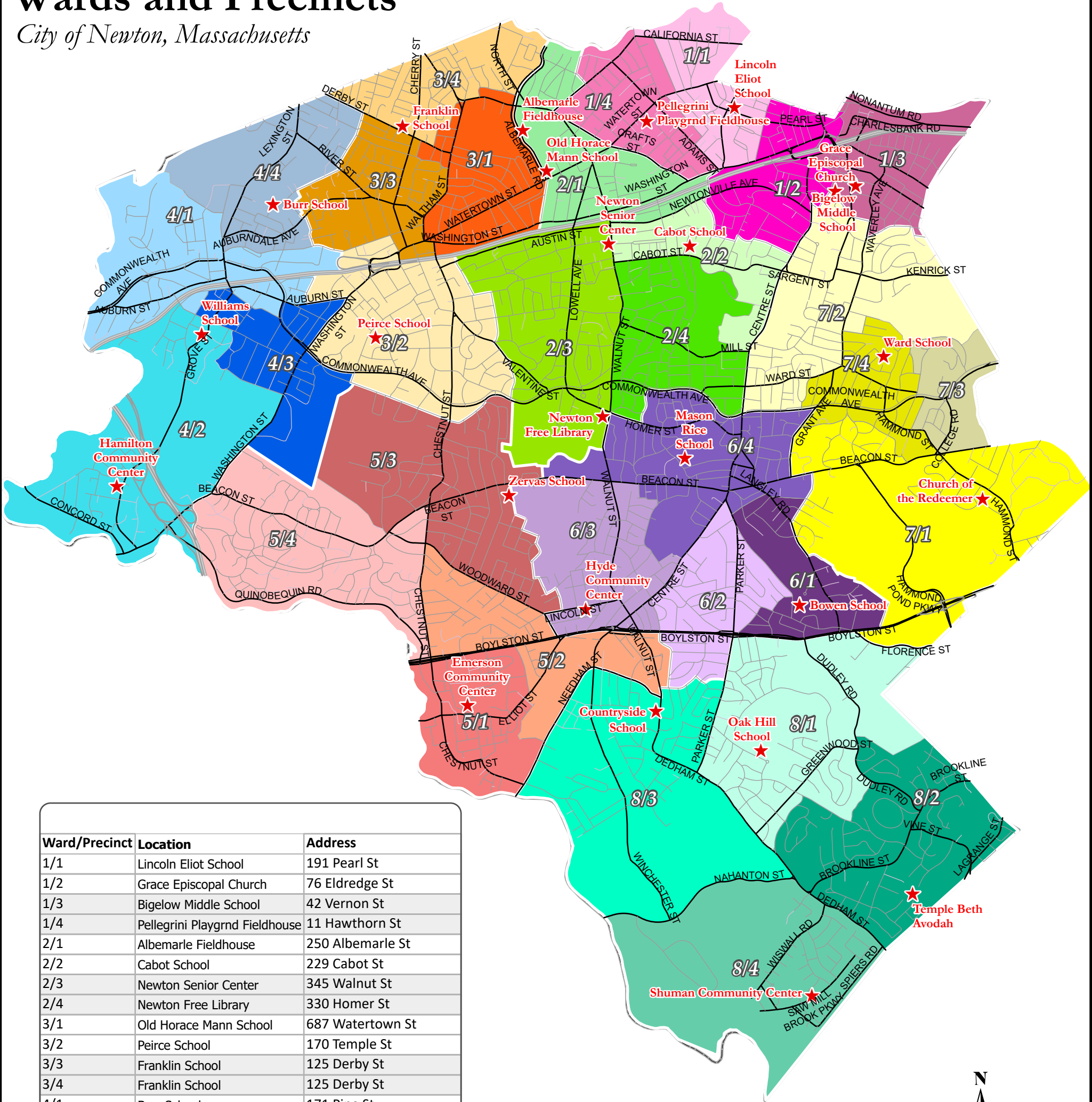
Observers may have copies of the voting list with them and may mark them. Election officers must distinctly announce the name, address and party (in primary) of all voters before they vote when they “check in”

No credentials are required for observers, but it would be courteous to notify the City Clerk’s Office in advance of observer’s intentions at the polling location.

At the moment the polls are closed the officer will secure the voting area until such time that the voting machines are locked and the results tapes are posted for viewing.

