



**2019**

**"How to Run for Local Office"**

**LWVB Committee**

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**Special thank you to Pat Ward, Town Clerk**

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- Form CPF M 102: Campaign Finance Report Municipal Form
- Form CPF M 102-0: Campaign Finance Report Municipal Form
- Form CPF M 102-S: Brookline Supplemental Campaign Finance Report
- Form CPF M T 101: Change of Treasurer;  
Acceptance of Office by Treasurer Municipal Form



## How and Why to Run for Local Office

*"That government is the strongest of which every man  
[and woman] feels himself a part."*

Thomas Jefferson

The League of Women Voters was founded over 90 years ago to encourage the informed and active participation of citizens in government. This mission remains as vital today as it did when the organization was created. An engaged citizenry is the foundation of a healthy democracy and a strong and vibrant community.

The League hopes that more Brookline residents will become directly involved in local government by becoming candidates for local elective office.

As part of our nonpartisan citizen education activities, the League of Women Voters of Brookline Sara K. Wallace Fund for Voter Education is pleased to sponsor this "How to Run for Local Office" booklet. The goal of this booklet is to provide people with the tools and information they need to run for local office, either town-wide or for town meeting member in their precinct.

League of Women Voters of Brookline Sara K. Wallace Fund for Voter Education

PO Box 32

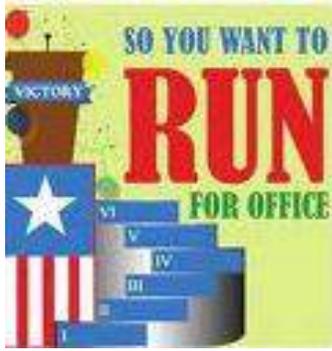
Brookline, MA 02446

617-566-3238

[league@lwvbrookline.org](mailto:league@lwvbrookline.org)

[www.lwvbrookline.org](http://www.lwvbrookline.org)

[www.facebook.com/LWVBrookline](https://www.facebook.com/LWVBrookline)



# CHECKLIST

1. You must be a registered Brookline voter to run for an elected Town office.
2. Nomination papers **must** be obtained from the Town Clerk's office.
  - For Town Meeting Member, 10 signatures from registered voters residing in a candidate's precinct are required (recommended that at least 15 signatures be obtained)
  - For other elected Town offices, 50 signatures must be obtained from registered Brookline voters town-wide.
  - No nomination papers are required for incumbent-Town Meeting Members running for re-election provided that the Town Clerk is provided a written notice of candidacy no later than 56 days before Election Day.
3. Nomination papers must be submitted to the Town Clerk's office for certification by the Board of Registrars of Voters no later than 49 days prior to Election Day to ensure placement on the printed ballot. (See 2019 Election Calendar)

**ELECTION CALENDAR  
ANNUAL TOWN ELECTION  
MAY 7, 2019**

**Nomination papers Available.....Tuesday, January 22, 2019**

Last day for Select Board to send notice of election of vacancies to the Town Clerk.....Monday, March 4, 2019

Last day for incumbent Town Meeting Members to file written notice with the Town Clerk.....Tuesday, March 12, 2019

**Last day to submit Nomination Papers to Town Clerk for Certification by Registrars of Voters .....Tuesday, March 19, 2019**

Deadline for any Proposition 2 1/2 Override Language to be filed with the Town Clerk.....Wednesday, March 20, 2019

Last day to File Certified Nomination Papers for all Offices with the Town Clerk.....Tuesday, April 2, 2019

**Last day to object or withdraw.....Thursday, April 4, 2019**

Last day to Register Voters .....8:00 pm Wednesday, April 18, 2019

Special Saturday Voter Registration.....9:00 am - 5:00 pm Saturday, April 13, 2019

Last day for Selectmen to post warrant.....Tuesday, April 30, 2019

**Annual Town Election.....Tuesday, May 7, 2019**

Annual Town Meeting.....Tuesday, May 21, 2019

**NOTE:** 50 certified Town-wide signatures are required to run for a Town-Wide office and 10 certified Precinct-wide signatures are required to run for Town Meeting Member.

