CANDIDATE COMMITTEE HANDBOOK
2020 Primary and General Elections
PUBLISHED JANUARY 2020

This publication is for candidates interested in running for public office during the 2020 election cycle in Maricopa County and outlines the processes for candidate filing and campaign finance reporting.
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Office Locations:

Elections - MCTEC - DOWNTOWN
510 S. Third Ave., Phoenix AZ 85003
(NW Corner 3rd Ave & Lincoln)
*Free Parking*
Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday

Recorder and Elections – MESA OFFICE
222 E. Javelina Ave., Mesa AZ 85210
*Free Parking*
Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday

Maricopa County School Superintendent
4041 N. Central Ave., Ste. 1200, Phoenix AZ 85012
(SE Corner of Central Ave & Indian School Rd)
*Garage Parking – 20 minutes for $1; Limited Free Visitor Parking on North side of Bldg.; Limited on Street Meter Parking on 2nd St.*

Hours: 8:00 A.M. – 5:00PM Monday – Thursday
8:00 A.M. – 4:00PM Friday
Training Seminars

The Maricopa County Elections Department (MCED) offers training seminars to guide candidates through campaign finance reporting and the candidate filing process. First time candidates and their representatives are encouraged to attend. Seminars last between one to two hours and are held at the Elections MCTEC facility. Attendees should come prepared by bringing their candidate packet and any questions.

**Dates for Trainings Geared Towards Primary/Partisan Elections**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Thursday, January 9, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Thursday, January 16, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Saturday, January 25, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Saturday, February 1, 2020</td>
<td>9:00 AM</td>
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<tr>
<td>Thursday, February 6, 2020</td>
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<tr>
<td>Thursday, February 13, 2020</td>
<td>6:00 PM</td>
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<tr>
<td>Saturday, February 29, 2020</td>
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<td>Thursday, March 5, 2020</td>
<td>6:00 PM</td>
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<tr>
<td>Saturday, March 7, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Thursday, March 12, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Thursday, April 2, 2020</td>
<td>6:00 PM</td>
</tr>
</tbody>
</table>

**Dates for Trainings Geared Towards General/Non-Partisan and School Board Elections**

<table>
<thead>
<tr>
<th>DATE</th>
<th>TIME</th>
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</thead>
<tbody>
<tr>
<td>Thursday, January 23, 2020</td>
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</tr>
<tr>
<td>Saturday, February 22, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Saturday, March 14, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Thursday, March 26, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Saturday, April 4, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Thursday, April 30, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Saturday, May 2, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Thursday, May 7, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Saturday, May 23, 2020</td>
<td>9:00 AM</td>
</tr>
<tr>
<td>Thursday, June 18, 2020</td>
<td>6:00 PM</td>
</tr>
<tr>
<td>Saturday, June 27, 2020</td>
<td>9:00 AM</td>
</tr>
</tbody>
</table>

*Dates and times are subject to change. Please visit our candidates and committees page, [https://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx](https://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx) for up to the date information.*

Please RSVP for a session by contacting:
Hope Olguin, Election Services Manager at
[holquin@risc.maricopa.gov](mailto:holquin@risc.maricopa.gov)

or

(602) 372-2262
Qualifications to Run for Local Office

All candidates must be a “qualified elector” in the district they are running for at the time of the filing of their nomination paper.

- **Primary Election Candidates**
  - Must be registered in a recognized party
  - Check voter registration status:
    - [http://BeBallotReady.Vote](http://BeBallotReady.Vote)
  - Locate your districts by address:

- **County Attorney Candidates**
  - Must be licensed and in good standing in Arizona

- **County School Superintendent Candidates**
  - Must have a teaching certificate in Arizona

- **School District Governing Board Candidates**
  - Must reside in the district at least one year prior to the date of the election.
  - Governing board members cannot be an employee or the spouse of an employee of the school district they are serving, including a person who directly provides certified or classified services to the school district as an employee of a third-party contractor.
  - A member of one governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member’s seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office.
  - A person related as immediate family who has the same household of residence within four years prior to a member of the governing board of the same school district is ineligible to be a candidate for nomination or election to that governing board if the governing board is composed of five members, except that a person related as immediate family who has the same household of residence within four years prior to a member of a governing board may be a candidate for nomination or election to the governing board of the same school district if the member is serving in the last year of a term of office.
Qualifications to Run for Local Office (continued)

- For a school district with a student count of at least two hundred fifty and that is located in a county with a population of more than five hundred thousand persons, not more than two persons related by affinity, by consanguinity or by law to the third degree shall be eligible to be a candidate for nomination or election to a governing board that is composed of five members.
- Persons related as immediate family who have the same household of residence within four years prior are ineligible to be simultaneous candidates for nomination or election to the governing board of the same school district if the governing board is composed of five members.
- For a school district with a student count of at least two hundred fifty and that is located in a county with a population of more than five hundred thousand persons, not more than two persons related by affinity, by consanguinity or by law to the third degree shall be simultaneous candidates for nomination or election to a governing board that is composed of five members.
- “Immediate family” is defined as individuals who are married to each other and any children of those individuals.

- Fire District Governing Board Candidates
  - Must reside in the district at least one year prior to the date of the election.

Resign to Run Laws

Arizona Constitution, Article 22 § 18
Nomination of incumbent public officers to other offices
Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state, or federal office.

A.R.S. § 38-296
Limitation upon filing for election by incumbent of elective office
A. Except during the final year of the term being served, no incumbent of a salaried elective office, whether holding by election or appointment, may offer himself for nomination or election to any salaried local, state or federal office.
Resign to Run Laws (continued)

B. An incumbent of a salaried elected office shall be deemed to have offered himself for nomination or election to a salaried local, state or federal office on the filing of a nomination paper pursuant to A.R.S. Section 16-311, subsection A. An incumbent of a salaried elected office is not deemed to have offered himself for nomination or election to an office by making a formal declaration of candidacy for the office.

C. The resignation of the incumbent elective officer duly filed in writing with the officer, board, or commission having jurisdiction of the office shall, if not accepted within ten days, be deemed to have become effective as of the date of filing.

D. This section shall not be construed to prohibit a person whose resignation from office has become effective from qualifying as a candidate for another office during the unexpired portion of the term affected by the resignation, nor shall it apply to any incumbent elective officer who seeks reelection to the same office or to any other public office during the final year of the term to which he has been so elected.

E. A person violating any provision of this section is guilty of misfeasance in office and the office held by such person shall be declared vacant.

A.R.S. § 15-421
Governing board; members; qualifications; statement; definitions

C. No employee of a school district, including a person who directly provides certified or classified services to the school district as an employee of a third-party contractor, or the spouse of such an employee may hold membership on a governing board of a school district by which the employee is employed.

D. A member of one governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member’s seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office.
Candidate Registration

- **Statement of Interest**: Candidates are **required to** file a Statement of Interest before gathering nomination petition signatures.
  - Candidates who gathered signatures prior to August 27, 2019, must file the “Statement of Interest” with the Maricopa County Elections Department or designated filing officer by **January 2, 2020** for the signatures to be accepted.

- **Statement of Organization**: Candidates are required to file a Statement of Organization form with MCED once they have reached $1,200.00* in combined contributions and/or expenditures (including use of their own money). Once this threshold has been met, the candidate’s committee is required to file a Statement of Organization with MCED within 10 days. Once registered, the committee is considered “active” and the committee is required to file campaign finance reports.
  
  *Registration thresholds are increased by $100 pursuant to A.R.S. § 16-931(A)(1).

If a candidate never reaches the threshold, registration and reporting are not required; however, the committee should keep record of all transactions.