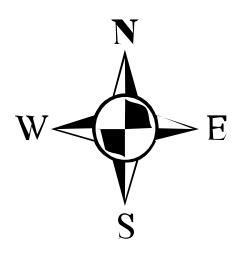
Wards and Precincts

City of Newton, Massachusetts

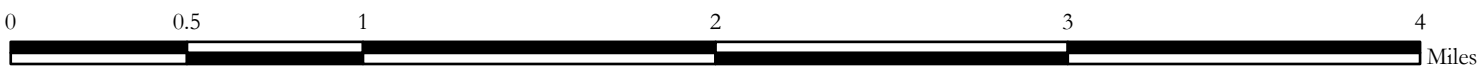
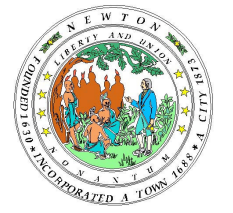


Ward/Precinct	Location	Address
1/1	Lincoln Eliot School	191 Pearl St
1/2	Grace Episcopal Church	76 Eldredge St
1/3	Bigelow Middle School	42 Vernon St
1/4	Pellegrini Playgrnd Fieldhouse	11 Hawthorn St
2/1	Albemarle Fieldhouse	250 Albemarle St
2/2	Cabot School	229 Cabot St
2/3	Newton Senior Center	345 Walnut St
2/4	Newton Free Library	330 Homer St
3/1	Old Horace Mann School	687 Watertown St
3/2	Peirce School	170 Temple St
3/3	Franklin School	125 Derby St
3/4	Franklin School	125 Derby St
4/1	Burr School	171 Pine St
4/2	Hamilton Community Center	545 Grove St
4/3	Williams School	141 Grove St
4/4	Burr School	171 Pine St
5/1	Emerson Community Center	51 Pettee St
5/2	Hyde Community Center	90 Lincoln St
5/3	Zervas School	30 Beethoven Ave
5/4	Zervas School	30 Beethoven Ave
6/1	Bowen School	280 Cypress St
6/2	Bowen School	280 Cypress St
6/3	Hyde Community Center	90 Lincoln St
6/4	Mason Rice School	149 Pleasant St
7/1	Church of the Redeemer	379 Hammond St
7/2	Bigelow Middle School	42 Vernon St
7/3	Ward School	10 Dolphin Rd
7/4	Ward School	10 Dolphin Rd
8/1	Oak Hill School	130 Wheeler Rd
8/2	Temple Beth Avodah	45 Puddingstone Ln
8/3	Countryside School	191 Dedham St
8/4	Shuman Community Center	675 Saw Mill Brook Pkwy

POLLING LOCATIONS ARE OPEN FROM 7 AM TO 8 PM



The information on this map is from the Newton Geographic Information System (GIS). The City of Newton cannot guarantee the accuracy of this information. Each user of this map is responsible for determining its suitability for his or her intended purpose. City departments will not necessarily approve applications based solely on GIS data.





Commonwealth of Massachusetts

Form CPF M101 PC: STATEMENT OF ORGANIZATION POLITICAL ACTION COMMITTEE MUNICIPAL FORM

Office of Campaign and Political Finance

File with: City / Town Clerk or Election Commission

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a political action committee as follows:

1.	Name (See note 1): _____
2.	Committee Mailing Address: _____ City / State / Zip: _____ E-mail Address: _____ Phone #: _____
3.	Purpose (See note 2): <div style="border: 1px solid black; height: 40px; width: 100%;"></div>
3a.	Specific issues and interests: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>

4. OFFICERS (See note 3):	
Chairman: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Treasurer*: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____ E-mail: _____ <small>* A public employee may not serve as treasurer of any political committee (see reverse).</small>
Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____	Other Officer/Title: _____ Residential Address: _____ City / State / Zip: _____ Phone #: _____

(Complete and attach a Form CPF M A 101, if necessary, with other officers and finance committee, if any.)

The chairman and treasurer of a political committee should be familiar with all provisions of M.G.L. c. 55, which specifies that each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts for a period of six years from the date of the relevant election; no expenditures shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents; and, that all funds of a political committee shall be kept separate from any personal funds of any officers, members or associates of such committee.

