

Important notes

The information provided by the Candidate must be accurate and correct.

If the submission contains errors, such as a nominator who is ineligible has signed, the candidate will be held responsible. This may include the right of a successful candidate to sit in the House of Assembly. It is your job to ensure that the information contained in the form is verified. Please keep in mind that the Candidate Nomination form is subject to scrutiny by the Returning Officer (RO), Elections Nova Scotia staff, the registered parties, other candidates, the media, and the Auditor General for Nova Scotia. Discrepancies found by any of these entities may lead to a formal investigation.

Dates Important to the Nomination Process

Nominations close at 2:00 pm on	
Notice of Election Issued on	
Nova Scotia residency date for nominators (each nominator must be a resident of Nova Scotia for at least 6 months prior to date writ issued)	
Election day is	

** All dates can be confirmed with the RO or Elections Nova Scotia*

Important note regarding dates on Nomination documents:

All signatures cannot be dated before the writ is issued.

The only exception is Part E- letter from the leader, where the same letter may be provided as was submitted with the registration form.

Nomination Form Checklist

Parts A – E plus Part F (Deposit) to be completed before submitted to returning office

- Part A** Candidate Information completed in full
- Part B** Official Agent and Auditor completed in full (a list of auditors licensed to perform these duties is available at CPA NS https://www.cpans.ca/web/CPANS/Directories/PA_Licence_Members.aspx)
- Part C** Nominators- at least 5 eligible electors have signed to nominate me as a candidate and someone other than the candidate or another nominator has attested to each signature
- Part D** Candidate Declaration completed, signed and witnessed
Candidate's Assignment of Authorization Form Submission (optional)
- Part E** Registered Party Candidacy Endorsement completed and signed by the Leader of the Party
- Part F** Deposit- Either legal tender, certified cheque or money order

Part G to be issued by RO after nomination reviewed

- Part G** Receipt of Deposit completed and signed by RO when nomination accepted

Parts H – K to be completed by RO after nomination reviewed

- Part H** Certificate of Acceptance of Nomination Form, completed and signed by RO
 - **Important Note:** You will receive the following after the nomination form is accepted by the RO:
 - Form 310- Checklist for Candidate Package
 - Form 109 - Use of List of Electors by Candidate
 - Form 2-5 - Tax receipts
 - Official Agents of Candidates registered on writ day may issue tax receipts for all contributions from writ to close of polls on election day.
 - Official Agents of Candidates who were not registered before the acceptance of the nomination form may issue tax receipts for contributions received from that date until close of polls on election day.
- Or Part I** Notice of Refusal to Accept Nomination Form, completed and signed by the RO
- Part J** Withdrawal of Candidate Nomination
- Part K** Notice of Withdrawal of Candidate Nomination
- Part L** Selection of district for voting

Candidate's Detailed Guide Filing a Nomination Form

The following checklist itemizes what a RO will be verifying when looking at a Nomination Form. Use of this guide prior to submitting a Nomination Form should avoid delays. The deadline for filing the Nomination Form to the RO in your electoral district before 2:00 PM on the 20th day before Election Day. (Check with your RO for the exact date).

You may file a Nomination Form any time from when the Notice of Election is issued by the Chief Electoral Officer including the opening of the returning office headquarters and the deadline for nominations. You are encouraged to file early because any deficiencies or mistakes must be corrected and refiled prior to the deadline. It is a good idea to make an appointment with the RO in advance.

Before the Nomination Form can be accepted by the RO and the candidacy confirmed, the Nomination Form must be completed in accordance with the instructions of the Chief Electoral Officer and must be accompanied by a nomination deposit of \$200.00 (certified cheque or money order made payable to the Minister of Finance or legal tender). It is your responsibility or that of another individual named in writing by you under Section 69 of the *Elections Act* to have the completed nomination package to the RO before the 2:00 PM deadline.

No exceptions can be made to the 2:00pm deadline for filing Nomination Forms

Part A: Candidate Information to be completed by the candidate

- Box 1** Insert the name of the electoral district for which you are being nominated.
- Box 2** Enter your legal name. The **first** name, middle and then the **family** name(s).
- Box 3** Enter your name, exactly how you wish it to appear on the ballot. The **first name** is to be entered first, **any initial you would like on the ballot, then the family name**. *Note: Enter the name you are known by, if not your given name. Titles such as Mr. Ms. Dr. Uncle are not acceptable. Ref. s. 88(3)(4)(5)*
- Box 4** If you are endorsed by a registered party, insert the **registered party's** name. If you are an independent candidate, insert the word '**Independent**'. *Note: If you are endorsed but fail to complete this section, 'Independent' will be printed with your name on the ballot*

Carefully read the declaration. Those who may be nominated and those who are disqualified from being nominated are set out in Part III of *The House of Assembly Act*. All required candidate information must be completed.

- Box 5** Enter your full residential address.
- Box 6** Enter your mailing address, if it is different from your home address in box 5.
- Box 7** The address in this box must be a permanent address where the candidate can be reached after an election. This can be your home or office. This address cannot be a temporary campaign office nor can it be a mailing address (such as a P.O. Box number or R.R. number) which is not a civic address.

- Box 8** Enter your home, business, and/or mobile phone numbers, fax numbers (if applicable) and email addresses (if applicable). 'N/A' should be written if not applicable. These cannot be campaign office phone or fax numbers.
- Box 9 and 10** You, or the person named in writing by you under Section 69 of the *Elections Act*, must date and sign in these boxes to declare you are qualified to be a candidate, to accept the nomination, and to accept a party endorsement (if applicable).

