

State of Arizona - Department of State
Office of the Secretary of State - Election Services

2013-2014 Election Cycle

RUNNING FOR OFFICE MADE EZ

HANDBOOK For Candidates and Political Committees



This publication explains requirements for federal and state candidates as well as political committee requirements. Important filing dates and petition deadlines are included. Our staff is available Monday through Friday, 8 a.m. to 5 p.m., to help you understand your filing requirements with this office.

Handwritten signature of Ken Bennett.

SECRETARY OF STATE KEN BENNETT

CANDIDATE AND POLITICAL COMMITTEE HANDBOOK

A PUBLICATION OF THE ARIZONA SECRETARY OF STATE'S OFFICE
ELECTION SERVICES DIVISION

INTRODUCTION

As the Secretary of State, I encourage all citizens to get involved in the political process. This Candidate and Political Committee handbook will aid in your understanding of the requirements for running for statewide or legislative office in Arizona. Topics covered include voting, candidate information, and candidate qualifications.

I hope you find this handbook helpful as you consider becoming more involved in Arizona's political process. If you have any questions please visit our website at www.azsos.gov, or call our office at (602) 542-VOTE (8683), or (877) THE-VOTE (843-8683).

NOTE: This handbook excludes Laws 2013, Chapter 209 (HB2305). At the time of publication, referendum petition serial number R-03-2014 qualified to refer HB2305 to the voters at the November 4, 2014 general election; therefore, HB2305 provisions will not go into effect until affirmation by a majority of voters at the November 4th election.

Sincerely,



KEN BENNETT
Arizona Secretary of State

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The Election Services Division strives for accuracy in its publications. If the user finds a misprint or error, please contact our office at (602) 542-8683.

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CHAPTER 1 - 2014 ELECTION INFORMATION

Federal & State Offices to be Elected In 2014

OFFICE	TERM OF OFFICE	NUMBER OF SEATS	QUALIFICATIONS	CITATION
United States Representative In Congress	2 Years	9	United States citizen for at least 7 years At least 25 years of age Inhabitant of Arizona when elected	U.S. Const. art. I, § 2, cl. 2
Governor	4 Years	1	United States citizen for 10 years Arizona citizen for 5 years At least 25 years of age	Ariz. Const. art. V, § 2
Secretary of State	4 Years	1	United States citizen for 10 years Arizona citizen for 5 years At least 25 years of age	Ariz. Const. art. V, § 2
Attorney General	4 Years	1	United States citizen for 10 years Arizona citizen for 5 years At least 25 years of age See also ARS § 41-191(A) requiring practicing law not less than 5 years before the supreme court of the state immediately preceding the date of taking office.	Ariz. Const. art. V, § 2; ARS § 41-191(A)
State Treasurer	4 Years	1	United States citizen for 10 years Arizona citizen for 5 years At least 25 years of age	Ariz. Const. art. V, § 2
Superintendent of Public Instruction	4 Years	1	United States citizen for 10 years Arizona citizen for 5 years At least 25 years of age	Ariz. Const. art. V, § 2
State Mine Inspector	4 Years	1	Arizona resident for 2 years At least 30 years of age Engaged in mining or acquainted with mining in the state, and at least 4 years in mining experience or other industry.	ARS § 27-121(A)
Corporation Commissioner	4 Years	2	United States citizen Arizona resident At least 18 years of age See also A.R.S. § 40-101 prohibiting interests in corporations subject to regulation	ARS § 38-201(A); ARS § 40-101
State Senator	2 Years	30	United States citizen Arizona resident for 3 years County of candidacy resident for 1 year At least 25 years of age	Ariz. Const. art IV, pt. 2, § 2
State Representative	2 Years	60	United States citizen Arizona resident for 3 years County of candidacy resident for 1 year At least 25 years of age	Ariz. Const. art IV, pt. 2, § 2

2014 Important Election Dates

Primary Election	August 26, 2014
<u>Candidate Nomination Petitions - Partisan</u> First day to file: Last day to file:	April 28, 2014 May 28, 2014 at 5:00 p.m.
Write-in Candidates	Must file not later than: July 17, 2014 at 5:00 p.m.
Voter Registration closes	July 28, 2014 at midnight
Early Voting Begins	July 31, 2014
Official Canvass of Primary Election	September 8, 2014

