

## County Committee Handbook

**Chairman Samuel S. Raia**  
**Republican State Committee**

<b>New Jersey Republican County Chairmen</b>	
Atlantic County Chairman Keith Davis	Middlesex County Chairman Sam Thompson
Bergen County Chairman Bob Yudin	Monmouth County Chairman John Bennett
Burlington County Chairman Bill Layton	Morris County Chairman John Sette
Camden County Chairman Tom Booth	Ocean County Chairman George Gilmore
Cape May County Chairman Mike Donohue	Passaic County Chairman Scott Rumana
Cumberland County Chairman Bob Greco	Salem County Chairman Mike Facemyer
Essex County Chairman Al Barlas	Somerset County Chairman Al Gaburo
Gloucester County Chairman Kevin Murphy	Sussex County Chairman Ailish Hambel
Hudson County Chairman Jose Arango	Union County Chairman Phil Morin
Hunterdon County Chairman Henry Kuhl	Warren County Chairman Doug Steinhardt
Mercer County Chair Rich Levesque	

## July 2013

---

150 WEST STATE STREET ■ SUITE 230 ■ TRENTON, NEW JERSEY 08608

PHONE: 609-989-7300 ■ Fax: 609-989-8685 ■ [www.njgop.org](http://www.njgop.org)

PAID FOR BY THE NEW JERSEY REPUBLICAN STATE COMMITTEE, JAMES M. FOERST, TREASURER

# Table of Contents

<b>I.</b>	<b>Republican Party Structure</b>	<b>4</b>
	a. New Jersey Republican State Committee	
	b. County Committee	
	c. Municipal Committee	
<b>II.</b>	<b>Becoming a County Committee Member</b>	<b>7</b>
	a. Filling a County Committee vacancy	
	b. Filing petitions to run for County Committee	
<b>III.</b>	<b>Responsibilities of a County Committee Member</b>	<b>7</b>
<b>IV.</b>	<b>Phases of a Grassroots Campaign</b>	<b>9</b>
	a. <b>Voter Identification</b>	<b>9</b>
	b. <b>Voter Persuasion</b>	<b>10</b>
	i. Door to Door Contact	
	ii. Door to Door Contact with Candidates	
	iii. Phone Calls for Candidates	
	iv. Hosting Events with Candidates	
	v. Attending Local Events	
	vi. Distributing Campaign Materials	
	vii. Letters to the Editor	
	c. <b>Vote by Mail</b>	<b>11</b>
	d. <b>Get-Out-The-Vote</b>	<b>12</b>
	e. <b>Conclusion</b>	<b>12</b>
<b>V.</b>	<b>Your County Committee Year-Round Check List</b>	<b>13</b>
<b>VI.</b>	<b>Voter Registration Information</b>	<b>15</b>
	a. Who is Eligible to Register to Vote	
	i. In Person Registration	
	ii. Registration By Mail	
	iii. The Registration Deadline	
	b. Residency of the Voter	
	i. College Or Boarding School Students	
	ii. Military Personnel	

- c. Disqualification From Voting By Criminal Conviction
- d. Changes In Residency
  - i. Move Out of County
  - ii. Move Within the Same County
  - iii. Move Within the Same Municipality, But Different District
  - iv. Move Within Same Municipality & Election District
- e. Changes In Name

  

<b>VII.</b>	<b>Vote by Mail Information</b>	<b>18</b>
	a. Eligibility	
	b. Process	
	c. Deadlines	
<b>VIII.</b>	<b>County Election Office Information</b>	<b>20</b>
<b>IX.</b>	<b>Important Election Dates 2013</b>	<b>21</b>
<b>X.</b>	<b>Republican State Committee Contact information</b>	<b>24</b>

# Republican Party Structure



## New Jersey Republican State Committee

The New Jersey Republican State Committee is the highest level organized Republican Committee in the State of New Jersey. The State Committee is the sole Republican organization with state-wide representation that is given official standing by law. It is the only official body endowed with authority to guide the Republican Party in the State, and to correlate and coordinate all Republican activity and influence throughout New Jersey with that of the Republican Party nationally.