A candidate may only have one committee in existence for the same office during the same election cycle.

Elementary, High School or Career Technological Education District (CTED) Governing Board candidates also have the option to file their committee registration at the office of the Maricopa County School Superintendent.

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**Statement of Interest**

**Required Information:**
- Candidate Name
- Candidate Information
  - Office Sought
    - Office sought including the office title, district, term (2yr or 4yr)
  - Party Affiliation
    - Party Affiliation is required for candidates running for a **Partisan Office**.
    - Partisan Offices appear on the Primary Election Ballot.
    - Independent Candidates only appear on the General Election
Ballot but, file during the Primary Candidate filing period.

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**Statement of Organization**

**Required Information:**

- **Committee Name**
  - Must include the first or last name of the candidate
  - Example: “John for Justice” or “Smith for JP”

- **Candidate Information**
  - Name, Mailing Address, Party Affiliation*, Office Sought*
  - Party Affiliation is required for candidates running for a **Partisan Office.** Generally, these are candidates appearing on the **Primary Election Ballot.**
  - Independent Candidates will only appear on the General Election Ballot but, file during the Primary Candidate filing period.
  - Office sought including the office title, district, term (2 year required if running for a 2 year seat)

- **Bank Information**
  - Provide the name of the bank(s) the committee intends to use
  - DO NOT include the account number

- **Chairman and Treasurer**
  - Each committee must have a Chairman and a Treasurer
  - Each must provide a residence address if different from the mailing address
  - A candidate may appoint him/herself as both Chairman and Treasurer
  - Justice of the Peace candidates **cannot** be their own Treasurer
  - Change of Officer(s) or other information
    - The committee must file an “amended” Statement of Organization within 10 days of the change.
Statement of Organization (continued)

By signing the Statement of Organization, the candidate, chairperson, and treasurer swear under penalty of perjury that they (1) have read this Guide (and/or the guide provided by the Arizona Secretary of State*), (2) agree to comply with Arizona campaign finance law, and (3) agree to accept all notifications, statements, service of process, or other important documents via the committee’s email address.

*The Arizona Secretary of State’s Candidate Guide is available online at:


Contributions & Expenses

A candidate or candidate’s committee can begin accepting contributions and making expenditures at any time.

<table>
<thead>
<tr>
<th>Who Can Give to a Candidate</th>
<th>Per Election Cycle</th>
</tr>
</thead>
<tbody>
<tr>
<td>An Individual</td>
<td>$6,450</td>
</tr>
<tr>
<td>A Partnership</td>
<td>$6,450</td>
</tr>
<tr>
<td>A Political Committee</td>
<td>$6,450</td>
</tr>
<tr>
<td>A Committee certified by the Secretary of State to give at increased limit (multicandidate PACs)</td>
<td>$12,900</td>
</tr>
<tr>
<td>From Political Party &amp; all political organizations combined, nominee</td>
<td>Unlimited but, party nominee may accept no more than $10,200</td>
</tr>
</tbody>
</table>
Contribution Limits
Contribution limits apply over the course of an “election cycle” which is defined as the two-year period beginning on January 1\textsuperscript{st} after a statewide general election and ending on December 31\textsuperscript{st} in the year of the next statewide general election.

Candidate’s Personal Money
There is no limit on “personal monies” (A.R.S. § 16-901 (40)) a candidate can accept for their campaign.

Personal monies include family contributions as defined by A.R.S. § 16-901 (26). “Family contribution” means any contribution that is provided to a candidate’s committee by the parent, grandparent, aunt, uncle, child or sibling of the candidate or the candidate’s spouse, including the spouse of any of the listed family members, regardless of whether the relation is established by marriage or adoption.

Types of Contributions

Monetary – cash, checks, money orders or online.

Loans – monetary loans and credit that your committee has agreed to pay back to the contributor.

In-kind – goods and services or anything else of value provided to the committee without charge or less than the normal charge. For example, sign materials, paper products or office equipment. In-kind contributions must be reported at the fair market value (the selling price for an item to which a buyer and seller can agree). The committee must determine the fair market value of the item. If you receive a discounted price for an item that nobody else can get, the amount discounted is an in-kind contribution.

Prohibited Contributions

Candidates or candidate campaign committees cannot accept contributions from any of the following:

- Corporations
- Labor Unions
- Limited Liability Companies: A corporation, limited liability company or labor organization that violates this subsection is guilty of a class 2 misdemeanor. The individual through whom the violation is effected is guilty of a class 6 felony.
Prohibited Contributions (continued)

- An earmarked contribution: To make a contribution in the name of another person, knowingly permit a person’s name to be used to effect a contribution in the name of another person or knowingly accept a contribution made by a person in the name of another person. A person who violates this subsection is guilty of a class 6 felony.
- An anonymous person or group – Identification is required
  - NO RAFFLES or PASSING THE HAT
- Non-U.S. Citizens – Federal Law
  - Federal Election Campaign Act, 52 U.S.C. §§30121 CFR §110.20
    - [https://uscode.house.gov/view.xhtml?path=/prelim@title52/sub
title3/chapter301&edition=prelim](https://uscode.house.gov/view.xhtml?path=/prelim@title52/sub
title3/chapter301&edition=prelim)
  - Committees are not required to seek proof of citizenship or seek immigration status

**NOTE:** Contributions may be accepted from business owners, if the contribution comes from his/her personal checking account; if it comes from a corporate account, it must be returned.

Reporting Contributions & Expenditures

A committee that has a Statement of Organization on file is required to file either a Campaign Finance Report or No Activity Statement for all reporting periods until the committee has filed a Termination Statement.
- The committee Treasurer is required to keep record of all contributions accepted and expenditures made by the committee.
  - Including Identification of contributors
    - name, address, occupation and employer are required to be reported for contributions of more than $50

**NOTE:** Keep a receipt book handy at all times. In the event that a cash contribution is received, a receipt may be requested by the contributor; Contributions are not tax deductible.

Public Record
All campaign finance documents are public record and are available for viewing online. [http://recorder.maricopa.gov/campaignfinance/candidaterecord.aspx](http://recorder.maricopa.gov/campaignfinance/candidaterecord.aspx)
## Campaign Finance Reporting Schedule

<table>
<thead>
<tr>
<th>NAME OF REPORT</th>
<th>TIME PERIOD COVERED IN REPORT</th>
<th>REPORT DUE BETWEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 1st Quarter Report</td>
<td>January 1, 2019 thru March 31, 2019</td>
<td>April 1, 2019 and April 15, 2019</td>
</tr>
<tr>
<td>2019 2nd Quarter Report</td>
<td>April 1, 2019 thru June 30, 2019</td>
<td>July 1, 2019 and July 15, 2019</td>
</tr>
</tbody>
</table>

**2020 Candidates Begin Filing Reports...**

<table>
<thead>
<tr>
<th>NAME OF REPORT</th>
<th>TIME PERIOD COVERED IN REPORT</th>
<th>REPORT DUE BETWEEN</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 3rd Quarter Report</td>
<td>July 1, 2019 thru September 30, 2019</td>
<td>October 1, 2019 and October 15, 2019</td>
</tr>
<tr>
<td>2019 4th Quarter Report</td>
<td>October 1, 2019 thru December 31, 2019</td>
<td>January 1, 2020 and January 15, 2020</td>
</tr>
<tr>
<td>2020 1st Quarter Report</td>
<td>January 1, 2020 thru March 31, 2020</td>
<td>April 1, 2020 and April 15, 2020</td>
</tr>
<tr>
<td>2020 2nd Quarter Report</td>
<td>April 1, 2020 thru June 30, 2020</td>
<td>July 1, 2020 and July 15, 2020</td>
</tr>
<tr>
<td>2020 Oct Pre-Election Report</td>
<td>October 1, 2020 thru October 17, 2020</td>
<td>October 18, 2020 and October 26, 2020*</td>
</tr>
</tbody>
</table>

*Reporting deadline extended to next business day per A.R.S. §§ 1-243(A) and 1-303.

