BOROUGH OF HIGHLANDS, N. J.

INCORPORATED 1900

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HIGHLANDS, NJ 07732
COUNTY OF MONMOUTH

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HISTORIC "TWIN LIGHTS"

CAROLYN BROULLON
COUNCIL MEMBER

MICHAEL MUSCILLO
ADMINISTRATOR

NANCY TRAN
BOROUGH CLERK

Date: July 25, 2023

To: All Candidates

From: Nancy Tran, Borough Clerk

Re: General Election – Petition Packet

Dear Candidate:

Attached is the information packet for the Borough of Highlands Municipal Election to be held during the General Election, (2) Council Member, said term to expire December 31, 2026.

Please read and complete all forms. The **deadline to file your petitions is September 5, 2023 at 4:00 PM.** All information is to be returned to the Borough Clerk's Office.

Should you have any questions, please contact my office at the number listed above. I wish you the best of luck with your campaign.

Best regards,

Nancy Tran, RMC
Borough Clerk

This Packet Contains the Following Information and Documents

Information Pages

- Candidates Information Sheet
- Schedule of Important Dates
- Campaign Contribution and Expenditures Information
- Requirements for Petition Signatories
- Electioneering Information
- Election District Map
- List of Polling Places

Documents:
Petitions of Nomination and required forms below must be
Returned to the Clerk's Office by September 5, 2023 by 4:00PM

- Affidavit of Candidate for Office
- Affidavit of Campaign Manager
- Candidate's Request for Designation on the Ballot {For a Candidate running Individually}
- Candidates' Request for Designation & Bracketing {Grouped Together}
  [Filled out only if more than one Candidate for each position is to be grouped together with ONE designation]
- Petitions of Nomination
- Candidate's Email Form
- Instructions for Circulating and Filing an Electronic Petition

CANDIDATES INFORMATION SHEET

The following information is offered as a guide to be used by candidates seeking the office of Council Member at the Municipal Election to be held during the General Election on November 7, 2023. The election laws are quite voluminous and, in some cases, inconsistent. The Municipal Clerk cannot be responsible for interpretations nor any omissions. The candidate should consult with his/her personal attorney concerning any legal questions requiring interpretations or legal advice. For more detailed information, please refer to the statutes. You may obtain additional copies of any forms from the office of the Municipal Clerk. If I may be of any assistance to you, please do not hesitate to contact me.

Nancy Tran, Borough Clerk

Election Day
November 7, 2023

Voting Hours
6:00 AM to 8:00 PM

Offices Available/Terms
Council Member (2 Positions Open)
Three-year term - term to expire 12/31/2026

Qualifications of Candidates
Each candidate shall be a registered voter of the Borough of Highlands and a resident of the Borough for at least one (1) year immediately prior to the date of the Election.

Campaign Contributions
All candidates are required to comply with the Campaign Contributions and Expenditures Act (N.J.S.A. 19:44A-1 et seq.).

All reports required by said Act are the responsibility of candidates and are to be made to the Election Law Enforcement Commission and any questions should be directed to them at 1-609-292-8700.

SCHEDULE OF IMPORTANT DATES

NOVEMBER 7, 2023 – MUNICIPAL ELECTION HELD DURING THE GENERAL ELECTION (6AM – 8PM)

September 5	**LAST DAY FOR FILING THE FOLLOWING:** (a) Petitions of Nomination (4:00 PM) (N.J.S.A. 40:45-8) **(No additional petitions accepted after this time)** (b) Affidavit of Candidate for Office (c) Affidavit of Campaign Manager (d) Request for Designation on Ballot (e) Petition Requesting a Designation and Bracketing on the Ballot
September 7	Last date for defects in petitions to be corrected. Names may not be added.
September 9	Last day to file written objections (4:00 PM) (N.J.S.A. 19:13-10)
September 12	Publication of Notice of Mail-in Ballot Availability for General Election by County Clerks (N.J.S.A. 19:63-6)
September 12	Email to Candidates of date, time and place for drawing for position on ballot
September 14	Deadline for Determination of Petition Challenge (N.J.S.A. 19:13-11)
September 15	Drawing for position at 42 Shore Drive at 10:00 AM, the hour set by Municipal Clerk (N.J.S.A. 40:45-12)
September 18	Deadline for Preparation of Official General Election Ballot for Printing – 50 days before election (N.J.S.A 19:14-1)
September 23	Commencement of Mailing of Mail-In Ballots for General Election – 45 days before election
October 17	Voter Registration Deadline for General Election – 21 days before election (N.J.S.A. 19:31-6)
October 24	Deadline for Filing of Challenger Appointments for General Election (N.J.S.A. 19:7-3)
October 25	Mailing of Sample Ballots for General Election
October 28 - November 5	Early In-Person Voting Period at Designated Early Voting Polling Locations Monday – Saturday 10am – 8pm; Sundays, 10am – 6pm
October 31	Deadline to apply for Mail-in Ballot by mail – not less than 7 days prior to election
November 6	Deadline for In-Person Mail-In Ballot Applications with County Clerk by 3:00 PM
November 7	**ELECTION DAY**