## OFFICES ON THE 2019 BALLOT

### **Select Board: ONE SELECT BOARD MEMBER WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* The Select Board is composed of five members who are elected for three-year terms. As the Chief Elected and Executive Officers of the Town, the Select Board is vested with all the municipal authority not specifically retained by the Town's legislative body, Town Meeting. The Select Board appoints a Town Administrator, responsible for the daily management of the Town.

The Select Board issues the warrants for Town Meetings and make recommendations on the warrant articles; initiate legislative policy by inserting articles in Town Meeting Warrants and then implement the votes subsequently adopted. They adopt town administrative policies; review and set fiscal guidelines for the annual operating budget and the six-year capital improvements program and make recommendations to Town Meeting on the same.

The Select Board appoints department heads and members of most official boards and commissions; holds public hearings on important town issues and periodic conferences with agencies under their jurisdiction and with community groups; represents the Town before the General Court and in all regional and metropolitan affairs; and enforces Town By-Laws and regulations.

The Select Board also serves as the licensing board responsible for issuing and renewing over 600 licenses in more than 20 categories, including common victualler, food vendor, liquor, lodging house, open-air parking lot, inflammables, special events and entertainment. The Select Board meets every Tuesday, unless otherwise posted. The meetings are broadcast live by Brookline Interactive Group (BIG).

*Salary:* No salary; no health insurance. As of 2009, a monthly stipend is paid to the Chair of the Select Board and a lower monthly stipend is paid to the other members of the Board.

**School Committee: THREE SCHOOL COMMITTEE MEMBERS WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* 9 Brookline residents are elected to 3-year staggered terms with authority to select and to terminate the Superintendent; review and approve budgets for public education; seek funding to support its programs from available Town, state and federal sources; and establish educational goals and policies for the public schools consistent with the requirements of law and state-wide goals and standards established by the State Board of Education. The School Committee generally meets on Thursdays twice a month from September through June at 7:00 p.m. in the James F. Walsh School Committee Room, 5th Floor, Town Hall. (No salary; no health insurance.)

**Library Trustee: FOUR LIBRARY TRUSTEES WILL BE ELECTED FOR A THREE-YEAR TERM.**

*Description of Office:* Twelve are elected as Brookline Library Trustees to oversee services and programs provided at the 3 Brookline public libraries. Each year after the May election, the Trustees elect 4 officers from their membership: Chair, Vice Chair, Secretary and Treasurer. The Trustees represent the interests of the Brookline electorate in matters concerning library policy and oversee the hiring and function of the head librarian and investing and spending a specific portion of the library's trust funds (gifts and bequests made to the library over the years either for specific purposes or to an "unrestricted" fund). Other activities include planning library events like Brookline Reads, authors' groups and lectures and exhibits; looking at long range planning for library services; having input on physical plant maintenance issues; reviewing and improving library policies; representing library patrons' interests to the Select Board, the Advisory Committee and Town Meeting as needed; and other activities that arise from patrons' input, trustees' concerns or staff concerns.

Meetings of the whole board are held one evening a month in the Trustees Room of the Brookline Village Library. Sub-committee meetings are held as needed (these include committees on public relations, fiscal matters, library services, buildings, etc.). (No salary; no health insurance.)

**Housing Authority: ONE HOUSING AUTHORITY MEMBER WILL BE ELECTED FOR A FIVE-YEAR TERM.**

*Description of Office :* The Brookline Housing Authority owns and manages more than 1,500 units of affordable housing in the Town. The five-person Board of Commissioners is responsible for overseeing the agency in all regards, approving all contracts, and hiring the Executive Director. Four of the five board members are elected by the voters of Brookline. Of that four, one is always a tenant of the Brookline Housing Authority. The fifth member is appointed by the Governor of the Commonwealth of Massachusetts. ( No salary; no health insurance.)

**Constable: FIVE CONSTABLES WILL BE ELECTED FOR THREE-YEAR TERMS.**

Description of Office: 5 registered voters are elected to serve as Town Constables.

Constables are required pursuant to Massachusetts General Laws Chapter 41, Section 92 to be bonded in order to serve and execute the following documents in the Town: summons and complaints with damages not exceeding \$2,500; executions not exceeding \$2,500; real estate attachments not exceeding \$2,500; and writs and trustee process not exceeding \$2,500; civil and criminal arrest warrants; summary process summons and complaints and evictions under Massachusetts General Laws Chapter 239; subpoenas and writs from District Courts, Superior Courts, the Supreme Judicial Court and Federal Courts; restraining orders; probate and family court process; criminal process; Massachusetts General Laws Chapter 209A restraining orders; small claims notices; and posting of Town meetings, warrants and other notices.