## Campaign Finance Reporting Methods

### Use the Online Portal
- The committee must first file its Statement of Organization with MCED in order to be issued a Committee ID Number. Once a Committee ID Number is issued, the committee can register for an online account password.
  - To setup an account, use this link: https://recorder.maricopa.gov/campaignfinancefiling/createlogin.aspx
    - You will need your Committee ID Number in order to set up the account.
Campaign Finance Reporting Methods (continued)

- If you don’t know your ID, you can look it up online at https://recorder.maricopa.gov/campaignfinance/candidatesearch.aspx
  - Users with a current account login, use this link: https://recorder.maricopa.gov/campaignfinancefiling/
  - Filing of reports via the online portal through 11:59pm on the last day to file will be considered on time.
    - You will receive a confirmation email from the portal (Webmaster - RISCX) once your report has been submitted. If you do not receive a confirmation email, you have not filed your report. Contact our office with any questions or issues.
    - After the reporting period closes, the online portal will allow reports to be filed by the committee however, the report is considered late and penalties will apply.
      - Penalties: $10.00 per day (excluding weekends and holidays) for the first 15 days. $25.00 per day for each additional day.
      - Penalties stop accruing upon receipt of the filed report.

By Email
- Download or print blank forms (All forms are fillable)
- Email to: campfin@risc.maricopa.gov
  - Must be received by 11:59pm on the last day to file.

Hard Copy - In Person
- Print blank forms (All forms are fillable)
- Anyone can deliver the report
- Must be received by the deadline
  - If the deadline falls on a weekend or holiday, the report must be received by 5:00 pm on the last business day prior to the deadline.

Hard Copy - By Mail
- Must be received by the deadline
  - If the deadline falls on a weekend or holiday, the report must be received by 5:00pm on the last business day prior to the deadline.
Failure to File Notification & Consequence

MCED will send “Notice of Delinquency” notification by email to all committees that have failed to file for each reporting period.

- Notices are emailed within 5 calendar days after the filing deadline.
- The committee is subject to a late fee of $10 per day for the first 15 days the report is late.
  - After 15 days, the penalty increases to $25 per day.
  - Penalties continue to accrue until the report is received.

Payment Methods

- Credit Card
- Cash
- Check or Money Order – personal or campaign
  - Made Payable to Maricopa County Elections Department

Consequence

A candidate’s nomination paper to run for office cannot be accepted if the candidate is liable for $1,000 or more in unpaid fines.

Termination Statement

The committee is considered active and must continue to file Campaign Finance Reports or No Activity Statements for ALL statutory reporting dates until a Termination Statement is filed.

- Even if the candidate lost the election
- A final report showing a $0.00 balance and the Termination Statement are required in order properly close out a committee, become inactive and no longer be required to file reports
- Reports not filed are considered late and are subject to late fees
  - $10 per day for the first 15 days and $25.00 per day thereafter, including weekends and holidays.
  - There is no provision that allows the filing officer to forgive or waive fees.

Termination Statement Form:

[Maricopa County Committee Termination Statement form]

Answers under penalty of perjury that the foregoing information is true and correct. Further states that (1) the committee will no longer accept contributions or make disbursements; (2) the committee either (a) has no outstanding debts or obligations, or (b) has outstanding debts or obligations that are not more than the personal and the committee’s combined net worth and has agreed in writing the debts and how and when they will be paid; (3) any reports, records, or other documents have been disposed of; and (4) that the committee has no campaign fund or account, and (5) all contributions and expenditures have been reported, including any disbursement of campaign money.
Disbursement of Remaining Funds

The committee must disburse of any funds remaining in the bank account.

- Options to disburse funds:
  - Payback any outstanding debts
  - Transfer to a subsequent election
  - Give back to contributors
  - Donate to a § 501(C)(3) nonprofit organization
  - Donate to a PAC or Political Party
  - Contribute to a candidate committee for another candidate
    - ONLY UNDER THE FOLLOWING CONDITIONS:
      - After the deadline for filing a nomination paper has passed
      - The contributing candidate is in the last year of their term and is not seeking reelection or has already left office.
      - The contribution is within the limits for individuals
        - A.R.S. §16-912
        - CANNOT USE FOR PERSONAL EXPENSES

Literature & Advertisement – Disclosure Required

Any campaign advertisement or fundraising solicitation must include a disclosure statement that is clearly readable. The disclosure must indicate the name of the committee that paid for the advertisement and whether the advertisement or solicitation is authorized by the candidate’s committee. (A.R.S. §16-925)

Example:  
Paid for by Smith for Justice  
Authorized by Smith for Justice

Radio Ads
The required disclosure must be clearly spoken at the beginning or at the end of the communication.

Signs & Billboards
The disclosure must be displayed in a height that is at least 4% of the vertical height of the sign or billboard.
  - Additionally, candidates must include the name and phone number or website address of the candidate or campaign committee contact person on political signs. (A.R.S. §16-1019(C)(5))

Television & Videos
The disclosure must be both written and spoken at the beginning or at the end of the communication.
  - Except if the written disclosure statement is displayed for the greater of at least 1/6 of the broadcast duration or 4 seconds, a spoken disclosure statement is not required;
  - The written disclosure shall be printed in letters that are displayed in a height that is at least 4% of the vertical picture height.
Literature & Advertisement – Disclosure NOT Required

- Advertisements or fundraising solicitations made via social media messages or text messages
- Advertisements that are placed as a paid link on a website
  - As long as the message is not more than two hundred characters in length and the link directs the user to another website that contains the disclosure
- Advertisements that are placed as a graphic or picture link where the required disclosure statements cannot be conveniently printed due to the size of the graphic or picture
  - As long as the link directs the user to another website that contains the disclosure
- Bumper stickers, pins, buttons, pens and similar small items on which the disclosure cannot be conveniently printed
- A communication by a tax-exempt organization solely to its members
- A published book or a documentary film or video

Sign Placement

A.R.S. §40-360.21-31 requires anyone who is excavating on public or private property for any reason to determine, in advance, “whether underground facilities will be encountered, and if so where they are located from each and every underground facilities operator and taking measures for control of the facilities in a careful and prudent manner.”

**Call 811 before** you install any of your campaign signs: [http://www.azbluestake.com/politicalsigns](http://www.azbluestake.com/politicalsigns)
Sign Tampering or Removal

It is a Class 2 misdemeanor for any person to remove, alter, deface or cover any candidate’s signs beginning 45 days before the Primary Election and ending 7 days after the General Election.
   o Except if a sign is posted on private property – the property owner or agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given.
   o HOA’s shall not prohibit the display of political signs.

Signs cannot be placed on any City, Town, or County property.
   o For additional information and guidelines regarding sign placement, check with the specific city or town planning and zoning department.

Candidate Filing Information

<table>
<thead>
<tr>
<th>Deadlines to Submit Petitions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Partisan (Primary Election):</td>
</tr>
<tr>
<td>A.R.S. § 16-341 Nomination other than by Primary:</td>
</tr>
<tr>
<td>Non-Partisan (General Election):</td>
</tr>
</tbody>
</table>

MCED will attempt to contact all known candidates prior to the filing deadline in order to schedule appointments to turn in their paperwork. Candidates with appointments will be given priority. Those candidates who do not schedule an appointment will be assisted on a first come, first served basis. Be prepared to wait if filing on the last day of filing. All candidates in line at 5:00 PM will be assisted.

