



## APRIL 24, 2018, ANNUAL TOWN ELECTION HELPFUL HINTS

### Signs

#### **Westwood Zoning bylaws: 6.2.11.1 General Provisions for Temporary Signs.**

**6.2.11.1.1**-Temporary signs may only be installed with the permission of the property owner. Temporary signs to be placed on Town property require the prior written permission of the Town Administrator, and shall be in full conformance with applicable town policy for said signs.

**6.2.11.1.2**-Temporary signs must be removed within the period of time specified herein.

**6.2.11.1.3**-Temporary signs shall not be attached to utility poles, fences, walls, trees or other vegetation, nor shall they be installed upon a sidewalk or public way.

**6.2.11.1.4**-No temporary signs shall exceed twenty (20) square feet in area, unless otherwise provided herein.

**6.2.11.1.5**-There shall no more than two (2) temporary signs installed on any premise at any one time.

**6.2.11.1.6**-No temporary sign shall be installed such that the highest point of said sign is more than three (3) feet above ground level, unless otherwise provided herein.

**6.2.11.1.7**-Temporary signs shall not be illuminated

**6.2.11.4-Temporary Political Signs.** Temporary political signs shall be permitted in all Districts, and shall not require a permit from the Building Commissioner pursuant to **Section 6.2.3.**

**6.2.3-Sign Permits.** No sign, including a temporary sign, shall be erected, displayed, altered or enlarged until a permit for such action has been issued by the Building Commissioner. Applications may be filed by the owner of the land, building or structure, or any person who has the authority to erect a sign on the premises. All applications shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, color, support systems and location with all relevant measurements. The Building Commissioner shall act within thirty (30) days of receipt of such application and required fee. Sign permits shall be issued only if the Building Commissioner determines that the sign is in compliance with all provisions of this Section and the State Building Code. **Notwithstanding the above, historic designation signs, temporary real estate signs, temporary political signs, temporary special event signs, real estate open house signs, and yard sale signs shall not require a sign permit.**

- Sign holds- any location as long as it does not impede traffic or create a safety hazard

### Campaign literature

- Drops (DO NOT Put in Home Mail Boxes)

### Ballot

- Candidates for re-election to a particular office of which they are the elected incumbents shall be placed first on the ballot in alphabetical order according to their surnames and names of all other candidates shall follow in like order. (MGL ch. 534 Sec. 42)

### Absentee Ballots

### Who is Eligible

1. Registered voters may vote by Absentee Ballot if they will be absent from the town on Election Day.
  2. Have a physical disability that prevents them from voting at the polling place
  3. Cannot vote at the polls due to religious beliefs
- Apply for an absentee ballot by mail or in person.
  - Available approx 21 days before election.
  - Last day to obtain absentee ballot is 4/23/2018 @ 12:00p.m.
  - Must be returned to the Town Clerk's office by 8:00p.m. (the close of polls) on Election Day 4/24/18.

### **Voter Registration**

- Last day for those Westwood residents who are not registered to vote is Wednesday, 4/4/2018, 20 days prior to the Election.

### **Campaign Finance Requirements for Municipal Candidates:**

- If you wish to raise funds and form a committee you are required to file Form CPF M101
- Every Candidate and his or her political committee, if any, is required to file Form CPF M102 on or before each reporting date(see Below)
- If you do not have a political committee and have not received any contributions, spent any money or incurred any debts you are required to file Form CPF M102-0
- This information will be emailed to you upon receipt of your email address

### **Campaign Finance Reports are due:**

- 8 days prior to the Election, April 17, 2018(due to Patriots Day April 16, 2018)
- 30 days after the Election, May 24, 2018
- Year report due January 20, 2019 if committee is still active
- If you do not have a political committee organized on your behalf and you have not received any contributions (including from your own personal funds) made any expenditures, or incurred any liabilities during this reporting period, and you do not have a previous campaign balance, you may sign an M102-0 affidavit form stating those facts which is available in the town clerks office.
- For those elected to public office and continue to have an active committee with funds in your account, you must file an M102 report annually. If you have no campaign activity and have closed out your accounts, you have to sign the M102-0 affidavit form in our office each year you are in public office.

### **Poll checkers/ Observers**

- List of potential observers should be submitted no later than Friday 4/20/18. Candidate must provide, pencil, lists and rulers. \*No Cell Phones\*, no speaking or interacting with voters.

### **Election Day**

- No campaigning within 150 feet of polling location, no campaign buttons or pins inside polling location.
- Campaign signs must be attended to
- No Securing signs to fences, poles or other stationary objects.

### **Election Evening**

- Results will be available at Town Hall after 9:00 p.m., and on the Town's web page [www.townhall.westwood.ma.us](http://www.townhall.westwood.ma.us)

### **Recount information**

- Town Clerk's Office will provide a handout if needed