I hereby accept the office of Chairman of the above-named committee. I am aware that a candidate or elected official may not serve as chairman of a political action committee except as authorized by M.G.L. c. 55, s. 5A.

SIGNED UNDER THE PENALTIES OF PERJURY:

Date: _____

Chairman's signature

I hereby accept the office of Treasurer of the above-named committee. I affirm that I am not a public employee as defined by M.G.L. c. 55, s. 13. I understand that: 1) I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election; 2) if after my acceptance of this office I become an appointed public employee, I must resign this position and notify OCPF of my resignation; and 3) a candidate or elected official may not serve as treasurer of a political action committee except as authorized by M.G.L. c. 55, s. 5A.

SIGNED UNDER THE PENALTIES OF PERJURY:

Date: _____

Treasurer's signature

NOTES FOR COMPLETING THIS FORM

NOTE 1. M.G.L. c. 55, s. 5 requires that the full name of a political committee:

- (i) include the full words represented by any abbreviations, initials or acronyms in the name;
- (ii) clearly identify the economic or other special interest, if identifiable, of a majority of its contributors or organizers;
- (iii) if a majority of its contributors or organizers share a common employer that identifies the employer;
- (iv) if the committee is organized, financed, controlled or maintained by an individual, the name or phrase identifies said individual; and,
- (v) the words "Political Action Committee" be included in the name.

NOTE 2. M.G.L. c. 55, s. 5 requires that the statement of purpose for which a political committee is organized include a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors.

NOTE 3. M.G.L. c. 55, s. 5A states, in general, that no candidate or individual holding elective public office shall establish, finance, maintain, control or serve as a principal officer of a political action committee. In addition, public employees may not serve as treasurers of political committees.

DEFINITION OF A PUBLIC EMPLOYEE

M.G.L. Chapter 55, Section 13 states that a person who is employed for compensation by the Commonwealth or any county, city or town (other than an elected official) may not directly or indirectly solicit or receive political contributions. Such persons may not serve as treasurers of any political committee. If you are unsure of your status, please contact OCPF for further guidance.

SELECTED EXTRACTS FROM M.G.L.C. 55

Section 1 defines political action committee: "Political Action Committee", a political committee which is not a candidate's committee, a political party committee nor a ballot question committee; provided, however, that a political committee which does not receive contributions from any individual that exceed one hundred dollars in any calendar year, which has been in existence for six months or more and which contributes to five or more candidates shall not be a political action committee; ...

Section 3 requires the director to: "assess a civil penalty for any [late filed] report ... of twenty-five dollars (\$25) per day [up to \$5,000 per report]....

Section 5 outlines statements of organization of political committees: Each political committee shall organize by filing with the director or, if organized for the purpose of a city or town election only, with the city or town clerk, a statement of organization.

The statement of organization shall include: (1) the full name of the political committee ... which, if not organized on behalf of a candidate, shall include the full words represented by any abbreviations, initials or acronyms in said name; ... (2) the address of the political committee; (3) a statement of the purpose for which the political committee is organized which shall include, ..., a list of specific issues in which the committee takes an interest, and a list of specific interests, including but not limited to business, charitable, educational, or other interests represented by the committee, or by a significant proportion of its officers, members or donors; (4) the name and residential address of the chairman and the treasurer; (5) the name, residential address, and position of other principal officers, including officers and members of the finance committee, if any, and; (6) the name and address, if known, and party affiliation of each candidate the political committee is supporting; provided, however, that if a candidate is nominated without reference to a political party, the name of his political party shall not be required

Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.

Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter 52, as the case may be.

Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election

No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents

All funds of a political committee shall be kept separate from any personal funds of officers, members or associates of such committee.

Section 5A. No candidate or individual holding elective office shall establish, finance, maintain, control or serve as a principal officer of a political action committee; provided, however, that each of the following may authorize one such political committee to which this section shall not apply: a majority of the members of each political party who are members of the house of representatives, and a majority of the members of each political party who are members of the senate.

Section 5B. (a) Every political committee, other than a political party committee or a candidate's committee, shall name and identify itself in its organizational statement pursuant to section five by using a name or phrase that:

- (i) clearly identifies the economic or other special interest, if identifiable, of a majority of its contributors; and
- (ii) if a majority of its contributors share a common employer, that identifies the employer.