Nomination Petition Forms

Nomination Petition must be on 8 ½ x 11 sheets of white paper, 10 signature lines on the front and circulator information on the back.

The Nomination Petition form is set by statute. **DO NOT** alter the wording at the top section of the petition or adjust the line spacing for signatures.

To request a candidate packet visit: https://recorder.maricopa.gov/campaignfinance/candidatepacket.aspx
Signature Requirements

**BEFORE** circulating petitions, ensure that the top portion of the petition is complete with the correct **election date, name of the district and office sought (including expiration of term, if applicable).**


### MARICOPA COUNTY
**PRIMARY ELECTION - AUGUST 4, 2020**

<table>
<thead>
<tr>
<th>SIGNATURE REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE / DISTRICT</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>QUALIFIED SIGNERS</td>
</tr>
<tr>
<td>MINIMUM ALLOWED</td>
</tr>
<tr>
<td>MAXIMUM ALLOWED</td>
</tr>
<tr>
<td>QUALIFIED SIGNERS</td>
</tr>
<tr>
<td>MINIMUM ALLOWED</td>
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<tr>
<td>MAXIMUM ALLOWED</td>
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<tr>
<td>QUALIFIED SIGNERS</td>
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<td>QUALIFIED SIGNERS</td>
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<table>
<thead>
<tr>
<th></th>
<th>REPUBLICAN</th>
<th>DEMOCRATIC</th>
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<tr>
<td>COUNTY WIDE OFFICE</td>
<td>1,652,151</td>
<td>4,131</td>
<td>165,216</td>
<td>1,556,083</td>
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<tr>
<td>BOARD OF SUPERVISORS</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIST</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>1</td>
<td>362,314</td>
<td>401,056</td>
<td>312,086</td>
<td>290,055</td>
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<td>2</td>
<td>401,056</td>
<td>312,086</td>
<td>290,055</td>
<td>726</td>
</tr>
<tr>
<td>3</td>
<td>312,086</td>
<td>290,055</td>
<td>726</td>
<td>39,015</td>
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<tr>
<td>4</td>
<td>290,055</td>
<td>726</td>
<td>39,015</td>
<td>317,765</td>
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### JUSTICE OF THE PEACE
**CONSTABLE**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>ARCADIA BILTMORE</td>
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<tr>
<td>COUNTRY MEADOWS</td>
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</tr>
<tr>
<td>DESERT RIDDLE</td>
<td>25</td>
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<tr>
<td>DREAM DRAW</td>
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</tr>
<tr>
<td>HIGHLAND</td>
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</tr>
<tr>
<td>KYPENIE**</td>
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<tr>
<td>MARYVALE</td>
<td>3</td>
</tr>
<tr>
<td>MCDOWELL MOUNTAIN*</td>
<td>11</td>
</tr>
<tr>
<td>MOON VALLEY</td>
<td>17</td>
</tr>
<tr>
<td>NORTHMESA</td>
<td>10</td>
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<tr>
<td>SAN TAN</td>
<td>24</td>
</tr>
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*Justice of the Peace Only
**Candidate Only

UN/2020
### Signature Requirements (continued)

**GENERAL ELECTION - NOVEMBER 3, 2020**

**SIGNATURE REQUIREMENTS**

<table>
<thead>
<tr>
<th>DISTRICT</th>
<th>NUMBER TO ELECT</th>
<th>REG VOTERS</th>
<th>SIGNATURES REQUIRED</th>
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<tbody>
<tr>
<td><strong>MARICOPA COUNTY SPECIAL HEALTHCARE DISTRICT</strong></td>
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<tr>
<td>DISTRICT 1</td>
<td>1</td>
<td>525,099</td>
<td>250</td>
</tr>
<tr>
<td>DISTRICT 2</td>
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<td>531,691</td>
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</tr>
<tr>
<td>DISTRICT 5</td>
<td>1</td>
<td>349,977</td>
<td>250</td>
</tr>
</tbody>
</table>

| **MARICOPA COUNTY COMMUNITY COLLEGE DISTRICT** | | | |
| AT-LARGE | 1 | 2,230,097 | 1,000 |
| DISTRICT 1 | 1 | 525,099 | 1,000 |
| DISTRICT 2 | 1 | 531,691 | 1,000 |
| DISTRICT 5 | 1 | 349,977 | 875 |

| **FIRE DISTRICTS** | | | |
| AGUJA FIRE DISTRICT | F09 | 3 | 294 | 5 |
| AZ FIRE & MEDICAL AUTHORITY | F10 | 3 | 32,052 | 166 |
| BUCKEYES VALLEY FIRE DISTRICT | F11 | 2 | 11,420 | 58 |
| CHANDLER COUNTY ISLAND FIRE DISTRICT | F12 | 2 | 2,548 | 13 |
| CIRCLE CITY / WORBLASTOWN FIRE DISTRICT | F13 | 3 | 873 | 5 |
| CLEARWATER HILLS FIRE DISTRICT | F14 | 2 | 263 | 5 |
| DAISY MOUNTAIN FIRE DISTRICT (COVERS PART OF YAVAPAI COUNTY) | F15 | 2 | 29,602 | 148 |
| GILBERT COUNTY ISLAND FIRE DISTRICT | F16 | 3 | 3,547 | 13 |
| GOLDFIELD RANCH FIRE DISTRICT | F17 | 2 | 226 | 5 |
| MARICACHA VALLEY FIRE DISTRICT | F18 | 2 | 145 | 5 |
| LAUREN FIRE DISTRICT | F19 | 2 | 3,753 | 19 |
| QUEEN CREEK COUNTY ISLAND FIRE DISTRICT | F20 | 2 | 3,874 | 20 |
| RD VERDE FIRE DISTRICT | F21 | 2 | 2,038 | 11 |
| SCOTTSDALE COUNTY ISLAND FIRE DISTRICT | F22 | 2 | 71 | 5 |
| SUN CITY FIRE DISTRICT | F23 | 3 | 34,657 | 174 |
| TEMPE FIRE DISTRICT | F24 | 3 | 38 | 5 |