The State Committee is authorized to choose the Republican National Committee members from New Jersey, and it shares with Republican County and municipal committees the common authority to receive and disburse moneys for the purpose of maintaining Party organization and for promoting policies and Republican candidates nominated in the primary election. The State Committee is comprised of elected members of the Republican Party from all 21 counties in New Jersey. Each county is represented by one male and one female State Committee member. The members are elected in the primary election year when the office of Governor is on the ballot, and serve a four year term

The Chairman of the State Committee is elected at the annual reorganization meeting held every two years. The Chairman is elected to serve a term of two years. The Current Chairman of the State Committee or “NJGOP” is the Honorable Samuel S. Raia. Chairman Raia was re-elected in June 2013 to serve a two year term. Vice-Chair Lynda Pagliughli was also re-elected at the June 2013 organization meeting along with Treasurer James Forest and Secretary Irene Kim Asbury.

More information about the state party organization and staff can be found by visiting the NJGOP website at [www.njgop.org](http://www.njgop.org) or by calling 609-989-7300.

## County Committee

County Committee is comprised of all elected county committee members from every election district within the county. County Committee members are the official representatives of the Republican Party for the district in which they were elected. There are two county committee seats (one male, one female) in every election district in the State. County committee members also provide the grassroots foundation for the Republican Party.

County Committee members are elected during the June primary election, every other year. Elected members take office on the Saturday following the primary election during which they were elected. They serve a two year term or four year term depending on the county.

Every two or four years, the County Committee meet the first Tuesday following the June Primary at a location and time chosen by the current County Chair. The County Chair and Vice-Chair are elected by the County Committee at this meeting. Since every county organization has a different structure and bylaws, other positions may also be elected at this meeting or appointed by the new or re-elected County Chair.

County organizations are organized similar to the Municipal Committee in that the County Chair is typically someone of importance who has been politically involved in the county. This person is the elected leader of the Republican Party in the county, and is responsible for recruiting and promoting candidates for countywide and possibility legislative office. They often meet with Municipal Chairs for the purpose of promoting the strength of the County organization, sharing information, helping to recruit candidates for local office and coordinating voter outreach efforts.

County political organizations are governed by Title 19 of the New Jersey State Statutes, specifically, sections 19:5-2 and 19:5-3.

## Municipal Committee

The Republican municipal committee is comprised of every elected male and female county committee member in a municipality. Every elected member of county committee is automatically considered a member of the municipal committee. Concurrent with the term as a County Committee member, the municipal committee member takes office on the first Saturday following the primary election, for a two or four year term.

The municipal committees meet on the first Monday following the primary election, at a time and location determined by the municipal chair of the outgoing committee. Notice of this meeting is given to all municipal committee-elect members. At this re-organization meeting, the new municipal committee elects a municipal party chair for a two-year term. This can be the chair who served the prior two year term or a new officer.

The Municipal Chair is the *de facto* head of the Republican Party in the municipality. The Chair is typically someone who is an important or involved person in your local community. This elected chair will often represent the municipal committee at meetings with the party's County Chair, countywide

elected officials, and legislative officials. The chair is responsible for sharing information with the municipal committee as to news and activities of the Republican Party on the County, State and National level.

## **Becoming a County Committee Member:**

Persons interested in becoming a County Committee member should contact their local Republican Municipal Chair to determine if there is a vacancy in the voting district they reside in. There are two different ways to become a County Committee member - both are outlined below:

Filling a County Committee vacancy:

- If a vacancy exists in the voting district, the members of the current Republican municipal committee can vote to appoint a person to fill the vacancy for the remainder of the two-year term. After the expiration of the term, the County Committee member filling the vacancy must file petitions to run in the June primary for a full term.

Filing petitions to run for County Committee:

- To run for County Committee, a nomination petition must be filed with the municipal clerk 57 days before the June primary election in order for a name to appear on the ballot.

If the petitions are properly completed and submitted, the name will be placed on the ballot. The male and female in each district receiving the highest number of votes will then be elected as the Republican county committee members for that district.