(b) If the economic or other special interest or common employer are not identifiable under subsection (a), every such political committee shall name and identify itself in its organizational statement using a name or phrase:

- (i) that clearly identifies the economic or other special interest, if identifiable, of a majority of its organizers; and
- (ii) if a majority of its organizers share a common employer, that identifies the employer; and
- (iii) if the committee is organized, financed, controlled or maintained by an individual, that identifies said individual.

(c) No political committee shall use any name other than the name included in its organizational statement.

IMPORTANT: Groups wishing to form an "Independent Expenditure PAC" must register using the CPF 101 IEPC form. If a PAC wishes to become a "people's committee," it must first register as a political action committee. After six months of compliance with all of the provisions of a "people's committee", a PAC may apply to change its status to a "people's committee." Committees wishing to apply for a change in status should contact the City or Town Clerk or Election Commission or contact OCPF at (617) 979-8300 to obtain the necessary forms and information.



Form CPF D103: Appointment of Depository Bank

Office of Campaign and Political Finance

Committee Name: _____
Office Sought/District: _____
Candidate Name: _____
Candidate E-Mail: _____
Treasurer Name: _____
Treasurer E-Mail: _____

ACTIVITY PRIOR TO ESTABLISHING DEPOSITORY BANK ACCOUNT

Please check one

Has the candidate or committee raised or spent money, including the candidate's own funds, received in-kind contributions or incurred liabilities for political purposes prior to establishing this bank account?

- Yes: Continue with this form and contact OCPF. A report will be e-filed to disclose this activity.
- No: Continue with this form.

I certify that the bank named below has been designated as the depository for campaign funds and I authorize said bank to submit to the Director of the Office of Campaign and Political Finance the reports required by M.G.L. Chapter 55. **I agree that all financial activity following the date the bank account is opened shall be conducted through the depository account.**

SIGNED UNDER THE PENALTIES OF PERJURY:

Signature of Candidate Date: _____

Signature of Treasurer Date: _____

(Below to be completed by bank)

BANK ACKNOWLEDGMENT

The undersigned bank is authorized to transact business and has its main office, or a branch office, in Massachusetts. The bank hereby acknowledges that it has been designated as the depository for campaign funds of the above named candidate or committee and agrees to file campaign finance reports with OCPF as required by c. 55 until such time as OCPF notifies the bank that its reporting requirements are no longer required.

Bank Name: _____

Date: _____

Date Account Opened: _____

Authorized by: _____

Phone #: _____

Title: _____

E-mail: _____

Bank Mailing Address: _____

City / State / Zip: _____

Authorized Employee's Signature

INSTRUCTIONS FOR COMPLETING FORM CPF D103

1. WHO MUST FILE:

Newly organized political action committees or state political party committees are required to designate, on Form CPF D103, Appointment of Depository Bank (this form), an authorized financial institution as a depository for the committee's campaign funds on the day the committee is organized. Independent Expenditure PACs file reports as required by M.G.L. c. 55, s. 18A(e) and do not have to file a Form CPF D103 or designate a depository bank. (See M.G.L. c. 55, ss. 1 and 18A(e) and 970 CMR 2.17(3) for the definitions of these committees.)

A candidate for nomination or election to one of the offices listed below (and his or her candidate's committee, if one is organized) must file either a Form CPF D103 (this form) or a Form CPF D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF. The designation of the depository bank, or the certification that no financial activity will occur, must be made on the day the individual becomes a candidate for one of the offices specified below. (See M.G.L. c. 55, s. 1 for the definition of "candidate.")

1. Statewide Office: Governor, Lieutenant Governor, Attorney General, State Secretary, State Treasurer and State Auditor;
2. The Governor's Council;
3. County Office: Clerk of Courts, County Commissioner, County Treasurer, District Attorney, Register of Deeds, Register of Probate, Sheriff, Suffolk Co. Superior Court-Civil, Suffolk Co. Superior Court-Criminal, and Supreme Judicial Clerk of Courts (Suffolk Co.); and
4. The offices of mayor. Additionally, city council and alderman in cities with a population over 65,000 (Boston, Brockton, Cambridge, Fall River, Framingham, Lawrence, Lowell, Lynn, New Bedford, Newton, Quincy, Somerville, Springfield and Worcester).
5. House and Senate

2. WHEN TO FILE:

This form must be filed with OCPF before funds are raised or spent and no later than the third business day following such appointment. An initial campaign finance report, Form CPF D102, must also be filed with OCPF within three days of the candidate or committee organizing. An authorized employee of the financial institution must sign the acknowledgment of the depository bank printed on the form.