**SUPERSTITION FIRE & MEDICAL DISTRICT (COVERS PART OF MARICopa COUNTY)** | F02 | 3 | 36,979 | 185 |

**TONOPAH VALLEY FIRE DISTRICT** | F03 | 2 | 15,153 | 76 |

**WICKENBURG VOLUNTEER FIRE DISTRICT (COVERS PART OF YAVAPAI COUNTY)** | F07 | 3 | 688 | 6 |

**For Candidate Packets call Becky Christianson at (620) 366-6059**
## Signature Requirements (continued)

### GOVERNING BOARD MEMBER

#### SIGNATURE REQUIREMENTS

**GENERAL ELECTION - NOVEMBER 3, 2020**

<table>
<thead>
<tr>
<th>EAST VALLEY INSTITUTE OF TECHNOLOGY</th>
<th>VOTER REG</th>
<th>SIG REQ</th>
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<tr>
<td>DISTRICT 2</td>
<td>112,572</td>
<td>400</td>
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<td>DISTRICT 4</td>
<td>106,273</td>
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<td>DISTRICT 6</td>
<td>96,163</td>
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<td>DISTRICT 8</td>
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<table>
<thead>
<tr>
<th>WESTMEG</th>
<th>VOTER REG</th>
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<td>DISTRICT 3</td>
<td>145,146</td>
<td>400</td>
</tr>
<tr>
<td>DISTRICT 4 (Vallejo House)</td>
<td>176,927</td>
<td>400</td>
</tr>
<tr>
<td>DISTRICT 5</td>
<td>127,490</td>
<td>400</td>
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<tr>
<td>DISTRICT 6</td>
<td>145,580</td>
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<table>
<thead>
<tr>
<th>HIGH SCHOOL DISTRICTS</th>
<th>VOTER REG</th>
<th>SIG REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGULIA FRA UNION HIGH SCHOOL DISTRICT #210</td>
<td>81,158</td>
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<tr>
<td>BUCKEYE UNION HIGH SCHOOL DISTRICT #201</td>
<td>43,397</td>
<td>400</td>
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<tr>
<td>GLENDALE UNION HIGH SCHOOL DISTRICT #205</td>
<td>167,783</td>
<td>400</td>
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<tr>
<td>TEMPE UNION HIGH SCHOOL DISTRICT #213</td>
<td>129,356</td>
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</tr>
<tr>
<td>TOLLESON UNION HIGH SCHOOL DISTRICT #214</td>
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<td>400</td>
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</table>

<table>
<thead>
<tr>
<th>ELEMENTARY / UNIFIED DISTRICTS</th>
<th>VOTER REG</th>
<th>SIG REQ</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGULIA #3</td>
<td>335</td>
<td>2</td>
</tr>
<tr>
<td>ALHAMBRA #98</td>
<td>27,682</td>
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</tr>
<tr>
<td>ARLETON #67</td>
<td>591</td>
<td>3</td>
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<tr>
<td>AVONDALE #44</td>
<td>24,793</td>
<td>122</td>
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<tr>
<td>BALSZ #51</td>
<td>14,198</td>
<td>71</td>
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<tr>
<td>BUCKEYE #35</td>
<td>21,019</td>
<td>106</td>
</tr>
<tr>
<td>CARTWRIGHT #83</td>
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</tr>
<tr>
<td>CAVE CREEK UNIFIED #93</td>
<td>48,977</td>
<td>245</td>
</tr>
<tr>
<td>CHANDLER UNIFIED #80</td>
<td>159,735</td>
<td>400</td>
</tr>
<tr>
<td>CREEKTON #54</td>
<td>28,980</td>
<td>145</td>
</tr>
<tr>
<td>DEER VALLEY UNIFIED #77</td>
<td>159,769</td>
<td>400</td>
</tr>
<tr>
<td>DISART #80</td>
<td>103,845</td>
<td>400</td>
</tr>
<tr>
<td>FOUNTAIN HILLS UNIFIED #98</td>
<td>28,216</td>
<td>92</td>
</tr>
<tr>
<td>FOWLER #45</td>
<td>11,803</td>
<td>60</td>
</tr>
<tr>
<td>GILA BEND UNIFIED #24</td>
<td>904</td>
<td>5</td>
</tr>
<tr>
<td>GILBERT UNIFIED #45</td>
<td>127,506</td>
<td>400</td>
</tr>
<tr>
<td>GLENDALE #40</td>
<td>44,525</td>
<td>223</td>
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<tr>
<td>HIGLEY UNIFIED #60</td>
<td>49,316</td>
<td>247</td>
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<tr>
<td>ISAAC #5</td>
<td>13,121</td>
<td>66</td>
</tr>
<tr>
<td>KYrene #28</td>
<td>103,556</td>
<td>400</td>
</tr>
<tr>
<td>LAVEN #59</td>
<td>25,073</td>
<td>126</td>
</tr>
<tr>
<td>LIBERTY #25</td>
<td>20,418</td>
<td>103</td>
</tr>
<tr>
<td>LITCHFIELD #79</td>
<td>56,805</td>
<td>285</td>
</tr>
<tr>
<td>LITTLETON #65</td>
<td>22,754</td>
<td>112</td>
</tr>
<tr>
<td>MADISON #98</td>
<td>39,546</td>
<td>200</td>
</tr>
</tbody>
</table>

Signature Requirements are calculated using the voter registration figures as of January 2, 2020

First Day to File Nomination Petitions: June 6, 2020

Last Day to File Nomination Petitions: July 6, 2020 at 5:00pm
Signers on Petitions

Each signer of a nomination petition shall be a registered voter who, at the time of signing, is registered in the electoral district of the office the candidate is seeking.

For signers on a Partisan Nomination Petition (Primary Election), each signer must also be a member of the party from which the candidate is seeking nomination or the signer must be a member of a political party that is not entitled to continued representation on the ballot:
- Independent or Party Not Designated (PND)

Political Parties recognized for County Offices for the 2020 election cycle are:
- Republican
- Democrat
- Libertarian

Petition Circulators

Circulators are not required to be a resident of Arizona, but shall otherwise be qualified to register to vote* in this state.
- If not a resident of this state, circulators must register with the Secretary of State
  - Non-Resident Circulator Registration Information:
    https://azsos.gov/elections/requirements-paid-non-resident-circulators
  - Signatures collected prior to registration are subject to review and challenge.

*See Voter Registration Information on page 29 for a list of qualifications to register to vote.
Effective August 27, 2019, candidates are now required to file a Statement of Interest prior to gathering signatures. Candidates who gathered signatures prior to August 27, 2019, must file the “Statement of Interest” with the Maricopa County Elections Department by January 2, 2020 for the signatures to be valid.

All of the following filed documents must be the original documents. Copies will not be accepted.

1. Nomination Paper/ Declaration of Qualification

The form must include the candidate’s actual residence address, name of the district for the office sought, and the manner in which the candidate wishes his/her name to appear on the ballot. The candidate’s name will appear on the ballot as such: LAST NAME, FIRST NAME (printed in ALL CAPS.) Nicknames are acceptable as long as they do not suggest a professional, fraternal, religious or military title.

Examples: SMITH, JOHN J. or SMITH, JOHN “J.J.” or SMITH, J.J.

NOTE: Except in the case where liability is being appealed, if a person is liable for an aggregation of $1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, the filing officer shall not accept the nomination paper.

2. Petition Signatures
(The minimum number of required signatures varies by district and party, where applicable.)

The petition form must be printed on letter size paper (8 1/2 x 11). The candidate must file at least the minimum number of signatures required for the office sought and not more than the maximum number allowed (where applicable). If there are too few signatures, nominating papers/petitions cannot be accepted. A temporary receipt containing the number of pages and signatures filed is provided at the time of acceptance. Supplemental signatures may be filed up until the closing of the filing period. The signature count on the temporary receipt is a face value and is subject to challenge of petition validity.

3. Personal Financial Disclosure Statement – County Specific Form
(This form only applies to Primary & A.R.S. § 16-341 Candidates.)

This form covers the previous 12 months from the date of filing. MCED cannot offer assistance for the completion of the Personal Financial Disclosure Statement. Please refer to the instruction booklet provided by the AZ Secretary of State:
MCED does offer notarization of documents at no cost. Candidate/signer must be present before notary with valid identification in order for notarization to take place.

Sample Ballot Proof - Candidate Name

Within 5 days after the filing deadline, a sample ballot proof will be mailed to each candidate whose nomination paperwork was filed. The mailing is sent to verify that the name as it appears on the proof is spelled correctly. This is a sample of how the candidates name would appear on the official ballot*.

If the name on the proof is CORRECT, no action is required.

