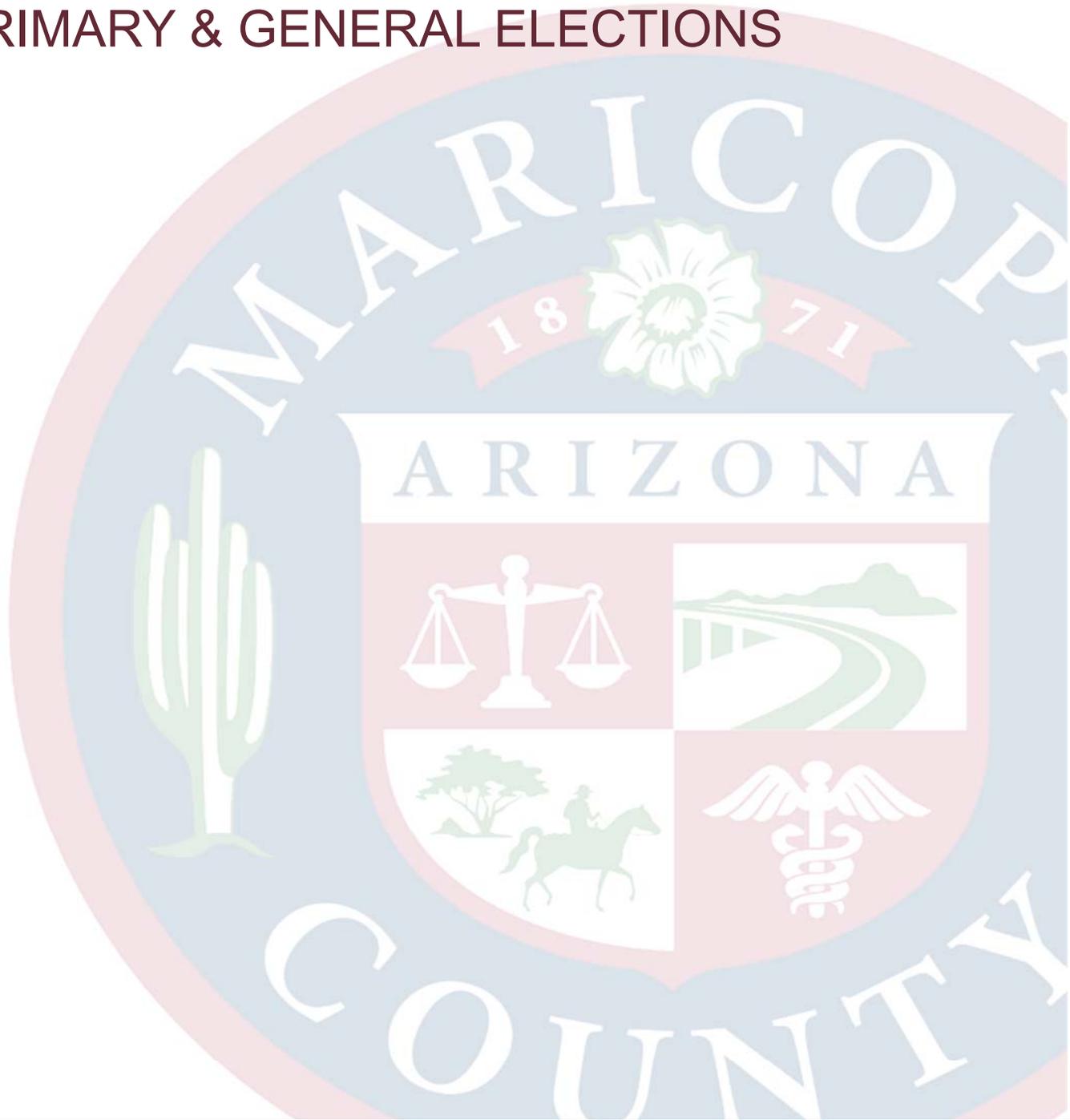


CAMPAIGN FINANCE & CANDIDATE FILING HANDBOOK

2016 PRIMARY & GENERAL ELECTIONS



This publication is provided to candidates interested in running for public office during the 2016 election cycle. It 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

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

HELEN PURCELL
MARICOPA COUNTY RECORDER



Maricopa County Recorder / Elections Department

111 S 3rd Avenue, Suite 102

Phoenix, AZ 85003

Please visit our website: www.recorder.maricopa.gov

Helen Purcell
County Recorder

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Elections Director

Elections Department - Campaign Finance Division

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

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Maricopa County Education Service Agency – MCESA

<http://education.maricopa.gov>

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

Hope Olguin
Elections Specialist
Hope.Olguin@mcesa.maricopa.gov

(602) 506-3978

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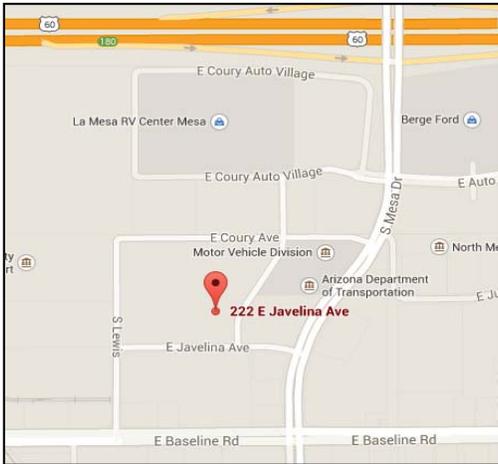
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Office Locations:

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

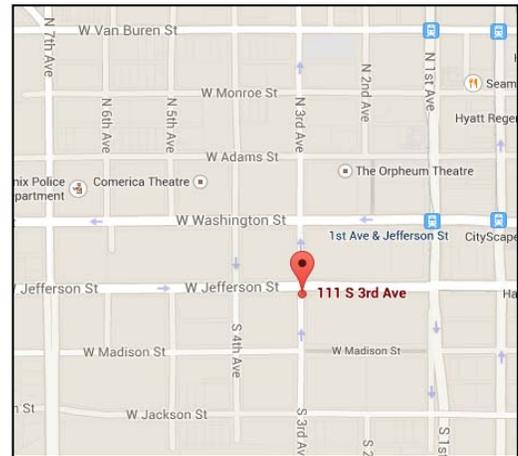
222 E. Javelina, Mesa AZ 85210 *Free Parking

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

Recorder and Elections – DOWNTOWN

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

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



Maricopa County

Education Service Agency – MCESA

(SE Corner Central Ave & Indian School Rd)
4041 N. Central Ave., Ste. 1200, Phoenix AZ 85012

Hours: 7:30 A.M. – 5:00PM Monday - Friday

Training Seminars

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**.

DATE	TIME
Thursday November 19, 2015	6:30 PM
Saturday December 12, 2015	9:00 AM
Thursday January 14, 2016	6:30 PM
Saturday January 30, 2016*	9:00 AM
Thursday February 11, 2016	6:30 PM
Saturday February 27, 2016*	9:00 AM
Saturday March 5, 2016*	9:00 AM
Thursday March 17, 2016	6:30 PM
Saturday April 2, 2016*	9:00 AM
Thursday April 14, 2016	6:30 PM
Saturday April 30, 2016	9:00 AM
Thursday May 5, 2016	6:30 PM
Saturday May 14, 2016*	9:00 AM
Thursday June 2, 2016	6:30 PM
Saturday June 18, 2016*	9:00 AM
Saturday July 9, 2016	9:00 AM
* school board candidate training only	

Dates and times are subject to change.

Please **RSVP** by contacting:

Kristi Passarelli
kpassarelli@risc.maricopa.gov

-or-

Berta Ramirez
bramirez@risc.maricopa.gov

Attendees should come prepared to the seminar by bringing their candidate packet. Candidate packets can be picked up on the day of the seminar.

Qualifications to Run for County Office

All candidates must be registered to vote in the district they propose to represent at the time of filing their nomination paper.

- Primary Election Candidates
 - Must be registered in a recognized party
 - Check voter registration status:
<https://recorder.maricopa.gov/earlyvotingballot/voterregistrationlookup.aspx>
 - Get district information
<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 Governing Board and Fire Board Candidates
 - Must reside in the district at least one year prior to the date of the election.

Resign to Run Law

AZ 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.
- 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 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 re-election 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.

Candidate Registration

A candidate must register his/her committee by filing either a \$500 Threshold Exemption Statement or a Statement of Organization with MCED.

- Registration must occur **BEFORE** accepting contributions, making expenditures or gathering petition signatures.
- \$500 Threshold Exemption Statement
 - Should be filed if the candidate's intent is to spend or collect **less** than \$500.
 - Campaign Finance Reporting is **not** required.
 - If the \$500 threshold is exceeded, the committee must file a Statement of Organization within 5 business days after exceeding the threshold.
- Elementary, High School or Joint Technological Education District (JTED) Governing Board candidates may file their committee registration at Maricopa County Education Service Agency (MCESA)
- Statement of Organization
 - Should be filed if the candidate's intent is to spend or collect **more** than \$500.
 - Campaign Finance Reporting is required during **every** election cycle until the committee files a Termination Statement.
- The committee name must include the name of the candidate.
 - Example: "Committee to Elect John Smith"
- Candidate Information
 - Name, Residential 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)
 - *Exploratory Committees are not required to indicate party affiliation, office sought or district
- 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
 - 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 or \$500 Threshold Statement within 5 business days of the change

Definition of Political Committee

“Political committee” means any of the following:

- (a) A candidate or a candidate's campaign committee.
- (b) A separate, segregated fund established pursuant to A.R.S. §16-920.A.3.
- (c) An association or combination of persons that circulates petitions in support of the qualification of a ballot measure, question or proposition.
- (d) An association or combination of persons that circulates a petition to recall a public officer.
- (e) A political party.
- (f) An association or combination of persons that meets both of the following requirements:
 - i. Is organized, conducted or combined for the primary purpose of influencing the result of any election in this state or in any county, city, town or other political subdivision in this state, including a judicial retention election
 - ii. Knowingly receives contributions or makes expenditures of more than five hundred dollars in connection with any election during a calendar year, including a judicial retention election
- (g) A political organization
- (h) An exploratory committee

Contributions & Expenses

Once a candidate has registered his/her committee, the committee can begin accepting contributions and making expenditures.

NOTE: Any activity, including collecting contributions or making expenditures prior to registering, is subject to the late filing penalty of \$10 per day, excluding weekends and holidays.