General Election	November 4, 2014
<u>New Party Petitions - General Election Qualifications</u> Number of signatures required: Last day to submit petition signatures to Secretary of State:	23,041 February 27, 2014 at 5:00 p.m.
<u>Candidate Nomination Petitions - "Nomination Other Than By Primary" "Independent"</u> First day to file: Last day to file:	April 28, 2014 May 28, 2014 at 5:00 p.m.
<u>Constitutional & Initiative Petitions</u> Last day to file petitions: <u>Signatures required for:</u> Initiative Measures: Constitutional Amendments: Referendum Petitions:	July 3, 2014 at 5:00 p.m. 172, 809 259, 213 86, 405
Arguments For or Against Ballot Measures	July 9, 2014 at 5:00 p.m.
<u>Justices and Judges</u> First day to file for retention Last day to file for retention	August 6, 2014 September 5, 2014 at 5:00 p.m.
Write-in Candidates	Must file not later than: September 25, 2014 at 5:00 p.m.
Voter Registration closes	October 6, 2014 at midnight
Early Voting Begins	October 9, 2014
Official Canvass of General Election	December 1, 2014

Campaign Finance Reporting Dates

2013 - 2014
Revised 12/04/2012

Pursuant to [ARS §§ 16-913\(B\), \(C\) and 16-916\(D\)](#) and [16-916.01](#)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 27, 2012 through Dec 31, 2013	Jan 1 and Jan 31, 2014
June 30 report	Jan 1, 2014 through May 31, 2014	June 1 and June 30, 2014
Pre-Primary report	June 1, 2014 through Aug 14, 2014	Aug 15 and Aug 22, 2014
Post-Primary report	Aug 15, 2014 through Sept 15, 2014	Sept 16 and Sept 25, 2014
Pre-General report	Sept 16, 2014 through Oct 23, 2014	Oct 24 and Oct 31, 2014
Post-General report	Oct 24, 2014 through Nov 24, 2014	Nov 25 and Dec 4, 2014

Standing Political Committee Campaign Finance Reporting Dates

2013

Pursuant to [ARS §§ 16-913\(B\),\(C\),\(K\), 16-916.01, 16-201](#) and [16-204](#)

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 Report	Jan 1, 2012 through Dec 31, 2012	Jan 1 and Jan 31, 2013
March 12 Election		
March Pre-Election Report	Jan 1, 2013 through Feb 28, 2013	Mar 1 and Mar 8, 2013
March Post-Election Report	Mar 1, 2013 through April 1, 2013	April 2 and April 11, 2013
May 21 Election		
May Pre-Election Report	April 2, 2013 through May 9, 2013	May 10 and May 17, 2013
May Post-Election Report	May 10, 2013 through June 10, 2013	June 11 and June 20, 2013
August 27 Election		
Pre-Primary Report	June 11, 2013 through Aug 15, 2013	Aug 16 and Aug 23, 2013
Post-Primary Report	Aug 16, 2013 through Sep 16, 2013	Sep 17 and Sep 26, 2013
November 5 Election		
Pre-General Report	Sep 17, 2013 through Oct 24, 2013	Oct 25 and Nov 1, 2013
Post-General Report	Oct 25, 2013 through Nov 25, 2013	Nov 26 and Dec 5, 2013

CHAPTER 2 - IMPORTANT REQUIREMENTS/INFORMATION

Consolidated Elections

Arizona law requires that all elections, with limited exceptions, be held on one of the following four election dates:

- 2nd Tuesday in March (March Election)
- 3rd Tuesday in May (May Election)
- 10th Tuesday before the 1st Tuesday after the 1st Monday in November (August Election)
- 1st Tuesday after the 1st Monday in November (November Election)

Statewide and legislative elections are conducted in the fall of even numbered years. Beginning in 2014, candidate elections for most local jurisdictions (other than a special election to fill a vacancy or a recall election) may only be held in August and November in even numbered years. Local candidates should contact their filing officer for additional information, including if the jurisdiction is subject to consolidated elections¹.

Organizing

Any political committee that intends to accept contributions or make expenditures of **more than \$500** shall file a Statement of Organization with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

OR

Any political committee that intends to accept contributions or make expenditures of **\$500 or less, but more than \$250²**, shall file a \$500 Threshold Exemption Statement with the filing officer **BEFORE**:

1. accepting contributions
2. making expenditures
3. distributing any campaign literature
4. circulating petitions

¹ The City of Tucson and City of Phoenix are exempt from the consolidated elections provision and schedule their elections in accordance with their respective charters. *City of Tucson v. State of Arizona*

² A committee does not need to organize if it intends to accept contributions or make expenditures of \$250 or less. If \$250 is exceeded, organization requirements set forth above are applicable.

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Statement of Organization with the filing officer within five business days after exceeding the \$500 limit.