No salary; no health insurance. Fees for services rendered by constables are established by Massachusetts General Laws Chapter 262, Section 8.

**Town Meeting Member: A MINIMUM OF FIVE TOWN MEETING MEMBERS WILL BE ELECTED IN EACH PRECINCT FOR THREE-YEAR TERMS.**

Description of Office: Town Meeting is Brookline's Legislative arm of government. It consists of 240 elected Town Meeting Members plus the members of the Select Board, and any state representative or state senator who resides in Brookline. In addition, the Town Moderator, who presides over Town Meeting, and the Town Clerk, who acts as secretary, are voting members. The 240 members are elected by precinct, with 15 members elected from each of the Town's sixteen precincts. The members are elected for staggered, 3-year terms so that 5 members are elected from each precinct each year in the May annual town election. Depending on vacancies some precincts will have more members to be elected.

Town Meeting is responsible for passing a balanced annual town budget, and enacts all town by-laws. An Annual Town Meeting is held in the spring to enact the following year's budget, plus whatever other matters are placed on the Town Meeting Warrant, either by the Select Board or by citizen petition. The Annual Town Meeting is usually held the last week in May or the first week in June. A Special Town Meeting is held each fall, usually in November, to deal with any budget changes, zoning by-law amendments or other matters placed on the warrant. (No salary; no health insurance.)

Although only elected Town Meeting Members may vote and propose motions, the public is invited to attend and the sessions are carried live on Brookline Interactive Group (BIG).

<http://brooklineinteractive.org/>

## Some Campaign Tips

by Risa Nyman based upon Julie Johnson's 2010 Workshop Presentation.

- Attend local events – meet people, build a base for election or reelection, and get to know the concerns of people.
- Get a voter list from the Town Clerk's office.
- Concentrate on the frequent voters those who have voted at least three times in the past five years.
- Identify voters who will commit to you.
- All identified voters need to be contacted and assured that their vote is needed.
- Know how many votes the person/people who won that office recently received and add 20%.
- Knock on doors weekend afternoons and/or early evening.
- Perfect your message.
- Leave literature with a personal note about why you are running.
- Surrogates are needed for town-wide races.
- Be sure your name shows on the caller ID when phone calls are made on your behalf.
- Endorsements are important in Brookline.
- "Dear Friend" cards are effective.
- Lawn signs keep your name in view.
- Signs and poll workers show support and give visibility.
- Emails are good for reminders but are not the optimum way to solicit support.
- Door hangers right before the election are good reminders.
- After the election thank the voters and the people who helped you.
- Using social media and e-mail may be helpful in reaching a wider audience. An effective social media campaign may allow more constituents to learn about you.

# Appendices

## A. Resources

**VOTERS GUIDE:** The League of Women Voters of Brookline publishes a nonpartisan Voters Guide for the Annual Town Election each spring. This publication is distributed as a supplement in the Brookline TAB, posted online on the League’s website, and available at local libraries. The Voters Guide provides an opportunity for candidates for town-wide office and Town Meeting Member to present information about themselves and their views on key public issues to the voters. All candidates are contacted by the League to provide information for publication in the Voters Guide. If you are a candidate for office in Brookline, be sure your information is included in the Voters Guide. For more information about the Voters Guide, contact the League at [league@lwvbrookline.org](mailto:league@lwvbrookline.org)

**List of Active Registered Voters:** Candidates for Town office may obtain upon the request of the candidate a list of active registered voters from the Town Clerk’s Office free of charge.

