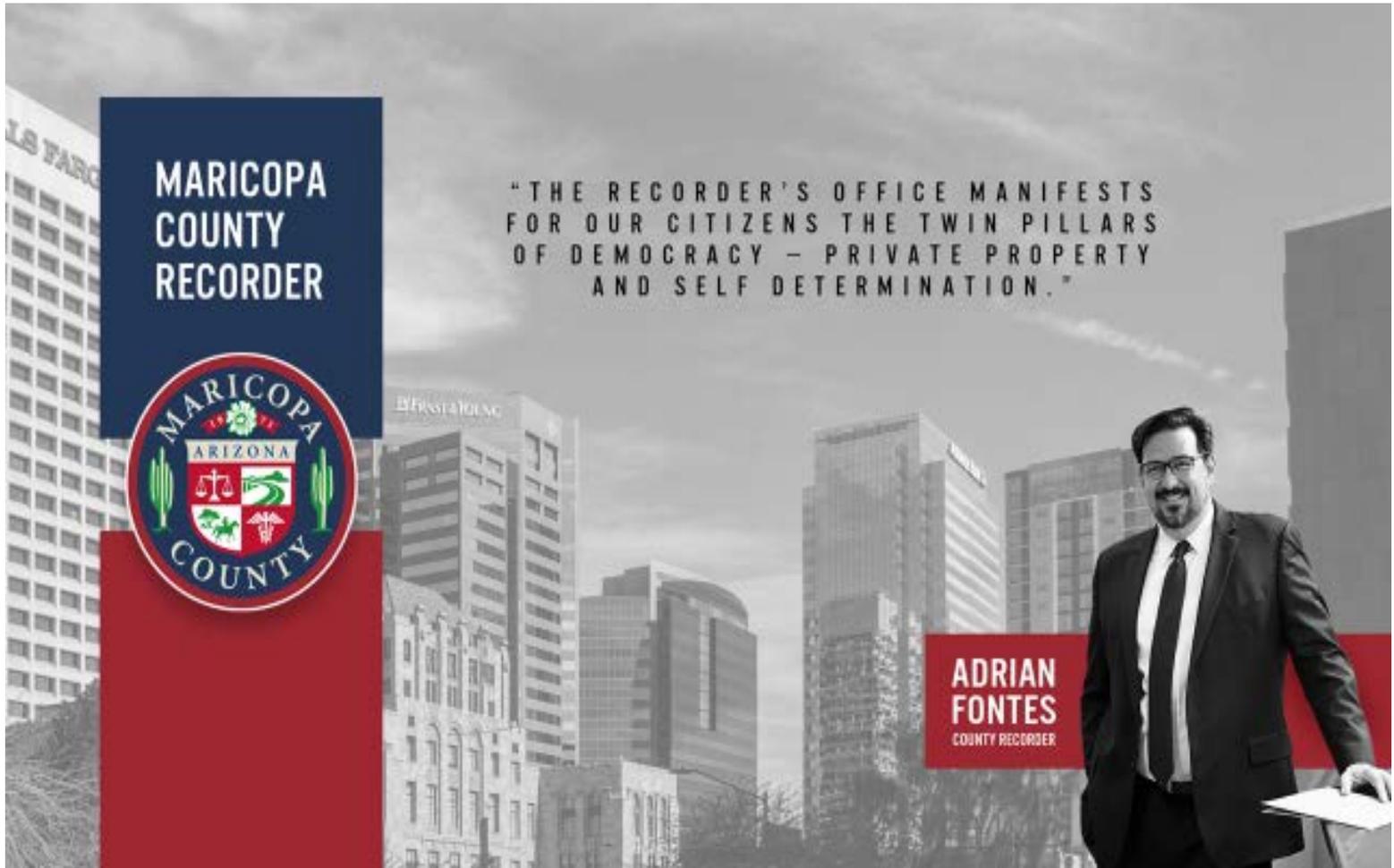


# Candidate Committee Handbook

## 2018 Primary & General Elections



Maricopa County Recorder's Office  
Elections Department - MCTEC  
510 S 3<sup>rd</sup> Avenue  
Phoenix, AZ 85003

This publication is provided to candidates interested in running for public office during the 2018 election cycle in Maricopa County. This handbook is designed to be a helpful guide for candidates and their campaign committees by outlining the processes for candidate filing and campaign finance reporting.

Comments or suggestions regarding this handbook are greatly appreciated.

Please email comments or suggestions to [campfin@risc.maricopa.gov](mailto:campfin@risc.maricopa.gov)

This handbook is available in Spanish upon request.  
Este manual está disponible en español a petición.