[\[ARS § 16-902.01\]](#)

At the end of the election cycle for which the political committee filed a \$500 Threshold Exemption Statement, the committee shall file a termination statement pursuant to [ARS § 16-914](#) and dispose of any surplus monies as provided by law. If the committee fails to file a termination statement, they shall be terminated by operation of law 90 days after the election and shall pay a civil penalty of one hundred dollars.

[\[ARS § 16-904\(F\)\]](#)

See the Secretary of State's [Campaign Finance handbook](#) for instructions on using the campaign finance reporting system to create your political committee Statement of Organization or \$500 Threshold Exemption Statement, enter committee contributions and expenditures and file all required campaign finance reports.

IMPORTANT: Federal candidates organize with the Federal Election Commission: www.fec.gov

CHAPTER 3 - CANDIDATE FILINGS

Nomination Papers

Candidates are prohibited from filing documents to run for more than one office at the same election if they cannot serve in both positions.

[[ARS § 38-296.01](#)]

Unless otherwise permitted by statute, all nomination filings must contain original signatures.

[Arizona Secretary of State Procedures Manual]

1. Candidate Nomination Petition

The nomination petition form is prescribed by statute and is available from the Secretary of State's office and at www.azsos.gov. The nomination petition must be in substantially the same language as the Secretary of State's sample petition forms. A photograph of the candidate may appear on the nomination petition. The signature portion, circulator instructions, and statement must be in the form provided by law.

Candidate nomination petitions have been revised to a format of 8 ½ x 11 inch paper and contain 10 signature lines spaced ½ inch apart.

[[ARS §§ 16-314, 16-315](#)]

Nomination petitions may be circulated at any time during the election cycle after a Political Committee Statement of Organization or \$500 Threshold Exemption Statement is filed. Signature requirements for candidates are based on the number of registered voters on March 1, 2014. 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 Secretary of State cannot accept the nomination papers. See [Chapter 4](#) for Signature Requirements.

[[ARS § 16-322\(B\)](#)]

a. Circulators

A petition circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state. Non-resident circulators must register with the Secretary of State and indicate an address at which they agree to accept service of process as well as the company they are working for. Circulators are not required to be a member of the candidate's political party or a voter in the district the candidate proposes to represent.

b. Signers

Individuals who sign partisan nomination petitions must be qualified to vote for the candidate. Individuals who are eligible to vote for the candidate include voters who are registered as:

- members of the candidate's political party
- independents
- no party preference
- members of political parties that are not qualified for representation on the ballot

Each signer of a nomination petition shall be a registered voter in the electoral district of the office the candidate is seeking at the time of signing the petition.

[[ARS § 16-321\(B\)](#) & [16-322](#)]

2. Nomination Paper

The candidate's nomination paper, affidavit of qualification, and campaign finance laws statement are combined in one document, which is available at the Secretary of State's office and at www.azsos.gov. A similar form for federal candidates is available from the Secretary of State's office. A Primary Election candidate must file a nomination paper at the time of filing nomination petitions. See [Chapter 1](#) for filing dates. The nomination paper must state the candidate's actual residence address or description of location, mailing address, political party, the office and district or precinct, the exact manner in which the candidate's name is to be printed on the official ballot, and the date of the Primary and General Elections. A candidate at the Primary Election for a political party must be a qualified elector of the political party.

[[ARS § 16-311\(A\), \(B\)](#)]

At the time of filing, a candidate for public office must be a qualified elector and must reside in the county, district or precinct that the candidate proposes to represent.

[[Ariz. Const., Art. VII, § 15](#); [ARS § 16-311\(A\)](#)]

A candidate's name, as it appears on the official ballot, is limited to the candidate's surname (last name) and given name or names (first name). Abbreviated versions of names, initials, or nicknames are permissible. Quotation marks are permitted. A nickname may not suggest reference to professional, fraternal, religious or military titles. The candidate's last name is printed first.

[[ARS § 16-311\(G\)](#)]

3. Affidavit of Qualification

A candidate must file an affidavit of qualification that includes facts sufficient to show that, other than the residency requirement, the candidate will be qualified at the time of election to hold the office

sought and has no final, outstanding judgments of more than an aggregate of \$1,000 that arose from failure to comply with or enforcement of ARS Title 16, Chapter 6.

[\[ARS § 16-311\(D\)\]](#)

4. Campaign Finance Laws Statement

Candidates must sign and file a statement that they have read all applicable laws relating to campaign financing and reporting. This requirement does not apply to candidates for federal office.