*Quick Tip – the petition must include the following:*

- 1) *Signatures of at least 5-percent of the Republicans who voted in the last primary election;*
- 2) *Signatures of voters who are registered Republicans or statements from them that indicate they intend to register as a Republican in the next primary election;*
- 3) *The candidates signed and notarized Certification of Acceptance and Oath of Allegiance; and*
- 4) *One signer of the petition that also signs as a witness and is notarized.*

## **Responsibilities of a County Committee Member**

A County Committee member is the official representative of the local, state and federal Republican Party for an election district, which has between 500 to over 1,000 registered voters. The county committee member is the face of the Republican Party in the district.

A county committee member is responsible for promoting all Republican candidates up for election and for growing the Party in his or her district. This can be accomplished as follows:

- 1) Register new Republican voters – when a new family or person moves into a district County Committee members should talk with them about local politics and if they are Republican, register them to vote. This early outreach to new voters shows the Party is engaged in the community and associates the friendly face of a neighbor with the Party.

- 2) Be active in the local municipal committee and County Committee –attend all committee meetings and events.
- 3) Share information – be a resource to local Republican leadership, elected officials and candidates on the voting district. If an issue arises in your district, for example, opposition to a new soccer field because it will add traffic to roads, let people know! Often small local issues can be the deciding factor in close races for local office and sharing information with Republican leadership in town is *very important*.
- 4) Work on Election Day – help the municipal party recruit challengers for each voting district and volunteer to Get-Out-The-Vote on Election Day.
- 5) Organize events for the local GOP candidates in the district and introduce them to your neighbors and key residents
- 6) Walk door-to-door with the local GOP candidates and introduce them to your neighbors.
- 7) Act as a surrogate for Republican candidates in the district.
- 8) Help the local party identify new volunteers from the district who want to get involved and bring them to GOP events.
- 9) Develop a personal newsletter to keep constituents up-to-date on issues and party events (local & national).
- 10) Stay informed about the candidates and the issues, to enhance discussion with residents in the district.
- 11) Organize or take part during campaign season in an organized door-to-door and phone calling effort to Get-Out-The-Vote in your election district and town. The success of getting out GOP voters for our candidates relies on the success of your network built as a county committee person working year round.

## **Phases of a Grassroots Campaign**

As a county committee member you will be working with campaigns on a grassroots level and it is important to know the phases of a campaign field operation. Outlined in the next three sections is an overview of the four key phases of a campaign grassroots field operation.

### **I. Voter Identification:**

It is not an exaggeration to say that the next campaign begins the day after the previous one ends. A local party organization will spend the bulk of its time analyzing and updating its voter files (or Building them if they don't yet exist) from the end of November to the end of the next summer. ***It is important to remember that elections are not just about appealing to voters. They are about appealing to the right voters.*** To do this, a County Committee member must have a good understanding of the voters in their election district, which can be done only through the construction of a manageable voter file.

Building a voter file has been made easier by the availability of election registration information through programs like RNC's *GOP Data Center* to which your local party organization leadership may obtain access from through the New Jersey Republican State Committee. Every County Committee member should be able to retrieve from their municipal chairman or County Republican Organization a list of all voters in their election district.

Having a detailed understanding of your electorate is essential. For instance, if you are trying to persuade voters to vote Republican, you will maximize your efforts by targeting solely ***persuadable voters that have a history of voting regularly***. Voters who are undecided or not leaning any particular way are much easier to convince to vote Republican than registered Democrats. Depending on your town or district you may have to spend your time or resources communicating to Democrats. Of course, you may convince several Democrats to vote Republican, but this is a more difficult task than communicating with unaffiliated voters.

It is the responsibility of each County Committee member to create and update the voter file for your own election district. True knowledge about any district will come only from time spent on the ground as the local face of the Republican Party.

County Committee members may know things that will not appear on any voter registration list, such as people who moved into the neighborhood mid-year, people who recently turned 18, people who have recently passed away or people who are extremely partisan but aren't registered with a party. More importantly, County Committee members are aware of the issues that may be important to their neighbors (i.e., whether a neighbor is pro-life or a sportsman). Bringing a personal connection to potential Republican voters always helps more than any direct mail piece or television commercial.

The responsibilities of a County Committee member go far beyond getting a voter registered and waiting for the campaign season. Members of the local party organization should continually be looking to expand their organization and the voter file using information gathered on the ground in the field.