**Maricopa County Recorder's Office  
Elections Department - MCTEC**

510 S 3<sup>rd</sup> Avenue  
Phoenix, AZ 85003

Please visit our website: [www.maricopa.vote](http://www.maricopa.vote)  
Follow us on Facebook: [www.facebook/AdrianFontesMCR](http://www.facebook/AdrianFontesMCR)  
Follow us on Twitter: [twitter@RecorderFontes](https://twitter/RecorderFontes)

**County Recorder  
Adrian Fontes**

**Elections Director  
Rey Valenzuela**

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*Campaign Finance Division*

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<https://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>

**Kristi Passarelli**

Assistant Director - Election Services  
[kpassarelli@risc.maricopa.gov](mailto:kpassarelli@risc.maricopa.gov)

(602) 506-8344  
(602) 526-1520 Cell

**Hope Olguin**

Election Services Supervisor  
[holguin@risc.maricopa.gov](mailto:holguin@risc.maricopa.gov)

(602) 372-2262  
(480) 334-3607 Cell

Elections Department - Information Line  
Fax

(602) 506-1511  
(602) 506-5112

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*Maricopa County Education Service Agency – MCESA*

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<http://mcesa.info/election-services>

4041 N Central Ave., Suite 1200  
Phoenix, AZ 85012

**Tessa Otero**

Elections Specialist  
[SchoolElections@mcesa.maricopa.gov](mailto:SchoolElections@mcesa.maricopa.gov)

(602) 506-3978

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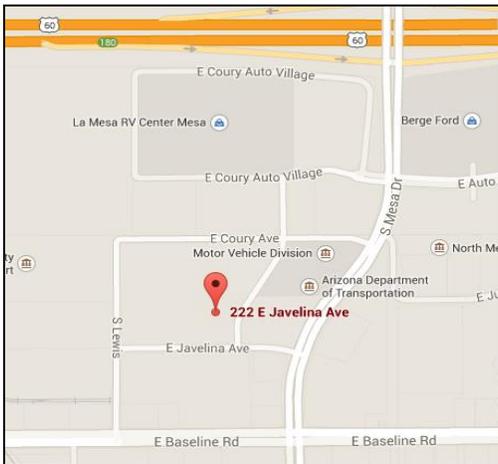
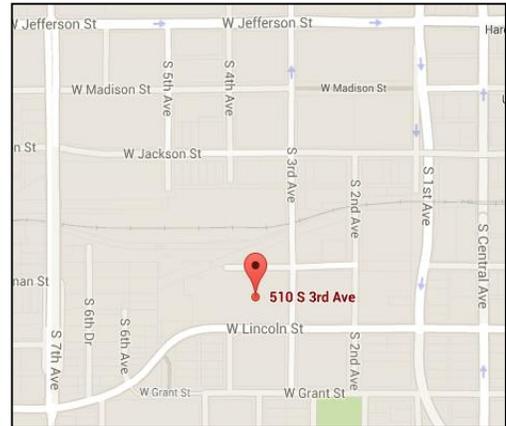
## Office Locations:

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### Elections - MCTEC - DOWNTOWN

510 S. Third Ave., Phoenix AZ 85003  
(NW Corner 3<sup>rd</sup> Ave & Lincoln) *\*Free Parking*

Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday



### Recorder and Elections – MESA OFFICE

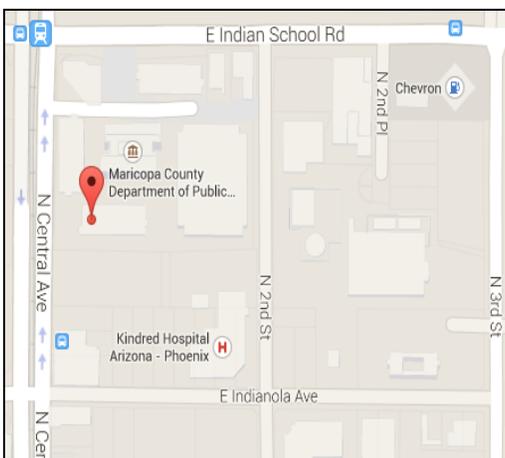
222 E. Javelina, Mesa AZ 85210 *\*Free Parking*

Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday

### Recorder and Elections – DOWNTOWN

111 S. Third Ave., Phoenix AZ 85003  
(SE Corner 3<sup>rd</sup> Ave & Jefferson) *\*Meter Parking Only*

Hours: 8:00 A.M. - 5:00 P.M. Monday - Friday



### Maricopa County Education Service Agency – MCESA

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 MCESA Visitor Parking on North side of Bldg.; Limited on Street Meter Parking on 2<sup>nd</sup> St.*

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

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## *Training Seminars*

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

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

DATE	TIME
Thursday, March 8, 2018	6:00 PM
Thursday, March 22, 2018	6:00 PM
Thursday, March 29, 2018	6:00 PM
Saturday, April 14, 2018	9:00 AM
Thursday, April 19, 2018	6:00 PM
Thursday, May 3, 2018	6:00 PM

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

DATE	TIME
Saturday, March 17, 2018	9:00 AM
Thursday, April 5, 2018	6:00 PM
Saturday, April 28, 2018	9:00 AM
Saturday, May 12, 2018	9:00 AM
Thursday, May 24, 2018	6:00 PM
Thursday, June 28, 2018	6:00 PM
Saturday, July 7, 2018	9:00 AM
Saturday, July 28, 2018	9:00 AM

*\*Dates and times are subject to change.*

Please **RSVP** for a session by contacting:

Hope Olguin, Election Services Supervisor  
[holguin@risc.maricopa.gov](mailto:holguin@risc.maricopa.gov)

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## Qualifications to Run for Local Office

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**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:  
<https://recorder.maricopa.gov/earlyvotingballot/voterregistrationlookup.aspx>
  - Locate your districts by address:  
<https://recorder.maricopa.gov/pollingplace/getdistrict.aspx>
- 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.