**Town of Brookline Website:** <http://www.brooklinema.gov>

- Annual Report (summarizes activities of Town Departments and actions taken at Town Meeting; identifies elected and appointed officials).
- Annual Financial Plan
- Meetings of Town boards, commissions and committees
- Under “Voting Elections: select “Election Results” to obtain election results of prior elections
- Under “Planning”, select “Update Newsletter” for a description of proposed Town developments
- Under “Town Government” select “Select Board” and find schedule of meetings, annual reports and current budget information.
- Under “Town Government” select “Town Meeting” and find warrant articles, election results, precinct packets that describe characteristics of each of the Town’s 16 precincts, and contact information for the Town Meeting Members Association; also under “Town Government” select “Boards/Commissions” and thereafter choose options that include “Advisory Committee”, “Select Board”, “Brookline Access Television” and “Planning Board.”
- Under “Residents” select “Education” and then select “School Committee” for brief biographies of current members of the School Committee and position papers
- Under “Residents” select “Voting/Elections” and choose from options that include “Campaign Finance”, “Election Results”, “Elected Officials”, “Election Calendar” and “Zoning Board Decisions”.
- From the Main Menu in the left margin of the home page, select “Residents”; then under “Community Services” select “Neighborhood Associations” for a listing of neighborhood associations located in the Town.

**Town Meeting Handbook** prepared by the Town Meeting Members Association – posted on Town website; from the Main Menu in the left margin of the home page, select “Town Meeting” and click on the highlighted link for the handbook.

**Brookline Interactive Group (Television):** <http://brooklineinteractive.org/>

**Brookline TAB:** <http://www.wickedlocal.com/brookline/homepage>

**Brookline Patch:** <http://brookline.patch.com/>

# B. Town Nomination Paper

8229  
**The Commonwealth of Massachusetts**  
**TOWN NOMINATION PAPER**

DATE and TIME received by  
Board of Registrars

TOWN \_\_\_\_\_

---

**ATTENTION REGISTRARS: Before certifying signatures, see Instruction to Registrars on reverse side of this paper.**

**INSTRUCTION TO CANDIDATES**  
 Fill in all the required candidate information prior to circulating nomination papers. Call the Town Clerk about campaign finance reporting requirements.  
**DO NOT ALTER THIS NOMINATION PAPER IN ANY WAY. ADDITIONAL MARKINGS ON THIS PAPER MAY DISQUALIFY ANY SIGNATURES ON THIS PAPER.**

**DEADLINES**  
 Nomination papers must be submitted to the Board of Registrars of Voters for certification of names by 5 p.m.  
 \_\_\_\_\_ day \_\_\_\_\_ date  
 Nomination papers must be filed with the Town Clerk by 5 p.m.  
 \_\_\_\_\_ day \_\_\_\_\_ date

On at least ONE of the nomination papers, have the Registrars complete and sign the Certificate of Voter Registration which is printed on the other side of this paper.

**TYPE OR PRINT**

NAME OF CANDIDATE \_\_\_\_\_

RESIDENCE \_\_\_\_\_  
street & number town zip code

OFFICE \_\_\_\_\_  
exact title of office

TERM \_\_\_\_\_ CANDIDATE FOR RE-ELECTION \_\_\_\_\_  
year year to

POLITICAL DESIGNATION (if any) \_\_\_\_\_  
not more than three words

I ACCEPT THE NOMINATION \_\_\_\_\_  
written signature

---

**SIGNER INFORMATION**

**INSTRUCTIONS TO SIGNERS**  
 For your signature to be valid, you must be a registered voter in the town named above and your signature should be written substantially as registered.  
 If you are prevented by physical disability from writing, you may authorize some person to write your name and residence in your presence.

**SIGNERS' STATEMENT**

We are qualified voters of this town, and in accordance with the provisions of law, nominate the candidate named above for town office.

	I SIGNATURES to be made in person with name substantially as registered (except in case of physical disability as stated above)	II NOW REGISTERED AT (street, number and apartment number, if any) (town will be the same as stated above)	
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			

SAMPLE ONLY

## C. Campaign Finance Information

*The following information is from The Town Clerk's Website:*

### FOR ALL TOWN-WIDE MUNICIPAL CANDIDATES

These instructions are meant to be an introductory guide to the campaign finance law and its filing requirements for candidates to elected municipal office and the treasurers of their political committees, not a substitute for it. It is the responsibility of all those participating in political campaign financing in Massachusetts to become knowledgeable with the provisions of the campaign finance law (Chapter 55) and its regulations. **Please note that members of a representative town meeting are exempted from the reporting and disclosure provisions of the campaign finance law.** For additional information please contact:

Office of Campaign and Political Finance  
One Ashburton Place, Room 411  
Boston, MA 02108