## II. Voter Persuasion

The next phase of the campaign cycle is typically referred to as the persuasion phase. This is the part of the cycle that is typically thought of as actual “campaigning,” where there is active solicitation for votes for candidates. Traditionally, the persuasion phase began at the end of the summer, but has arrived earlier every year.

At this point, the local organization has spent time and resources figuring out who the voters are. The next step is to target the persuadable voters with the campaign message and convince them to vote for the Republican candidate. Of critical importance is to identify the voters who are persuadable. Efforts aimed at engaging reliable Republican voters are often a waste of resources, since they are typically going to vote Republican anyway.

During the persuasion phase, it may become apparent that you have won over certain number voters. Be sure to mark these voters down in the voter file as “supporters.” This will be crucial information when working to get out the vote.

County committee members should expect to be called upon to perform the following activities during this phase of a campaign:

### A. Door to Door Voter Contact

As members of the local community County Committee members are the best means to deliver various candidate messages to persuadable voters in their voting district. Often, County Committee members are the only means of delivering a message to voters in their district for campaigns that can’t afford direct mail. If no one is home, leave the appropriate literature for the voter to read later.

**Note: Never leave campaign literature in a mailbox—this is illegal.**

### B. Door to Door Voter Contact with Candidates

Candidates often rely on County Committee members to introduce them to voters in their district. Face to face contact with a candidate has been proven to be the most effective means of securing a person’s vote.

### C. Phone Calls for Candidates

The goals of phone banks are the same as door to door efforts—delivering the candidate’s message to targeted persuadable voters. Using phones is obviously more efficient, as more voters can be contacted per hour. The effect, however, of the contact is somewhat lessened and you are unable to leave literature with the targeted voter.

#### **D. Hosting Events with Candidates**

County Committee members should offer to host events with local candidates, such as coffee socials or barbeques, to invite voters to interact with these candidates.

#### **E. Attending Local Events**

County Committee members should represent the Party at local events, such as manning a voter registration booth at a town fair or representing the Party in a town parade.

#### **F. Distributing Campaign Materials**

In addition to distributing campaign literature, County Committee members should help distribute campaign paraphernalia and signs.

#### **G. Letters to the Editor**

County Committee members should contact local supporters and encourage them to write letters to the editors of local newspapers. You may provide them with talking points or sample letters that they can sign if they do not have time to write their own.

Clearly, local party organizations and county committee members assist with much of the heavy lifting for Republican campaigns. In mid to late September the campaign will enter its third phase targeting voters for Vote by Mail.

### **III. Vote by Mail:**

The next phase of a grassroots field operation is a Vote by Mail push. In New Jersey, voters can vote by mail for any reason without any excuse, such as work or travel. In addition to registering voters, which is a yearlong priority for county committees, getting supporters to vote by mail, if they are going to be away on Election Day, needs to be a top priority. In recent years the percentage of people voting by mail has increased and campaigns continue to put an increasingly large focus on targeting vote by mail voters.

In mid-September, 45 days before the election the County Clerk will mail VBM ballots to residents who have requested to vote by mail. County Committee members should request a list of these voters from the municipal chairman or county organization in order to contact Republicans and undecided voters in the district and ask for their support. This can make the difference in a close election!

County Committee members should vote by mail because County Committee members often have to work long hours on Election Day to help get-out-the-vote or challenge at the polls.

Outlined later in this manual is information on vote by mail rules and procedures. Approximately 72 hours to one week or more before Election Day, you've persuaded as many voters as you can and

pushed Vote by Mail ballots as much as you can. At this point, the campaign enters its fourth and final phase.

#### **IV. Get-Out-The-Vote (“GOTV”):**

During this phase of the campaign, the local party organization is focused on making sure every likely Republican voter gets to the polls on Election Day. This period can range from a week(s) to the final 72-hours of the campaign (Sat-Sun-Mon-Election Day). Once again, members of the county committee are critical to any effective Get-Out-The-Vote effort (GOTV).