If the name on the proof is NOT CORRECT, contact MCED immediately by phone, (602) 372-2262, or by email to holquin@risc.maricopa.gov.
  • Corrections are only made if notification is received by the date indicated on the proof.
  • Changes cannot be made to the original information provided at the time of filing. Samples are based upon nomination paper submitted by the candidate.

*Nomination Filings are subject to challenge. This proof does not guarantee placement on the ballot.

Nomination Petition Challenge Procedures

All Election Challenges must be filed with the Maricopa County Superior Court.

The last day to file a challenge complaint against candidates for the Primary Election is:
  • Monday, April 20, 2020 at 5:00pm.

The last day to file a challenge complaint against candidate for the General Election is:
  • Monday, July 20, 2020 at 5:00pm.

Copies of the original Nomination Petitions filed can be obtained from MCED** beginning the day after the candidate filing deadline. A completed public records request form is required.
  • The request form is available online at: https://recorder.maricopa.gov/pdf/NON%20COMMERCIAL%20REQUEST%20FORM.pdf

Requests are fulfilled electronically. The cost for paper copies of petitions is $0.25 per page. There is a $3.00 charge for certified copies. If a candidate files prior to the last day of filing, earlier requests for copies can be fulfilled. (Reasonable timeframe for fulfillment of the request is necessary).
**Candidates running for Elementary, High School District, or Joint Technical Education District (JTED) Governing Boards** will need to obtain copies directly from the County School Superintendent.

- The request form is available online at: http://schoolsup.org/requests.

**Signature Verification:**
MCED’s MCTEC office public computers are open daily from 8:00 a.m. to 5:00 p.m. Monday through Friday and extended time for the two Saturdays after each filing deadline for checking petition signatures.

**Challenge Complaint Forms:**
MCED does not provide a form for filing Nomination Petition Challenge Complaints.

**NOTE:** Complaints must set forth in the action: “the petition number, line number and basis for the challenge for each signature being challenged. Failure to specify this information shall result in the dismissal of the court action.” (A.R.S. § 16-351(A))

**Challenge Cost / Reimbursement:**
The filing fee for election contest complaints is set by the Clerk of the Superior Court, http://clerkofcourt.maricopa.gov/CVFeeSchedule050918.pdf.

The County Recorder or officer in charge of elections may be awarded reimbursement costs for signature verification by the court if it is determined that the challenge was without substantial justification. (A.R.S. § 16-351.01)

**Candidate Challenge Process Flowchart**
Withdrawal from the Ballot

Candidates who decide to have their name removed from the ballot for any election must submit a notarized Statement of Withdrawal to MCED.

- School Governing Board candidates may submit their notarized Statement of Withdrawal to the office of the Maricopa County School Superintendent or to the Maricopa County Elections Department.
- When candidacy is withdrawn, if the candidate has registered a campaign committee, the committee is required to continue filing campaign finance reports until/unless the committee is terminated.
- Candidates that withdraw their name from the ballot cannot run as a write-in candidate for that same office.

Write-In Candidate Information

<table>
<thead>
<tr>
<th>Primary Election Filing Deadlines:</th>
<th>General Election Filing Deadlines:</th>
</tr>
</thead>
<tbody>
<tr>
<td>*76 days: May 20, 2020</td>
<td>*76 days: August 19, 2020</td>
</tr>
<tr>
<td>*40 days: June 25, 2020</td>
<td>*40 days: September 24, 2020</td>
</tr>
</tbody>
</table>

*Legislative change possible.

In order for a write-in candidate’s name to appear on the “Official Write in Listing”, the following applies:

**Required Forms**
- Write-In Nomination Paper
  - A write-in candidate must register by filing a Statement of Organization if they qualify as a committee.
    - see Candidate Registration – Statement of Organization on pg. 9
- Personal Financial Disclosure Statement
  - Primary Election & A.R.S. § 16-341 candidates only

The last day to file is 40 days prior to the election for all candidates except as follows:
- For an election that may be cancelled (A.R.S. §16-410), no later than 76 days prior to the election:
  - Primary Election – Precinct Committeemen
    - Titles 15 & 48

**NOTE:** Except in the case where liability is being appealed, if a person is liable for an aggregation of $1,000 or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs, in any combination, that have not been fully satisfied, the filing officer shall not accept the nomination paper.
A candidate **may NOT file as a write-in** if any of the following apply:

- For a candidate in the general election, the candidate ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election.

- For a candidate in the general election, the candidate filed a nomination petition for the immediately preceding primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322.

- For a candidate in the primary election, the candidate filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the primary election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the primary election ballot.

- For a candidate in the general election, the candidate filed a nomination petition for the current general election for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-322, withdrew from the general election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the general election ballot.

- For a candidate in the general election, the candidate filed a nomination petition for nomination other than by primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by A.R.S. § 16-341.

**Number of Write-In Votes Required**

**Primary Election** – Write-in candidates must receive at least the minimum number of votes equivalent to the number of signatures required for nominating petitions for that office in order to have their name placed on the General Election Ballot. (A.R.S. § 16-645)

**General Election** – Write-in candidates must receive the highest number of votes amongst all candidates in order to be elected. A minimum number of votes is not applicable.
Governing Board Candidate Statements

Candidates for Elementary, High School, or Joint Technological Education District (JTED) Governing Boards whose names have been certified to appear on the ballot, shall submit the following information to the office of the Maricopa County School Superintendent:

1. A recent photograph.
2. A typewritten or electronic statement, not to exceed 500 words. Statements are posted verbatim as they are received unless a candidate requests in writing that typographical errors be corrected.
3. A disclosure of any relationships by affinity, by consanguinity or by law to the third degree that exist between the candidate and any current governing board members or other candidates for election to the same governing board.

First Day to submit photo and statement: July 7, 2020

Last Day to submit photo and statement: September 10, 2020 by 5:00 PM

How to Submit Candidate Statements
Submissions will be accepted via email (from the candidate’s email address on file with the Office of the Maricopa County School Superintendent), mail, or hand delivery.

Email: SchoolElections@maricopa.gov

Mailed or Hand Delivered: Maricopa County School Superintendent
Attn: Elections Specialist
4041 N. Central Ave., Ste. 1200
Phoenix, AZ 85012

Election Information

Election Dates:
Primary Election: August 4, 2020
General Election: November 3, 2020
Qualifications to Register to Vote

A person is qualified to register to vote if they:

- Are a citizen of the United States and has provided proof of citizenship* upon registration;
  - Satisfactory evidence of United States citizenship includes **one of the following**:
    - An Arizona driver’s license number or non-operating identification license number issued after 10/01/1996.
    - A legible photocopy of a birth certificate with the name of the applicant that verifies United States Citizenship.
    - A legible photocopy of the pertinent pages of the United States passport.
    - United States naturalization certificate number or the presentation of the original certificate of naturalization.
    - Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.
- Will be eighteen years of age or more on or before the date of the regular general election next following their registration;
- Will have been a resident of the state twenty-nine days next preceding the election, except as provided in A.R.S. § 16-126;
- Is able to write his/her name or make his/her mark, unless prevented from so doing by physical disability;
- Has not been convicted of treason or a felony, unless restored to civil rights;
- Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

How to Register to Vote

Register to vote or update current registration information online at: www.servicearizona.com

Voter registration forms are available at all Recorder/Elections offices Monday through Friday from 8:00 a.m. to 5:00 p.m. or by calling 602-506-1511 or 602-506-2348 (TDD).
Voter Registration Information (continued)

Blank registration forms are available for download to register by mail:
AZ State Registration Form:

Federal Voter Registration Form**
https://www.eac.gov/assets/1/6/Federal_Voter_Registration_ENG.pdf

**Providing proof of citizenship is not required when registering using the Federal Voter Registration Form.
- If proof of citizenship is NOT provided at the time of registration, the voter will NOT be eligible to vote for State, County or Local Offices such as Governor, State Legislature, Board of Supervisors, Mayor, and School Governing Board.
- The voter is eligible to vote for Federal Offices ONLY such as US President and Congressman. (Attorney General Opinion I13-011, issued 10/7/2013)
- A voter that has registered using the Federal Form and has NOT provided proof of citizenship at the time of registration is NOT eligible to run for state or local office, sign nomination petitions for state or local office, or sign $5 clean elections slips for state or legislative office.