Contribution Limits Chart

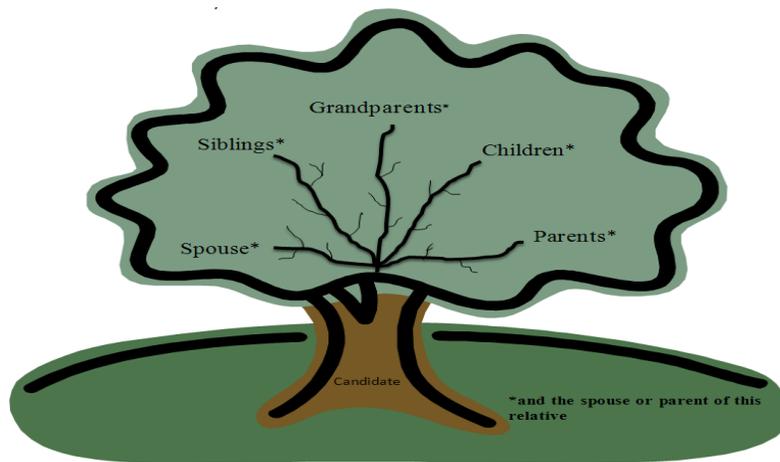
Effective July 3, 2015

Candidate's personal money

There is no limit on “personal monies” a candidate can accept for their campaign. Personal monies include extended family members. Please see “family tree” on the next page.

To identify a family contribution, including any contribution given by an individual that is included in the “Family Tree”, make an asterisk by the individual's name on the campaign finance report and notate it at the bottom of the applicable schedule.

Who Can Give to a Candidate	Per Election Cycle
An Individual	\$6,250
A Partnership	\$6,250
A Political Committee	\$6,250
A Committee certified by the Secretary of State to give at increased limit (multicandidate PACs)	\$12,500
From Political Party & all political organizations combined, nominee	Unlimited, but party nominee may accept no more than \$10,000



Types of Contributions

Monetary – cash, checks and money orders that do not have to be paid back. Contributions of \$50 or more must be reported on Schedule A, the committee must collect the name, address, occupation and employer of the contributor at this limit. Contributions of \$50 or less must be reported on Schedule B as an aggregate total of contributions received by reporting period.

Loans – monetary loans and credit that your committee has agreed to pay back to the contributor. Candidate loans must be reported on Schedule C, all other loans on Schedule C-1.

In-kind – goods and services provided to the committee. For example, stakes for signs, 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. In-kind contributions must be reported on Schedule E.

Prohibited Contributions

Candidates, candidate campaign committees and exploratory committees **CANNOT** accept contributions from any of the following:

- Corporations*
- Labor Unions*
- Limited Liability Companies*
- Non-U.S. Citizens – Federal Law (Federal Election Campaign Act, 52 U.S.C. §§30101-46)
- An anonymous person or group (NO RAFFLES or PASSING THE HAT)
- An earmarked contribution
- Another candidate campaign committee or exploratory committee

**these entities may make independent expenditures to support or oppose candidates as long as such expenditures are not in coordination with the candidate.*

NOTE: Contributions can 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

Filing Campaign Finance Reports or No Activity Statement

A committee that has a Statement of Organization on file is required to file campaign finance reports.

- Committees that have a \$500 Threshold Statement on file and have NOT exceeded the threshold are NOT required to file Campaign Finance Reports.
- The Treasurer is required to keep record of all contributions accepted and expenditures made by the committee.
 - Including **name, address, occupation and employer** for individuals that contribute more than \$50

NOTE: *Keep a receipt book handy at all times. In the event that a cash contribution is received while campaigning a receipt must be issued; receipts do not have to be issued for contributions received by check.*

If the committee has not accepted contributions, made expenditures or incurred bank fees during any of the filing periods, the committee will need to file a No Activity Statement.

- Must be filed during the reporting dates shown below. If not filed in a timely manner, late penalties apply.

Campaign Finance Reporting Schedule

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	November 25, 2014 thru December 31, 2015	January 1 and February 1, 2016
June 30 Report	January 1, 2016 thru May 31, 2016	June 1 and June 30, 2016
Pre-Primary Report	June 1, 2016 thru August 18, 2016	August 19 and August 26, 2016
Post-Primary Report	August 19, 2016 thru September 19, 2016	September 20 and September 29, 2016
Pre-General Report	September 20, 2016 thru October 27, 2016	October 28 and November 4, 2016
Post-General Report	October 28, 2016 thru November 28, 2016	November 29 and December 8, 2016

Reporting Forms

Download and print blank forms (*All forms are fillable*)

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

Methods of delivery to MCED:

- **In person**
 - Must be the original report, signed and dated by the Candidate or Treasurer
 - Anyone can deliver the report
- **By mail**
 - Must be the original report, signed and dated by the Candidate or Treasurer
 - If post-marked by **certified mail** on or before the last day to file, the date of mailing constitutes the date of filing and the report will not be considered late.

- **File electronically** (*See Online Filing Instructions below*)
 - The committee must have an email address on file with MCED
<https://recorder.maricopa.gov/campaignfinancefiling/>
 - Online filing closes at 11:59pm on the last day to file.
 - After the reporting period closes, the online filing system will allow reports to be filed by the committee with notification of a late fee due of \$10.00 per day excluding weekends and holidays.

Additional Reporting of \$1,000 Contributions

For contributions received within 20 days of the election of \$1000 or more from a single source (an individual or political committee) MCED must receive notice from the committee within 72 hours.

Notifications must include the following information:

- date of receipt
- name of the contributor
- amount of the contribution

Contributions included in these notifications must also be included on the next regular campaign finance report. A civil penalty of up to three times the amount for improperly reporting contributions may be imposed.

Public Record

All campaign finance documents are public record and are available for viewing online.

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

Online Filing Instructions

First time users need to contact Kristi or Berta by phone or e-mail to request a user ID and password. An e-mail containing the initial password, user ID, and instructions on how to login will be sent to the e-mail on file.

Using the Online Filing Application

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

- Enter your Candidate ID# and initial Password provided by MCED.
- Select the Report Name from the drop down menu
 - a. For an "amended" report, click the amended report box above the ID#
- Click Login
- Read and Print the instructions
- Click Get Started

Entering the information:

The **No Activity Statement** will automatically appear.