At this point, the responsibility of each county committee member is simple. Review the voter file for the district, select the Republican voters and the other voters identified as 100-percent supporters and contact them in the days and hours before the election to make sure they vote. Do not spend time during GOTV talking with undecided voters, rather, only targeted voters who have been identified as supporting the local campaign.

Contact is again made through door-to-door or phone banking efforts, just like in the voter identification, persuasion, and Vote by Mail phases. All of the same rules apply. Door to door contact is more effective, but especially in districts with large populations of Republican voters, it may be possible only to contact them all by phone on Election Day.

During GOTV, county committee members should inform voters of the following critical information:

- (1) Remind the voter that there is, in fact, an election;
- (2) Secure their pledge to come out and vote;
- (3) Provide them with the time the polls open and close;
- (4) Provide them with the address and directions if necessary; and
- (5) Find out if they need any special assistance to get to the polls.

Typically, County Committee members should serve as official challengers in their voting districts. In addition to the challenger duties, County Committee members should have a list of all the Republicans and identified supporters from the voter file for that district. As these people come in to vote, they should be marked off the list. At various pre-determined times in the afternoon and evening, campaign staff or volunteers should contact the challengers to obtain the names of Republicans and identified supporters who have not yet voted. They should then contact all supporters who have not voted and urge them to come out to vote. Assistance like a ride to the polls can be offered to voters to ensure they vote.

### **Conclusion**

Serving as a committee person is a year-round project. There is not a single municipal committee in the state that can have a strong political operation when political activity only begins at the end of the summer. County committee members and municipal chairs should be planning and working in December for the next year’s election. Efforts to register voters and keep neighbors informed about the candidates and the issues not only help the Republican Party, but have a real impact in the community.

# Your County Committee Year-Round Check List

## January and February

- Register Republican Voters
- Recruit Volunteers
- Get to know the Republican who will be running for office this year

## March

- Nomination petition drive
- Register Republican voters
- Recruit Volunteers

## April

- Distribute literature for the candidates
- Register Republican voters
- Recruit Volunteers & Put Volunteers to Work for the Primary Election
- Distribute Vote By Mail Applications for the Primary Election

## May

- Distribute vote by mail request forms
- Register Republican voters
- Put Volunteers to Work for the Primary Election

## June

- Get-Out-The-Vote for the Primary Election
- Register Republican voters

## July and August

- Distribute literature at town and county fairs
- Help the candidates meet voters
- Distribute Vote By Mail Applications
- Register Republican voters
- Recruit volunteers & put them to work

## September

- Register Republican voters
- Canvass district to ID voters
- Recruit volunteers & put them to work

**October**

- Canvass district
- Distribute vote by mail request forms
- Recruit poll watchers
- Review list of voters

**November**

- Get-Out-The-Vote for the General Election
- Oversee election day efforts in your district
- Thank volunteers

**December**

- Register Republican voters
- Recruit Volunteers

## Voter Registration Information

Voter registration is the most important task a county committee person should be responsible for throughout the year. Registering more Republican voters and friends helps build the party to ensure success in future campaigns. It is your job as a county committee person to make sure your friends, family and co-workers are registered to vote, and are registered Republican. As you look to register new Republicans here are three possible groups to target with your efforts: families that just moved to the area, new citizens, and families that have a child who just turned eighteen.

To be used as a guide for registration and Election Day challenging efforts, the following is a summary of election laws and regulations with respect to the right to vote in New Jersey.

**Please visit [www.elections.nj.gov](http://www.elections.nj.gov) for all legal guidelines on voter registration.**

### A. Who Is Eligible To Register To Vote

In order to register to vote a person must possess the following qualifications:

- (1) Be a citizen of the United States;
- (2) Be of **18 years of age** by the next election; and
- (3) Be a resident of the election district or county in which they expect to vote **for 30 days** before the election.

#### 1. In Person Registration

Eligible voters registering in person must have done so on or before the 29<sup>th</sup> day preceding an election to vote.

#### 2. Registration By Mail

If registering by mail, the registrant's form must be postmarked on or before the 29<sup>th</sup> day preceding the election. Voters registering by mail must provide identification when they vote for the first time either at the polling location or via mail in ballot.