[\[ARS § 16-905\(I\)\(5\)\]](#)

The campaign finance requirements for federal candidates are governed by federal law. More information can be found at www.fec.gov.

5. Financial Disclosure Statement

At the time the nomination papers are filed, a candidate for public office must file a *personal* financial disclosure statement on a form prescribed by the Secretary of State. The form is available at the Secretary of State's office and at www.azsos.gov.

[\[ARS § 38-542\]](#)

Candidates for federal offices are exempt from compliance with Arizona's campaign finance and personal financial disclosure requirements.

[\[ARS § 38-541\(8\)\]](#)

6. Optional Statement on Recall (Federal Candidates Only)

Prior to a Primary or other election, candidates for the office of United States Senator or Representative in Congress have the option of filing with the Secretary of State a statement addressed to the people of the state agreeing to resign if not re-elected on a recall vote. The Secretary of State shall give the statement to the public press.

[\[ARS § 19-221\]](#)

Deadline to File Nomination Papers

All candidates who desire to have their names printed on the Primary and/or General Election ballots must file the required forms between April 28, 2014 and May 28, 2014 at 5:00 p.m. This deadline applies to candidates who are registered members of parties that hold Primary Elections and candidates who run under the provisions of [ARS § 16-341](#) on the General Election ballot. Candidates must file required documents on time or their names will not appear on the ballot.

[\[ARS §§ 16-311\(H\), 16-341\(I\)\]](#)

Justices of the Supreme Court and Judges of the Court Of Appeals Deadline to File For Retention

Justices and judges who desire to have their names placed on the General Election ballot to be retained in office must file a declaration of their intent to be retained with the Secretary of State's office between August 6, 2014 and September 5, 2014 at 5:00 p.m. Justices and judges must also file a personal financial disclosure statement, available at the Secretary of State's office and at www.azsos.gov. Candidates for Superior Court in counties having a population of less than 250,000 persons must also file a statement that they have read Arizona's campaign finance laws.

[[Ariz. Const. Art. VI, § 38](#); [ARS § 38-542](#)]

Write-In Candidates

1. Filing Requirements

Except for elections subject to cancellation, not later than 40 days prior to the Primary or General Election, a write-in candidate must file all the documents that are required for other candidates, *except nomination petitions*. Candidates for federal offices are exempt from compliance with Arizona's campaign finance and personal financial disclosure requirements.

[[ARS §§ 16-312, 38-541\(8\)](#)]

Write-in candidates for elections subject to cancellation [[ARS § 16-410](#)] must be filed 76 days before the election.

[[ARS § 16-312\(B\)\(2\)](#)]

Only candidates who file complete, timely documents will be considered "official write-in candidates." Only official write-in candidates will have their names posted in the polling places and their votes counted.

[[ARS § 16-312\(C\)](#)]

2. Number of Votes Required For Election

A write-in candidate for a party entitled to continued representation on the ballot will not be issued a certificate of nomination to be a candidate on the General Election ballot unless the candidate receives a number of votes equivalent to at least the same number of signatures required by [ARS § 16-322](#) for nominating petitions for the same office.

[[ARS § 16-645\(E\)](#)]

A write-in candidate of a party which has not qualified for continued representation will not be issued a certificate of nomination to be a candidate on the General Election ballot unless the candidate receives a plurality of the votes of the party for the office sought. [[ARS § 16-645\(D\)](#)]

3. Ineligibility

A person cannot run as a write-in candidate in the General Election if the person ran for the same office in the Primary Election and failed to be nominated.

A candidate whose nomination petitions are successfully challenged for lack of a sufficient number of signatures cannot run as a write-in candidate for the same office in the Primary or General Election in the same year.

A candidate in the General Election who 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 [ARS § 16-341](#) cannot run as a write-in candidate.

[\[ARS § 16-312\]](#)

Where to File Nomination Papers

Candidates for the offices of United States Senator, United States Representative in Congress, Statewide Offices & State Legislature file their nomination papers with the office of the Secretary of State.

Candidates for Superior Court Judge, county, district, and precinct offices file with the County Election Official in the appropriate county. County Election Officials are listed at the end of this booklet

Candidates for city or town offices file with the City or Town Clerk.

[\[ARS § 16-311\]](#)

CHAPTER 4 - SIGNATURE REQUIREMENTS FOR CANDIDATES

Signature requirements for candidates are based upon the number of registered voters on March 1, 2014. Signature requirements will be posted on the Secretary of State's website, www.azsos.gov, before the end of March, 2014.

[\[ARS § 16-322\(B\)\]](#)

Recognized Parties' Candidates

The signature requirement is based on a percentage of active voters registered in the applicable district in the candidate's party as reported pursuant to [ARS §§ 16-168\(G\)](#) and [16-322](#).