- Committee Name, Address and contact information will be auto populated.
- To file the No Activity Statement enter the Candidate Name or Treasurer Name in the white box
- Click Save
 - A Red box at the bottom of the screen will indicate if the document has been saved to the queue
 - Once saved, click File Online at the bottom of the menu on the right
 - You will see the No Activity Statement in the Queue
 - To file click Submit
 - Click OK if ready to file a No Activity Statement
 - You will receive a message of a successful filing
 - A confirmation will also be emailed to you
 - Do not close your browser until it has finished processing

The **Campaign Finance Report** schedules appear in the menu bar on the right.

To begin, click on the applicable schedule to be completed. (Complete Schedules A through F3 first)

- Complete only the pages that apply to the committee for this reporting period.
 - Do not complete pages that are not applicable
 - Enter all required information for each applicable schedule
 - Name, address, occupation, employer, etc.

Completed Pages:

Click the Save button at the bottom of each completed page to save your document to the queue

- For additional pages of the same schedule, click Save, then click Clear.
 - You must save your document before clicking Clear, or the information will be lost

Queue:

To review your completed documents, click File Online at the bottom of the side menu on the right

- All saved documents will appear in the queue
- To preview a page, click on the blue link
- Page 1 and Page 2 must be completed before you can submit the report
 - If either Page 1 or Page 2 is not completed you will receive an error message
- If there are pages you do not want to file showing in the queue, click Delete to the right of the document you want to remove from the queue
 - Once you delete the document you cannot recover it
- If there are pages missing from the queue, click Refresh
 - If the missing pages do not appear, go back to check the schedule to see if it's complete
 - Click Save at the bottom
 - Click File Online to check the queue

Edit Pages:

Click on the page from the side menu that needs to be corrected.

- You will be redirected to a blank form
 - There will be a link (blue text) at the bottom of the page for all previously saved documents above the Save and Clear buttons
 - Click the link of the document you want to edit
 - All saved information will appear
 - Make your modifications and click Save to replace the previous document

Ready to Submit the FINAL document:

- Click File Online on the side menu
- Check to make sure all saved documents appear in the queue
- Click **Submit** - you will be prompted to continue or cancel
- Click **OK** if ready to file the Campaign Finance Report
 - Click **CANCEL** to review the items in the queue
- You will receive a message of a successful filing on the screen
 - A confirmation will also be emailed to you
 - Do not close your browser until it has finished processing
 - *If you do not receive a confirmation by email, the report was not successfully transmitted.*

Review the filed document:

All documents are available for public viewing on online

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

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
- Even if the candidate won the election for timeframes when they are not on the ballot
- 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 excluding weekends and holidays
 - Additional penalties of \$25.00 per business day may be assessed if the committee does not file
- \$500 Threshold committees must file a Termination Statement
 - Within 90 days after the General Election
 - \$100 penalty for failure to file

Disbursement of remaining funds

- The committee must disburse of any funds remaining in the bank account
- Ways to disburse funds:
 - Payback any outstanding debts
 - Transfer to a subsequent election
 - Give back to the contributors
 - Donate to a 501(C)(3) charity
 - Donate to the Political Parties
 - CANNOT USE FOR PERSONAL EXPENSES

Failure to File Notification

MCED will send by **certified mail** a written notice of delinquency to **ALL** active campaign committees that have failed to file for each reporting period.

- Notices are mailed within 15 days after the filing deadline.
- The committee is subject to a late fee of \$10 per day, excluding weekends and holidays
 - Acceptable forms of payment:
 - ✓ Credit Card
 - ✓ Cash
 - ✓ Check or Money Order – personal or campaign
 - Payable to Maricopa County Elections Department

Late Campaign Finance reports are accepted by regular and certified mail. The late fee is calculated based on the date received by MCED.

- Reports mailed by regular mail will continue to accrue late fees until the date of receipt.
 - The date of the postmark on ***Certified Mail*** is considered to be the date of receipt.
- Maximum Penalty is \$450 - 45 days late
- Additional penalties of \$25.00 may be assessed if the committee does not file
 - Maximum additional penalty of \$1,000

Exceptions for Late Filing:

If circumstances prevent a candidate or treasurer from filing a report on time, a candidate or treasurer may present a "Good Cause" defense in writing to the Maricopa County Elections Department.

- The County Attorney will determine if "Good Cause" exists. If it is determined that "Good Cause" exists, the penalties paid will be returned.

Failure to File Consequences

5 Year Bar

In addition to enforcement actions, a person who was a candidate for nomination or election to any local or state office and who after written notice failed to make and file a campaign finance reports, is not eligible to be a candidate for nomination or election to any local or state office for five years after the last failure to make and file a campaign finance report occurred.

This penalty shall be imposed by the County Attorney as follows:

1. A candidate's failure to make and file a campaign finance report with a filing officer for a jurisdiction is grounds for that filing officer to refuse the candidate's nomination paper for any public office in that jurisdiction
2. A candidate's failure to make and file a campaign finance report with any filing officer is grounds for a filing officer from another jurisdiction to refuse the candidate's nomination paper for any public office on presentation of a certified copy of a final order issued pursuant to section 16-924.

Campaign Literature & Advertisement

Disclosure Statement Required

All printed material or advertisement that expressly advocates the election or defeat of a candidate or that makes a solicitation of contributions to any political committee must include **“Paid for by (the full name of the committee)”** as it appears on the Statement of Organization or \$500 Threshold Exemption Statement.

- Disclosures shall appear clearly and legibly in a conspicuous manner.

For advertisement on broadcast radio, the disclosure shall be spoken at the end of the communication.