#### 3. The Registration Deadline

Mailed registration forms, not postmarked, but dated by the registrant on or before the 29<sup>th</sup> day prior to the immediate election are deemed timely if received not later than four days after the close of registration. Further, statutorily designated voter registration agencies or public agencies may receive timely registrations that may be forwarded to the appropriate county commissioner of registration after the close of registration.

### B. Residency of the Voter

A person may have more than one residence, but may not have more than one domicile. One's permanent home is the domicile, which determines where he or she have the right to vote. The burden of establishing one's domicile rests on the party who relies on it. Domicile is a factual

question and each disputed case must be evaluated and determined by its own facts and circumstances.

**1. College or Boarding School Students May Select Domicile**

College or boarding school students may register to vote in their campus community where they reside or at their home. Of course, such students may only be registered in one location or the other, not both.

**2. Military Personnel Voting Rights Are Protected By Law**

Military personnel stationed on a federal base must be allowed to participate in state and local elections. Military personnel stationed overseas or a civilian attached to or serving with the armed forces and their spouses and dependents may vote using an overseas military ballot.

**C. Disqualification From Voting By Criminal Conviction**

No person shall have the right to vote who is serving a sentence or is on parole or probation as the result of a conviction of any indictable offense. This disqualification is explicitly required to be read literally and, as such, persons awaiting sentence, receiving a suspended sentence or obtaining a stay or sentence pending appeal should still be permitted to vote. A person who has been disenfranchised due to a previous conviction, whose sentence, parole or probation has fully terminated, or if they have been pardoned may vote again, but must re-register first.

**D. Changes In Residency**

**1. Move Out of County**

A voter who moves from one county to another must re-register in the new county and is eligible to vote only in the new county. If a voter moves out of the county within 29 days of the election, he or she must be allowed to vote, after signing an affidavit at the appropriate polling location for the address in the original county of residence.

**2. Move Within the Same County**

A voter who moves within the same county will not be allowed to vote at his or her old polling location, but must be allowed to vote at the new polling place using a provisional ballot upon signing the required affirmation of change of address within the county.

**3. Move Within Same Municipality, But Different District**

When a voter has moved within a municipality, but currently resides in a different election district, he or she should be permitted to vote at the new election district via provisional ballot.

**4. Move within Same Municipality & Election District**

A voter who moves within an election district must be allowed to vote at the polling place after executing a transfer affidavit before an election official at the polling place.

**E. Changes in Name**

If a voter changes his or her name due to marriage, divorce or judgment of court, the voter must file a change of name notice with the county commissioner of registration. Please note, however, that a woman registrant who subsequently marries or remarries is not required to re-register unless she chooses to adopt the surname of her new spouse. If a person who has changed their name fails to notify the commissioner of registration, that person is still permitted to vote under his or her original name at the next election at which they appear to vote following the name change, after signing the poll book with both the registered name and new name.

*Please visit [www.elections.nj.gov](http://www.elections.nj.gov) for all legal guidelines on voter registration.*

## Vote by Mail Information

In New Jersey, a voter can vote by mail for any reason without an excuse. In addition to registering voters, which is a yearlong priority for county committee members, getting people in your district to vote by mail also needs to be a top priority as election day draws near. Make sure that any Republican voter you know who is going to be away requests a vote by mail ballot and votes by mail. In every campaign, **no vote can be taken for granted** and encouraging voters to vote by mail is a useful way to obtain votes for your Republican candidates before the polls open on Election Day.

County committee members often have to work long hours on Election Day to help get-out-the-vote or challenge. It is advisable that county committee members vote by mail so that they can focus on Election Day responsibilities. Below is critical vote by mail information.

**Please visit [www.election.nj.gov](http://www.election.nj.gov) for all legal guidelines on vote by mail.**

### ELIGIBILITY:

In New Jersey, **ANY REGISTERED VOTER** can now vote by mail in any election. No reason or excuse is required. With one application, a voter may request to receive a ballot for a single election, or for all elections in the current year. With that same application, a voter can receive a ballot for every November General Election if the voter so chooses.

### PROCESS:

#### Step 1.

Obtain and complete a Vote By Mail Ballot Application. A Vote by Mail ballot application can be found online at the NJ Division of Elections website: [www.njelections.org](http://www.njelections.org) or at your local municipal clerk or county clerk's office (contact information can be found at the end of this handbook).