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*Qualifications to Run for Local Office (continued)*

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

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*Resign to Run Laws*

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**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.

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*Resign to Run Laws (continued)*

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- 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

A candidate is not required to register/form a committee before gathering nomination petition signatures. A candidate is not required to register unless/until they have reached \$1,100.00\* 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 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 Joint Technological Education District (JTED) Governing Board candidates also have the option to file their committee registration at Maricopa County Education Service Agency (MCESA).

## 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 appearing on the **Primary Election Ballot**
    - Office sought including the office title, district, term (2yr or 4yr)

### Bank Information

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

The form is titled "MARICOPA COUNTY COMMITTEE STATEMENT OF ORGANIZATION". It includes sections for:
 

- COMMITTEE ID#
- TYPE OF POLITICAL COMMITTEE (Candidate, Political Party, PAC, County Party, Log Dist Party)
- RESIDENCE ADDRESS, MAILING ADDRESS, CITY, STATE, ZIP
- COMMITTEE PHONE #, COMMITTEE EMAIL ADDRESS
- COMMITTEE WEBSITE
- CANDIDATE INFORMATION (NAME, PARTY AFFILIATION, OFFICE SOUGHT, RESIDENCE ADDRESS, CITY, STATE, ZIP)
- POLITICAL FUNCTION (Contributions, Ballot Measure Expenditures, Candidate Related Independent Expenditures)
- SPECIAL STATUS (Separate Segregated Fund, Standing Committee, Single PAC)
- SPONSORSHIP INFORMATION (NAME OR NICKNAME, PHONE NUMBER, MAILING ADDRESS, EMAIL ADDRESS, WEBSITE)

## Statement of Organization (continued)

- 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
      - See Arizona Code of Judicial Conduct  
<http://www.azcourts.gov/azcjc/ArizonaCommissiononJudicialConduct.aspx>
  - Change of Officer(s) or other information
    - The committee must file an “amended” Statement of Organization within 10 days of the change.

*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 AZ 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.*

BANK ACCOUNT INFORMATION (BANK NAME)			
1.	2.	3.	
<b>COMMITTEE OFFICER INFORMATION</b>			
<b>CHAIRPERSON</b> (First Name)		(Last Name)	
<b>RESIDENCE ADDRESS</b> (Number and Street)	CITY	STATE	ZIP
<b>MAILING ADDRESS</b> (if different from Residence Address)	CITY	STATE	ZIP
<b>CHAIRMAN PHONE #</b>	<b>CHAIRMAN EMAIL ADDRESS</b>		
<b>CHAIRMAN OCCUPATION</b>	<b>CHAIRMAN EMPLOYER</b>		
<b>TREASURER</b> (First Name)		(Last Name)	
<b>RESIDENCE ADDRESS</b> (Number and Street)	CITY	STATE	ZIP
<b>MAILING ADDRESS</b> (if different from Residence Address)	CITY	STATE	ZIP
<b>TREASURER TELEPHONE #</b>	<b>TREASURER EMAIL ADDRESS</b>		
<b>TREASURER OCCUPATION</b>	<b>TREASURER EMPLOYER</b>		
<b>DECLARATION AND SIGNATURES:</b>			
<small>I swear under penalty of perjury that the foregoing information is true and correct. I further declare that: (1) I consent to serve as chairperson or treasurer of the committee named herein, if applicable; (2) designate the above-named committee as my official candidate committee and authorize it to receive/indebt contributions/expenses on my behalf, if applicable; (3) I have read the Secretary of State's campaign finance and reporting guide; (4) I agree to comply with Arizona election law, including campaign finance laws codified at A.R.S. §§ 16-001 to 16-008; and (5) I agree to accept all notifications and legal service of process for campaign finance purposes via the email addresses provided herein.</small>			
DATE:	<b>CHAIRMAN'S SIGNATURE</b>		
DATE:	<b>TREASURER'S SIGNATURE</b>		
DATE:	<b>CANDIDATE'S SIGNATURE</b> (if applicable):		

\*AZ Secretary of State Candidate Guide:  
[https://www.azsos.gov/sites/azsos.gov/files/rev\\_2017\\_campaign\\_finance\\_handbook\\_candidate\\_committees.pdf](https://www.azsos.gov/sites/azsos.gov/files/rev_2017_campaign_finance_handbook_candidate_committees.pdf)

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## *Contributions & Expenses*

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

<b>Who Can Give to a Candidate</b>	<b>Per Election Cycle</b>
An Individual	\$6,350
A Partnership	\$6,350
A Political Committee	\$6,350
A Committee certified by the Secretary of State to give at increased limit (multicandidate PACs)	\$12,700
From Political Party & all political organizations combined, nominee	Unlimited but, party nominee may accept no more than \$10,100

### **Contribution Limits**

Contribution limits apply over the course of an "election cycle". Election cycle is defined as the two-year period beginning on January 1 after a statewide general election and ending on December 31 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.

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## *Types of Contributions*

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**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.

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## *Prohibited Contributions*

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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.*

- 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
  - 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**.