(617)979-8300 / (800) 462-OCPF

FAX: (617) 727-6549

Website: [www.ocpf.us](http://www.ocpf.us)

E-mail: <mailto:ocpf@cpf.state.ma.us>

OR

Office of the Town Clerk  
333 Washington Street, Room 104  
Brookline, MA 02445

(617) 730-2010

FAX: (617) 730-2043

Website: [www.brooklinema.gov/](http://www.brooklinema.gov/)

Email: [pward@brooklinema.gov](mailto:pward@brooklinema.gov)

[2019 Campaign Finance Reporting Dates](#)

## **ORGANIZATION AND DISCLOSURE FORMS**

### **Form CPF M 101 – Organization of a Candidate Committee – Municipal**

Although state law does not require a candidate to have a political committee organized on his or her behalf, many candidates have one. This is particularly so when the candidate is a public employee, since public employees are prohibited by law from political fundraising, even on their own behalf.

The CPF M 101 should be filed with the Town Clerk as soon as the committee is organized. A political committee may not accept any contributions, make any expenditures or incur any liabilities until the Treasurer qualifies for the office by completing, signing and filing CPF M 101.

Any change in Treasurer should be immediately submitted to the Town Clerk by completing and filing a Form M T 101.

### **Form CPF M 102 – Campaign Finance Form – Municipal**

Every town candidate and his or her political committee, if any, is required to file a Form CPF M 102 with the Town Clerk on or before each required reporting date. This report must be signed by the candidate and treasurer, if any, under the penalties of perjury. Candidates are responsible for the legality, validity, completeness and accuracy of each of their reports. The following information should be filed with or on Form CPF M 102:

*Schedule A – Receipts:* An alphabetical list of all contributions in excess of \$50 received within the reporting period, including the amount and date received, the name and the residential address of the contributor. This information must also be reported for receipts of \$50 or less if the total contributions from the individual have exceeded \$50 in a calendar year. Otherwise, receipts of \$50 or less may be added together on one line and included in total receipts. If the contribution is \$200 or more, the occupation and employer of the contributor must be disclosed.

*Schedule B – Expenditures:* An alphabetical listing of all disbursements in excess of \$50, including the amount and the date of payment, the name and address of the payee and the purpose of the expenditure. Those expenditures of \$50 or less may be added together on one line and included in the total expenditures. However, complete information concerning all expenditure, including date, payee, address, amount and purpose, must be maintained by the candidate or committee regardless of the amount.

*Schedule C – In-Kind Contributions:* An alphabetical listing of all in-kind contributions of anything of value other than money with a value in excess of \$50 in a calendar year. This listing includes the date, the name and residential address of each contributor and a description of the contribution. The occupation and employer of any contributor of \$200 or more of in-kind goods or services, or a combination of money and goods or services, is also required. In-kind contributions do not include volunteers' personal services or the exercise of ordinary hospitality.

*Schedule D-Liabilities:* An alphabetical listing of all outstanding, unpaid obligations as of the last day of the reporting period, regardless of when the liability was incurred. Included is the amount, the date the liability was incurred, the name and address to whom it is due and the purpose of the liability. Liabilities are carried over from each report to the successive report until such time as they are satisfied.

Totals from all of the above categories are summarized in a schedule on the front page of Form CPF M 102. Detailed instructions for completing Form CPF M 102 are available from the Office of Campaign and Political Finance or from the Office of the Town Clerk.

### **Form CPF M 102-S – Brookline Supplemental Campaign Finance Report**

Article 4.9 of the Town of Brookline's General By-Laws requires all candidates or candidates' committees for Town-Wide office, as well as Ballot Question Committees, to file a supplemental report - 15 days prior to the Annual Town Election. Candidates or candidates' committees for Select Board, Moderator, Town Clerk, School Committee, Library Trustee, Housing Authority, Constable and any Ballot Question Committees, are required to file this supplemental finance report, in addition to those required by M.G.L., C. 55 – The Massachusetts Campaign Finance Law.

### **Form CPF M 102-0 – Campaign Finance Report (Affidavit) - Municipal**

This statement may be filed in lieu of Form CPF M 102 only by candidates who have not received any contributions, spent any money or incurred any debts and do not have a political committee organized on their behalf. **Form CPF M 102-0** is available in the Office of the Town Clerk.

