



PARTISAN CANDIDATE PACKET

Yavapai County Elections

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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. Please note that all filings are subject to challenge by any elector. If you have legal questions, please seek legal counsel. The Elections office does not give legal advice. It is the responsibility of the candidate/committee to obtain updated forms before filing, collecting signatures, etc. on our website yavapaivotes.gov.

Candidate Filing Checklist

- ☐ **STEP 1 – VERIFY ACTIVE VOTER REGISTRATION AND PARTY AFFILIATION** – [AZ CONSTITUTION, ARTICLE 7 SECTION 15] Look up your registration online at <https://my.arizona.vote> or call 928-771-3248, ext. 9.
- ☐ **STEP 2 – 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 3 – FILE CANDIDATE CONTACT FORM**
- ☐ **STEP 4 – NOMINATING PAPERS (File 4A, 4B & 4C together) - Candidate filing period begins 150 days and ends 120 days before election date. Check the Elections website (www.yavapaivotes.gov) for dates.**
 - ☐ **4A. Nomination Paper**
 - 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. Provide phonetics of the candidate's name.
 - The candidate must sign the form.
 - ☐ **4B. Nomination Petitions**

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

Candidates running for County Offices are now able to collect electronic nomination petition signatures through the Secretary of State's E-Qual system.

Visit <https://apps.azsos.gov/apps/election/eps/Portal> to create a candidate account.

 - Nomination Papers and Petitions must be filed by 5:00 p.m. on the due date.
 - Please file at the Elections Office, 1015 Fair St., Room 228, Prescott, AZ 86305.
 - Forms **will not** be accepted at Yavapai County's Cottonwood Annex building.
 - Candidates who choose to mail their forms must allow sufficient time for a possible delay in mail delivery.
 - **Only completed forms received by 5:00 p.m. on the last day to file will be accepted, regardless of postmark date. Completed forms received after the filing deadline are not considered filed, and your name will not be placed on the ballot.**
 - ☐ **4C. 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.

(continue on next page)

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>

☐ STEP 5A – FORM A COMMITTEE (if required) – Can be submitted to the Elections Office at any time.

- ☐ Within 10 days after your campaign's combined receipts and disbursements exceed \$1,500, your committee must file a **Statement of Organization**. As long as your campaigns combined receipts and disbursements do not exceed \$1,500, you may skip this step.
- ☐ Once a committee is formed, pursuant to A.R.S. §16-906 (C) A committee shall file an amended statement of organization within 10 days after any change in committee information.
- ☐ Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>

☐ STEP 5B – CAMPAIGN FINANCE REPORTS

Campaign Finance Reporting requirements begin as soon as the Statement of Organization is 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 86305 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 elections@yavapaiaz.gov
- Forms **will not** be accepted at Yavapai County's Cottonwood Annex building.
- Candidates 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.yavapaivotes.gov>) for Campaign Finance reporting deadlines.
- Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>

PENALTIES FOR LATE FILING (A.R.S. §16-937)

- 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 6 – TERMINATION STATEMENT (Only required if a Statement of Organization was filed)

- After the election cycle is complete, committees whose intention is to cease further political action with said committee must file a terminate statement.
- Until terminated, committees are required to continue filing periodic Campaign Finance Reports. A final Campaign Finance Report is due upon termination reflecting a \$0 balance in committee account(s).
- Campaign finance forms are available at <https://www.yavapaivotes.gov/Elections/Campaign-Finance>.

FOR ELECTION RESULTS VISIT OUR WEB PAGE: <https://www.yavapaivotes.gov/Elections/Election-Results>