

## CANDIDATE GUIDELINES



### COMMISSIONERS

RICK LONGTON, CHAIR (R)  
SUE ELLEN YATES, MEMBER (R)  
BRENDA LEWIS GRAHAM, MEMBER (R)  
ROBERT LEWIS, MEMBER (D)  
MARISSA BROWN-JENNINGS, SECRETARY (D)

*AMANDA JOSLIN, 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

[mcgtn.org/election](http://mcgtn.org/election)  
Email: [vote@mcgtn.net](mailto:vote@mcgtn.net)

TELEPHONE: 931-648-5707  
FAX: 931-553-5155

1. All petitions must be obtained from the Montgomery 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. Candidates running for offices that require being an attorney 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 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.
4. 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.
5. Each voter must sign their own name. Do not allow one voter to sign for another. This includes well-meaning spouses.
6. Voters shall list their residence address. Post Office Box numbers, business addresses, or lack of an address will disqualify the signature.
7. 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.
8. Unprocessed voter registration applications will not count as valid signatures.
9. Candidates will be notified in writing verifying if the petition does or does not have the required number of valid signatures.
10. After qualifying, 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.
11. There are no "filing fees" as part of the nominating process in the State of Tennessee.

12. 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. The only exception is the office of Sheriff, where you cannot have a felony conviction on your record.

13. 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, Robertson, Dickson, Hickman & Humphreys are the counties in the 23rd Senatorial District). All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. Addresses to each office can be found on the state election commission website: [tnsos.org/elections/election\\_commissions.php](https://tnsos.org/elections/election_commissions.php). **This is the candidate's responsibility.**

14. 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, Robertson, Dickson, Hickman & Humphreys are the counties in the 23rd Senatorial District). All petitions (original and certified copies) must be filed prior to **NOON** on Qualifying Deadline. Addresses to each office can be found on the state election commission website: [tnsos.org/elections/election\\_commissions.php](https://tnsos.org/elections/election_commissions.php). **This is the candidate's responsibility.**

15. 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

16. 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.**

17. 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.**

18. 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.**
19. 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.
20. 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 USB flash drive. An order form and open records policy 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 and deadlines. We will call you as soon as your order is ready to be picked up.
21. 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
22. 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.
23. Election Night Procedure. Results will be tallied at the Montgomery County Election Commission Office. **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 will be updated on our office website. 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.

## TO BEGIN YOUR CAMPAIGN, you are required to do the following:

24. **APPOINT A POLITICAL CAMPAIGN TREASURER(S)**. Before any monies can be received or spent, (except for incidental expenditures made by an individual to determine whether to be a candidate), each candidate must certify the name and address of its political treasurer to the Registry of Election Finance for a state election and to the county election commission for a local election. This is accomplished by completing and filing an appointment of political treasurer statement. T.C.A. § 2-10-102(3), T.C.A. § 2-10-105(4)(e)(1), T.C.A. 2-10-105(e) (2022)

25. A candidate may appoint himself or herself as the political treasurer for a campaign. If a candidate appoints another person to act as political treasurer, the candidate must co-sign all reports required to be filed under the Campaign Financial Disclosure Act. T.C.A. § 2-10-105(4)(e)(1)

26. **OPEN A CAMPAIGN BANK ACCOUNT**. A candidate must open and maintain a separate bank account. All campaign funds must be kept at all times in a separate and segregated bank account from other funds, including personal funds. T.C.A. § 2-10-106(b)(1) (2022). All campaign funds must be deposited into this account and all expenditures of campaign funds must be expended from this account. Campaign funds are not the personal property of a candidate or other individual. T.C.A. § 2-10-106(b)(2) (2022). Commingling of campaign funds with personal or other funds is a Class 2 offense punishable by civil penalties. T.C.A. § 2-10-106(b)(3). Candidates are strongly discouraged from spending personal funds, or using personal credit cards, for campaign purposes (unless using a personal credit card designated for campaign activity only).

27. If a person is a candidate for more than one public office, the candidate must maintain separate campaign bank accounts for each office sought. Rule 0530-1-3-.02(3)(a)

## HELPFUL INFORMATION

- ☐ A “certified duplicate” is a photocopy of the original petition with the words “This is a true copy of the original” written on the copy along with the candidate’s signature and/or the copier’s signature.
- ☐ All filed nominating petitions must be prominently marked with the time and date of the filing and a receipt showing the same information shall be given to the person filing the document. (See TCA § 2-1-108(b))
- ☐ Qualifications for each office are included in this packet and can be copied. These outlines can be found on state web site at <https://sos.tn.gov/elections/candidate-information>.
- ☐ Original nominating petitions and all certified copies must be filed in the required office by the governing qualifying deadline.
- ☐ **Public Record – All nominating petitions that are issued and filed are public records and open to public inspection.**

- ❑ **CANDIDATES FOR STATE PUBLIC OFFICE.** Candidates and single-candidate political campaign committees involved in elections for state public offices (Governor, member of the General Assembly, delegate to a Tennessee Constitutional Convention, District Attorney General, District Public Defender, Judge of the Court of Criminal Appeals, Judge of the Court of Appeals, Supreme Court Justice, Chancellor, Circuit Court Judge, Criminal Court Judge and Probate Court Judge) must file all required reports with the Tennessee Registry of Election Finance, Tennessee Tower, 26th Floor, 312 Rosa L. Parks Ave., Nashville, TN 37243. T.C.A. § 2-10-105(a)
- ❑ **CANDIDATES FOR LOCAL PUBLIC OFFICE.** Candidates involved in elections for local public offices (*all offices not listed above as state public offices*) must file all required reports with the election commission of the county or counties where the election will be held. T.C.A. § 2-10-105(b) – Copy of forms: <https://www.tn.gov/tref/tref-candidates>.
- ❑ **LOCAL POLITICAL CAMPAIGN COMMITTEES.** Single-candidate political campaign committees involved in elections for local public offices (*all offices not listed above as state public offices*) must file all required reports with the registry of election finance. T.C.A. § 2-10-105(b) - See more at: <https://www.tn.gov/tref/tref-candidates>.

Revised: July 2025