United States Senator and Statewide Offices:

- must submit signatures equal to not less than one-half of one per cent nor more than 10 per cent of the voter registration of the candidate's party in the state, AND
- The candidate must qualify in at least three counties by submitting signatures of at least one-half of one per cent of the qualified registered voter of the candidate's party in those counties.
 - The number of qualifying signatures from the three counties is included in the total counted at the time of filing.

United States Representative in Congress:

- At least one-half of one per cent of the qualified registered voters, but not more than 10 per cent of the total voter registration of the candidate's party in the congressional district.

State Representative and State Senator:

- At least one per cent of eligible voters, but not more than three per cent of the voter registration of the candidate's party in the legislative district.

Candidates may obtain signatures from qualified registered voters who are registered within their party, as no party preference or independent, or who are registered with a party that is not qualified for representation on the ballot.

Signature requirements for other offices are found in [ARS § 16-322](#).

New Parties' Candidates

The signature requirement for new party candidates is at least 1/10 of 1% (.01%) of the total vote for the winning candidate for Governor or winning candidates for Presidential Electors at the last General Election within the district. [ARS § 16-322\(C\)](#).

Independent or Nomination Other Than By Primary Candidates

The signature requirement for Independent or Nomination Other Than by Primary Candidates is three per cent of the qualified electors of the state, county, subdivision or district for which the candidate is nominated who are not members of a political party that is qualified to be represented by an official party ballot at the next ensuing primary election and accorded representation on the general election ballot. These signature requirements are based on March 1, 2014 voter registration statistics.

[\[ARS § 16-341\(E\)\]](#)

The petition may be signed by any qualified elector — regardless of political party affiliation — who has not signed a nomination petition of another candidate for the office to be voted for at the Primary or General Election.

CHAPTER 5 – E-QUAL

E-Qual allows registered voters to securely sign a candidate’s nomination petition and/or contribute a \$5 Qualifying Contribution to a participating Clean Elections candidate on the internet. 2014 candidates for **statewide or legislative office** may create an electronic nomination petition using E-Qual and collect signatures electronically from voters that are eligible to sign their nomination petitions. A candidate may collect up to 50% of the minimum number of signatures required for that office utilizing E-Qual. Candidates that choose to participate with the Citizens Clean Elections Commission may create an electronic \$5 Qualifying Contribution Form to collect \$5 contributions from voters. A candidate may collect up to 50% of the minimum number of qualifying contributions required for that office utilizing E-Qual.

A candidate must actively create their own electronic petition and/or \$5 Qualifying Contribution Form, - it is not automatically created. A statewide or legislative candidate must have an active committee set up in the Arizona Secretary of State’s Campaign Finance System to use E-Qual. Users that have been granted “Administrator” or “Enter & File” rights in the Campaign Finance System may access E-Qual.

Please refer to the [Campaign Finance Handbook](#) for assistance with creating a committee or establishing user rights and to the E-Qual User Guide for information on creating an electronic nomination petition and/or \$5 Qualifying Contribution Form.

[\[Laws 2011, Ch. 332, Sec. 32\]](#)

CHAPTER 6 - VOTER REGISTRATION

Qualifications

Every resident of the state is qualified to register to vote if the resident:

1. Is a citizen of the United States.
2. Will be eighteen years of age or more on or before the date of the regular general election next following his registration.
3. Will have been a resident of the state 29 days next preceding the election except as provided in [ARS § 16-126](#).
4. Is able to write the person's name or mark, unless prevented from so doing by physical disability.
5. Has not been convicted of treason or a felony, unless restored to civil rights.
6. Has not been adjudicated an incapacitated person as defined in [ARS § 14-5101](#).

In cases of limited guardianship only, a person is not deemed incapacitated and shall retain the right to vote if the person files a petition, has a hearing and the judge determines that the person retains sufficient understanding to exercise the right to vote.

[[ARS §§ 14-5304.02, 16-101, & 16-580\(G\)](#)]

Voter Registration

1. How to Register to Vote

Arizona residents may register to vote (1) online through EZVoter at www.servicearizona.com (2) in person at their County Recorder's office, or (3) by mail. Forms are available at government offices and public locations throughout the state or may be requested from County Recorders' offices (see page 38) or can be downloaded from the Secretary of State's office at www.azsos.gov. Voters can also request a voter registration form from the Secretary of State's office by calling the Voter Registration Hotline at **1-877-THE VOTE** (843-8683).