CAMPAIGN CONTRIBUTIONS AND EXPENDITURES

As a candidate for Council Member in the Municipal Election to be held during the General Election on November 7, 2023, you are permitted to expend money in furtherance or aid of your candidacy. However, before receiving any contributions or expending any money, you should familiarize yourself with the provisions of the New Jersey Campaign Contribution and Expenditures Reporting Act (N.J.S.A. 19:44A-1 et seq.)

You are advised that before you can accept or expend any monies in connection with the forthcoming election, you must first appoint a Campaign Treasurer and Campaign Depository and file with the New Jersey Election Law Enforcement Commission.

All reports and forms are to be filed with the Commission and all pertinent questions referred to the Commissioner:

New Jersey Election Law Enforcement Commission
28 West State Street
CN 185
Trenton, New Jersey 08625-0185
(609) 292-8700

If you wish to obtain a *Compliance Manual for Candidates* (Including a Summary of Requirements, Reporting Forms and Instruction), please go to www.elec.state.nj.us.

REQUIREMENTS FOR PETITION SIGNATORIES

- Each signature on the petition shall accompany the name and address of the petitioner. **No one may sign a petition for more positions then are on the ballot:**

  Council Member – 2 Petitions Only
  Petitions will be certified in the order in which they are received for filing

- The registered voter must sign for him/herself; No one else can sign for them.

- It is important to make sure the signers are registered voters. A list of registered voters in the Borough of Highlands can be obtained from the Monmouth County Superintendent of Elections/Commissioner of Registration's Office in Freehold. Their address is 300 Halls Mill Road, Freehold. Their telephone number is (732) 431-7780.

- The candidate for office and his/her campaign manager shall file an oath that the statements made in the petitions are true and that each signature appended thereto is the genuine signature of the person whose name it purports to be to their best knowledge and belief.

- Petitions must be filed on or before 4:00pm - Monday, September 5, 2023* {Pursuant to NJSA 40:45-8}. Persons delivering petitions must be inside the Borough Clerk's Office by 4:00 PM on September 5, 2023. **Although the deadline is September 5, 2023, petitions can be filed as soon as they are complete which will allow time for correction prior to the deadline.**

- It is recommended that you obtain more than the minimum number of signatures in the event petitions are disqualified. (Recommended number of signatures: 50)

MINIMUM NUMBER OF SIGNATURES REQUIRED

SIGNATURE NEEDED	**REGISTERED VOTERS**
36	**3,586**

This figure reflects one (1%) percent of the registered voters in the Borough of Highlands as of the last General Election 2020.

ELECTIONEERING
[N.J.S.A. 19:34-5 TO 19:34-15]

A. No person shall, during an election, with intent to hinder or delay same, or to hinder or delay any voter in the preparation of his ballot, remove or destroy any of the ballots or pencils placed in the booths or compartments for the purpose of enabling the voter to prepare his ballot.

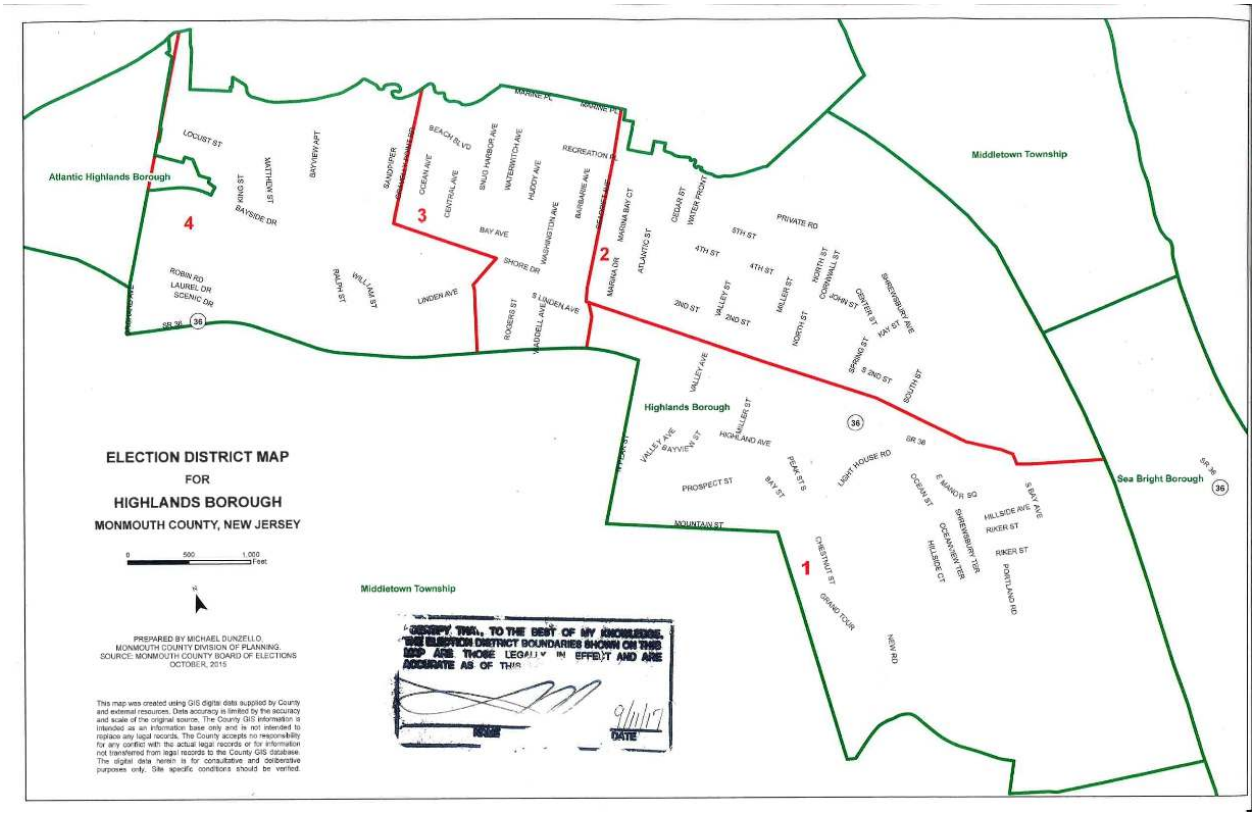
B. Any person willfully violating any of the provisions of this section shall be guilty of disorderly persons offense.

C. Obstruction or Interfering with Polling Place or Voters:
1. No person shall tamper, deface or interfere with polling booth.
2. No person shall obstruct the entrance to any polling place.
3. No person shall obstruct or interfere with any voter.
4. No person shall loiter in or near the polling place, or, with the purpose to obstruct or interfere with any voter or to unduly delay other voters from voting, or spend an inordinate amount of time in the polling booth
5. No person shall electioneer within the polling place.
6. No person shall electioneer within one hundred feet (100) of any polling place.
7. This shall not be construed to prohibit a minor from entering a polling place on the day of an election to vote in a simulated election at that polling place as permitted by N.J.S.A. 19:34-6b.

D. Electioneering Within or About Polling Place:
1. No person shall distribute or display any circular or printed matter.
2. No person shall suggest or solicit any support for any candidate, party or public question **WITHIN 100 FEET OF THE OUTSIDE ENTRANCE TO ANY POLLING PLACE OR ROOM.**

E. Persons Allowed in Polling Place:
1. Officers connected with the election
2. Candidates
3. Duly authorized challengers
4. Voters as are present for the purpose of voting
5. Persons connected with the operation of a simulated election for minors and minors present for the purpose of voting in a simulated election as permitted by N.J.S.A. 19:34-6b.

ELECTION DISTRICT MAP



https://highlandsborough.org/wp-content/uploads/2021/06/Election-District-Map.pdf

POLLING PLACES:

- Districts 1 & 2 vote at the Highlands Firehouse at 17-1 Shore Dr.
- Districts 3 & 4 vote at the VFW Post 6902 at 331 Bay Ave.

AFFIDAVIT OF CANDIDATE FOR OFFICE

STATE OF NEW JERSEY)

) SS

COUNTY OF MONMOUTH)

_____, of full age, being duly sworn upon his/her oath, deposes and says:

1. I am the candidate for office named in the attached petitions of nomination.
2. The statements in the attached petitions of nomination are true and each signature thereto is the genuine signature of the person whose name it purports to be to my best knowledge and belief.
3. I hereby accept such nomination.

_____

Signature

Sworn to and subscribed

Before me this _____ day

of _____, 2023.

_____

Notary

AFFIDAVIT OF CAMPAIGN MANAGER

STATE OF NEW JERSEY)

) SS

COUNTY OF MONMOUTH)

_____, of full age, being duly sworn upon his/her oath, deposes and says:

1. I am the Campaign Manager for _____, the candidate for office named in the attached petitions of nomination.
2. The statements in the attached petitions of nomination are true and each signature thereto is the genuine signature of the person whose name it purports to be to my best knowledge and belief.

_____

Signature

Sworn to and subscribed
Before me this ____ day
of _____, 2023.

_____

Notary

CANDIDATE'S REQUEST FOR DESIGNATION ON THE BALLOT

I, the undersigned candidate for the position of Council Member (Term to Expire: 12/31/2026) of the Borough of Highlands in conformity with the law, do hereby request the Borough Clerk of the Borough of Highlands to print opposite my name on the ballot for the election to be held in the Municipality on Tuesday, the 7th day of November 2023, the following designation.

DESIGNATION

{MUST NOT EXCEED SIX WORDS}

_____
PRINT NAME

_____
SIGNATURE

No designation or slogan shall include or refer to the name of any person or any incorporated association of New Jersey unless the written consent of such person or incorporated association has been filed with candidate's petition of nomination.

CANDIDATE VALID EMAIL

As required by N.J.S.A. 40:45-8 the following information is required for each candidate for municipal election

Candidate Position: Council Member – Term to Expire December 31, 2026

Candidate Name: _____

Candidate Valid Email Address: _____

(Optional)
Candidate Phone Number: _____

Petition of Nomination
Council Member – Term to Expire December 31, 2026

To: Nancy Tran, RMC
Borough Clerk, Highlands, NJ

ATTENTION VOTER:
A REGISTERED VOTER MAY ONLY SIGN TWO PETITIONS FOR THE POSITION OF COUNCIL MEMBER

I, the undersigned, a registered voter of the Borough of Highlands, N.J. residing at

_____
(Registered Voter's Address – Street # and Street Name Only – Please print)

certify that I do hereby join in a petition of the nomination of

_____
(Candidate's Name – Please print)

whose residence is: _____
(Candidate's Address – Please print)

and email address is: _____
(Candidate's Email Address – Please print)

for Council Member (Term to Expire 12/31/2026), to be voted for at the election to be held in such municipality on the 7th day of November 2023, and I further certify that I know this candidate to be a registered voter, for the period required by law, of said municipality and a person of good moral character, and qualified, in my judgment, to perform the duties of said office and I further certify that I have not signed more petitions or certificates of nominations than there are places to be filled for the above office.

_____
Signature of Voter

_____
Type or Print Name

"NOTICE"
ALL CANDIDATES ARE REQUIRED BY LAW TO COMPLY WITH PROVISIONS OF THE NEW JERSEY CAMPAIGN CONTRIBUTIONS AND EXPENDITURES REPORTING ACT.

FOR FURTHER INFORMATION, PLEASE CALL ELEC AT (609) 292-8700 OR TOLL FREE WITHIN NJ AT 1-888-313-ELEC (3532). WEBSITE: WWW.ELEC.STATE.NJ.US