

# CANDIDATE GUIDELINES

## MONTGOMERY COUNTY ELECTION COMMISSION

### COMMISSIONERS

RITA WILSON, CHAIR (R)  
CHARLES BOEHMS, MEMBER (R)  
HYBURNIA WILLIAMS, SECRETARY (D)  
WALTER HEAD, MEMBER (D)  
DON BECK, MEMBER (R)

*VICKIE KOELMAN, ADMINISTRATOR OF ELECTIONS*

### OFFICE LOCATION

350 PAGEANT LANE, SUITE 404  
MONTGOMERY COUNTY VETERANS PLAZA

### MAILING ADDRESS

PO Box 422  
CLARKSVILLE, TN 37041

### OFFICE HOURS

MONDAY—FRIDAY  
8:00 A.M.—4:30 P.M.

### Web Address

[montgomerycountyttn.org](http://montgomerycountyttn.org)  
Email: [vote@montgomerycountyttn.org](mailto:vote@montgomerycountyttn.org)

TELEPHONE: 931-648-5707

FAX: 931-553-5155

1. All nominating petitions that are issued and filed are public records and open to public inspection.
2. All petitions must be obtained from the Montgomery County Election Commission Office. Each petition has to have the candidate's name and office sought completed at the time the petition is issued. The candidate must complete the candidate's section to include their correct residential address and the candidate's signature on each page. Candidates must also decide how they want their name to appear on the ballot. Titles cannot be used, however, nicknames are permitted. Judicial candidates must provide their Supreme Court Registration Number.
3. No photocopies of any petition will be accepted.
4. A qualifying petition is required to have twenty-five (25) nominating signatures, not to include the candidate's signature. These signatures must be of registered voters who are eligible to vote for the candidate (Example: If you are running for County Commission in District 1, your signatures must be people who are currently residing and registered to vote in District 1, not any other district). We recommend that you obtain at least fifty (50) signatures because some people may not be registered voters, may have become ineligible to vote, or may not have changed their address with the Election Office.
5. A voter signing your petition should sign their name as it is signed on their voter registration record. (Example: If their name is listed as Eula Mae Gregory on their voter registration record, they should not sign it Bessie Gregory or Mrs. Joe Gregory, even though that may be what they are called). Many signatures are very difficult to read; please be sure the voter prints their name below their signature.
6. Each voter must sign their own name. Do not allow one voter to sign for another. This includes well-meaning spouses.
7. Voters shall list their residence address. Post Office Box numbers, business addresses, or lack of an address will disqualify the signature.
8. Each petition issued will be treated as a public record. Petition information will be released to the public and press.
9. Candidates have until NOON on the qualifying deadline to turn in their petition. We encourage all candidates to return their nominating petition before the last day of qualifying to avoid a deadline problem. Nominating petitions will be checked in the order in which they are received.
10. Unprocessed voter registration applications will not count as valid signatures.
11. Candidates will be notified in writing verifying if the petition does or does not have the required number of valid signatures.

12. Candidates that wish to withdraw their nominating petition have until **NOON** on the withdrawal deadline. A written request with the candidate's original signature must be filed with the Montgomery County Election Commission.
13. There are no "filing fees" as part of the nominating process in the State of Tennessee.
14. Individuals that have a felony conviction must have their rights restored by a Court before they can qualify, seek, or hold any office in the State of Tennessee.
15. State Senate candidates must file their **original petition** in the County Election Commission Office where they reside. They must also file a **certified copy** of the original petition in the other County Election Offices (Montgomery, Cheatham & Houston are the counties in the 22nd Senatorial District). All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. **This is the candidate's responsibility.**

Cheatham County Election Commission  
 188 County Services Dr #100  
 Ashland City, TN 37015  
 615-792-5770

Houston County Election Commission  
 Courthouse, Main Street  
 PO Box 346  
 Erin, TN 37061  
 931-289-3047