#### Step 2.

Mail the application back to the County Clerk's office

#### Step 3.

When the ballot arrives in the mail, vote for your candidates, properly complete and sign the forms and mail it back to the Board of Elections Office

**ALWAYS REMEMBER:** *The County Clerk cannot accept faxed or emailed copies of an Application for a Vote by Mail Ballot, unless the voter is a Military or Overseas Voter, since an original signature is required.*

### DEADLINES:

Applications must be received by the County Clerk no later than seven days before the election you wish to vote in. A Vote by Mail ballot can be requested in person at the County Clerk's office up until 3:00 pm the day before the election. All Vote by Mail ballots must be received by the county Board of Elections office by 8:00PM, the close of the polls on Election Day. Mail in ballots will not be counted if postmarked, but not received on Election Day. **Caution:** *If a voter requests a vote by mail ballot he or she must vote by mail and CANNOT vote at the polls.*

**Please visit [www.election.nj.gov](http://www.election.nj.gov) for all legal guidelines on vote by mail.**

# COUNTY ELECTION OFFICE INFORMATION

At the county level, a number of officials and offices are responsible for the administration of elections. Their respective responsibilities are as follows:

## **A. County Clerk**

The county clerk is responsible for receiving petitions for all offices except those filed with the division of elections office or municipal clerks. Voter registration forms, party declaration forms, and vote-by-mail applications can be obtained at the County Clerks' Office. In addition, election results for every municipality in the County can be obtained on election night after the polls close at the Office of the County Clerk.

The county clerk is also responsible for designing and printing all election ballots, holding drawings for candidate ballot position, printing and furnishing mail in ballots, preparing a list of mail in ballot applications, printing emergency and provisional ballots, and approving or rejecting mail in ballot applications and certifying elections.

## **B. Superintendent of Elections:**

Ten of the 21 Counties in New Jersey have a Superintendent of Elections - Atlantic, Bergen, Burlington, Camden, Essex, Hudson, Mercer, Monmouth, Morris and Passaic. In these Counties, the duties of the Superintendent include voter registration, inspection of polling places, maintenance and custody of polling machines and poll books, and investigation of voting discrepancies. The Superintendent also has police powers to enforce Title 19, and serves as the Commissioner of Registration. In counties where there is no Superintendent of Elections, the duties of the Superintendent are assumed by the county Board of Elections.

## **C. Board of Elections:**

All 21 counties have a Board of Elections. The Board of Elections is responsible for the selection of polling place locations, appointment and training of board workers, appointment of challengers, creation and maintenance of election districts and enforcement of the Elderly and Handicapped Accessibility Act. The Board also receives, counts, investigates and certifies absentee ballots, counties and certifies provisional ballots and serves as the Board of County Canvassers.

In counties where there is no Superintendent of Elections, the Board of Elections assumes the responsibilities of the Superintendent, including acting as the Commissioner of Registration and custodian of voting machines.

**D. Commissioner of Registration:**

In all 21 counties (either under the Board of Elections or Superintendent of Elections) , the Commissioner of Registration regulates voter registrations, accepts voter registration applications, reviews registration records to assure continued eligibility and investigates provisional ballots.

## Important Election Dates – 2013 General Election

### AUGUST

#### **August 12**

Drawing of Ballot Position for General Election Candidates by the County Clerks (85 days before election) N.J.S.A. 19:14-12

### SEPTEMBER

#### **September 10**

Last Day Vacancy Can Occur for Primary Election Nominees for the General Election (56 days before election) N.J.S.A. 19:13-20

#### **September 16**

Deadline for Preparation of Official General Election Ballot for Printing (50 days before election) N.J.S.A. 19:14-1

#### **September 21**

Commencement of Mailing of Mail-In Ballots for General Election (45 days before election) N.J.S.A. 19:63-5, N.J.S.A. 19:63-9

### OCTOBER

#### **October 15**

Voter Registration Deadline for General Election (21 days before the election) N.J.S.A. 19:31-6

