

# CANDIDATE GUIDELINES

1. All petitions must be obtained from the Rhea County Election Commission Office. Each petition must 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.
2. No photocopies of any petition will be accepted.
3. 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 persons who are 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.
4. A voter signing your petition should sign their name as it is signed on their voter registration record, but a "common" signature may be accepted. (Example: If the name is listed as Eula Mae Gregory on their voter registration record, Bessie Gregory would be acceptable). Please be sure the voter also prints his or her name.
5. Each voter must sign their own name. Do not allow one voter to sign for another. Signatures which do not match those on record will not be accepted.
6. Voters shall list their residence address. Post Office Box numbers, business addresses, or lack of an address will disqualify the signature.
7. Each petition issued will be treated as a public record. Petition information may be released to the public.
8. 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.
9. Unprocessed voter registration applications will not count as valid signatures.
10. Candidates will be notified in writing verifying if the petition does or does not have the required number of valid signatures.
11. After qualifying, candidates who 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 Rhea County Election Commission to withdraw a petition.

12. There are no “filing fees” as part of the nominating process in the State of Tennessee.
13. Individuals who 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. The only exception is the office of Sheriff, where you cannot have a felony conviction on your record.
14. 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 (Campbell, Fentress, Morgan, Roane, Pickett and Scott are the other counties in the 12th Senatorial District). All petitions (original and certified copies) must be filed prior to NOON on Qualifying Deadline. This is the candidate’s responsibility.

Campbell County Election Commission

PO Box 84, 129 Church Alley, Jacksboro, TN 37757-0084

Ph 423.562.9777 Fax 423.562.9758

Fentress County Election Commission

PO Box 1027, 111 North Norris St, Jamestown, TN 38556-1027

Ph 931.879.7162 Fax 931.879.2579

Morgan County Election Commission

PO Box 266, 415 N. Kingston St., Wartburg, TN 37887-0266

Ph 423.346.3190 Fax 423.346.4350

Pickett County Election Commission

105 S. Main St., Room 2, Byrdstown, TN 38549-2285

Ph 931.864.3583 Fax 931.864.6362

Roane County Election Commission

PO Box 157, 200 E. Race St., Kingston, TN 37763-0157

Ph 865.376.3184 Fax 865.376.2017

Scott County Election Commission

PO Box 586, 2845 Baker Hwy, Scott Co. Office Bldg, Huntsville, TN 37756-0586

Ph 423.663.2430 Fax 423.663.3127

15. 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 (Campbell, Fentress, Morgan, Roane, Pickett and Scott are the other counties in the 12th Senatorial District. See addresses above). All petitions (original and certified copies) must be filed prior to NOON on Qualifying Deadline. This is the candidate’s responsibility.
16. 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 other County Election offices (Bledsoe, Roane and

Sequatchie are the other counties in the 31<sup>st</sup> State House District) All petitions (original and certified copies) must be filed prior to NOON on Qualifying Deadline. This is the candidate's responsibility.

**Bledsoe County Election Commission**

PO Box 253, 3150 Mian St., Bledsoe Co. Courthouse, Ste. 700, Pikeville, TN 37367-0253  
Ph 423.447.2776 Fax 423.447.7265

**Roane County Election Commission**

PO Box 157, 200 E. Race St., Kingston, TN 37763-0157  
Ph 865.376.3184 Fax 865.376.2017

**Sequatchie County Election Commission**

68 Spring St., Dunlap, TN 37327-3752  
Ph 423.949.2431 Fax 423.949.8396

17. 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. (Bledsoe, Franklin, Grundy, Marion and Sequatchie are the other counties in the 12th Judicial District). All petitions (original and certified copies) must be filed prior to NOON on Qualifying Deadline. This is the candidate's responsibility.

**Bledsoe County Election Commission**

PO Box 253, 3150 Main St., Bledsoe Co. Courthouse, Ste. 700, Pikeville, TN 37367-0253  
Ph 423.447.2776 Fax 423.447.7265

**Franklin County Election Commission**

839 Dinah Shore Blvd, Ste., 1, Winchester, TN 37398-1426  
Ph 931.967.1893 Fax 931.967.5317

**Grundy County Election Commission**

PO Box 181, 68 Cumberland St., Grundy Co. Courthouse Ste. 122,  
Altamont, TN 37301-0181  
Ph 931.692.3551 Fax 931.692.3572

**Marion County Election Commission**

109 Academy Ave., Jasper, TN 37347-3520  
Ph 423.942.2108 Fax 423.942.1082

**Sequatchie County Election Commission**

68 Spring St., Dunlap, TN 37327-3752  
Ph 423.949.2431 Fax 423.949.8396

18. 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 the candidate's responsibility.

19. 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.

20. School Board candidates must file proof of graduation from high school or GED with the Election Commission office before the qualifying deadline. This is the candidate's responsibility.

21. Judicial candidates should be knowledgeable of the Code of Judicial Conduct in the Rules of the Supreme Court of the State of Tennessee. Questions regarding the Code of Judicial Conduct should be directed to the legal department of the Administrative Office of the Courts at 615-741-2687.

22. Voter Registration List. You may purchase a list of registered voters for Rhea 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. 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 before you will need it since we cannot guarantee a turnaround time. We will call you as soon as your order is ready to be picked up.

23. Candidates are not allowed to be present in a 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 – The procedure for a voter whose name does not appear on election commission records but who claims to have registered at a National Voter Registration Agency may cast a ballot. The voter will be allowed to cast a provisional ballot (paper ballot), but the ballot will not be counted until verification of registration can be determined by the state Division of Elections. This process will take several days. Once verification is made, the verified provisional ballots will be counted and results released.

25. Election Night Procedure. Results will be tallied at the Rhea County Election Commission Office. Early and Absentee voting results will be reported as soon as they are available after the close of polls. All precincts will be reported as they are tabulated at the office. 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 an Election Commission meeting.