

VACANCY KIT

25 P.S. § 2675

Appointment of a New Majority or Minority Inspector of Election

CONTENTS:

- One (1) Petition
- Seven (7) Notice Cards to be posted
- One (1) Affidavit of posting form
- One (1) Candidate's Affidavit

INSTRUCTIONS

- Petition must be **signed by five (5) registered voters (registration status will be verified as per court request) in the Precinct/Ward. The Circulator of the Petition must reside and be a registered voter in the corresponding district/ward and precinct.** The Circulator of the Petition signs the Petition where indicated in the presence of a Notary Public who must complete the Notary statement.
- Five (5) of the Notice cards must be POSTED (on poles, buildings, etc.) in the Precinct/Ward and one (1) Notice card must be posted at the polling place. The Seventh Notice Card is to be returned to the Bureau of Elections.

(THE SIX (6) NOTICE CARDS MUST BE POSTED AT LEAST SIX (6) DAYS BEFORE THE COURT DATE – THE COURT DATE IS _____)

- The person who does the posting must sign the Affidavit of Posting in the presence of a Notary Public who must complete the Notary statement.
- One (1) week before the Court Date, the following must be completed and returned to the Bureau of Elections:
 1. The notarized affidavit of posting indicating that the notices were posted.
 2. One (1) of the Notice Cards that has been posted within your Precinct/Ward and at the Polling Place.
 3. Completed Candidate's Affidavit
 4. Completed Petition
 5. If there was a resignation it must also be returned.

AFFIDAVIT OF POSTING

I, _____, being duly sworn according to law depose and say that I posted Notice Cards, a copy of which is attached, at the polling place in the

_____ of _____
Precinct and or Ward *City, Twp, or Borough*

and at five places in the vicinity thereof on the _____ day of _____ 20 ____.

Signature

Sworn and subscribed before me

this ____ day of _____, 20__

Notary Public

**IN THE COURT OF COMMON PLEAS
DELAWARE COUNTY, PENNSYLVANIA**

IN RE: Municipal Election to be held on
 November 4, 2025 in Delaware
 County Pennsylvania

No: MD: 3-2025

PETITION FOR THE APPOINTMENT TO FILL AN ELECTION BOARD VACANCY

To the Honorable Judges of Said Court:

The petition of the undersigned qualified electors of the

_____ of _____
(Precinct and/or Ward) (City, Borough or Township)

respectfully represents that a vacancy exists in the office of _____ **INSPECTOR OF ELECTION** of
the aforesaid district for the reasons set forth in the attached letter/statement.

We therefore petition your Honorable Court to appoint _____

(Name and Address)

a qualified elector of said election district and of the opposite political party of the _____ Inspector to fill
said vacancy.

Print then Sign Name

Registered Address

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

_____ being duly affirmed according to law does affirm and say that the facts set
forth in the foregoing petition are true and correct.

Signature of Circulator

Sworn and subscribed before me
this ____ day of _____, 20__

**DELAWARE COUNTY BUREAU OF ELECTIONS
CANDIDATE'S AFFIDAVIT**

COMMONWEALTH OF PENNSYLVANIA
COUNTY OF DELAWARE

PART A – CANDIDATE'S AFFIDAVIT - I do swear (or affirm) that my residence, my election district and the name of the office for which I desire to be a candidate are as specified below, that I am eligible for said office, and that I will not knowingly violate any election law or any law regulating and limiting nomination and election expenses, and prohibiting corrupt practices in connection therewith; that I am aware of the provisions of Section 1626 of the Pennsylvania Election Code requiring pre-election and post-election reporting of campaign contributions and expenditures; that unless I am a candidate for Judge of a Court of Common Pleas, the Philadelphia Municipal Court or the Traffic Court of Philadelphia, or the Office of School Board in a district where that office is elective or the Office of Magisterial District Judge, that my name has not been presented as a candidate for the same office of any political party or political body other than the one designated herein; that I am not a candidate for an office which I already hold, the term of which is not set to expire in the same year as the office subject to this affidavit.

I swear (or affirm) to the above parts as required by the laws applicable to the office I seek:

Office/District

Signature of Candidate

Printed Name of Candidate

Street Address/Post Office/Zip Code

City, Borough, Township, County

Telephone Number

Email Address

Sworn to (or affirmed) and subscribed before me this

(Signature of Person Administering Oath)

(SEAL)

My Commission Expires_____

_____ day of _____, 20_____.

NOTICE OF ELECTION BOARD VACANCY

NOTICE is hereby given that a vacancy exists in
the office of _____ **Inspector of Election** in the
_____ of _____
Ward and or Precinct *City, Township or Borough*
and that a petition will be presented in the Delaware
County Court of Common Pleas Courtroom TBA on the
_____ day of _____ at _____ o'clock A.M./P.M. to
consider the appointment of
_____ **to fill said vacancy.**

(Signature of Petitioner)

DOUMENT VERSION 08/16/2011

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