



Close of Polls, 8 pm:

- At the close of polls, the Warden will post the precinct totals printout from the voting machine at the entrance to the polling location. A member of the Board of Registrars will remove the disk from the voting machine to return it safely to Town Hall. The disks from each precinct are tallied by the voting machine located in the Selectmens' conference room at Town Hall. The public is welcome to view all of these activities outside of the specified distance determined by the Warden or Election Staff. Town-wide results are posted as the precinct results are returned and available. Some candidates choose to have representatives at each precinct, others prefer to wait for the town-wide results.
- Unofficial results are posted on the Town Website and on local media outlets once available.
- All results offered on election night are considered UNOFFICIAL. They must be certified by the Board of Registrars per statute, often 7 days after the election.

Sticker or Write-In Campaigns:

- For a late-filing candidate whose name didn't make it to the ballot, the option of a sticker or write-in campaign exists. The parameters are available at the Secretary of State's website: www.sec.state.ma.us/ele/elestkr/stkridx.htm
- Follow the instructions for optical scanner ballots regarding specific size and print size.
- The sticker should contain the name, address, name of the office and the term of office. Write-in names must appear under the correct office on the ballot.
- For write-ins or stickers, be certain to instruct the voter to also blacken the oval in addition to providing the name!

Precinct Voting Locations:

1. Belmont Memorial Library
2. Town Hall
3. Beech Street Center
4. Butler School Gym
5. Beech Street Center
6. Fire Headquarters – Trapelo Rd
7. Burbank School Gym
8. Winn Brook School Gym

Belmont Town Clerk Web Page:

www.belmont-ma.gov

Select Town Departments, then select Town Clerk

Campaigning for Elected Office in Belmont – Hints from the Town Clerk's Office

Congratulations! You've turned in your nomination papers to the Town Clerk's Office for certification of the signatures. The Town Election is always the First Monday of April. What do you do now?

The Town Clerk's Office does not routinely notify candidates when certification of the signatures is complete. Please feel free to confirm the status of your nomination by phoning the Town Clerk's Office.

Be sure to check our web page on the Town website:

www.belmont-ma.gov

select Town Departments, Town Clerk.

Questions?

Address questions or comments to the Town Clerk's Office at 617-993-2600 or email Town Clerk, Ellen O'Brien Cushman at townclerk@belmont-ma.gov

Campaign Finance

- Keep All Receipts!
- If you intend to accept any donations for your campaign, or if you are a public employee, you must file to create a political campaign committee. This is done by filing form CPF M101 with the Town Clerk, which provides the name of the committee, the names and signatures of the candidate, campaign chairman and the campaign treasurer. This form must be filed prior to any commitment to spend or accept a donation.
- If you intend to fund your campaign with only your own money, and you are not a public employee, you need not create a political campaign committee.
- Whether you have a political campaign committee, whether you win or you lose the campaign, all town-wide candidates must file campaign finance reports, CPF M 102, at intervals during the campaign year :
 - 8th day preceding the election
 - 30th day following the election
 - 20th day of January in the year following the campaign (Year-End)
 - Upon change/dissolution of a committee
- All elected officials must file the January 20th year-end report for every year of the term. The Town Clerk's Office distributes the year end reports to those from whom they are required.

- The Commonwealth Office of Campaign & Political Finance is the source for campaign finance information, and on-line forms, as well as enforcement if reports are not filed. See www.ocpf.gov for the most current & accurate information.

Common Campaign Activities

- Signs : There are no laws in Belmont preventing or regulating the placement of campaign signs on private property. Signs on public property and in public ways are regulated; signs must always be held by a person. They may not be placed on the ground or leaning, awaiting the next volunteer.
- Hand-outs: Campaigns issue materials such as postcards, flyers or leaflets. They may be mailed or distributed by volunteers. US Postal guidelines indicate that items not displaying postage should not be placed in the mailbox or mail slot. Include identifying campaign committee info on materials. Disks of Belmont voters may be purchased at the Town Clerk's Office.
- Candidate's Night & Candidate Brochure: Belmont League of Women Voters organizes these activities and most candidates participate. See www.belmont.ma.lwvnet.org

Election Day Activities:

- Belmont is divided into eight voting precincts. Polls open 7 am to 8 pm.
- Precinct maps are on the Town Clerk's web page.
- No campaign materials or activity of any kind (signs, buttons, t-shirts, greetings, etc.) may be placed or occur within 150 ft of the polling location entrance. The orange 150' marking will be refreshed each election by the Building Inspector. The radius for each polling location is shown on the Town Clerk's website. The law governing the 150 ft is MGL 54, Section 65.
- If you plan to have checkers or observers at the polling location, please inform the Town Clerk before Election Day. Space behind the check-in table is limited so advance arrangements are recommended. Name tags to identify "Election Observers" will be issued to campaign workers by the precinct Wardens. Observers must not interfere or interact with the voters or election workers in any way, even to ask the voter to repeat a name. Periodic inquiries may be made with Precinct Warden or Clerk for the current total vote count.