

# Tips for Municipal Candidates who File Locally

Considering running for one of the five races appearing on the

**November 4, 2025, Braintree Ballot?**

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## **First-time candidate for public office?**

If you are candidate running for office **without** a committee

- File an [CPF M 101](#) form to officially organize your campaign**
    - but with the chair and treasurer fields left empty
    - the "candidate without committee box checked
    - on the "Candidate's Signature" line, sign and date the form
    - File form CPF M 101 with the town clerk.
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If you are candidate running for office **with** a committee

- File an [CPF M 101](#) form to officially organize your campaign**
  - designate a committee chairperson and committee treasurer\*
  - the "candidate with committee" box checked
  - on the "Candidate's Signature" line, sign and date the form
  - on the "Treasurer's Signature" line, have treasurer\* sign and date the form
  - on the "Chairperson's Signature" line, have the chairperson sign and date the form
  - file form CPF M 101 with the town clerk.
- BANK ACCOUNT**
  - open a standard checking account to deposit contributions
    - a candidate who only uses personal funds, and does not collect money from others, is not required to open a bank account
  - obtain an EIN from the IRS to open a bank account [EIN guidance](#)
  - keep records for all the contributions you receive, including cash
    - you're required to collect the name and address for all contributors, and occupation and employer for donors of \$200 or more for the year
  - Record all campaign expenditures
    - use detailed information when describing the purpose of the expenditure
    - [Standard campaign finance form CPF M 102](#)
  - Best Practice: Use OCPF's Reporter 7 system to create and print reports
    - [Register for Reporter 7](#)

**\*A public employee may not serve as treasurer of any political committee**

# ***First-time candidate for public office?***

***If you are candidate running for office **with** a committee***

**CONTRIBUTION LIMITS**

- candidate committees may receive \$1,000 per calendar year per individual [Limits chart](#)
  - collect the name and address of each donor, even cash contributors
- candidates may accept cash up to \$50 per year per donor
- candidates may not receive funds from corporations, LLCs, LLPs, S-Corps and partnerships, including in-kind contributions

**OUT-OF-POCKET EXPENDITURES:**

- candidates may pay vendors directly using their personal funds
  - disclosed on Schedule E of the [CPF M 102](#) campaign finance form
  - Please see [this guide](#) on how to disclose such out-of-pocket expenditures

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***If you are candidate running for office **with or without** a committee***

***Nomination Papers – AVAILABLE***

- at the town clerk's office beginning July 28 to September 12, 2025*

***Nomination Papers – LAST DAY TO FILE***

- file with the town clerk by September 16, 2025 @ 5:00pm*

***On October 27, 2025 – file your “pre-election report”***

- Without Campaign Committee - [CPF M 109](#)***
- With Campaign Committee - [CPF M 102](#)***

***On January 20, 2026 – file your “year-end\_ report”***

- Without Campaign Committee - [CPF M 109](#)***
- With Campaign Committee - [CPF M 102](#)***

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## **Helpful Guides**

[Municipal candidate guide](#)

[How to file the M102 form \(illustrated guide\)](#)

[Public employees and public buildings \(restrictions\)](#)

## **FORMS**

USE THE FOLLOWING LINK TO OBTAIN ALL YOUR FILING FORMS

[OC PF - Publications](#)

# 2025 LOCAL ELECTION SCHEDULE

NOMINATION PROCESS	Regular Election
<p><b>First day to obtain nomination papers for local lection</b></p>	<p><b>Tuesday, November 4, 2025</b></p> <p>Monday, July 28, 2025 At 8:30am</p>
<p><b>Last day to obtain nomination papers for local election</b> MGL c 53 § 9A</p>	<p>Friday, September 12, 2025 At 5:00pm</p>
<p><b>Last day to submit nomination papers to the Board of Registrars for certification</b> MGL c 53 § 7</p>	<p>Tuesday, September 16, 2025 At 5:00pm</p>
<p><b>Deadline for posting list of Candidates</b></p>	<p>Wednesday, October 1, 2025</p>
<p><b>Last day to object to nomination papers or to withdraw</b> MGL c 53, § 11; § MGL c 55B, § 7</p>	<p>Thursday, October 2, 2025 At 5:00pm</p>
<p><b>Drawing for Position on Ballot</b> Braintree Charter Section 7-4</p>	<p>Thursday, October 2, 2025 At 5:10pm</p>
<p><b>Last day to register to vote in local election</b> MGL c 53, § § 26, 28 / c41 §110a (Town Hall)</p>	<p>Friday, October 24, 2025 At 5:00pm</p>
<p><b>(Online Only)</b> <a href="http://state.ma.us">Registering to Vote (state.ma.us)</a></p>	<p>Saturday, October 25, 2025 At 5:00pm</p>
<h2>ELECTION DAY</h2>	<p>Tuesday, November 4, 2025 7:00am to 8:00pm</p>
<p><b>NEW LOCAL CANDIDATE FILING REQUIREMENTS</b></p>	
<p><b>Candidates on the ballot are required to file a...</b> Pre-Election Report (1/1/2025 to 10/17/2025), and a Year-End Report (10/18/2025 to 12/31/2025)</p>	<p><b>DUE DATE</b> Monday, October 27, 2025 Tuesday, January 20, 2026</p>
<p><b>Candidates NOT on the ballot are required to file only a...</b> Year-End Report (1/1/2025 to 12/31/2025)</p>	<p><b>DUE DATE</b> Tuesday, January 20, 2026</p>