If this is the first time a person is registering to vote in Arizona, or if the person has moved to another county in Arizona, the State of Arizona Voter Registration Form must also include proof of citizenship or the voter registration form will be rejected. If the applicant completing the form has an Arizona driver license or nonoperating identification license issued after October 1, 1996, this will serve as proof of citizenship and no additional documents are needed. If not, the applicant completing the voter registration form must include proof of citizenship with the form. Only one acceptable form for proof of citizenship is needed to register to vote.

The following is a list of acceptable documents for establishing proof of citizenship:

- (a) A legible photocopy of a birth certificate that verifies citizenship and supporting legal documentation (i.e. marriage certificate) if the name on the birth certificate is not the same as

the registrant's current legal name.

- (b) A legible photocopy of pertinent pages of a United States passport identifying the applicant.
- (c) Presentation to the County Recorder of United States naturalization documents or the applicant's alien registration number.
- (d) The applicant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.
- (e) A legible photocopy of a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship.
- (f) A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

If the applicant needs to include a photocopy of proof of citizenship, please fold the proof of citizenship along with the voter registration form and place both items in an envelope for mail or delivery to the County Recorder. Send legible photocopies and not the originals. Photocopies will not be returned to the applicant.

If a person is unable to complete a registration form, another person may assist in completing the form. The person assisting must also sign the registration form on the line provided at the bottom of the form.

The registration form must also contain the person's Arizona driver license number, the nonoperating identification license number, or the last four digits of the applicant's social security number. If the person has none of the above, a unique identifying number will be assigned by the Secretary of State.

Any qualified person temporarily absent from the state may register by filling out a voter registration form and sending it to the County Recorder of the voter's county of residence.

A voter registration returned to a County Recorder or the Secretary of State by mail is valid if it complies with either of the following:

- (a) The registration form is postmarked 29 days or more before an election and is received by the County Recorder by 7:00 p.m. on the day of that election; or
- (b) The registration form is dated 29 days or more before an election and is received by the County Recorder by first class mail within five days after the last day to register to vote in that election

Note: The date of registration entered for registration forms that are received by the County Recorder from persons, groups, or agencies that are not authorized to accept registrations and do not bear a legible postmark date or an otherwise reliable date shall be the date that those forms are received by the County Recorder.

2. Uniformed Services and Overseas Voters

Arizona residents in the military, their spouses and eligible dependents *stationed outside the state* may register up until Election Day. Their registrations must be returned to the County Recorder's office of their county of residence by 7:00 p.m. on Election Day.

A person who was an overseas voter immediately before being domiciled in this state, and who has been discharged or separated from that service or employment in the 90 days before Election Day, may register and is eligible to vote in that election if the registration is received by 5:00 p.m. on the Friday before Election Day.

Any United States citizen who has never resided in the United States and whose parent is a United States citizen who is registered to vote in this state is eligible to register to vote and may vote in this state using a Federal Write-In Absentee Ballot.

The Secretary of State's office allows Federal Post Card Application forms, early ballot requests, and early ballots to be faxed to and from uniformed services and overseas voters. Voted early ballots may be faxed from uniformed services and overseas voters or submitted through Arizona's secured ballot upload system.

More information regarding uniformed services and overseas voters can be obtained at www.azsos.gov/election/Military.htm.

County Recorders are listed at the end of this booklet.

Voter Information Changes

Voters that have a name change, address change, or change of political party must fill out a new voter registration form and file it with their County Recorder or update online at www.servicearizona.com *before the registration deadline*.

CHAPTER 7 - VOTING

Proof of Identification at the Polls

According to [ARS § 16-579\(A\)](#), every qualified elector shall show proof of identity at the polling place before receiving a ballot.

List 1 - Acceptable forms of identification with photograph, name, and address of the elector:

- Valid Arizona driver license
- Valid Arizona nonoperating identification license
- Tribal enrollment card or other form of tribal identification
- Valid United States federal, state, or local government issued identification

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

List 2 - Acceptable forms of identification without a photograph that bear the name and address of the elector (two required):

- Utility bill of the elector that is dated within 90 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 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Valid Arizona vehicle insurance card
- Indian census card
- Property tax statement of the elector’s residence
- Tribal enrollment card or other form of tribal identification
- Recorder’s Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the County Recorder
- Any mailing to the elector’s residence marked “Official Election Material”

An identification is “valid” unless it can be determined on its face that it has expired. Items from List 2 may be presented electronically, such as on a tablet or smartphone.

