Yavapai County
Department of Elections
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Lynn A. Constabile
Elections Director

TO: Partisan Office Candidate
FROM: Yavapai County Elections Department
SUBJECT: PARTISAN CANDIDATE PACKET

The forms, petitions, booklets and laws contained in this packet are subject to change without notice, in accordance with changes in State and/or Federal law. It is the responsibility of the candidate/committee to obtain updated information before filing, collecting signatures, etc. Please note that everything you submit is subject to challenge by any elector**.** If you have questions on the legality of the forms, petitions, and booklets, please seek your own legal counsel. The Elections office does not give out legal advice.

Candidate Filing Checklist

☐ **STEP 1 – FILE A STATEMENT OF INTEREST** – [A.R.S. §16-311 (H)] Can be submitted to the Elections Office at any time but **must be filed before any nomination petition signatures are collected.**

☐ **STEP 2 – NOMINATING PAPERS (File A, B & C together) - Candidate filing period begins 150 days and ends 120 days before the primary election date. Check the Elections website (www.yavapaiaz.gov/govote) for actual dates.**

☐ **A. Nomination Paper and Campaign Finance Laws Statement** (Both are on the same one-page form)
- Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title or profession.
- The candidate must sign the form.

☐ **B. Financial Disclosure Statement**
- Covers the 12-month period preceding the filing.
- The candidate must sign the form.
- In addition to this Financial Disclosure Statement, current public officials are required to file their **annual** Financial Disclosure Statement with the Clerk of the Board of Supervisors in January of each year.

FOR MORE INFORMATION ON FINANCIAL DISCLOSURE
- A.R.S. Title 38 – Public Officers and Employees, Chapter 3.1 – Standards for Financial Disclosure: **http://www.azleg.gov/arsDetail/?title=38**
- Arizona Secretary of State Campaign Finance & Reporting webpage (includes *Financial Disclosure Handbook*): **https://www.azsos.gov/elections/campaign-finance-reporting**

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☐ **C. <u>Nomination Petitions</u>**

The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, the Elections office cannot accept the nomination papers.

- Nominating papers must be filed by 5:00 p.m. on the due date.
- Please file in the Elections Office at 1015 Fair St., Room 228, Prescott, AZ 86305.
- Forms **cannot** be accepted at Yavapai County's Cottonwood Annex building.
- Filers who choose to mail their paperwork must allow sufficient time for a possible delay in mail delivery.
- **Only nominating papers received by 5:00 p.m. on the last day to file will be accepted, regardless of postmark date. Nominating papers received after the filing deadline are not considered filed, and your name will not be placed on the ballot.**

☐ **STEP 3A – FORM A COMMITTEE (if required) – Can be submitted to the Election's Office at any time.**

☐ Within 10 days after your campaign's combined receipts and disbursements exceed $1,300, your committee must file a **<u>Statement of Organization</u>**. As long as your campaign's combined receipts and disbursements do not exceed $1,300, you may skip this step.

☐ Campaign finance forms are available at http://yavapaiaz.gov/electionsvr/forms

☐ **STEP 3B – CAMPAIGN FINANCE REPORTS** (Only required if a Statement of Organization was filed)

- Yavapai County accepts paper and electronic copies of Campaign Finance Reports.
- Paper forms must be filed in the Elections Office at 1015 Fair St., Room 228, Prescott, AZ by 5:00 p.m. on the last business day on or before the due date. Electronic filings must be filed on or before the due date by emailing to web.elections@yavapaiaz.gov.
- Forms **cannot** be accepted at Yavapai County's Cottonwood Annex building.
- Filers who choose to mail their paperwork must allow sufficient time for a possible delay in mail delivery.
- Please refer to the Yavapai County Elections website **(http://www.yavapaiaz.gov/govote)** for Campaign Finance reporting deadlines.
- Campaign finance forms are available at http://yavapaiaz.gov/electionsvr/forms

<u>PENALTIES FOR LATE FILING</u> <u>(A.R.S. §16-937)</u>

- Late filing penalties accrue daily; beginning the day after the report was due, including weekends and holidays.
- Late filing penalties of $10 per day for the first 15 days, increasing to $25 per day thereafter, will apply.

FOR MORE INFORMATION ON CAMPAIGN FINANCE REPORTING REQUIREMENTS

- A.R.S. Title 16 – Elections and Electors, Chapter 6 – Campaign Contributions and Expenses: **http://www.azleg.gov/arsDetail/?title=16**
- Arizona Secretary of State Campaign Finance & Reporting webpage (includes *Campaign Finance Handbook*): **https://www.azsos.gov/elections/campaign-finance-reporting**

☐ **STEP 3C – TERMINATION STATEMENT** (Only required if a Statement of Organization was filed)

- After the election cycle is complete, committees must terminate. Until terminated, committees are required to continue filing periodic Campaign Finance Reports. A final Campaign Finance Report is due upon termination.
- Campaign finance forms are available at http://yavapaiaz.gov/electionsvr/forms/category/campaign-finance-1

All forms contained in this packet are subject to change without notice. It is the candidate's responsibility to use the correct form when collecting signatures and filing paperwork.