3. NOTES FOR CANDIDATES AND CANDIDATE COMMITTEES:

Form CPF D103, Appointment of Depository Bank (this form), is used by the candidates listed above to designate an authorized financial institution as a depository for the campaign funds of the candidate and/or the candidate's committee.

Form CPF D104, Statement of Candidate Not Raising of Expending Campaign Funds, is used by the candidates listed above to certify that he or she does not plan to receive contributions, make expenditures (including expenditures of his or her own funds) or incur liabilities.

A CANDIDATE WHO HAS A COMMITTEE

Complete all information requested on the D103 form. Both the candidate and committee treasurer must sign the form.

A CANDIDATE WHO DOES NOT HAVE A COMMITTEE

The committee information on the D103 form may be left blank, but the rest of the form should be completed. Only the candidate and financial institution employee must sign the form.

A candidate who does not plan to receive contributions, make expenditures (including expending his or her own funds) or incur liabilities does not have to open a depository bank account and may instead complete and file a Form D104, Statement of Candidate Not Raising or Expending Campaign Funds, with OCPF.

4. NOTE FOR BANKS

The authorized employee's signature acknowledges notice of the candidate and/or committee's appointment of the bank as a depository for campaign funds. The bank should indicate the date the account was opened and will be subject to the reporting provisions of M.G.L. c. 55, s. 19 from that date. OCPF provides an online e-filing application to file the requisite reports at www.ocpf.us.

Please contact the Office of Campaign and Political Finance at (617) 979-8300 or by e-mail at ocpf@cpf.state.ma.us, or visit OCPF's website at www.ocpf.us for further information. OCPF's fax number is 617-727-6549.

Participating Banks in Depository Reporting System *

Adams Community Bank	Hanscom Federal Credit Union
Align Credit Union	Leader Bank
Amalgamated Bank	Liberty Bay Credit Union
Athol Savings Bank	Lowell Five Cent Savings Bank
Bank Five	Main Street Bank
Bank Gloucester	Mechanics Cooperative Bank
Bank of America	Millbury Federal Credit Union
Bay State Savings Bank	Mountain One Bank
Berkshire Bank	Needham Bank
Boston Firefighters Credit Union	New Bedford Credit Union
Bristol County Savings Bank	Northern Bank & Trust
Brookline Bank	People's United Bank
Canton Cooperative Bank	Polish National Credit Union
Cape Ann Savings Bank	Radius Bank
Cape Cod 5	Rockland Trust
Central One Federal Credit Union	Saint Michael's Federal Credit Union
Century Bank	Santander
Citizens Bank	Somerset Federal Credit Union
City of Boston Credit Union	Southcoast Health System Federal Credit Union
Coastal Heritage Bank	St. Jean's Credit Union
Community Credit Union	Taunton Federal Credit Union
Country Bank for Savings	TD Bank
Dedham Savings	The Cooperative Bank of Cape Cod
East Cambridge Savings Bank	The Pittsfield Cooperative Bank
Easthampton Savings Bank	The Provident Bank
Enterprise Bank & Trust	The Savings Bank
Everett Bank	The Village Bank
Florence Bank	Westfield Bank
Greenfield Savings Bank	Winter Hill Bank
Greylock Federal Credit Union	Workers Credit Union

*** If your bank is not in the above list, please contact OCPF (617-979-8300, ocpf@cpf.state.ma.us) for more information.**



Commonwealth
of Massachusetts

Form CPF 101 SFA: STATEMENT OF ORGANIZATION SEGREGATED FUND ACCOUNT FOR CANDIDATE OR COMMITTEE

Office of Campaign and Political Finance

File with: Director
Office of Campaign and Political Finance
One Ashburton Place, Room 411
Boston, MA 02108

(617) 979-8300
(800) 462-OCPF
www.mass.gov/ocpf
ocpf@MassMail.State.MA.US

NOTICE IS HEREBY GIVEN in accordance with the provisions of General Laws, Chapter 55, as amended, of the organization of a segregated fund account as follows:

1. Type of Fund* (check one): Inaugural Recount Legal Defense

** A state party committee may only establish a legal defense fund.*

2. Segregated Fund Account Information:

Name of Fund: _____

Contact Person: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ E-mail Address: _____

3. Financial Institution where the account is located:

Bank Name: _____

Address: _____

City / State / Zip: _____

4. Candidate or Committee on whose behalf the fund was created:

Name: _____

Mailing Address: _____

City / State / Zip: _____

Phone Number: _____ E-mail Address: _____

5. Authorizing Signature (Candidate or Treasurer):

Date: _____

Name (please print): _____



Commonwealth of Massachusetts

Form CPF D 102 : Campaign Finance Report Office of Campaign and Political Finance

File with: Director

Office of Campaign and Political Finance
One Ashburton Place
Boston, MA 02108
(617) 727-8352

CPF ID# _____

Please print or type all information, except signatures.

Fill in dates:

Month	Date	Year	Month	Date	Year
Reporting Period Beginning _____			Ending _____		

Type of report: (Check one)

- Initial Report
 Year-end Report
 Dissolution Report
 Other

Full Name of Candidate

Office Sought/District

Residential Address

Tel. No. (optional)

Committee Name

Name of Committee Treasurer

Committee Mailing Address

Tel. No. (optional)

SUMMARY BALANCE INFORMATION:

Line 1: Ending balance from previous report	\$ _____
Line 2: Total receipts this period (page 2, line 11)	\$ _____
Line 3: Subtotal (line 1 plus line 2)	\$ _____
Line 4: Total expenditures this period (page 3, line 14)	\$ _____
Line 5: Ending balance (line 3 minus line 4)	\$ _____

Line 6: Total in-kind contributions this period (page 3)	\$ _____
Line 7: Total (all) outstanding liabilities (page 4)	\$ _____
Line 8: Name of bank(s) used	_____

Affidavit of Committee Treasurer:

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

Treasurer's signature (in ink)

Date

Affidavit of Candidate: (check 1 box only)

Candidate with Committee and no activity independent of the committee

I certify that I have examined this report, and attached schedules, and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.

Candidate without committee OR Candidate with independent activity filing separate report

I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.

Signed under the penalties of perjury:

Candidate signature (in ink)

Date

SCHEDULE A: RECEIPTS

INITIAL REPORT: Report any receipts received before appointing the depository bank

OTHER REPORTS: You may omit schedule A information, as this has previously been disclosed on the reports filed by your depository bank. However, you must summarize your receipts on lines 9 - 11.

M.G.L. c. 55 requires that the name and residential address be reported, in alphabetical order, for all receipts over \$50 in a calendar year. Committees must keep detailed accounts and records of all receipts, but need only itemize those receipts over \$50. In addition, the occupation and employer must be reported for all persons who contribute \$200 or more in a calendar year.

Date Received	Name and Residential Address (alphabetical listing required)	Amount		Occupation & Employer (for contributions of \$200 or more)
Line 9: Total receipts in excess of \$50				
Line 10: Total receipts \$50 and under				
Line 11: TOTAL RECEIPTS IN THE PERIOD				

Enter on page 1, line 2.

SAVINGS ACCOUNT INFORMATION

Are there any campaign funds on deposit in savings accounts/CDs etc.? No (go to page 3) Yes

If yes, complete the following:

Name(s) of Bank(s) and/or CDs	Amount in account/CD etc.
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
SAVINGS ACCOUNT/CD TOTAL:	\$ _____

All funds held in savings accounts, CDs etc. should be included in line 5, (ending balance) on page 1.

SCHEDULE B: EXPENDITURES

INITIAL REPORT: Report any expenditures made before appointing the depository bank.

OTHER REPORTS: You may omit schedule B information, as this has previously been disclosed on the reports filed by your depository bank. However, you must summarize your expenditures on lines 12 - 14.

Committees must keep detailed accounts and records of all expenditures, but need only itemize those over \$50. Expenditures \$50 and under may be added together, from committee records, and reported on line 13.