List 3 - Acceptable forms of identification, one identification with name and photo of the elector accompanied by one non-photo identification with name and address:

- Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register.
- U.S. passport without address and one valid item from List 2
- U.S. military identification without address and one valid item from List 2

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

NOTE: Acceptable forms of tribal identification include (but are not limited to): a tribal identification or enrollment card issued under the authority of a federally recognized Indian tribe, nation, community, or band (“tribe”), a tribal subdivision or the Bureau of Indian Affairs; or a Certificate of Indian Blood issued to a tribal member under the authority of a tribe or by the Bureau of Indian Affairs; or a voter registration card for tribal elections issued under the authority of a tribe; or a home site assignment lease, permit or allotment issued under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs; or a grazing permit or allotment issued to a tribal member under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs.

For more information on the requirement for showing proof of identity at the polls, please visit the Secretary of State’s website at www.azsos.gov.

Early Voting

1. On-Site Early Voting

Any voter may vote early in Arizona elections. Beginning 26 days before the Primary and General Elections up until 5:00 p.m. on the Friday before the election, a voter may vote early in person at the County Recorder’s office or on-site voting locations designated by the County Recorder. Notices of withdrawals and official write-in candidates will be posted at early voting locations.

[ARS §§ 16-343 & 16-542\(E\)](#)

2. Early Voting By Mail

A voter may also vote early by mail. An elector may make a request by telephone, mail, or email to the County Recorder for an official early ballot beginning 93 days before an election. Early ballots are mailed to voters requesting an early mail-in ballot beginning 26 days before the Primary and General Elections. The deadline for requesting an early ballot to be mailed is 5:00 p.m. on the second Friday before the election. If the request is in person or by telephone, the requesting elector shall provide the date of birth and state or country of birth or other information that if compared to the voter registration information on file will confirm the identity of the elector. Requests in writing should include the voter’s name and address as registered, birth date, election for which the ballot is requested, address where the ballot is to be mailed, and signature.

The voter’s signature on the early ballot affidavit is compared to the voter’s signature on the voter’s registration form.

Early ballots will be counted if returned to the County Recorder or other officer in charge of elections by 7:00 p.m. on Election Day. County Recorders’ offices will remain open until 7:00 p.m. on Election Day to accept early ballots. Early ballots may also be dropped off at *any* polling place in the voter’s county of residence no later than 7:00 p.m. on Election Day.

The early ballot shall not contain an insert of the list of official write-in candidates; however, the early ballot instructions shall include a web site address at which information regarding official write-in candidates and withdrawn candidates for all jurisdictions on the ballot is available.

[Arizona Secretary of State Procedures Manual]

3. Permanent Early Voting

The permanent early voting list (PEVL) allows a voter to receive an early ballot for every election they qualify for without having to submit an early ballot request.

To be placed on the PEVL, the voter must contact their County Recorder. Once placed on the PEVL, a ballot shall automatically be mailed to the voter unless the voter has notified the County Recorder that they do not wish to receive an early ballot for the election.

[\[ARS § 16-544\]](#)

4. Emergency Voting

Emergency early voting is permitted if an unforeseen circumstance occurs that would prevent an elector from voting at the polling place. Voters who encounter an emergency occurring after 5:00 p.m. on the second Friday before the election should contact their County Recorder for the procedure for emergency early voting.

5. Requesting a Primary Election Early Ballot — Open Primary

If a registered voter is unaffiliated with a recognized political party, the voter shall identify in their early ballot request the recognized political party primary election in which the voter would like to participate.

See Chapter 8 for information on "[Open Primary System](#)".

Uniformed Services and Overseas Voters

Any absent uniformed services or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 ([P.L. 99-410; 42 United States Code Section 1973ff](#)) may request an early ballot with a Federal Post Card Application that contains both an early voter registration application and an early ballot application.

An Arizona driver license number or nonoperating identification license number or the last four digits of a military or overseas voter's Social Security number is required for voter registration. If the voter does not possess any of these identifications, the State shall assign a unique number that will serve to identify the individual for voter registration purposes.

A completed voter registration form must also contain proof of citizenship or the FPCA will be rejected. An Arizona driver license or nonoperating identification license issued after October 1, 1996 will serve as proof of citizenship and no additional documents are needed. The following is a list of acceptable documents to establish citizenship:

- A legible photocopy of a birth certificate that verifies citizenship and supporting legal documentation (i.e. marriage certificate) if the name on the birth certificate is not the same as the registrant's current legal name
- A legible photocopy of pertinent pages of a United States passport identifying the applicant
- Presentation to the County Recorder of United States naturalization documents or the alien registration number of the certificate of naturalization
- The applicant's Bureau of Indian Affairs Card Number, Tribal Treaty Card Number, or Tribal Enrollment Number
- A legible photocopy of a driver license or nonoperating license from another state within the United States if the license indicates that the applicant has provided satisfactory proof of citizenship
- A legible photocopy of a Tribal Certificate of Indian Blood or Tribal or Bureau of Indian Affairs Affidavit of Birth.