Early Voting Information

Permanent Early Voting List (PEVL)
A form is available online at

Voters can sign up to have their early ballot automatically mailed to them for ALL elections they are eligible to vote in. Their ballot will be automatically mailed 27 days prior to the election.

How to sign up for PEVL
Requests must be made in writing and include the following information:
- Name
- Residence address
- Mailing address - within the state of Arizona** (if different than their residence address)
- Date of Birth
- Signature

Addressed to: Maricopa County Elections Department - MCTEC
Attn: PEVL
510 S. 3rd Ave.
Phoenix, AZ 85003
PEVL Notifications
MCED will mail a notice to all voters on the PEVL 90 days prior to any election held in March or August. The notice will include the dates of the elections that the notice is regarding, the dates that the voter’s ballot is expected to be mailed (27 days prior to any given election), and the address on file where the ballot will be mailed to.

The notice will also include a means for the voter to:
- change their mailing address (**within Arizona),
- update their residence address (within the county they reside), and/or
- request that a ballot not be sent for the upcoming election(s) indicated on the notice.

Primary Election Notifications
If the voter is not registered as a member of a political party that is participating in the election, the notice will include information for the voter to select a partisan ballot for one of the applicable parties or, if the voter does not wish to participate in the partisan elections, a non-partisan city/town only ballot (if available).

Mailing Address
A voter cannot list a permanent mailing address that is outside of Arizona unless the voter is an absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

Removal from PEVL
Voters will remain on the Permanent Early Voting List until one of the following occurs:
- The voter’s registration is cancelled.
- The voter’s registration becomes “inactive”.
- The voter requests in writing to be removed from the list.

Ballot by Mail Requests
A voter who is not on the PEVL can request ballot to be mailed to them for any election.

REQUEST DEADLINES
The first day to request a ballot by mail for the next election is 93 days prior to each election:

<table>
<thead>
<tr>
<th>Election Type</th>
<th>Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4, 2020 Primary Election</td>
<td>May 3, 2020</td>
</tr>
<tr>
<td>November 3, 2020 General Election</td>
<td>August 2, 2020</td>
</tr>
</tbody>
</table>

The last day to request a ballot by mail is 11 days prior to each election:

<table>
<thead>
<tr>
<th>Election Type</th>
<th>Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 4, 2020 Primary Election</td>
<td>July 24, 2020</td>
</tr>
<tr>
<td>November 3, 2020 General Election</td>
<td>October 23, 2020</td>
</tr>
</tbody>
</table>
How to request a ballot by mail:

- By Phone - Maricopa County Elections Department
  - (602) 506-1511 or (602) 506-2348 (TDD)
- In Writing – Requests must include the following information:
  - Name
  - Residence address
  - Mailing address *(if different than their residence address)*
  - Date of Birth
  - Which Election – *Voters who request an early ballot for the Primary Election will automatically be sent an early ballot for the General Election.*
  - Signature
- Written requests for early ballots should be mailed to:
  - Maricopa County Elections Department
  - Attn: Early Voting
  - 510 S. 3rd Ave.
  - Phoenix AZ, 85003

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Returning Voted Early Ballots

- Sign It!
- Seal It!
- Send It!

Voted early ballots must be **signed and RECEIVED** by MCED via U.S. Postal Service or can be dropped off at any vote center within Maricopa County no later than **7:00 PM on Election Day**. It is recommended that ballots be mailed back no later than the Wednesday before any election.

--- **A POSTMARK DOES NOT COUNT AS BEING RECEIVED** ----

**Was your ballot received and counted?**
or
TEXT “EV” to 628683 *(standard messaging rates may apply)*
Returning Voted Early Ballots (continued)

**Early Voting Locations**
A voter may cast an early ballot in-person at any MCED office or at any other designated early voting site.

Any Maricopa County Elections Office:
*(See maps on page 3 of this handbook)*

1) 510 S. 3rd Avenue, Phoenix (MCTEC Facility) – *Free Parking*
2) 222 E. Javelina, Mesa (Mesa Facility) – *Free Parking*

*A list of additional in-person early voting locations and drop boxes will be available online beginning 30 days prior to the election at:*
www.locations.maricopa.vote

**Voting Assistance**

Voters can request assistance from a Special Elections Board (SEB) to aid in voting their ballot.

To arrange for voting assistance, contact the Maricopa County Elections Office at (602) 506-1511 or (602) 506-2348 (TDD).

Written Requests – must include the following information:
- Name
- Residence address & address of confinement (if different from residence)
- Date of Birth
- Which Election assistance is requested for
- Signature

Written requests for voting assistance should be mailed to:
Maricopa County Elections Department
Attn: Special Elections Board
510 S. 3rd Ave.
Phoenix, AZ 85003

**Last day to vote early in person:**

**Primary Election** – Friday, July 31, 2020, at 5:00 PM
**General Election** – Friday, October 30, 2020, at 5:00 PM

**Last day to request voting assistance:**

(11 days prior to Election Day)

**Primary** – Friday, July 24, 2020, at 5:00 PM
**General** – Friday, October 23, 2020, at 5:00 PM
**Identification is required**

Voters are required to provide ID at the polls in order to cast a standard ballot.

An identification (ID) card or document provided is considered “valid” unless it can be determined on its face that it has expired.

If a voter does not have sufficient ID, the voter will be required to vote a conditional provisional ballot and must return to any Maricopa County Recorder/Elections Department or other designated city/town clerk office within 3 days for the Primary or within 5 days for the General and provide sufficient ID in order for their ballot to be counted.

For additional information on ID at the Polls visit: https://recorder.maricopa.gov/elections/voterinfo.aspx
Polling Place Conduct - Electioneering

There are numerous state and local laws that govern your conduct at the polling place on Election Day. We ask that all candidates and all candidates’ volunteers abide by those rules and conduct themselves at the polling places legally, safely, and appropriately. Violations of such laws are enforced by our election boards, troubleshooters, sheriff deputies, and local police agencies. The following sections of this manual touch on some of the most common rules which must be followed in order to ensure voter courtesy, safety, compliance with the law, and to protect important property and business interests of polling place owners.

Persons present in the polling place on Election Day are subject to the directions and statutory responsibilities of the election officers. The election officers are charged with securing the ballots and voting process; preserving order at the polls (A.R.S. § 16-535); permitting no violation of election laws (A.R.S. § 16-535), prohibiting any ability to ascertain an elector’s vote (A.R.S. § 16-1007) – including videotaping in whole or in part of ballots or voting sites; securing the ballots and election materials (A.R.S. § 16-602 et seq.); restricting access to certain portions of the polling place (e.g., A.R.S. § 16-562 and 16-515); not releasing or divulging the results of any ballot counting until one hour after the close of the polls (A.R.S. § 16-551.C); ensuring that no deadly weapons are carried into the polling place (A.R.S. § 13-3102.11); ensuring that there is no intimidation of any elector (A.R.S. § 16-1013); allowing no interference with respect to voting (A.R.S. §16-1017); and that there is no interference in any manner with an officer of the election in the discharge of their duty (A.R.S. § 16-1004).

