

## Have you ever thought of running for elected office here in Belmont? If you're a registered voter, there are many opportunities open to you!

The Town of Belmont's elected government consists of an Executive branch, comprised of eight independently elected multi-member Boards, Commissions and Committees with one elected full-time employee (Town Clerk) and a Legislative branch called the Representative Town Meeting, comprised of one Moderator, and 288 elected Town Meeting Members (36 from each of our eight voting precincts).

### Town-wide Offices

Select Board  
Board of Assessors  
Board of Cemetery Commissioners  
Board of Health  
Housing Authority  
Municipal Light Board  
Trustees of the Public Library  
School Committee  
Moderator  
Town Clerk

### Annual Town Election Ballot

1 member for three years  
1 member for three years  
1 member for three years  
1 member for three years  
1 member for five years (*appears four out of five years*) \*  
2 members for three years\*\*  
2 members for three years  
2 members for three years  
1 person for one year  
1 person for three years \*

### Representative Town Meeting

Town Meeting Members  
12 members for three years in each of eight voting precincts

*\*Offices on ballot only in years when current term is expiring.*

*\*\* Elects one member every third year.*

Each year, seats in these bodies are open for election; sometimes an incumbent will choose to run for re-election but no one holds or owns a seat without running for election; each open seat must be won. Typically, the term for these Town-wide officials is three-years, however the Housing Authority is a five-year term and the Moderator is a one-year term. Town Meeting Member terms are for three years, unless there is an early resignation by a Town Meeting Member, leaving a vacancy for the remainder of the original member's three-year term. Town Meeting is the body that votes on the budget and all of our General and Zoning By-Laws.

Getting your name onto the ballot is relatively simple:

- Appear in person at the Town Clerk's office, present your identification, complete and take the appropriate number of nomination papers.
- Circulate the papers among your friends, acquaintances and neighbors or even complete strangers, making sure to confirm with the signer that he/she/they live in Belmont and is a registered voter.
- When collecting signatures, allow for drop-offs such as non-voters, voters of another precinct or illegible signatures.
  - FOR TOWN-WIDE OFFICES: Collect at least 60 signatures of Belmont registered voters to be certain you'll have enough to make the necessary 50 certified signature minimum.
  - FOR TOWN MEETING MEMBER: Collect at least 32 signatures of Belmont registered voters **only from your precinct** to be certain you'll have enough to make the necessary 25 certified signature minimum.
- By mid-January the Town Clerk's office will post the list of partial term vacancies for Town-wide office and Town Meeting Member seats that will appear on the Annual Election Ballot.
- **By 5pm on the Deadline (usually mid-February)**, turn in the signed nomination papers to the Town Clerk (acting as a member of the Board of Registrars) for certification of the signatures. Nomination papers are certified by the Town Clerk's Office staff in the order they are received.
- Once the signatures are certified by the Town Clerk and the minimum has been met, your name will appear on the ballot for the Annual Town Election and you'll be notified by email or phone.

## FOR TOWN-WIDE CANDIDATES:

Educate yourself on the campaign finance laws for the Commonwealth of Massachusetts ([click here](#)). This will help you decide how to fund your campaign and if necessary, select your campaign committee. If required to file campaign finance reports, set calendar reminders for eight days before the election and thirty days after, as well as January 20<sup>th</sup> next year. Please refer to links and resources on the Town Clerk web page.

A public employee who runs for elective office and wishes to raise funds must have a committee organized on his/her/their behalf to handle all fundraising since public employees are prohibited by law from political fundraising, even for their own campaigns. A political committee may not accept any contributions, make any expenditures or incur any liabilities until the treasurer qualifies for the office of treasurer by completing, signing and filing a [CPF M101](#) form.

By law, a committee must name a chairman and a treasurer. The chairman and the treasurer may be the same person, unless that person is a public employee. **A public employee may not serve as the treasurer of any political committee.** A candidate may not be the treasurer of his or her own committee, but may be the chairman.

- If you choose to form a campaign committee under the Campaign Finance Laws, organize it by filing the CPF M101 form with the Town Clerk.
- Begin campaign activities and pay attention to campaign finance report deadlines and laws governing campaigning and Election Day activities. Campaign finance filing reminders will be sent to all candidates and incumbents on the ballot by email.

Candidates who decide not to have a campaign committee may, in lieu of submitting the required pre-election and post-election reports, file an [CPF M109](#) form if they do not receive any campaign contributions or make any expenditures or financial obligations. More information may be obtained from the Office of Campaign and Political Finance by emailing [ocpf@mass.gov](mailto:ocpf@mass.gov) or calling their office at (617) 979-8300.

The [Town Clerk's webpage](#) contains information and links for precinct maps, campaigning, campaign finance, Election Day activities and prohibitions, etc. You may also request lists of voters in previous elections specifically or complete lists of current registered voters in the Town of Belmont.

If you have any questions, please call the Town Clerk's office at 617-993-2603 or send an email to [townclerk@belmont-ma.gov](mailto:townclerk@belmont-ma.gov). Minutes of the individual Boards, Commissions and Committees are also accessible through the Town's [website](#) to help educate the public and candidates about the activities of the governmental body.