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## Reporting Contributions & Expenditures

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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/candidatesearch.aspx>

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## Campaign Finance Reporting Schedule

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<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
2017 Cumulative Report	January 1, 2017 thru December 31, 2017	January 1, 2018 and January 15, 2018
2018 1 <sup>st</sup> Quarter Report	January 1, 2018 thru March 31, 2018	April 1, 2018 and April 15, 2018
2018 2 <sup>nd</sup> Quarter Report	April 1, 2018 thru June 30, 2018	July 1, 2018 and July 15, 2018
2018 Aug. Pre-Election Report	July 1, 2018 thru August 11, 2018	August 12, 2018 and August 18, 2018
2018 3 <sup>rd</sup> Quarter Report	August 12, 2018 thru September 30, 2018	October 1, 2018 and October 15, 2018
2018 Oct. Pre-Election Report	October 1, 2018 thru October 20, 2018	October 21, 2018 and October 27, 2018
2018 4 <sup>th</sup> Quarter Report	October 21, 2018 thru December 31, 2018	January 1, 2019 and January 15, 2019

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## Campaign Finance Reporting Methods

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### 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.
      - If you don't know your ID, you can look it up online at  
<https://recorder.maricopa.gov/campaignfinance/candidatесеarch.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*)
  - <http://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>
- Email to: [campfin@risc.maricopa.gov](mailto: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*)
  - <http://recorder.maricopa.gov/elections/candidatecampaigninfo.aspx>
- 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 the 5:00pm on the last business day prior to the deadline.

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## Failure to File Notification & Consequence

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MCED will send notification by email "Notice of Delinquency" 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.

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## Termination Statement

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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 / \$25.00 per day after including weekends and holidays



**MARICOPA COUNTY  
COMMITTEE  
TERMINATION STATEMENT**

COMMITTEE INFORMATION:			
COMMITTEE NAME	CITY	STATE	ZIP
ADDRESS			
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
EMAIL ADDRESS	PHONE NUMBER		
WEBSITE (if any)			
CHAIRPERSON NAME			
TREASURER NAME			
DECLARATION AND SIGNATURES:			
I declare under penalty of perjury that the foregoing information is true and correct. I further declare that: (1) the committee will no longer receive any contributions or make any disbursements; (2) the committee either (a) has no outstanding debts or obligations, or (b) has outstanding debts or obligations that are all more than five years old, and the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee; (3) any surplus monies have been disposed of and that the committee has no cash on hand; and (4) all contributions and expenditures have been reported, including any disposal of surplus monies.			
DATE:	CHAIRPERSON'S SIGNATURE:		
DATE:	TREASURER'S SIGNATURE:		
DATE:	CANDIDATE'S SIGNATURE (if applicable):		

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## *Disbursement of Remaining Funds*

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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

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## *Literature & Advertisement – Disclaimer Required*

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**Any** campaign advertisement or fundraising solicitation must include a disclaimer that is clearly readable. The disclaimer must indicate the committee that paid for the advertisement **and** whether the advertisement or solicitation is authorized by the candidate's committee.

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

### **Radio Ads**

The 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 of the committee contact person or website 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.

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## Literature & Advertisement – Disclaimer NOT Required

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- 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 hyperlink directs the user to another website that contains the disclaimer
- Advertisements that are placed as a graphic or picture link where the disclaimer cannot be conveniently printed due to the size of the graphic or picture
  - As long as the hyperlink directs the user to another website that contains the disclaimer
- Bumper stickers, pins, buttons, pens and similar small items on which a disclaimer cannot be conveniently printed
- A published book or a documentary film or video

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## Sign Placement

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Call **811** before you install any of your campaign signs:  
<http://www.azbluestake.com/politicalsigns>



### BEFORE YOU PUT POLITICAL SIGNS IN THE GROUND

#### KNOW WHAT'S BELOW!

For decades, utility providers installed thousands of miles of pipelines, wires, cables and other equipment across our state. Now, that complex utility network is buried beneath homes and schools, businesses and roadways, parks, open spaces, forests and farms. Knowing what's below before installing signs prevents serious injuries and protects the vital utilities we all rely on every day.

#### INSTALL SIGNS SAFELY

Stay safe and avoid damages by installing signs at least 2 feet (24 inches) from the paint, flags or other marks you see on the ground.

#### UTILITY MARKING COLORS

Utilities are marked with paint, flags or whiskeys in different colors based on what type they are in accordance with the Uniform Color Code of Utility Markings. Review the color code here so you know which types of utilities you are working around!



## Digging for any reason?

You must contact Arizona 811 at least two full working days in advance so underground utilities can be located and marked.

It's free. It's easy. It's the law.



**Know what's below.  
Call 811 or click Arizona811.com  
before you dig.**

**ARIZONA BLUE STAKE IS NOW ARIZONA 811**

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### *Sign Tampering or Removal*

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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.

- 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.
- HOA's shall not prohibit the display of political signs.

Signs cannot be placed on any City, Town, or County property.

- For additional information and guidelines regarding sign placement, check with the specific city or town planning and zoning department.

