

CANDIDATE CHECKLIST

- A. As a candidate, you must file a Statement of Interest prior to collecting any nomination petition signatures. Any nomination petition signatures collected before the date you submit the Statement of Interest are invalid and may be subject to challenge pursuant to A.R.S. § 16-351.

- B. You must file a Statement of Organization to form a Candidate Committee within ten days of meeting the committee criteria. (For additional requirements and restrictions refer to A.R.S. § 16-905.)

- C. Petitions have been furnished for the signatures required. Refer to A.R.S. § 16-321, for completion of petitions.

- D. The election will be held on August 2 ____, 2022. Pursuant to A.R.S. § 16-311, the following properly executed forms must be submitted to the city/town clerk for the official filing of your candidacy no more than 150 days before the primary election (no earlier than March 5, 2022 ____, ____) and not less than 120 days before the primary election (no later than April 4, 2022 ____, ____):
 - 1. Petitions containing no less than 109 _____ signatures.

 - 2. The Nomination Paper, Declaration of Qualification, and a Campaign Finance Statement included in the Declaration that states you have no final, outstanding judgments against you of more than an aggregate of \$1,000 due to your failure to comply with or enforcement of Title 16, Chapter 6, Arizona Revised Statutes (signed under penalty of perjury).

 - 3. The Financial Disclosure Statement (prescribed by the Secretary of State).

If you have questions, please feel free to call me.

Cindy Pemberton

Name of Clerk, City/Town

928-554-0021

Phone Number

09/29/2021

LISTA DE VERIFICACIÓN DE LOS CANDIDATOS

- A. Como candidato, usted debe presentar una Declaración de Interés antes de recolectar cualquier firma para petición de nominación. Cualquier firma para la petición de nominación recopilada antes de la fecha en que usted presente la Declaración de Interés no es válida y puede estar sujeta a impugnación conforme a A.R.S. § 16-351.
- B. Debe presentar una Declaración de Organización para formar un Comité de Candidato dentro de los diez días de cumplir con los criterios del comité. (Para conocer los requisitos y restricciones adicionales, consulte el estatuto A.R.S. § 16-905).
- C. Se han presentado peticiones para las firmas requeridas. Consulte A.R.S. § 16-321, para finalización de peticiones.
- D. La elección se llevará a cabo el _____, _____. De conformidad con A.R.S. § 16-311, los siguientes formularios debidamente ejecutados deben presentarse al secretario de la ciudad / del pueblo para la presentación oficial de su candidatura no más de 150 días antes de la elección primaria (no antes del _____, _____) y no menos de 120 días antes de la elección primaria (y no después del _____, _____):
1. Peticiones que contengan no menos de _____ firmas.
 2. El Documento de Nominación, la Declaración de Aptitud y la Declaración de Financiamiento de la Campaña incluida en la Declaración que indique que usted no tiene fallos finales pendientes en contra suya por un monto no mayor a \$1,000 debido a su incumplimiento con o cumplimiento del Título 16, Capítulo 6, Estatutos Revisados de Arizona (firmado bajo pena de perjurio).
 3. La Declaración de Divulgación Financiera (ordenada por la Secretaría de Estado).

Si usted tiene preguntas, por favor no dude en llamarme.

Nombre del Secretario,
Ciudad/Pueblo

Número de teléfono



CANDIDATE CHECKLIST

The attached materials are provided in an effort to assist you in the preparation of your endeavor. The Office of the Town Clerk has attempted to provide you with current materials. Please note that the Clerk is responsible only for the conduction of elections. Since statutes and cases are subject to constant change and interpretation, we highly recommend that you review the material with your attorney to ensure compliance with current legal requirements. ***Town staff is not permitted under any circumstance to provide legal advice. You are urged to thoroughly review the enclosed material and related election statutes.***

Please note that failure to **strictly comply** with statutes could result in the rejection of your petitions and/or further civil or criminal action. You may find the most current statutory election information (Titles 16 and 19) on the Secretary of State's website at <http://www.azsos.gov> (select elections).

The following checked items appear in your packet:

- Statement of Interest (Must be filed with Clerk's Office before gathering any signatures)
- Nomination Paper, Declaration of Qualification
- Petition forms for the signatures
- Local Public Officers Financial Disclosure Statement
- Statement of Organization is required within 10 days of a city or town candidate receiving contributions or making expenditures, **in any combination, of a least \$500**, therefore the Statement of Organization may not be required at the time of candidate filing.
- Master Copies of Campaign Finance Report Schedules
- Campaign Finance Reports Handbook of Instructions

Other Documents included for your convenience:

- Town Code
- Sign Regulations

The following properly executed forms must be submitted to the Town Clerk for the official filing of your candidacy no earlier than **March 5, 2022** and no later than **5:00 p.m. on April 4, 2022.**

1. Petitions containing no less than **109** and no more than **218** signatures.
2. A Nomination paper, Affidavit of Qualification.
3. The Local Public Officer's Financial Disclosure Statement

Received by: _____

Address: _____

Date: _____

Phone: _____

WRITE-IN CANDIDATE CHECKLIST

- A. As a candidate, you must file a Statement of Organization to form a Candidate Committee within ten days of meeting the committee criteria. (For additional requirements and restrictions refer to A.R.S. § 16-905.)
- B. You may not file as a write-in candidate pursuant to A.R.S. § 16-312(F) if any of the following applies:
1. As a candidate in the PRIMARY election:
 - a. You 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;
 - b. You withdrew from the primary election after a challenge was filed; or
 - c. You were removed from or otherwise determined by court order to be ineligible for the primary election ballot.
 2. As a candidate in the GENERAL/RUNOFF election:
 - a. You ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election;
 - b. You filed a nomination petition for the immediately preceding primary election for the office sought (or 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. § 16-322 or A.R.S. § 16-341.
- C. The Primary/General election will be held on August 2, 2022. Pursuant to A.R.S. § 16-311, the following properly executed forms must be submitted to the city/town clerk for the official filing of your candidacy not later than 5:00 p.m. on the 40th day before the election (no later than June 23, 2022):
1. The Nomination Paper, Declaration of Qualification, and a Campaign Finance Statement included in the Declaration that states you have no final, outstanding judgments against you of more than an aggregate of \$1,000 due to your failure to comply with or enforcement of Title 16, Chapter 6, Arizona Revised Statutes (signed under penalty of perjury).
 2. The Financial Disclosure Statement (prescribed by the Secretary of State).
- D. **Note:** In order to be issued a certificate of nomination or election, A.R.S. §§ 9-821.01 and 16-645 require a write-in candidate to receive a number of votes equivalent to or at least the same number of signatures required by A.R.S. § 16-322 for nominating petitions for the same office.

If you have questions, please feel free to call me.

Cindy Pemberton

Name of Clerk, City/Town

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