16. State Executive Committee candidates must file their **original petition** in the County Election Commission Office where they reside. They must also file a **certified copy** of the original petition in the other County Election Offices (Montgomery, Cheatham & Houston are the counties in the 22nd Senatorial District). All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. **This is the candidate's responsibility.**

Cheatham County Election Commission  
 188 County Services Dr #100  
 Ashland City, TN 37015  
 615-792-5770

Houston County Election Commission  
 Courthouse, Main Street  
 PO Box 346  
 Erin, TN 37061  
 931-289-3047

17. State House of Representative candidates must file their **original petition** in the County Election Commission office where they reside. They must also file a **certified copy** of the original petition in the County Election offices in each county wholly or partially within the candidate's house district. All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. **This is the candidate's responsibility.**

District 67 - Montgomery County  
 District 68 - Montgomery County  
 District 78 - Montgomery County, Cheatham County, and Williamson County

Cheatham County Election Commission  
 188 County Services Dr #100  
 Ashland City, TN 37015  
 615-792-5770

Williamson County Election Commission  
 Administrative Complex  
 1320 West Main Street Suite 140  
 Franklin, TN 37064  
 615-790-5711

18. Circuit Court Judge, Chancellor, District Attorney General and District Public Defender candidates must file their **original petition** in the County Election Commission Office where they reside. They must also file a **certified copy** of the original petition in the other County Election Commission Office. (Montgomery and Robertson are the counties in the 19th Judicial District). All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. **This is the candidate's responsibility.**

Robertson County Election Commission  
Robertson County Office Building  
513 South Brown Street Room 137  
Springfield, TN 37172  
615-384-5592

19. Sheriff candidates shall file an affidavit, psychological evaluation, current peace officer certification, and other evidence of their qualifications with the Tennessee POST Commission at least fourteen (14) days prior to the qualifying deadline. **This is candidate's responsibility.**
20. Highway Supervisor candidates shall file affidavits and other evidence of their qualifications with the Tennessee Highway Officials Certification Board not later than fourteen (14) days prior to the qualifying deadline. **This is the candidate's responsibility.**
21. School Board candidates must file proof of graduation from high school or GED with the Election Commission Office prior to the qualifying deadline. **This is the candidate's responsibility.**
22. Voter Registration List. You may purchase a list of registered voters for Montgomery County from the Election Commission Office. T.C.A. 2-2-138 requires the voter information to be used for political purposes only. We are able to provide this list on a computer printout or CD-R. An order form is included in your candidate packet. The voter information provided is voter *data* only. It does not contain any software to print lists. You must have computer software of your own to use the information and you must understand how to import data into your program. The voter registration records are updated daily. You should place your order prior to the time you will need it since we cannot guarantee a turnaround time for your order due to the changing workload. We will call you as soon as it is ready to be picked up.
23. Candidates are not allowed to be present at the polling place, except to vote. This includes the Election Commission office during early voting unless you have official business to conduct. (i.e., turning in financial reports, picking up information, etc.) Also, candidates are not allowed to assist a voter while voting.  
T.C.A. 2-1-112, 2-7-103, 2-7-116

24. Provisional Voting - is a process required by Federal Law where a voter appears at their polling place and their name does not appear on the signature list, but claims to have registered at a National Voter Registration Agency. The voter will be allowed to cast a provisional ballot (paper ballot), but the ballot will not be counted until verification can be determined. This verification process will be made through the State Departments of Safety, Health, Human Services, etc. This process will take several days. Once verification can be made, the verified provisional ballots will be counted and results released.
  
25. Election Night Procedure. Results will be tallied at the Montgomery County Election Commission Office. It is recommended that you or a representative come to the Election Office on election night to watch the returns come in first hand. We are not responsible for the accuracy of any media coverage. Early Voting and Absentee will be reported after the close of polls and as soon as they are available. All precincts will be reported as they arrive at the office. Results can be found on our office website as well as on a computer monitor in the lobby area of our office. The Administrator of Elections will be available after the final report is posted, to answer any and all questions. Election night results will be unofficial. The election will be certified and the results made official no later than the third Monday after the election at the Election Commission meeting.

Revised: September 2009