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### *Candidate Filing Information*

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#### **Deadlines to Submit Petitions**

<b>Partisan (Primary Election):</b>	April 30, 2018 through <b><u>May 30, 2018 at 5:00 PM</u></b>
<b>A.R.S. § 16-341 Nomination other than by Primary:</b>	April 30, 2018 through <b><u>May 30, 2018 at 5:00 PM</u></b>
<b>Non-Partisan (General Election):</b>	July 9, 2018 through <b><u>August 8, 2018 at 5:00 PM</u></b>

MCED will attempt to contact all known candidates prior to the filing deadline in order to schedule appointments to turn in their paperwork. During the last 2 weeks of the filing period, 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. On the last day of filing, be prepared to wait. All candidates in line at 5:00 PM will be assisted.

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### *Nomination Petition Forms*

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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>

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## Signature Requirements

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\* Signature Requirements are available after March 1, 2018 \*

**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)**.

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## Signers on Petitions

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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 2018 election cycle are:

- Republican
- Democrat
- Libertarian
- Green Party (*recognized at the STATE level only*)

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## Petition Circulators

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Circulators are not required to be a resident of Arizona, but otherwise shall 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 Form:  
[https://www.azsos.gov/sites/azsos.gov/files/petition\\_circulator\\_registration\\_form\\_rev\\_may\\_08\\_2017.pdf](https://www.azsos.gov/sites/azsos.gov/files/petition_circulator_registration_form_rev_may_08_2017.pdf)
  - Signatures collected prior to registration are subject to review and challenge.

\*See Voter Registration Information on page 25 for a list of qualifications to register to vote.

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## Candidate Filing Checklist

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**All 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."

**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)*

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. If there are too few signatures, MCED cannot accept the nominating papers. 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.

☐ **3. Personal Financial Disclosure Statement**

*(This form only applies to primary & §16-341 candidates.)*

This form covers the previous 12 months from the date of filing. Unfortunately, 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:

[https://www.azsos.gov/sites/azsos.gov/files/2018\\_financial\\_disclosure\\_statement\\_guide.pdf](https://www.azsos.gov/sites/azsos.gov/files/2018_financial_disclosure_statement_guide.pdf)

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### Sample Ballot Proof - Candidate Name

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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. Specific contact information will be provided on the proof.

- 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.

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

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### Nomination Petition Challenge Procedures

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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:

- **Wednesday, June 13, 2018 at 5:00pm.**

The **last day to file a challenge** complaint against candidate for the **General Election** is:

- **Wednesday, August 22, 2018 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 is required.

- The request form is available online at:

<https://recorder.maricopa.gov/pdf/NON%20COMMERCIAL%20REQUEST%20FORM.pdf>

The cost for 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 MCESA.

- The request form is available online at:

<https://mcesaz.squarespace.com/public-records-request/>

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*Nomination Petition Challenge Procedures (continued)*

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**Signature Verification:**

MCED – MCTEC office will be open from 8:00 a.m. to 5:00 p.m. (including Saturdays) after the filing deadlines for checking petition signatures.

**Challenge Complaint Forms:**

MCED does not provide a form for filing Nomination Petition Challenge Complaints.

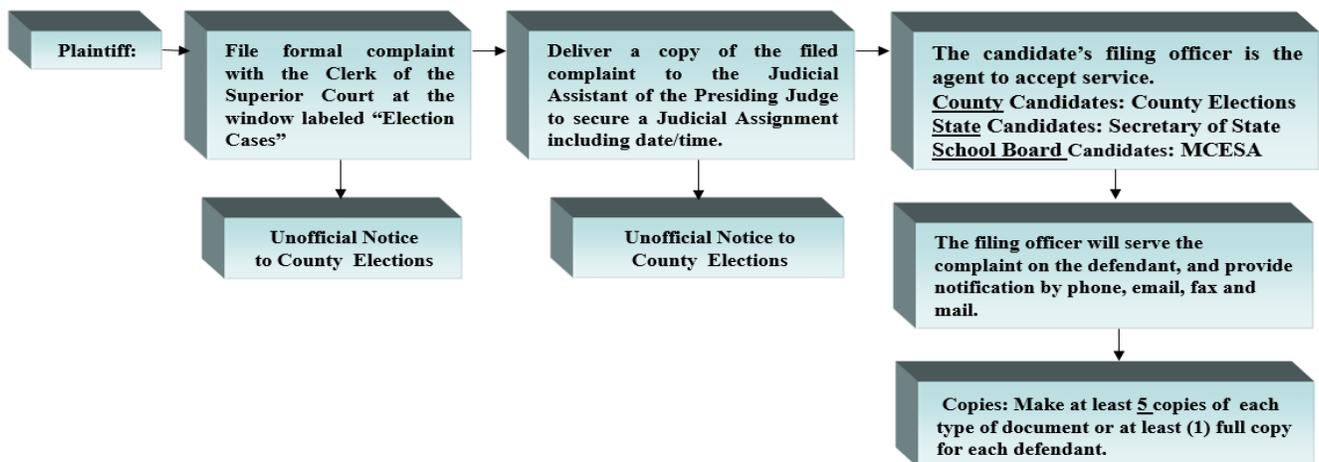
***NOTE:*** *Complaints must set forth in the action: "the petition number, line number and basis for the challenge for each signature being challenged. Failure to specify this information shall result in the dismissal of the court action."* (A.R.S. § 16-351(A))

**Challenge Cost / Reimbursement:**

The filing fee for complaints is set by the Clerk of the Superior Court, <http://clerkofcourt.maricopa.gov/fees.asp>.