- If broadcast on a telecommunication system, the disclosure shall be both written and spoken at the end of the communication
 - Except if the written disclosure statement is displayed for at least 5 seconds of a 30 second broadcast or 10 seconds of a 60 second broadcast, a spoken disclosure is not required.
 - The written disclosure shall be printed in letters that are displayed in a height that is equal to or greater than 4% of the vertical picture height.

Violation of this section is subject to a civil penalty of up to three times the cost of producing and distributing the literature or advertisement.

Additional Information Required

Campaign signs **must have** the name and telephone number or website address for the candidate or campaign committee contact person in order to escape removal by the city/town or county.

Disclosure Statement Not Required

Candidate signs are **exempt** from the disclosure if they are paid for by the candidate’s campaign committee.

Small items such as buttons, pens or bumper stickers where the disclosure cannot be conveniently printed are exempt from the disclosure statement.

Sign Placement

(See NEW AZ Blue Stake Guidelines included in your candidate packet)

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

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

Sign Tampering or Removal

It is a Class 2 misdemeanor 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.

Candidate Filing Information

Deadlines to Submit Petitions

Partisan (Primary Election):	May 2, 2016 through <u>June 1, 2016 at 5:00 PM</u>
§ 16-341 Nomination other than by Primary:	May 2, 2016 through <u>June 1, 2016 at 5:00 PM</u>
Non-Partisan (General Election):	July 11, 2016 through <u>August 10, 2016 at 5:00 PM</u>

*** During the last two weeks of filing MCED will attempt to contact Primary & §16-341 candidates (other than Elementary, High School or JTED candidates) to schedule appointments. Candidates with appointments will be taken first and those that do not schedule an appointment will be taken on a first come, first served basis.*

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.

Sample - Partisan Nomination Petition

(For candidates of political parties running for JP, Constable, or Countywide offices that appear on the Primary Election Ballot)

I, the undersigned, a qualified elector of the county of _____, state of Arizona, and of _____ and a member of the _____ party or a person who is _____
(here name political division or district from which the nomination is sought)
registered as no party preference or independent as the party preference or who is registered with a political party that is not qualified for representation on the ballot, hereby nominate _____ who resides at _____ in the county of _____ for the party nomination for the office of _____ to be voted at the primary election to be held _____ as representing the principles of such party, and I hereby declare that I am qualified to vote for this office and that I have not signed, and will not sign, any nomination petition for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

Sample - Nonpartisan Nomination Petition

*(For candidates that **only** appear on the General Election Ballot – Elementary/High School governing board, Fire board, Special Healthcare District and Maricopa County Community College District governing board)*

I, the undersigned, a qualified elector of the county of _____, state of Arizona, and of _____ hereby nominate _____ who resides _____
(here name political division or district from which the nomination is sought)
at _____ in the county of _____ for the office of _____ to be voted at the _____ election to be held _____, and hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons that the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

Sample – Nomination Petition (For Nomination Other Than by Primary, A.R.S. § 16-341)

(For candidates that run as Independent or as a political party that is not recognized. These candidates will appear on General Election Ballot only for the office of JP, Constable, or Countywide office.)

The undersigned, qualified electors of _____ county, state of Arizona, do hereby nominate _____, who resides at _____ in the county of _____, as a candidate for the office of _____ at the general (or special, as the case may be) election to be held on the _____ day of _____, _____. I hereby declare that I have not signed the nomination petitions of any candidate for the office to be voted for at this primary election, and I do hereby select the following designation under which name the said candidate shall be placed on the official ballot (here insert such designation not exceeding three words in length as the signers may select) _____ I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

Signature Requirements

** Signature Requirements will be available after March 1, 2016 **

Signature gathering can begin once the Statement of Organization or \$500 Threshold Exemption Statement has been filed.

PENALTY: Any signatures gathered prior to registering are subject to a \$10 per day late filing fee excluding weekends and holidays.

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

DO NOT alter the wording at the top section of the petition or the line spacing for signatures.

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 2016 election cycle are:

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

Circulators

Circulators are not required to be a resident of this state, 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:
http://www.azsos.gov/sites/azsos.gov/files/circulator_registration_form_6-11-15.pdf
 - Signatures collected prior to registration are subject to review and challenge.

**See Voter Registration Information on page 21 for a list of qualifications to register to vote.*

Candidate Filing Checklist

Three forms are required at the time of filing for all Partisan offices, Non-Partisan offices that appear on the General Election ballot require two forms. Required forms must be submitted at the same time or the filing is considered incomplete and will be turned away.

All documents must be the original documents. Copies will not be accepted.

1. Nomination Paper/ Affidavit of Qualification/ Campaign Finance Statement

(This form must be notarized)

Must include actual residence address; name of the district for the office sought and the way the candidate wishes his/her name to appear on the ballot. The candidate's name will appear on the ballot **last name first** and printed in **ALL CAPS**. Nicknames are acceptable as long as they do not suggest a professional, fraternal, religious or military title.

Example: 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 candidates in the Primary Election)

This form covers the previous 12 months from the date of filing. Unfortunately, MCED cannot offer assistance for the completion of the Financial Disclosure Statement. Please refer to the instruction booklet provided in the candidate packet.

Candidate Name – Sample Ballot Proof

Within five 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. The proof does not guarantee placement on the ballot.

Nomination Petition Challenge Procedures

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

Copies of the original Nomination Petitions filed can be obtained from MCED** the day after the candidate filing deadlines. A public record request for copies is required. The cost is \$0.25 per page. There is a \$3.00 charge for certified copies. If a candidate files before the filing deadline, earlier requests for copies can be fulfilled. (*Reasonable timeframe is necessary*).

