

## Citizens for Limited Taxation

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### PETITIONING INSTRUCTIONS

***STOP!!!***

**PLEASE TAKE THE TIME TO READ THESE INSTRUCTIONS ...  
CAREFULLY**

**THEN SAVE THEM FOR FUTURE REFERENCE**

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In every petition drive of our combined decades of experience, some volunteers waste their time by making mistakes while collecting their signatures. In every petition drive we try to give everyone the best advice we can — but *still* we get back lots of signatures that don't count — because someone failed to follow these instructions. ***Please don't waste your time!***

You can download a copy of both sides of the petition here:

[http://cltg.org/cltg/clt2017/docs/Petition\\_L.pdf](http://cltg.org/cltg/clt2017/docs/Petition_L.pdf)

**IT MUST BE PRINTED ON ONE SINGLE SHEET OF 8½" x 11" PAPER — FRONT AND BACK OF ONE PAGE.**

**1. VERY IMPORTANT:**

a) Only signatures of MASSACHUSETTS REGISTERED VOTERS count on these petitions.

b) EACH PETITION SHEET must have signatures from ONLY ONE CITY OR TOWN. WRITE IN THE CITY OR TOWN'S NAME IN THE BOX PROVIDED ON THE BOTTOM OF EACH SIDE, FRONT AND BACK. For example, if you petition in three different towns, you need three separate sheets — one for each town. A registered voter from "Boxford" must sign the "Boxford" petition *only*. If they sign a "Peabody" petition their signature *will not count!*

c) THESE PETITIONS CAN BE COPIED — BUT YOU MUST COPY BOTH SIDES ON ONE SINGLE SHEET OF PAPER, FRONT AND BACK.

d) DO NOT MAKE OR ALLOW ANY STRAY MARKS ON THE PETITION SHEET — no notes, pen marks, coffee stains, etc. Any such marking on a page (other than adding the name of the city/town and the signatures) WILL DISQUALIFY THAT PAGE and all the signatures it contains! For this reason, consider starting a new page after a few signatures have been collected on a page. (A petition can be submitted even if only one signature is on it.)

2. CORRECT SIGNATURE & ADDRESS: To be certified, each signature must be legible and signed in person as that voter is registered. The voter's address (preferably printed) must follow the name. If the voter makes an error, just cross out that line and have him fill in the next line correctly.

A common error is a person signing "Mrs. Fred Jones". It should be "Mary A. Jones". No nicknames: "Bob Jones" is wrong if the voter is registered as "Robert M. Jones".

If you can't read a signature ask the signer to print his or her name too. Don't worry about the wards and precincts — the city/town clerks will fill them in later.

3. TURNING IN PETITIONS: When you fill a petition, or have collected all the signatures you can take the petition(s) to the Registrar of Voters (or Town/City Clerk) at the appropriate city or town hall(s) for certification. Get a receipt from the clerk and immediately MAIL THE RECEIPT TO US. DO NOT GO BACK TO PICK UP YOUR CERTIFIED PETITIONS. We don't want them lost in the mail or arriving too late. With your receipt in hand, our drivers will pick up your certified petition(s) and all the others at the end of the drive — but we will need your receipt(s) to get them released by the clerks.

4. IMPORTANT DEADLINE: All petitions MUST be turned in to the city/town clerks/registrars at city/town halls by 5:00 PM, WEDNESDAY, NOVEMBER 22nd. If you wait until the deadline, check to make sure that town hall(s) will be open.

## TIPS FOR PETITIONING

We appreciate your help and want to make petitioning easy and fun. These are some tips that we've found valuable through decades of experience.

1. The BEST TIME to collect signatures is between 9:00 AM and 1:00 PM on Saturdays.

2. The BEST PLACES to collect signatures are at a town dumps, and in front of post offices, banks, and supermarkets — places where people come in numbers and often are from the same community. Approach people after they're done with their business.
3. Town elections and meetings are excellent places to collect signatures, as most people will be registered voters from a single city or town so you need only petitions for a single city or town. Show up a half-hour before the town meeting starts.
4. Generally you will get the most signatures-per-hour by petitioning in a busy public place rather than going door-to-door. Depending on the location and pedestrian traffic, you should be able to gather from 25-50 signatures-per-hour.
5. On BINGO NIGHTS you may have from 200-600 people drifting into a hall a couple of hours before the games start. You probably won't be allowed in the hall, but many places will let you set up a small table in the lobby or entrance.
6. Some people might hesitate to sign because they don't know enough about the issue. Emphasize that **SIGNING ONLY MEANS THAT THEY WANT TO PUT THE QUESTION ON THE 2018 BALLOT FOR THE VOTERS TO DECIDE**. If the question gets put on the ballot, they can make their final decision then.
7. Don't waste time debating. 90 percent of the people will either sign or say no in the first 15 seconds. The highest number of signatures possible is your goal. The campaign of convincing voters comes next year.
8. Have an extra petition (these petitions can be copied — but copy both sides, front and back, on one sheet!) ready in case someone wants to read it before signing your petition — while you have other people signing. Don't be slowed down while someone reads the petition summary before signing.

#### POSSIBLE APPROACHES TO POTENTIAL SIGNERS

"Hi, would you help us roll back the sales tax to 5 percent?"

If "yes," then:

"What city or town are you registered to vote in?" (Make sure to use a separate petition sheet for each city or town!)

then:

"Thanks a lot and look for the question on the 2018 ballot!"