### **Schedule E – Disclosure of Assets Statement**

Different from the Schedule E found in Form SEL 102, this is a listing of all assets acquired or disposed of during the calendar year that have a useful life of more than one year, would be depreciable in a normal business environment, and have a cost/value of \$1,000 or more at the time of acquisition. This separate schedule is filed only once each year with the Form CPF M 102, due on January 20.

## ***REPORTING PERIODS***

### **Pre-Election Reports**

Form **CPF M 102-S** is due on or before the 15th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 25 days before the Annual Town Election. If no previous report was filed, then the reporting period should begin on the date the first contribution, expense or in-kind contribution was incurred.

Form **CPF M 102** is due on or before the 8th day preceding the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

### **Post-Election Reports**

Form SEL 102 (For Select Board Candidates Only) is due on or before the 30th day following the Annual Town Election, complete from the day following the ending date of the last report filed through 20 days after the Annual Town Election.

Form CPF M 102 is due on or before the 30th day following the Annual Town Election, complete from the day following the ending date of the last report filed through 10 days before the due date.

### **Year-End Reports**

Form SEL 102 (For Select Board Candidates Only) is due on or before January 20 in the following year, complete from the day following the ending date of the last report filed through December 31.

Form CPF M 102 is due on or before January 20 in the following year, complete from the day following the ending date of the last report filed December 31. A Schedule E – Disclosure of Assets Statement must be filed with this report.

## D. LWV Membership



***Make a Difference in Your Community***

***Join the League of Women Voters***

The League of Women Voters is a highly respected, grassroots, volunteer organization dedicated to encouraging informed and active participation in government. The League is strictly nonpartisan, never supporting or opposing candidates or political parties.

The League is well known for its work to ensure citizens can participate in the electoral process. The League works to register voters, sponsor candidates' debates, publish a printed guide to candidates' information, and provide extensive online voting and election information.

The League advocates on public policy issues after study and consensus. The organization has positions on a wide range of issues: education, health care, economy, criminal justice, gun control, protection of reproductive rights, casino gambling, housing, protection of the environment, and more.

Membership is open to men and women. Yearly dues are \$50 for an individual and \$75 for two in a household. Student dues are \$25, and the League has a scholarship fund available.

**To join: go to [http://lwvbrookline.org/join\\_form.html](http://lwvbrookline.org/join_form.html) and fill out the form and pay by check or through PayPal. Or email the League at [league@lwvbrookline.org](mailto:league@lwvbrookline.org) for more information.**

# ATTACHMENTS

The following forms are samples. To download the actual forms visit the Town Clerk's web site: [Campaign Finance](#)



## Form CPF M 102: Campaign Finance Report Municipal Form Office of Campaign and Political Finance

File with: \_\_\_\_\_  
City or Town Clerk or Election Commission Please print or type all information, except signatures.

<b>Fill in dates:</b>	Month	Date	Year	Ending	Month	Date	Year
Reporting Period Beginning							

**Type of report: (Check one)**  
 8th day preceding preliminary   
 8th day preceding election   
 30 day after election   
 year-end report   
 dissolution

Full Name of Candidate (if applicable)
Office Sought and District
Residential Address
Tel. No. (optional)

Committee Name
Name of Committee Treasurer
Committee Mailing Address
Tel. No. (optional)

SUMMARY BALANCE INFORMATION:	
<b>Line 1: Ending balance from previous report</b>	\$ _____
<b>Line 2: Total receipts this period</b> (page 2, line 11)	\$ _____
<b>Line 3: Subtotal</b> (line 1 plus line 2)	\$ _____
<b>Line 4: Total expenditures this period</b> (page 3, line 14)	\$ _____
<b>Line 5: Ending balance</b> (line 3 minus line 4)	\$ _____
Line 6: Total in-kind contributions this period (page 4)	\$ _____
Line 7: Total (all) outstanding liabilities (page 4)	\$ _____
Line 8: Name of bank(s) used _____	

**Affidavit of Committee Treasurer:**  
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.  
Signed under the penalties of perjury:

Treasurer's signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_

**FOR CANDIDATE FILINGS ONLY: (CANDIDATE MUST SIGN BELOW)**

**Affidavit of Candidate: (check 1 box only)**  
 Candidate with Committee and no activity independent of the committee  
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55. I have not received any contributions, incurred any liabilities nor made any expenditures on my behalf during this reporting period.  
 Candidate without Committee OR Candidate with independent activity filing separate report  
I certify that I have examined this report including attached schedules and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55.  
Signed under the penalties of perjury:

Candidate signature (in ink) \_\_\_\_\_ Date \_\_\_\_\_





**SCHEDULE C: "IN-KIND" CONTRIBUTIONS**

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Line 15: In-kind over \$50				
Line 16: In-kind \$50 and under				
Line 17: Total In-kind				

Enter on page 1, line 6

\* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

**SCHEDULE D: LIABILITIES**

*M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.*

Date Incurred	To Whom Due	Address	Purpose	Amount
Line 18: OUTSTANDING LIABILITIES (ALL)				

Enter on page 1, line 7

This page may be copied if additional pages are required to report all activity. Please include your committee name and a page number on each page. Page 4







**SCHEDULE C: "IN-KIND" CONTRIBUTIONS**

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Line 15: In-kind over \$50				
Line 16: In-kind \$50 and under				
<b>Line 17: Total In-kind</b>				

Enter on page 1, line 6

\* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

**SCHEDULE D: LIABILITIES**

*M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.*

Date Incurred	To Whom Due	Address	Purpose	Amount
<b>Line 18: OUTSTANDING LIABILITIES (ALL)</b>				

Enter on page 1, line 7

This page may be copied if additional pages are required to report all activity. Please include your committee name and a page number on each page.

**Form CPF M 102-S: Brookline Supplemental Campaign Finance Report**  
 Sec. 4.9 of the Town By-Laws

Please print or type all information except signatures

<b>Fill in dates:</b>	Month	Day	Year	and ending	Month	Day	Year
Reporting period beginning _____ and ending _____							

<b>Report period:</b>			
<input type="checkbox"/> 15 <sup>th</sup> day before election	<input type="checkbox"/> 8 <sup>th</sup> day before election	<input type="checkbox"/> 30 <sup>th</sup> day after election	<input type="checkbox"/> Year-end report

Full name of candidate	Committee name
Office sought	Name of committee treasurer
Residential address	Committee mailing address
Tel. No. (optional)	Tel. No. (optional)

**SUMMARY BALANCE INFORMATION**

<b>Line 1: Ending balance from previous report</b>	\$ _____
<b>Line 2: Total receipts this period (from page 2, line 11)</b>	\$ _____
<b>Line 3: Subtotal (line 1 plus line 2)</b>	\$ _____
<b>Line 4: Total expenditures this period (from page 3, line 14)</b>	\$ _____
<b>Line 5: Ending balance (line 3 minus line 4)</b>	\$ _____
Line 6: Total in-kind contributions this period (from page 4)	\$ _____
Line 7: Total of all outstanding liabilities (from page 4)	\$ _____
Line 8: Name of bank used _____	

<b>Affidavit of Committee Treasurer:</b>	
I certify that I have examined this report, including attached schedules, and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55 and Brookline By-Laws, sec. 3.1.7.	
<b>Signed under the penalties of perjury:</b>	
<b>Treasurer's signature (in ink)</b>	<b>Date</b>

**FOR CANDIDATE FILINGS ONLY: (Candidate must sign below)**

<b>Affidavit of Candidate: (check one box only)</b>	
<input type="checkbox"/> <b>Candidate with committee and no activity independent of the committee</b>	
I certify that I have examined this report, including attached schedules, and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, of all persons acting under the authority, or on behalf of this committee, in accordance with the requirements of M.G.L. c. 55 and Brookline By-Law 3.1.7. I have not received any contributions, incurred any liabilities, nor made any expenditures on my behalf during this reporting period.	
<input type="checkbox"/> <b>Candidate without committee OR candidate with independent activity filing separate report</b>	
I certify that I have examined this report, including attached schedules, and it is, to the best of my knowledge and belief, a true and complete statement of all campaign finance activity, including all contributions, loans, receipts, expenditures, disbursements, in-kind contributions and liabilities for this reporting period and represents the campaign finance activity of all persons acting under the authority or on behalf of this committee in accordance with the requirements of M.G.L. c. 55 and Brookline By-Laws, sec. 3.1.7.	
<b>Signed under the penalties of perjury:</b>	
<b>Candidate's signature (in ink)</b>	<b>Date</b>





**SCHEDULE C: "IN-KIND" CONTRIBUTIONS**

Please itemize contributors who have made in-kind contributions of more than \$50. In-kind contributions \$50 and under may be added together from the committee's records and included in line 16.