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**



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## *Withdrawal from the Ballot*

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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 MCESA or to MCED.
- 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.

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## *Write-In Candidate Information*

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<b>Primary Election Filing Deadlines:</b>		<b>General Election Filing Deadlines:</b>	
76 days:	June 13, 2018	76 days:	August 22, 2018
40 days:	July 19, 2018	40 days:	September 27, 2018

In order for a write-in candidate's name to appear on the "Authorized 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 on pg. 8
- Personal Financial Disclosure Statement
  - Primary Election & 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
  - General Election – Elem/HS Districts, Fire Districts, Special Districts Candidates
    - 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.***

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*Write-In Candidate Information (continued)*

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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 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.

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## Governing Board Candidate Statements

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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 County School Superintendent (MCESA):

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:** August 9, 2018

**Last Day to submit photo and statement:** September 13, 2018 by **5:00 PM**

### **How to Submit Candidate Statements**

**Internet:** Personal Identification Numbers (PINs) are issued by Maricopa County Education Service Agency (MCESA) at the time petitions are filed for use in submitting statements and photographs.

Submissions will be accepted via email, mail, or hand delivery.

**Email:** [SchoolElections@mcesa.maricopa.gov](mailto:SchoolElections@mcesa.maricopa.gov)

**Mailed or Hand Delivered:** Maricopa County Education Service Agency  
Tessa Otero, Elections Specialist  
4041 N. Central Ave., Ste. 1200  
Phoenix, AZ 85012

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## Election Information

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### **Election Dates:**

Primary Election: **August 28, 2018**

General Election: **November 6, 2018**



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## Voter Registration Information

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### **VOTER REGISTRATION DEADLINES**

Primary Election Deadline: **July 30, 2018 at midnight**

General Election Deadline: **October 9, 2018 at midnight**

### **Qualifications to Register to Vote**

#### **A person is qualified to register to vote if he or she:**

- Is a citizen of the United States and has provided proof of citizenship\* upon registration;
- 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.

#### **\*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.

### **How to Register to Vote**

Register to vote or update current registration information online at:

[www.servicearizona.com](http://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).

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*Voter Registration Information (continued)*

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Blank registration forms are available for download to register by mail:

**AZ State Registration Form:**

[https://recorder.maricopa.gov/pdf/Voter\\_registration\\_fillable\\_form.pdf](https://recorder.maricopa.gov/pdf/Voter_registration_fillable_form.pdf)

**Federal Voter Registration Form\*\***

[https://www.eac.gov/assets/1/6/Federal\\_Voter\\_Registration\\_9-21-17\\_ENG.pdf](https://www.eac.gov/assets/1/6/Federal_Voter_Registration_9-21-17_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.

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*Early Voting Information*

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**Permanent Early Voting List (PEVL)**

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

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## Early Voting Information (continued)

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### **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 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 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.

- The first day to request a ballot by mail for the next election is 93 days prior to each election:
  - For the August 28, 2018 Primary Election: May 27, 2018
  - For the November 6, 2018 General Election: August 5, 2018
- The last day to request a ballot by mail is 11 days prior to each election:
  - For the August 28, 2018 Primary Election: August 17, 2018
  - For the November 6, 2018 General Election: October 26, 2018

## Early Voting Information (continued)

### **How to request a ballot by mail:**

- Online at:  
<https://recorder.maricopa.gov/earlyvotingballot/earlyvotingballotrequest.aspx>
- 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**

## Returning Voted Early Ballots

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

MARICOPA COUNTY BALLOT AFFIDAVIT - STATE OF ARIZONA

I declare that, beginning with the arrival of this ballot, I am a registered voter in Maricopa County, Arizona. I have not voted and will not vote in this election in any other county or state and if this is a replacement ballot, that the ballot was lost, stolen, destroyed or not received, I understand that knowingly voting more than once in this election is a crime. I hereby seal and return the enclosed ballot and signed this affidavit personally unless noted below.

IF THE VOTER WAS ASSISTED BY ANOTHER PERSON IN MARKING OR RETURNING THE BALLOT, COMPLETE THE FOLLOWING: I have completed this ballot with the registered voter's consent, advised the voter that the ballot is valid with marking or returning, the voter's ballot is marked or returned the ballot as directly instructed by the voter, provided the assistance because the voter was physically unable to mark the ballot solely due to illness, injury or physical limitation or was otherwise unable to return the ballot and I understand that there is no power of attorney for voting and that the voter was able to make the voter's ballot on their own unless physically unable to do so.

Name of Voter Assistant: \_\_\_\_\_  
Address of Voter Assistant: \_\_\_\_\_

DECLARACION JURADA DE LA BOLETA

DEL CONDADO DE MARICOPA - ESTADO DE ARIZONA

Declaro que, a partir del momento en que recibo esta boleta, soy un votante registrado en el Condado de Maricopa, Arizona, y no he votado y no votaré en esta elección en ningún otro condado o estado y si esta es una boleta de reemplazo, entiendo que he votado más de una vez en esta elección si no declaro que la boleta se perdió o fue destruida o no fue recibida. Entiendo que votar más de una vez en esta elección es un delito. Declaro que he sellado y devuelto la boleta adjunta y firmo este affidavit personalmente a menos que se indique lo contrario.