Date Paid	To Whom Paid (alphabetical listing)	Address	Purpose of Expenditure	Amount
Enter on page 1, line 4			Line 12: Expenditures over \$50	
			Line 13: Expenditures \$50 and under	
			Line 14: TOTAL EXPENDITURES	

SCHEDULE C: "IN-KIND" CONTRIBUTIONS

In-kind contributions are not reported by a depository bank. You must report all in-kind contributions for the reporting period on this form (or attached sheets). Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Enter on page 1, line 6			Line 15: In-kind over \$50	
			Line 16: In-kind \$50 and under	
			Line 17: Total In-kind	

* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contributor has given an aggregate amount of \$200 or more in a calendar year, the contributor's occupation and employer must also be reported.

This page may be copied if additional pages are required to report all expenditures or all in-kind contributions. Please include your committee name, CPF ID# and a page number on each page.

SCHEDULE D: LIABILITIES

M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.

Date Incurred	To Whom Due	Address	Purpose	Amount
Enter on page 1, line 7.		Line 18: OUTSTANDING LIABILITIES (ALL)		

SCHEDULE E: DISCLOSURE OF ASSETS STATEMENT

All candidates and committees must fill in part A or part B.

Part A:

No assets* were acquired or disposed of by this candidate/committee during the period covered by this statement.

Part B:

Assets acquired. List all assets acquired since the committee last filed this statement. If this is the first Schedule E you have filed, list all assets.

Asset Include year, model or other identifying information, if applicable.	Date Acquired	Present Location	Manner Acquired	Cost/Value

Assets disposed of: List all assets sold, traded or transferred during the reporting period covered by this statement.

Asset Include year, model or other identifying information, if applicable.	Date Acquired	Disposition to: Name and Address	Date and Manner of Disposition	Disposition Value Attach statement of how value is determined.

Assets acquired by a political committee must be used for the political purpose for which the committee is organized and must remain the property of that committee. Assets may be disposed of at any time, but must be disposed of prior to dissolution.

* An asset is defined as any one item that has a useful life of more than one year, would be depreciable in a normal business environment, and has a cost/value of \$1,000 or more at the time of acquisition.

This page may be copied if additional pages are required to report all liabilities or assets. Please include your committee name, CPF ID# and a page number on each page.



NEWTON MUNICIPAL ELECTION CALENDAR (updated 05/20/2021)

IF REQUIRED	DATE	DAY	TIME	DESCRIPTION	LEGAL
	5/3/2021	Monday	8:30 AM	Nomination papers available.	
	7/27/2021	Tuesday	5:00 PM	Last day and hour for submitting nomination papers to Registrars of Voters or Election Commissioners for the certification of signatures.	G. L. c. 53, § 7; G. L. c. 53, § 7A.
	8/10/2021	Tuesday	5:00 PM	Last day and hour for filing certified nomination papers, including Statement of Candidacy, with the City Clerk.	G. L. c. 53, § 10.
	8/12/2021	Thursday	5:00 PM	Last day and hour for filing withdrawals of or objections to all nomination papers with the City Clerk.	G. L. c. 55B, § 7.
**	8/12/2021	Thursday	5:15 PM	Drawing of position.	G. L. c. 43, § 44D.
**	8/25/2021	Wednesday	8:00 PM	Last day to register voters for the Preliminary.	G. L. c. 51, §§ 26, 28.
**	9/13/2021	Monday	12:00 PM	Noon-last day and hour to apply for absentee ballots (if last day is on Sunday or holiday, deadline is 5:00 PM on last previous business day the office is open).	
**	9/14/2021	Tuesday	7:00 AM - 8:00 PM	Preliminary Election	G. L. c. 43, § 44A.
**	9/20/2021	Monday	5:00 PM	Last day and hour for filing withdrawals of or objections to all nomination papers made at the preliminary and for filing written acceptances by write-in or sticker candidates who won in the preliminary with the City Clerk.	G. L. c. 53, § 13; G. L. c. 55B, § 5; G. L. c. 43, § 44F.
	9/20/2021	Monday	5:15 PM	Drawing of position.	
	10/13/2021	Wednesday	8:00 PM	Last hour and day to register to vote for the Municipal Election.	G. L. c. 51, §§ 26, 28.
	11/1/2021	Monday	12:00 PM	Noon-last day and hour to apply for absentee ballots (if last day is on Sunday or holiday, deadline is 5:00 PM on last previous business day the office is open).	
	11/2/2021	Tuesday	7:00 AM - 8:00 PM	Municipal Election	
	1/20/2022	Thursday		Deadline to file year end Campaign & Political Finance Forms.	

