



April 25, 2023, Annual Town Election

Helpful Hints

Political Sign Placement



Temporary Signs-Zoning bylaws sec.6.2.11

- Political signs are permitted in all districts and do not require a permit from the Building Commissioner.
- They may only be installed with the permission of the property owner.
- No sign shall be installed such that the highest point of said sign is more than three (3) feet above ground level, and exceed 20 square feet.
- There shall be no more than two (2) temporary signs installed on any premise at any one time.
- They must be removed within 48 hours after the Election.
- They shall not be attached to utility poles, fences, walls, trees or other vegetation, nor shall they be installed upon a sidewalk or public way.
- They are not permitted to be placed on any Town owned property.
- It is difficult in many neighborhoods to discern where the Town's land begins and ends. In general, the Town owns between 5 and 10 feet from the paved edge of a street without sidewalks. Usually you can rely on placement of plantings, walls and fences to discern the lot line. Any area on the street side of these landmarks is generally Town owned. On streets with sidewalks, the lot line is usually 1 to 2 feet from the inside edge of the sidewalk. An effort is often required for placing political signs on private property that are visual to your neighborhoods.
- Please inform your Campaign Managers and Supporters of these regulations.
- 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)
- The name of the candidate that appears on the ballot is derived on how the candidate is registered to vote.
- A sample ballot will be put on the Town website following the March 23, 2023 deadline for potential candidates to withdraw their nomination.

Early Voting by Mail

- Vote by Mail Application
- No excuse absentee voting is now available for all elections.
- Last day to apply for a mail in ballot is 5:00PM, Tuesday, April 18, 2023.

Absentee Voting

- [Absentee ballot Application](#)
- Available approx 21 days before election.
- Last day to apply for an absentee ballot is 5:00PM, Tuesday, April 18, 2023.
- Must be returned to the Town Clerk's office no later than 8:00 p.m. (The close of polls) on Election Day 4/25/2023.

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

Voter Registration

- Last day for those Westwood residents who are not registered to vote is Wednesday, April 14, 2022, 10 days prior to the Election. [Voter Registration requirements](#):(<https://www.sec.state.ma.us/ele/eleifv/howreg.htm>)

Campaign Finance Requirements for Municipal Candidates

- [Municipal Candidate Guide](#).
- If you wish to raise funds and form a committee, you are required to file Form [CPF M101](#).
- [Information regarding Appointing a Treasurer](#).
- Office of Campaign & Political Finance recommends that all candidates form a campaign committee, especially if money is raised or spent. However, the law does not require a candidate to form a committee.
- Every candidate who appears on the Town ballot must file campaign finance reports, even if no money was raised or expended. The existence of a committee is not a factor.
- Even if you don't form a committee, OCPF highly recommends filing the [CPF M101](#) organizational form with your municipal clerk or local election official, with "candidate only" written at the top of the form (leave the treasurer and chair sections blank). This courtesy informs the community that you're running, but not forming a committee.
- OCPF highly recommends forming a committee for all candidates who are also appointed public employees. Public employees are prohibited from soliciting or receiving funds for any political purpose. A committee raises all money for a public employee who also runs for office.
- Every Candidate and his or her political committee, if any, is required to file Form [CPF M102](#) on or before each reporting date if they have raised, expended, or had any financial activity relating to his or her candidacy(see Below).

- The [CPF M109](#) form can be used by a candidate who has no activity, no balances and no committee. This form will be filed once in lieu of pre-preliminary, pre-election and post-election reports. However, a standard M102 or [M102-0](#) year-end report must still be filed by all candidates.
- This information will be emailed to you upon receipt of your email address or given out when pulling Nomination papers.
- [Massachusetts Office of Campaign and Political Winter 2022 Newsletter.](#)

Campaign Finance Reports are due:

- Pre-Election Report: 8 days prior to the Election, *Tuesday, April 18, 2023*
(*Report Period Start Date:1/1/2023; Report Period Ending Date:4/8/2023*)
- Post-Election Report:30 days after the Election, *Thursday, May 25, 2023*
(*Report Period Start Date:4/9/2023; Report Period Ending Date:5/15/2023*)
- Year report due Friday, January 20, 2023 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 have no previous campaign balance, you may file a [CPF M109](#): *Statement of Candidate Not Raising or Expending Campaign Funds.*
- For those elected to public office and continue to have an active committee with funds in your account, you must file a [CPF M102](#) report annually. If you have no campaign activity and have closed out your accounts, you must file a [CPF M102-0](#) report in our office each year you are in public office.

Poll checkers/ Observers

- List of potential observers should be submitted no later than Friday 4/21/23. Candidate must provide, writing utensils, lists and rulers. *No Cell Phones*, no speaking or interacting with Voters or Election Staff on Election Day.

Election Day

- No campaigning is allowed within 150 feet of the building entrance door to any polling place.
- Campaign buttons, pins or anything else highlighting a candidate's name who is on the ballot are not allowed inside any polling place.
- Campaign signs must be attended to; No Securing signs to fences, poles or other stationary objects.

Election Evening

- Unofficial Election Results will be available after the close of polls, 8:00 PM, at the Polling, inside the High School gymnasium.
- Unofficial total Precinct results will be available at Town Hall after 9:00 PM and on the Town's web page; www.townhall.westwood.ma.us.

☘ *Good Luck, have fun, and Thank You for your interest in Town Government!*

Dottie

Dorothy A. Powers
Westwood Town Clerk
Chief Election Official

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