SI OTRA PERSONA ASISTE AL VOTANTE A MARCAR O DEVOLVER LA BOLETA, COMPLETE LO SIGUIENTE: He completado esta boleta con el consentimiento del votante, he informado al votante de que la boleta es válida con el marcado o devuelto, he marcado o devuelto la boleta como se indicó directamente por el votante, he proporcionado asistencia porque el votante era físicamente incapaz de marcar la boleta únicamente por enfermedad, lesión o limitación física o porque el votante era físicamente incapaz de devolver la boleta y entiendo que no hay poder de attorney para votar y que el votante fue capaz de hacer su selección aunque físicamente no pueda marcar la boleta.

Nombre del Asistente del Votante: \_\_\_\_\_  
Dirección del Asistente del Votante: \_\_\_\_\_

**SIGNATURE REQUIRED/FIRMA REQUERIDA**

BALLOT MUST NOT BE COUNTED UNLESS YOU SIGNATURE. POWERS OF ATTORNEY ARE NOT VALID FOR VOTING PURPOSES.

LA BOLETA NO SE CONTARÁ SIN SU FIRMA. PODER DE ABOGADO NO ES VÁLIDO PARA FINES DE VOTACION.

Maricopa Voter  
(A SIGNATURE REQUIRED/FIRMA REQUERIDA)

602-506-1511 11/05/2017  
PHOENIX, ARIZONA 85003  
PRESENCIA EN LA BOLETA ES OBLIGATORIA

Within U.S. - MAIL no later than 6 days prior to Election Day (noted on ballot)  
Dentro de EE.UU. - ENVÍE a más tardar 6 días antes del Día de la Elección (notado en la boleta)

If you MISMARKED your ballot and need another, CALL 602-506-1511.  
Si marcó su boleta INCORRECTAMENTE y necesita otra, LLAME AL 602-506-1511.

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

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

### **Was your ballot received and counted?**

Find out by visiting [www.BallotStatus.Maricopa.Vote](http://www.BallotStatus.Maricopa.Vote)  
TEXT "EV" to 628683 (*standard messaging rates may apply*)

## **Early Voting Locations**

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

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

Primary – Friday, August 24, 2018, at 5:00 PM

General – Friday, November 2, 2018, at 5:00 PM

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## *Returning Voted Early Ballots*

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Any Maricopa County Recorder/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**

**3) 111 S. 3rd Avenue, Phoenix (Downtown Facility) \*Metered Street Parking**

***A list of additional in-person early voting locations will be available online beginning 30 days prior to the election at:***

<https://recorder.maricopa.gov/earlyvotingsitelocator/>

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## *Voting Assistance*

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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).

### **Last day to request voting assistance:**

(11 days prior to Election Day)

Primary – Friday, August 17, 2018, at 5:00 PM

General – Friday, October 26, 2018, at 5:00 PM

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**

## Election Day – Polling Location Information

### **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 the voter does not have sufficient ID, the voter will be required to vote a conditional provisional ballot and must return with sufficient ID 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 in order for their ballot to be counted.

For additional information on ID at the Polls visit:

<https://recorder.maricopa.gov/elections/voterinfo.aspx>

## Please Have Your ID Ready

Arizona Revised Statutes § 16-579(A)



### **1 Photo ID From This List: (Must contain current name & address)**

Valid AZ Driver License

Valid AZ Non-operating ID

Tribal Enrollment Card or Other Form of Tribal ID

**or**

### **2 Forms From This List: (Must contain current name & address)**

Voter ID Card

Official Election Mail

Utility Bill, Bank Statement or Vehicle Registration  
(Within 90 Days)

Military ID or U.S. Passport  
(Paired with 1 from above)

State ID or Driver License With Former Address  
(Paired with 1 from above)

**Visit [getid.maricopa.vote](https://getid.maricopa.vote) for full list**

*Poll workers are available to assist voters with language translations, instructions on process and with the physical act of voting.*



## Por Favor Tenga Lista Su Identificación

Estatutos Revisados de Arizona § 16-579(A)

### **1 Identificación con Dotografía de Esta Lista: (Debe tener el nombre y dirección actual)**

Licencia de Manejar Válida de AZ

Identificación Emitida por el Estado de AZ

Tarjeta de Inscripción Tribal u Otra Forma de  
Identificación Tribal

**o**

### **2 Documentos de Esta Lista: (Debe tener el nombre y dirección actual)**

Tarjeta de Identificación de Votante

Correspondencia Oficial Electoral

Factura de Servicios Públicos, Estado de Cuenta  
Bancario o Registro Vehicular (Dentro de los 90 días)

Identificación Militar o Pasaporte de EE.UU.  
(Junto con 1 de las de arriba)

Tarjeta de Identificación o Licencia de Manejar del  
Estado con Dirección Anterior  
(Junto con 1 de las de arriba)

**Visite [getid.maricopa.vote](https://getid.maricopa.vote) para ver la  
lista completa**

*Hay oficiales de elecciones disponibles para ayudar a los votantes con traducciones, instrucciones sobre el proceso, y con el aspecto físico de la votación.*

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## *Polling Place Conduct - Electioneering*

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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.