Mandated Evening Voter Registration Available for General Election in Offices of County Commissioners of Registration (optional for municipal clerks) (21 days before election) N.J.S.A. 19:31-2

#### **October 22**

Deadline for Filing of Challenger Appointments for General Election (second Tuesday before election) N.J.S.A. 19:7-3; N.J.S.A. 19:12-7

**October 29**

Publication of Challenge and Complaint Procedures for the General Election by County Boards of Election (7 days before election) N.J.S.A. 19:12-9

Deadline for Mail-In Ballot Applications by Mail for General Election (not less than 7 days prior to election) N.J.S.A. 19:63-3, N.J.S.A. 19:63-5

**October 30**

Deadline for Mailing of Sample Ballots for General Election (on or before Wednesday preceding the election) N.J.S.A. 19:14-25

**NOVEMBER****November 3**

Deadline for Application to Receive Mail-In Ballot for General Election by Electronic Means for Qualified Military and Overseas Voters (4th day before election) N.J.S.A. 19:59-4

**November 4**

Deadline for In-Person Mail-In Ballot Applications for General Election (up to 3:00 p.m. on the day before election) N.J.S.A. 19:63-3, N.J.S.A. 19:63-4, N.J.S.A. 19:63-5

Publication of Challenge and Complaint Procedures for the General Election by County Boards of Election (1 day before election) N.J.S.A. 19:12-9

**General Election November 5**

(Tuesday next after first Monday in November) N.J.S.A. 19:2-3, N.J.S.A. 19:15-2

Last Day for Testing of Electronic Scanning Equipment for Tabulation of Paper Ballots for General Election (day of election) (notice to be given 48 hours prior to the start of testing) N.J.S.A. 19:53A-8

Deadline for Submission of General Election Mail-In Ballots to County Boards of Election (by 8:00 p.m. on the day of election) N.J.S.A. 19:63-16

## **Important Election Dates – 2013 U.S. Senate Special Election**

### July

#### **July 23**

Deadline for Voter Registration for the August 13th Primary Election

### August

#### **August 6**

Deadline for Mail-In Ballot Applications by Mail for General Election (not less than 7 days prior to election) N.J.S.A. 19:63-3, N.J.S.A. 19:63-5

#### **August 9**

Deadline for Application to Receive Mail-In Ballot for General Election by Electronic Means for Qualified Military and Overseas Voters (4th day before election) N.J.S.A. 19:59-4

#### **August 12**

Deadline for In-Person Mail-In Ballot Applications for General Election (up to 3:00 p.m. on the day before election) N.J.S.A. 19:63-3, N.J.S.A. 19:63-4, N.J.S.A. 19:63-5

#### **Special Primary Election August 13**

### October

#### **Special General Election October 16**

## **Republican State Committee Contact Information**

Have a question or need to contact a member of the Republican State Committee staff? Please call our Trenton Headquarters at 609-989-7300, or email [info@njgop.org](mailto:info@njgop.org).

We hope you find this guide valuable, please submit any comments and suggestions you may have for future versions. For more information please contact our Executive Director, John Raue at (609) 989-7300 or at [john@njgop.org](mailto:john@njgop.org).

### **New Jersey Republican State Committee**

150 West State Street, Suite 230  
Trenton, NJ 08608

Phone: (609) 989-7300  
Fax: (609) 989-8685  
Email: [info@njgop.org](mailto:info@njgop.org)

### **Your Republican Team in Trenton:**

Executive Director – John C. Raue  
Victory Director – Patrick Sebastian  
Deputy Victory Director – Devin O’Malley  
Communications Director – Ben Sparks  
Finance Director – Loren Monk  
Staff Assistant – Bill Dunne  
Communications Assistant – Kevin Poindexter  
Financial Compliance – Charlene Hooker

### **Communications**

**Press, Media, Television, Radio, Research**  
Email: [communications@njgop.org](mailto:communications@njgop.org)

### **Political**

**Campaign Operations, Voter Programs / Outreach, Coalitions**  
Email: [political@njgop.org](mailto:political@njgop.org)

### **Finance**

**Fundraising, Donor Programs**  
Email: [fundraising@njgop.org](mailto:fundraising@njgop.org)