Part B: Official agent, auditor to be completed by the candidate

On this page all required information for the appointed official agent and auditor must be provided.

- Box 11** Enter the name of the person appointed as your official agent.
- Box 12** Enter the full residential address of the official agent.
- Box 13** Enter the mailing address of the official agent, if it is different from box 12.
- Box 14** The address in this box must be a permanent address where the official agent can be reached after an election. This can be his or her home or office. This address cannot be a temporary campaign office nor can it be a mailing address (such as P.O. Box or R.R. number) which is not a civic address.
- Box 15** Enter the Official agent's home phone, business or mobile phone numbers, fax numbers (if applicable) and email addresses (if applicable). 'N/A' should be written if not applicable. These cannot be campaign office phone or fax numbers
- Box 16** Enter Auditor's name- This must be the name of the individual person licenced to audit (CPANS.ca). This **cannot** be the name of an Audit Firm.
- Box 17** Enter Auditor's mailing address
- Box 18** Enter Auditor's contact information, phone numbers, e-mail, fax
- Box 19** Enter date
- Box 20** Sign the form when completed. Please note that all information must be completed prior to submission for approval.

Part C: Nominators of Candidate to be completed by the candidate

At least 5 names, addresses, signatures and the date of signing of qualified electors who reside in your electoral district are required to nominate you as a candidate.

If more than one person in your campaign is collecting names of nominators, Part C of the Nomination Form can be photocopied for the purpose of collecting signatures and attached together.

You are advised to get more than 5 signatures in case any names are not accepted because they are not qualified electors or do not live in the electoral district. You must remember that if one of the nominators is not eligible, the nomination form will be refused.

Addresses of these electors must be civic addresses, not mailing addresses.

Date must be after notification of election date	Nominator Name (print)	Signature of Nominator	Residential address including postal code	Name of Attesting Witness (print)	Signature of Attesting Witness
	Jim Smith	<i>Jim Smith</i>	123 Main St., Bible Hill, NS B4A 5G7	Barry Moore	<i>Barry Moore</i>

The verification process generally happens at the time your Nomination Form is submitted. The official Certificate of Acceptance for Nomination Form (Part H of the Nomination Form) will be subsequently provided to you, if accepted. If not, you will receive Part I Notice of Refusal to Accept Nomination Form.

Part D: Candidate Declaration to be completed by the candidate

You must declare that you are qualified to accept the nomination to contest the election and sign the declaration in the presence of a witness.

Candidate's Assignment of Nomination Form Submission

If a candidate is unable to complete and submit the nomination documents, this form must be completed and submitted authorizing another individual to complete the forms and present the nomination Deposit.

Part E: Registered Party Candidacy Endorsement to be completed by the registered party and signed by the leader of that party

Where the candidate is endorsed by a registered party, he or she must attach to the Nomination Form a statement on party letterhead, signed by the leader of the endorsing party, indicating that the candidate is the endorsed candidate of the party. Part E of this Nomination Form contains a sample of the type of letter the Leader of a registered party would sign to endorse your candidacy. This letter provided for the Candidate Registration (Form 1-1) may be used. If the candidate was not registered before the writ, the signature must not be before the date of the writ.

Part F: Nomination deposit

Part G: Receipt for Deposit to be completed by the RO

This is to be issued by the RO.

Part H: The Certificate of Acceptance of Nomination Form to be completed by the RO

As soon as your Nomination Form is received, the RO will begin the verification process.

This will include:

- Making sure all information required in **Part A** has been completed including verification of Auditor's eligibility to accept assignment; and
- Ensuring that in **Part B**:
 - the printed names of at least 5 nominators, their signature and the residential address of each nominator,
 - the date each nominator signed the Nomination Form must be after the date of the issuance of the writ;
 - someone other than the RO has attested that the nominators signed the declaration in their presence.
Each person collecting names of nominators must attest to the signatures of the nominators on the declaration.

Note: It is the responsibility of the candidate to ensure that the names provided are qualified electors in the electoral district where you are being nominated.

When a RO verifies the information on the Nomination Form and a Nominator is not found on the list of electors, this will not result in a refusal of acceptance of the nomination, however, the RO will inform you of the concern in order that you can verify the eligibility of the Nominator.

Once this process is complete and all information is found to be correct and in accordance with the instructions of the Chief Electoral Officer, the RO will issue the Certificate of Acceptance of Nomination Form which confirms you are a candidate in the election. If errors are found, the RO will issue a Notice of Refusal, and give you the opportunity to correct the form.

Part I The Notice of Refusal to Accept Nomination Form to be completed by the RO

If an error or omission is found during the verification process, the RO (RO) will advise you, or the individual you named in writing, of the reason for refusing the Nomination Form. The correction or omission must then be amended and the form re-submitted. This may take time to complete and the 2:00 pm deadline on the day designated as the close of nominations is final.

Part J : Withdrawal of Candidate Nomination

The candidate may request to have his/her name withdrawn as a nominated candidate. **RO must contact ENS HQ immediately.**

Part K : Notice of Change of Candidate Status

Following the receipt of Part J from the RO, the Chief Electoral Officer shall publish in the electoral district a notice of the withdrawal.

Part L: Selection of District for voting

Candidates and their spouse may vote in the district where they live or are running. This form is to be completed by the candidate and their spouse (if applicable). Filed 10/17/04

General Inquiries

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Toll Free in Nova Scotia 1-800-565-1504

Facsimile: 424-6622
Website: www.electionsnovascotia.ca

Candidates, official agents, auditors and others are encouraged to contact Elections Nova Scotia as often as necessary to understand the requirements of *The Elections Act*.