Online listing of facilities which do not allow electioneering:

<https://recorder.maricopa.gov/pollingplace/>

### **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 and shall take any electioneering materials with them.

### **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 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 right of ways 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 unauthorized persons, structures or signs to 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.

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## *Election Results*

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Election results are available online after 8:00 PM on election night.  
<http://recorder.maricopa.gov/electionresults/>

Write-in results are hand tallied by citizen boards. These results are tallied separately and those 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 2<sup>nd</sup> Monday after the election. The Secretary of State is responsible for creating the Final Official Canvass.

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## *2018 Offices to be Elected*

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### **Primary / General Election - Four Year Term**

Countywide – Maricopa County Clerk of the Superior Court

Agua Fria Justice of the Peace	Agua Fria Constable
Arrowhead Justice of the Peace	Arrowhead Constable
Downtown Justice of the Peace	Downtown Constable
East Mesa Justice of the Peace	East Mesa Constable
Encanto Justice of the Peace	Encanto Constable
Hassayampa Justice of the Peace	Hassayampa Constable
Ironwood Justice of the Peace	Ironwood Constable
Kyrene Justice of the Peace	Kyrene Constable
Manistee Justice of the Peace	Manistee Constable
McDowell Mountain Justice of the Peace	McDowell Mountain Constable
North Valley Justice of the Peace	North Valley Constable
San Marcos Justice of the Peace	San Marcos Constable
South Mountain Justice of the Peace	South Mountain Constable
University Lakes Justice of the Peace	University Lakes Constable
West McDowell Justice of the Peace	West McDowell Constable
West Mesa Justice of the Peace	West Mesa Constable
White Tank Justice of the Peace	White Tank Constable

### **Two Year Term**

Precinct Committeemen (*Primary Election Only*)

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*2018 Offices to be Elected (continued)*

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**General Election Only - Four Year Term**

Superior Court Judges (Retention)

Central Arizona Water Conservation District (CAWCD) – 5 Members

Maricopa County Special Healthcare District 3 and 4

Maricopa County Community College District At-Large (1)

Maricopa County Community College District 3 and 4

Elem / High School Governing Board Members (All Districts – Staggered Terms)

East Valley Institute of Technology District 1, 3, 5, 7, and 9

West-MEC District 1, 2, 6, and 7

- To view list of current school board seats available visit MCESA's website at <http://mcesa.info/governing-board-elections>.

**Fire Districts**

Aguila Fire District

Chandler County Island Fire District

Clearwater Hills Fire District

Gilbert County Island Fire District

Harquahala Valley Fire District

Arizona Fire & Medical Authority

*(formerly North County Fire & Medical District)*

Rio Verde Fire District

Sun City Fire District

Superstition Fire & Medical District

*\*shared w/ Pinal County*

Tonopah Fire District

Buckeye Valley Fire District

Circle City/Morristown Fire District

Daisy Mountain Fire & Medical District

*(Name change in progress)*

Goldfield Ranch Fire District

Laveen Fire District

Queen Creek County Island Fire District

Scottsdale County Island Fire District

Sun Lakes Fire District

Tempe County Island Fire District

Wickenburg Fire District

*\*shared w/ Yavapai County*

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## Online Resources

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### **Maricopa County Elections Department**

<http://maricopa.vote> or <https://recorder.maricopa.gov/elections>

### **Maricopa County Education Service Agency (MCESA – County School Superintendent)**

<http://mcesa.info/election-services>

### **Arizona Revised Statutes:**

<https://www.azleg.gov/arstitle>

## **CAMPAIGN FINANCE REPORTING**

### **Campaign Finance Search:**

<https://recorder.maricopa.gov/campaignfinance/candidatesearch.aspx>

### **Campaign Finance Online Filing Login:**

<https://recorder.maricopa.gov/campaignfinancefiling>

### **Statement of Organization:**

<https://recorder.maricopa.gov/pdf/1%20Statement%20of%20Organization%20fillable.pdf>

### **Campaign Finance Report or No Activity Statement Fillable Form:**

<https://recorder.maricopa.gov/pdf/4%20Campaign%20Finance%20Report%20fillable.pdf>

### **Termination Statement:**

<https://recorder.maricopa.gov/pdf/3%20Termination%20Statement%20fillable.pdf>

## **PERSONAL FINANCIAL DISCLOSURE FORMS**

### **Financial Disclosure Statement:**

[https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20\(For%20County%20Offices\).pdf](https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20(For%20County%20Offices).pdf)

### **Financial Disclosure Instruction Booklet:**

<https://recorder.maricopa.gov/pdf/Personal%20Financial%20Disclosure%20Statement%20Instructions.pdf>

## **CANDIDATE FILING INFORMATION**

### **Signature Requirements:**

<http://recorder.maricopa.gov/elections/signatures.aspx>

### **District Maps:**

<http://recorder.maricopa.gov/electionmaps/districtviewer.aspx>