- Request form: <http://recorder.maricopa.gov/pdf/NONCOMMREQUESTFORMENGSPH.pdf>

Candidates running for **Elementary, High School District Governing Board or Technical Education District Governing Board (JTED) can obtain copies from MCEA.

The last day to file a challenge complaint against candidates for the **Primary Election** is:

- Wednesday, **June 15, 2016** at 5:00pm.

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

- Wednesday, **August 24, 2016** at 5:00pm.

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. Contact the Clerk of the Court for sample election complaints from prior years.

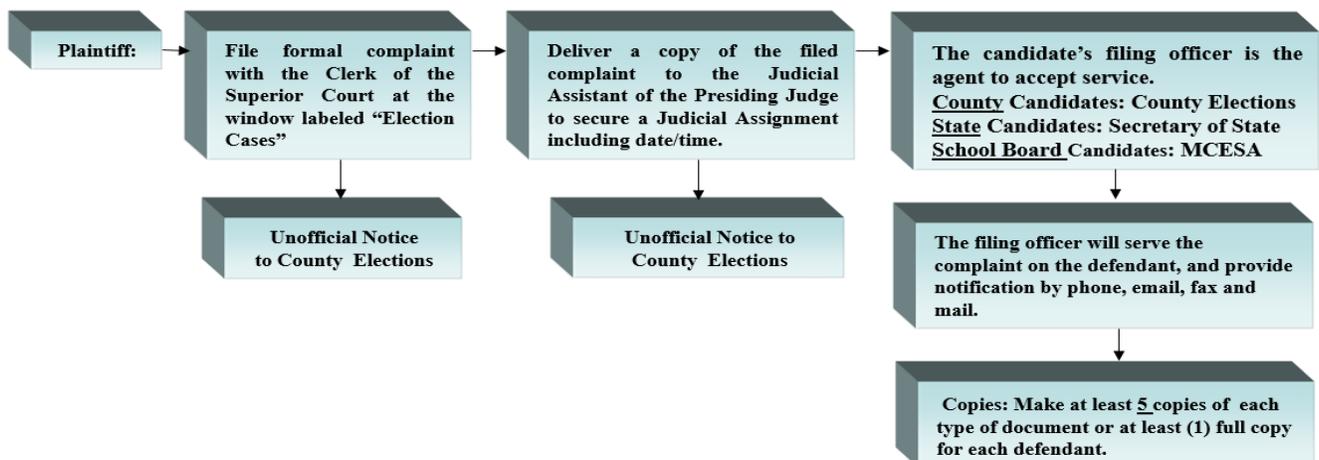
NOTE: *Complaints must set forth in the action: “the petition number, line number and basis for the challenge for each signature being challenged. Failure to specify this information shall result in the dismissal of the court action.”*

Challenge Cost / Reimbursement:

The filing fee for complaints is set by the Clerk of the Superior Court.

The County Recorder may be awarded reimbursement costs for signature verification by the court if it is determined that the challenge was without substantial justification.

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 Statement of Withdrawal to the appropriate filing officer.

- Forms provided by the filing officer must be notarized
- School Governing Board candidates may submit their notarized Statement of Withdrawal to MCESA or MCED.
- When candidacy is withdrawn, the candidate's campaign committee must be closed by filing a Campaign Finance Report with a zero balance and a Termination Statement.
- If the committee is not terminated, further campaign finance reporting is required during all applicable reporting periods.
- Candidates that withdraw their name from the ballot **cannot** run as a write-in candidate for that same office.

Write-In Candidate Information

<u>Primary Election Filing Deadlines:</u>	<u>General Election Filing Deadline:</u>
76 days: June 15, 2016	76 days: August 24, 2016
40 days: July 21, 2016	40 days: September 29, 2016

A write-in candidate must file a Statement of Organization or \$500 Threshold Statement, Write-In Nomination Paper, and Personal Financial Disclosure Statement* in order to appear on the Authorized Write-in Listing no later than 40 days prior to the election.

- Unless the election may be cancelled
 - No later than 76 days prior to the election
 - Primary Election – Precinct Committeemen
 - General Election – School Districts, Fire Districts, Special Districts
 - Titles 15 & 48
- Personal Financial Disclosure Statement
 - *Primary election candidates only

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 section 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 section 16-322.
- 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 section 16-341.

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.***

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.

General Election – In order to be elected, write-in candidates must receive the highest number of votes amongst all candidates. A minimum number of votes is not applicable.

Governing Board Candidate Statements

Candidates for Elementary, High School or Joint Technological Education District (JTED) Governing Board, 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.

First Day to submit photo and statement: August 11, 2016

Last Day to submit photo and statement: September 15, 2016 at **5:00 PM**

How to Submit Candidate Statements

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

Email: Submissions will be accepted via email to: **Hope.Olquin@mcesa.maricopa.gov**

Hand Delivered: Maricopa County Education Service Agency - Hope Olquin, Elections Specialist
4041 N. Central Ave., Ste. 1200, Phoenix, AZ 85012



Election Dates:

Primary Election: **August 30, 2016**

General Election: **November 8, 2016**

Voter Registration Information

VOTER REGISTRATION DEADLINES

Primary Election Deadline: **August 1, 2016 at midnight**

General Election Deadline: **October 10, 2016 at midnight**

Qualifications

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

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

Download blank registration forms to register by mail:

AZ State Registration Form: http://recorder.maricopa.gov/pdf/Voter_registration_fillable_form.pdf

Federal Voter Registration Form**

http://www.eac.gov/assets/1/Documents/Federal%20Voter%20Registration_6-25-14_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, and Mayor. The voter is eligible to vote for **Federal Offices ONLY such as US President and Congressman. (AG 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

Voters can sign up to have their early ballot **automatically** mailed to them for ALL elections they are eligible. 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**

Attn: PEVL, 510 S. 3rd Ave., Phoenix, AZ 85003

PEVL Notifications

Voters on the "Permanent Early Voting List", will receive a notice, not less than ninety (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 allow for the voter to 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 a non-partisan city/town only ballot (if applicable) if the voter does not wish to participate in the partisan elections.