Courtesies

ALL voters, candidates, workers, polling place property owners, and the public deserve your courtesy and respect.

Electioneering Capability – 75-Foot Limit

Except in the case of an emergency, any facility that is used as a polling location on Election Day shall allow persons to electioneer and engage in other political activity outside of the 75-foot limit in public areas and parking lots used by voters. (A.R.S. §§ 16-411 and 16-515)

Online listing of facilities which do not allow electioneering: www.locations.maricopa.vote.
Inside the 75-Foot Limit
At each polling place, signs will be posted to mark the 75-foot limit. While the polls are open, a person shall not be allowed to remain inside the 75-foot limit boundary except for/that:

- Voters for the purpose of voting.
- A minor accompanying a voter into a polling place.
- The voter may be accompanied and assisted by a person of the voter’s own choice, except for a person who is a candidate in that election.
- Election officials.
- One representative of each political party represented on the ballot who has been appointed by the county chairman of that political party.
- Challengers allowed by law.

Voters having cast their ballots shall promptly move outside the 75-foot limit.

**NO ELECTIONEERING WITHIN THE 75-FOOT LIMIT**

Electioneering occurs when an individual knowingly, intentionally, by verbal expression, and in order to induce or compel another person to vote in a particular manner or to refrain from voting express support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election.

- A voter may carry anything he or she chooses to bring.
- A voter may wear any type clothing with any slogan or candidate.
- A voter may not verbally campaign for the purpose of inducing someone to vote or to refrain from voting for a candidate or ballot measure.

Photography
A person may not take photographs or videos while within the seventy-five foot limit. Any person violating this section is guilty of a class 2 misdemeanor. A voter who makes available an image of their own ballot by posting on the internet or in some other electronic medium is deemed to have consented to re-transmittal of that image and that does not constitute a violation.

Outside the 75-Foot Limit
Anyone can stand outside the 75-foot line and hand out materials or hold signs. As for posting signs outside the 75-foot limit, a person who wishes to post a sign on private property shall seek permission from the property owner. There are a few polling places that do not allow electioneering outside the 75-foot limit.
Keeping Traffic and Walkways Clear
The parking area, sidewalk or traffic area used by voters (whether on foot or in their vehicles), as well as in areas which may be used by voters with a disability for drive-up voting, the parking area, sidewalk or traffic area MUST BE KEPT CLEAR. These rights of way or traffic areas, whether or not they are in the 75-foot limit, may not be encroached upon with signs, vehicles, tables, chairs, or supporters.

Polling Place Abuse
The owners of the facilities used as polling places have private property rights as well as liabilities for actions taken on their property. The County does not lease the entire premises for voting purposes and most of the facilities have normal business activities occurring on Election Day. An increasing number of facilities have expressed concern with Election Day abuse to their property, unauthorized borrowing of furniture or use of resources, interference with their customers or patrons, and concern with damage resulting from signs placed on the premises. Please note that you may need to seek permission from the private property owner for activities you wish to conduct on private property, and an owner may ask that unauthorized persons, structures, or signs be removed from private property. We have advised polling place owners that the County does not have the power to enforce private property rights. After receiving a warning that conduct or presence is not permitted by the property owner, deputies or local police may be called upon by the owner to enforce the property owner’s rights.

Sign placement and tampering
Many owners of the facilities used as polling places have specific preferences about Election Day signage. Some facilities have designated specific areas they have approved for sign placement; others prohibit signs anywhere on the premises. Do not place signs at a polling place without first checking with the property owner or manager. Unauthorized signs on private property may be removed and confiscated. State and many local laws also govern placement of signs on public and private property as well as removal, alteration, or defacing of political signs. Check with your local jurisdictions before placing signs.
Election Results

Preliminary election results are available online after 8:00 PM on election night. [http://recorder.maricopa.gov/electionresults/](http://recorder.maricopa.gov/electionresults/)

Write-in results are tallied by citizen boards. These results are tallied and reported separately. Results reports will be posted online upon the completion of the tally.

The final election results are presented to the Maricopa County Board of Supervisors (BOS) no later than 10 days after the election and are provided to the Secretary of State no later than the 2nd Monday after the election. The Secretary of State is responsible for creating the Final Official Canvass.

2020 Offices to be Elected

**Primary / General Election - Four Year Term**
Maricopa County Board of Supervisors – Districts 1, 2, 3, 4, 5
Maricopa County Assessor
Maricopa County Recorder
Maricopa County School Superintendent
Arcadia Biltmore Justice of the Peace
Country Meadows Justice of the Peace
Desert Ridge Justice of the Peace
Dreamy Draw Justice of the Peace
Highland Justice of the Peace
Maryvale Justice of the Peace
Moon Valley Justice of the Peace
North Mesa Justice of the Peace
San Tan Justice of the Peace
Maricopa County Attorney
Maricopa County Sheriff
Maricopa County Treasurer
Arcadia Biltmore Constable
Country Meadows Constable
Desert Ridge Constable
Dreamy Draw Constable
Highland Constable
Maryvale Constable
Moon Valley Constable
North Mesa Constable
San Tan Constable

**Two Year Term**
Precinct Committeemen (Primary Election Only)
McDowell Mountain Justice of the Peace
Kyrener Constable
2020 Offices to be Elected (continued)

**General Election Only - Four Year Term**
Superior Court Judges (Retention)
Maricopa County Community College District Board Member At-Large (1)
Maricopa County Community College Board Member District 1, 2, & 5
Maricopa County Special Healthcare District 1, 2, & 5
Elem / High School Governing Board Members (All Districts – Staggered Terms)
East Valley Institute of Technology District 2, 4, 6, & 8
West-MEC District 3, 4, 5, & 6
  o To view list of current school board seats available visit the Maricopa County School Superintendent’s website at [http://schoolsup.org/governing-board-elections](http://schoolsup.org/governing-board-elections).

**Fire Districts**
Aguila Fire District (3)          Buckeye Valley Fire District (2)
Chandler County Island Fire District (2)        Circle City/Morristown Fire District (3)
Clearwater Hills Fire District (2)     Daisy Mountain Fire District (2)
Gilbert County Island Fire District (3)       Goldfield Ranch Fire District (2)
Harquahala Valley Fire District (2)      Laveen Fire District (3)
North County Fire & Medical District (3)   Queen Creek County Island Fire District (2)
Rio Verde Fire District (3)             Scottsdale County Island Fire District (2)
South County Fire & Medical District (3)    Sun City Fire District (3)
Superstition Fire & Medical District (3)*  Tempe County Island Fire District (3)
  *shared w/ Pinal County

Wickenburg Fire District (3)**
  **shared w/ Yavapai County
Online Resources

Maricopa County Elections Department
http://maricopa.vote or https://recorder.maricopa.gov/elections

Maricopa County School Superintendent
http://schoolsup.org/elections

Arizona Revised Statutes:
https://www.azleg.gov/arstitle

CAMPAIGN FINANCE REPORTING

Campaign Finance Search:

Campaign Finance Online Filing Login:
https://recorder.maricopa.gov/campaignfinancefiling

Statement of Organization:

Campaign Finance Report or No Activity Statement Fillable Form:

Termination Statement:

PERSONAL FINANCIAL DISCLOSURE FORMS

Financial Disclosure Statement:

Financial Disclosure Instruction Booklet:

CANDIDATE FILING INFORMATION

Signature Requirements:

District Maps: