★ VIRGINIA ★
DEPARTMENT of ELECTIONS

Candidate Bulletin

How to Run for Member, Board of Supervisors, Chancellor District

Ballot Access Requirements for the

March 16, 2027, Spotsylvania County Special Election

10/05/2026

Definitions

COMET – Electronic campaign finance filing system offered by the Department of Elections.

Incumbent – An officeholder seeking reelection to the same office.

Independent – An individual who is seeking to run in a General Election without running as a Republican or Democrat (may include a recognized party or no party).

Non-primary party candidate – An individual who is seeking the nomination of a political party by a means other than a primary.

Political party – An organization that, at either of the two preceding statewide general elections, received at least 10 percent of the total vote cast for any statewide office filled in that election.

Primary candidate – An individual who is seeking the nomination of a political party by running in a primary.

Qualified voter – A person who is entitled to vote under the Virginia Constitution and is properly registered to vote (*see* definition here).

Recognized political party – An organization that meets the requirements set out in Va. Code § 24.2-612.

Special Election – Any election that is held pursuant to law to fill a vacancy in office or to hold a referendum.

Va. Code – Virginia Code

VAC – Virginia Administrative Code

ELECT – The Virginia Department of Elections
1100 Bank Street, 1st Floor
Richmond, VA 23219
EA@Elections.Virginia.gov

Key Icons

- Indicates where to find information in the Code of Virginia or Virginia Administrative Code.

- Indicates beginning and/or ending deadlines for filing documents.

- Indicates where to file documents.

- Indicates additional information that may be helpful.

How candidates get on the ballot in VA

Follow these instructions to get on the ballot for Spotsylvania County Board of Supervisors, Chancellor District.

Do you fulfill the basic qualifications to be a candidate? (Va. Code § 24.2-500)

- ☐ You have been a resident of Virginia for one year immediately preceding the election.
- ☐ You are qualified to vote for and hold the office sought or will be at the time of the election

What, when, and where do I file?

This table is a summary. Find more information below.

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
1	Certificate of Candidate Qualification (Local Office) ELECT-501(4) Va. Code §§ 24.2-501 24.2-503	Deemed to be filed by the deadline if mailed to ELECT on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed.	The general registrar of your locality of residence.	Non-primary party and independent candidates: Wednesday, August 19, 2026	Friday, January 15, 2027, by filing location close of business
2	Statement of Economic Interest (SOEI) - State and Local Va. Code §§ 24.2-502 24.2-503	**Beginning July 1, 2026, this form is required to be filed electronically through the Virginia Conflict of Interest and Ethics Advisory Council (Ethics Council) Online Filing System.**	Upon request to the general registrar of your locality of residence, an Ethics Council Online Filing System account will be created for you. You will receive account set up and form link emails from ethics@dls.virginia.gov. *See below for exceptions to the filing requirement*	Non-primary party and independent candidates: Wednesday, August 19, 2026	Friday, January 15, 2027, by filing location close of business
3	Declaration of Candidacy SBE-505/520 Va. Code §§ 24.2-505 24.2-507	Must be filed with your Petitions of Qualified Voters (4) Must be received by the deadline to be deemed timely.	Independent candidates: The general registrar of your locality of residence.	*Non-primary party candidates **are not required to file.*** Independent candidates: Wednesday, August 19, 2026	Friday, January 15, 2027, by filing location close of business
4	Petitions of Qualified Voters ELECT-506/521 Va. Code §§ 24.2-506 24.2-507 Va. Admin Code 1 VAC 20-50-20 1 VAC 20-50-30	Candidates may begin collecting signatures on August 19, 2026. Petition pages are not required to be filed all at the same time; you may file pages throughout the filing window. However, the first petition page filed must be filed with your Declaration of Candidacy (3). Must be received by the deadline to be deemed timely.	Independent candidates: The general registrar of your locality of residence.	*Non-primary party candidates **are not required to file.*** Independent candidates: Wednesday, August 19, 2026	Friday, January 15, 2027, by filing location close of business

	What do I need to file?	Notes or other information	Where do I file this form?	When does filing open?	What is the deadline to file?
5	Statement of Organization Va. Code §§ 24.2 Chapter 9.3 24.2-947.1	Not required for ballot access.	Electronically in COMET, then print two copies, sign them, and submit to: 1. Virginia Department of Elections 2. The general registrar of your locality of residence	Within 10 days of meeting specific conditions. See conditions listed below and in Va. Code § 24.2-947.1.	
6	Campaign Finance Reports §§ 24.2 Chapter 9.3	Not required for ballot access.	Electronically in COMET	According to the schedule published by the Department of Elections.	

Follow these steps to file your candidacy:

1. Fill out and submit a Certificate of Candidate Qualification - Local Office (ELECT-501(4))

Reference:
- Virginia Code §§ 24.2-501 and 24.2-503
- State Board of Elections Policy 2019-001

Non-primary party and independent candidates:
File starting **August 19, 2026.**
File ending **January 15, 2027, by local office close of business.**

This form is deemed to be filed by the deadline if mailed to the general registrar of your locality of residence on or before the deadline, postage prepaid by registered or certified mail. Receipt must show date mailed. The general registrar may request a scanned copy of the receipt.

Mail or deliver this form to the general registrar of your locality of residence.

The contact information provided on this form will be included in the candidate list on ELECT's website.

2. Fill out and submit a Statement of Economic Interests (SOEI) - State and Local.

Reference:
- Virginia Code §§ 24.2-502 and 24.2-503.
- State Board of Elections Policy 2019-001
- 2026 General Assembly SB530

Non-primary party and independent candidates:
File starting **August 19, 2026.**
File ending **January 15, 2027, by local office close of business.**

Contact your general registrar to request an Ethics Council Online Filing System account. Your account will be created under the campaign email address on file or, if one is not on file, the email your request was sent from. You will receive account set up and form access emails from ethics@dls.virginia.gov. Follow the instructions in the emails to complete your SOEI filing in the Ethics Council Online Filing System. Notify your general registrar upon completing your online form or if you do not receive any emails from the Ethics Council.

Candidates for member of the governing body or elected school board of any county, city, or town with a population of 3,500 persons or less are not required to file an SOEI as part of ballot access.

Contact the Virginia Conflict of Interest and Ethics Advisory Council for help with completing your SOEI form.
- Website: https://ethics.dls.virginia.gov/index.asp
- Email: ethics@dls.virginia.gov

3. Fill out and submit a Declaration of Candidacy (SBE-505/520).

*Non-primary party candidates **are not required to file.***

Reference:

- Virginia Code §§ 24.2-505, 24.2-507
- State Board of Elections Policy 2019-001

Independent candidates:
File starting **August 19, 2026.**
File ending **January 15, 2027, by local office close of business.**

The Declaration of Candidacy **must be filed with** your Petitions of Qualified Voters (4).

The form must be **received** by the applicable deadline listed above. A postmark or other mailing service timestamp does not qualify.

Independent candidates: Mail or deliver this form to the general registrar of your locality of residence.

4. Collect petition signatures and submit Petitions of Qualified Voters (SBE-506/521).

*Non-primary party candidates **are not required to file.***

Reference:

- Virginia Code §§ 24.2-506, 24.2-507
- Virginia Administrative Code 1 VAC 20-50-20 and 1 VAC 20-50-30.
- State Board of Elections Policy 2019-001
- Local charters for additional or different requirements. Contact the local attorney for guidance.

Independent candidates:
Collect signatures:

- Starting **August 19, 2026.**
- Ending **January 15, 2027, by local office close of business.**

Submit pages:

- Starting **August 19, 2026.**
- Ending **January 15, 2027, by local office close of business.**

Independent candidates: Mail or deliver petition pages to the general registrar of your locality of residence.

For a candidate for:	Number of petition signatures you need from qualified voters
• Membership on the governing body or elected school board…	
○ of any town that has more than 3,500 registered voters	125 signatures

Petition pages are not required to be filed all at the same time; you may file pages throughout the filing window. However, **the first petition page filed must be filed with your Declaration of Candidacy (3)**.
The pages must be **received** by the applicable deadline listed above. A postmark or other mailing service

timestamp does not qualify.

Independent candidates:

May request notification of any problems that can be corrected before the filing deadline. Make this request by email to the general registrar of your locality of residence. The general registrar will provide the requested information when able but cannot guarantee a timely response as it will be dependent on the processing of the petition pages.

If notified by the general registrar that the required number of qualified voter signatures was not submitted, an appeal can be submitted to the local Electoral Board. The appeal must be submitted **within 5 days** of the disqualification notice being issued. **You will need to prove that you have the correct number of signatures from qualified voters before the deadline.** Find more information in 1 VAC 20-50-30.

Things to remember about petitions:

Petition Pages must…

- Be on the Virginia Department of Elections form. The form cannot be altered in any way.
- Be printed on one piece of paper, front and back. If the back is on a second piece of paper, the entire page (front and back) will be rendered invalid.
- Contain the signature, printed full name, and full registered residence address of each qualified voter and the date the voter signed. The last four (4) digits of the qualified voter's Social Security Number (SSN) would help in confirming the voter but is not required.

The petition circulator…

- Must be a legal resident of the United States.
- Cannot be a minor.
- Can be an individual who was convicted of a felony only if their voting rights are restored.
- Cannot be the circulator of the page on which they signed as a voter.
- Must sign the affidavit on each page they circulated in front of a notary.

When collecting your petition signatures, it is helpful to remember that…

- Because not all the people who sign petitions are qualified voters, ELECT recommends collecting at least 1 1/2 times the number of signatures required.
- Giving clear instructions on how a voter should fill out the page (provide all information in legible handwriting) will better the chances of a signature being accepted.
- 1VAC20-50-20 lists material omissions for petition signatures and pages. If your petition has a material omission, it may render the page or signature invalid.

The next two requirements relate to Campaign Finance accounts and reporting.

While these are not ballot access requirements, non-compliance will result in penalties and the inability to qualify for, perform the duties of, or receive a salary or emoluments from the office. Candidates who have run for office in previous years should contact ELECT's Campaign Finance Team (CampaignFinance@Elections.Virginia.gov) to ensure full compliance.

5. Fill out and submit a Statement of Organization for a Candidate (SOO).

Reference
- Virginia Code Title 24.2 Chapter 9.3.
- Campaign Finance Laws and Policies

File within 10 days of performing one of the following:
- Accept a contribution.
- Spend any funds.
- Pay a filing fee.
- File a Certificate of Candidate Qualification.
- Appoint a campaign treasurer, campaign committee, or campaign depository.

Complete electronically in COMET , print two copies, sign both, then mail or deliver according to the instructions in COMET to:
- The Virginia Department of Elections.
- The general registrar of your locality of residence.

Campaign finance filing requirements are not a requirement of ballot access.
If you do not comply with all campaign finance requirements:
- You will have to pay penalties.
- You will not be permitted to qualify for any office, enter upon the duties thereof, or receive any salary or emoluments therefrom.

6. Submit Campaign Finance Reports

Reference
- Virginia Code Title 24.2 Chapter 9.3.
- Campaign Finance Laws and Policies

Submit reports according to the schedule published by the Virginia Department of Elections.

Complete electronically in COMET.

How do I withdraw my candidacy?

Reference Virginia Code § 24.2-612.2

A withdrawing candidate should submit their withdrawal notice with enough time before absentee voting commences to ensure their name is removed from the ballot.

Mail, deliver, or email to your local General Registrar's Office. The General Registrar will notify other affected General Registrars and/or the Department of Elections, as appropriate.

To be withdrawn from the ballot you must submit a signed and notarized notice of withdrawal declaring your intent to withdraw from the election. Use the Department of Elections' Candidate Withdrawal Form (ELECT-612.2).

Qualified Independent Candidate that Wishes to be Recognized as a Third-Party Candidate on the Ballot

The following two letters must be filed:

1. A letter signed by the State Chair stating the following:
   - The group has been in existence for at least six months prior to the selection of its nominee.
   - The group has a state central committee composed of registered voters from each of Virginia's 11 congressional districts in continual existence for the six months prior to the selection of its nominee.
   - The group has a party plan and bylaws.

2. A letter signed by the State Chair and signed by the candidate stating the following:
   - The Chair certifies the candidate is the nominee of the party.
   - The candidate accepts the nomination of the party.

Reference Virginia Code § 24.2-613.

File starting **August 19, 2026.**
File ending **January 15, 2027, 5:00 PM.**

Submit the two letters to the Virginia Department of Elections:

- Email: ea@elections.virginia.gov.
- Mail or deliver: Virginia Department of Elections
  1100 Bank Street, 1st Floor
  Richmond, VA 23219.

The Virginia Department of Elections recommends that the independent candidate provide this information to the State Chair of their party. This presumably will ensure that the party will provide the nominee with what they need to file with the Virginia Department of Elections by the appropriate deadline.

Virginia Code § 24.2-613 allows for political party identification on the ballot for federal, statewide, and General Assembly offices only.

Local office candidates may seek party recognition for the purpose of ballot order, but the party identification will not be on the ballot.

General Disclaimer

The electronic version of this Candidate Bulletin can be found on the Department of Elections website: https://www.elections.virginia.gov/candidatepac-info/candidate-bulletins/index.html

Candidates are responsible for complying with all current applicable local, state, and federal laws and regulations.

This Candidate Bulletin provides an overview of Virginia electoral requirements only. It does not purport to provide legal advice or binding statements of official policy. Rather, the Candidate Bulletin describes election law found in the Code of Virginia. Applicable laws and regulations are subject to change in content and interpretation.