Date Received	From Whom Received*	Residential Address	Description of Contribution	Value
Line 15: In-kind over \$50				
Line 16: In-kind \$50 and under				
Line 17: Total In-kind				

Enter on page 1, line 6

\* If an in-kind contribution is received from a person who contributes more than \$50 in a calendar year, you must report the name and address of the contributor; in addition, if the contribution is \$200 or more, you must also report the contributor's occupation and employer.

**SCHEDULE D: LIABILITIES**

*M.G.L. c. 55 requires committees to report ALL liabilities which have been reported previously and are still outstanding, as well as those liabilities incurred during this reporting period.*

Date Incurred	To Whom Due	Address	Purpose	Amount
Line 18: OUTSTANDING LIABILITIES (ALL)				

Enter on page 1, line 7

This page may be copied if additional pages are required to report all activity. Please include your committee name and a page number on each page. Page 4



**Form CPF M T 101 : CHANGE OF TREASURER;  
ACCEPTANCE OF OFFICE BY TREASURER  
MUNICIPAL FORM**  
Office of Campaign and Political Finance

Use with:  
City or Town Clerk or Election Commission

Please print or type all information, except signatures

1. Committee Name: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. New Treasurer: \_\_\_\_\_  
 \_\_\_\_\_
- 2a. Treasurer's Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Tel. No. \_\_\_\_\_
3. Committee Address: \_\_\_\_\_  
 (If different)

I hereby accept the office of treasurer of the above-named committee. I understand that I am subject to certain duties and liabilities under M.G.L. c. 55, including the timely filing of campaign finance reports and keeping detailed accounts and records of all campaign finance activity for a period of six years from the date of the relevant election. I am aware that an appointed public employee may not serve as treasurer of a political committee and that a candidate or elected official may not serve as the treasurer of a political action committee except as authorized by M.G.L. c. 55, s. 5A.  
 SIGNED UNDER THE PENALTIES OF PERJURY:

\_\_\_\_\_  
 Treasurer's signature Date

**FOR CANDIDATE COMMITTEES ONLY**

I hereby consent to the appointment of the new treasurer of this committee.  
 SIGNED UNDER THE PENALTIES OF PERJURY:

\_\_\_\_\_  
 Candidate's signature Date

**SELECTED EXTRACTS FROM M.G.L. c. 55**

**Section 1 requires the director to "assess a civil penalty for any [late filed] report ... of ten dollars per day...[up to \$2,500]. In the case of failure to file by a candidate or a candidate's committee, the civil penalty shall be assessed against the candidate; and in all other instances, the civil penalty shall be assessed against the treasurer of a political committee...."**

**Section 4 outlines statements of organization of political committees: "...Any change in information previously submitted in a statement of organization shall be reported to the director, or if organized for the purpose of a city or town election only, to the city or town clerk, within ten days following the change.**

**Each political committee shall have a treasurer who shall qualify for his office by filing a written acceptance thereof with the director, or if organized for the purpose of a city or town election only, with the city or town clerk. Said treasurer shall remain subject to all the duties and liabilities imposed by this chapter until his written resignation of the office is received or his successor's written acceptance is filed as aforesaid. No person acting under the authority of, or on behalf of, any political committee shall receive any money or anything of value, or expend or disburse the same, or incur expenses while it has no treasurer qualified as aforesaid, or while the name and address of any of its officers or members, as originally or subsequently chosen, is not filed in accordance with the provisions of this section or chapter 52, as the case may be.**

**Each treasurer of a political committee shall keep and preserve detailed accounts, vouchers and receipts as prescribed for a candidate by the provisions of section two. Each treasurer of a political committee shall keep said records for a period of six years following the date of the relevant election....**

**No expenditure shall be made for, or on behalf of, a political committee without the authorization of the chairman or treasurer, or their designated agents....**

M T 101 11/94