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 is moved to "inactive" status
- The voter requests in writing to be removed from the list

Early Ballot Requests

A voter who is not on the "PEVL" can request an early ballot to be mailed to them for any election.

- First day to request is 93 days prior to each election
 - May 29, 2016 – for the August 30, 2016 Primary Election
 - August 7, 2016 – for the November 8, 2016 General Election

How to request an early ballot:

- 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 – 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: EV, 510 S. 3rd Ave, Phoenix AZ, 85003

Last day to request an early ballot:

Primary – Friday, August 19, 2016, at 5:00 PM*

General – Friday, October 28, 2016, at 5:00 PM*

**requests must be received by MCED*

Returning Voted Early Ballots

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

Voted early ballots must be **signed and received** by MCED, or dropped off at any polling place within Maricopa County, no later than 7:00 PM on Election Day.

---- **POSTMARKED DOES NOT COUNT** ----

Early Voting Locations

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

Elections Office Locations: (see maps on page 3 of this handbook)

- 510 S. 3rd Avenue, Phoenix (MCTEC Facility) - *Free Parking
- 222 E. Javelina, Mesa (Mesa Facility) - *Free Parking
- 111 S. 3rd Avenue, Phoenix (Downtown Facility) - *Metered Parking Only

A list of additional in-person early voting locations will be available online beginning 80 days prior to the election at: <http://recorder.maricopa.gov/elections/evlocations.aspx>

Early Voting Assistance

Voters can request assistance from a Special Elections Board to aid in voting their early 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 – Friday, August 26, 2016, at 5:00 PM

General – Friday, November 4, 2016, at 5:00 PM

Last day to request voting assistance:

Primary – Friday, August 19, 2016, at 5:00 PM

General – Friday, October 28, 2016, at 5:00 PM

Election Day – Polling Place Information

Identification is required

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

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

If the voter does not have sufficient ID, they will be required to vote a conditional provisional ballot and must return with sufficient ID within 3 days for the Primary or 5 days for the General in order for their ballot to be counted.

Acceptable Identification:

LIST #1 Photo identification with name and address - ONE REQUIRED

Acceptable forms of identification with photograph, name, and address of the elector

- Valid Arizona driver license
- Valid Arizona non-operating identification license
- Tribal enrollment card or other form of tribal identification
- U.S. Federal, State or Local Government issued identification

-OR-

LIST #2 Non-photo identification (name and address only) – TWO REQUIRED

Acceptable forms of identification without a photograph that bear the name and address of the elector

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within ninety days of the election
- Valid Arizona vehicle registration or vehicle insurance card
- Indian census card, Tribal enrollment card or other form of tribal identification
- Property tax statement
- Recorder’s certificate or Voter Registration card
- U.S. Federal, State or Local Government issued identification
- Any “Official Election Material” mailing bearing the voter’s name and address.

-OR-

LIST #3 Mix and Match from List #1 and List #2 – TWO REQUIRED

- Any Valid Picture ID from List #1 with an address that does NOT match the official voter registration listing WITH a non-photo ID from List #2 with an address that DOES match the official voter registration listing.
- U.S. PASSPORT and one item from List #2
- U.S. MILITARY ID and one item from List #2

Polling Place Conduct - Electioneering

There are numerous state and local laws that govern your conduct at the polling place on Election Day. We are asking that you and all of your volunteers abide by those rules and conduct yourselves at the polling places legally, safely and appropriately. Violations are enforced by our election boards, troubleshooters, deputies and local police agencies. Attached here are some of the most common rules which we insist you follow to ensure voter courtesy, safety, compliance with the law, and to protect important property and business interests of the 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 site, 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), that there is no intimidation of any elector (A.R.S. § 16-1013), 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 place 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:

<http://recorder.maricopa.gov/pollingplace/pollingplacenonelectioneering.aspx>

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 except for:

- Voters for the purpose of voting
- A minor may accompany 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 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 rights of way or traffic areas, whether or not they are in the 75-foot limit, may not be encroached with your 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 on the premises. We have advised polling place owners that the County does not have the power to enforce private property rights. 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. 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 *(See NEW AZ Blue Stake Guidelines included in your candidate packet)*

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 the 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 political signs.

Election Results Online

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 will be posted online at the completion of the tally.

The final results are presented to the Board of Supervisors 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.

2016 OFFICES TO BE ELECTED

Primary / General Election - Four Year Term

Maricopa County Assessor

Maricopa County Attorney

Maricopa County Board of Supervisors District 1, 2, 3, 4, 5

Maricopa County Recorder

Maricopa County School Superintendent

Maricopa County Sheriff

Maricopa County Treasurer

Justice of the Peace and Constable (Arcadia Biltmore, Country Meadows, Desert Ridge, Dreamy Draw, Highland, Maryvale, Moon Valley, Moon Valley, North Mesa, North Mesa, San Tan)

McDowell Mountain Constable 2 year term expires December 31, 2018

North Valley Constable 2 year term expires December 31, 2018

Two Year Term

Precinct Committeemen (*Primary Election Only*)

General Election Only - Four Year Term

Superior Court Judges (Retention)

Maricopa County Special Healthcare District 1, 2, and 5

Maricopa County Community College District At-Large and Districts 1, 2, and 5

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

East Valley Institute of Technology District 2, 4, 6, and 8

WestMec District 3, 4, and 5

Fire Districts

Aguila Fire District

Chandler County Island Fire District

Clearwater Hills Fire District

Gilbert County Island Fire District

Harquahala Valley Fire District

North County Fire & Medical District

Rio Verde Fire District

Sun City Fire District

Superstition Fire & Medical District **shared w/ Pinal County*

Tonopah Fire District

Wittmann Fire District

Buckeye Valley Fire District

Circle City/Morristown Fire District

Daisy Mountain Fire District

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*

Online Resources

Maricopa County Elections Department

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

Maricopa County Education Service Agency (MCESA – School Superintendent)

<http://education.maricopa.gov/domain/91>

Arizona Revised Statutes:

<http://www.azleg.gov/ArizonaRevisedStatutes.asp>

CAMPAIGN FINANCE REPORTING

Campaign Finance Search:

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

Campaign Finance Online Filing Login:

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

\$500 Threshold Statement:

<http://recorder.maricopa.gov/pdf/500.pdf>

Statement of Organization:

<http://recorder.maricopa.gov/pdf/OrgStmt.pdf>

Campaign Finance Report Form:

<http://recorder.maricopa.gov/pdf/3%20Campaign%20Finance%20Report%202016.pdf>

No Activity Statement:

<http://recorder.maricopa.gov/pdf/4%20No%20Activity%20Statement%202016.pdf>

Termination Statement:

<http://recorder.maricopa.gov/pdf/ts.pdf>

PERSONAL FINANCIAL DISCLOSURE FORMS

Financial Disclosure Statement:

<http://recorder.maricopa.gov/pdf/FinDisStatementMASTERDOC2010CandidatesOnly.pdf>

Financial Disclosure Instruction Booklet:

http://www.azsos.gov/election/financial_disclosure/Financial_Disclosure_Statements_Handbook.pdf

CANDIDATE FILING INFORMATION

Signature Requirements:

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

District Maps:

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

Statutory References:

QUALIFICATIONS TO RUN FOR COUNTY OFFICE

County Attorney
A.R.S. §11-531
County Superintendent of Schools
A.R.S. §15-301
School Governing Board Member
A.R.S. §15-421.C
Fire Board Member
A.R.S. § 48-802.D

RESIGN TO RUN

AZ Constitution Article 22§18
A.R.S. § 38-296

CANDIDATE REGISTRATION

A.R.S. § 16-902
A.R.S. § 16-902.01
A.R.S. § 16-903

DEFINITION OF POLITICAL COMMITTEE

A.R.S. § 16-901.20

CAMPAIGN CONTRIBUTIONS AND EXPENSES

Contribution Limits Chart
A.R.S. § 16-905
Late Fees
A.R.S. § 16-918
Candidate's personal money
A.R.S. § 16-901.11

PROHIBITED CONTRIBUTIONS

A.R.S. § 16-919
Federal Election Campaign Act, 52
U.S.C. §§30101-46

REPORTING CONTRIBUTIONS & EXPENDITURES

Campaign Finance Reporting Schedule
A.R.S. § 16-913
Campaign Finance Reports
A.R.S. § 16-901.12
A.R.S. § 16-904
A.R.S. § 16-915.A.3.
No Activity Statement
A.R.S. § 16-913.D
Methods of Delivery
A.R.S. § 16-916
Additional Reporting of \$1,000 Contributions
A.R.S. § 16-913.01

TERMINATION STATEMENT

A.R.S. § 16-914
Disbursement of remaining funds
A.R.S. § 16-915.01.A

FAILURE TO FILE

A.R.S. § 16-918
A.R.S. § 16-924
Exceptions - Late Filing "Good Cause"
A.R.S. § 16-918.E
Five Year Bar
A.R.S. § 16-924
Failure to File Termination Statement (\$500 Threshold Committees)
A.R.S. § 16-904

CAMPAIGN LITERATURE & ADVERTISEMENT

Disclosure Statement Required
A.R.S. § 16-912.A
A.R.S. § 16-912.D
Disclosure Statement Not Required
A.R.S. § 16-912.C
Sign Placement
A.R.S. § 16-1019.G
Sign Tampering or Removal
A.R.S. § 16-1019.B
A.R.S. § 33-1261

CANDIDATE FILING

A.R.S. § 16-311
A.R.S. § 16-311.H
Nominating Petitions
A.R.S. § 16-314
A.R.S. § 16-315.A
Nomination Other Than by Primary
A.R.S. § 16-341
Signature Requirements
A.R.S. § 16-322
Signers on Petitions
A.R.S. § 16-321.B
A.R.S. § 16-804
Circulators
A.R.S. § 16-101
A.R.S. § 16-321.D
A.R.S. § 16-341.G
Nomination Paper/Affidavit of Qualification
A.R.S. § 16-311
Rejection of Nomination Papers
A.R.S. § 16-311.I
Personal Financial Disclosure Statement
A.R.S. § 38-542
Candidate Challenge Period
A.R.S. § 16-351
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A.R.S. § 16-351.01

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A.R.S. § 16-312.C.1 & C.2
A.R.S. § 16-312.F
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A.R.S. § 16-645.E
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GOVERNING BOARD CANDIDATE STATEMENTS

A.R.S. § 15-421.F

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Voter Registration
A.R.S. § 16-126
A.R.S. § 14-5101
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A.R.S. § 16-579.A

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A.R.S. § 16-411.H
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