To include a photocopy of proof of citizenship, the applicant should fold the proof along with the FPCA, place both items in an envelope, and mail them to the appropriate County Recorder, or the applicant may fax these materials to their County Recorder. The applicant should **send legible photocopies and not the originals. Photocopies will not be returned.** If the applicant is registered in Arizona and uses the FPCA because they have moved within a county, changed their name, or changed their political party affiliation, they do not need to provide photocopies of proof of citizenship. If the applicant moves to a different Arizona county, they will need to provide proof of citizenship.

The FPCA must be signed and dated. The signature is a sworn statement or affirmation that the information is true and correct. It is not necessary to have a witness or notary sign the FPCA.

A request for an official early ballot from an absent uniformed services or overseas voter, as defined in the Uniformed and Overseas Citizens Absentee Voting Act of 1986 ([P.L. 99-410; 42 United States Code Section 1973ff](#)), is valid if it is received by the County Recorder or other officer in charge of elections anytime during the calendar year. This request will be valid through the next regularly scheduled federal election, unless a different period of time, which does not exceed the next two regularly scheduled federal elections, is designated by the voter.

CHAPTER 8 - ADDITIONAL INFORMATION

Open Primary System

Arizona's Open Primary Law allows voters registered as independent, no party preference or members of a party without ballot recognition to vote in the partisan Primary Election of their choice of one of the recognized political parties [[Ariz. Const. Art. VII, § 10](#)]. Only names of candidates of "recognized" parties appear on a Primary Election ballot. Voters registered in a recognized political party may vote only the Primary Election ballot for their political party. [[ARS § 16-467\(B\)](#)].

Recognized parties are parties which have achieved Primary ballot status through the petition process pursuant to [ARS §§ 16-244, 16-801, 16-802, and 16-803](#) or by qualifying for continued representation on the Primary Election ballot through ballots cast or voter registration, as provided in [ARS § 16-804](#). New political parties seeking statewide General Election ballot status must submit new party petitions to the Secretary of State by February 27, 2014 at 5:00 p.m.

Electioneering

Electioneering occurs when a person knowingly, intentionally, verbally expresses 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 in order to induce or compel another person to vote in a particular manner or to refrain from voting.

It is a class 2 misdemeanor for any person to attempt to influence a person's vote within 75 feet of a polling place or early voting site. A person shall not be allowed to remain inside the 75 foot limit while the polls are open, except for the purpose of voting, and no electioneering may occur within the 75 foot limit.

Except in the case of an emergency, electioneering is permitted outside the 75 foot limit at any facility designated as a polling place or early voting site. A list of emergency polling places, the reason the emergency designation was granted and the number of attempts that were made to find a polling place before granting the designation may be found on the county recorder's website.

An election official, an appointed political party representative or a challenger shall not wear, carry or display materials that identify or express support for or opposition to a candidate, a political party or organization, a ballot question or any other political issue and shall not electioneer within the 75 foot limit of a polling place.

[[ARS §§ 16-515, 16-1018](#)]

Voter Assistance

Any registered voter may be accompanied and assisted by a person of their own choice in the voting booth or be assisted by two election officials, one from each major political party. A person who is a candidate for an office in that election, other than the office of precinct committeeman, is not eligible to assist any voter. To avoid the appearance of impropriety, undue influence on the voter or a violation of [ARS § 16-1013](#), in no instance shall any person, other than an election official, approach prospective voters in line or in a polling site to offer unsolicited assistance.

Election Night Reporting

The Secretary of State's Office will begin displaying unofficial election results on Election Night at 8:00 p.m. All results are unofficial, including contests that may be "called" by the media, until the official canvass of election is adopted.

Campaign Finance Resources

Candidates and political committees are encouraged to read the Secretary of State's campaign finance handbook for additional information. Participating candidates should contact the [Citizens Clean Elections Commission](#) (602-364-3477) for clean elections requirements.

Political Signs

It is a Class 2 misdemeanor to remove, alter, deface or cover any candidate's political signs from 45 days before the Primary Election to seven days after the General Election. Exception: If a sign is posted on private property, the property owner or an agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given to post the signs.

Regulations on political sign placement vary according to the jurisdiction in which the sign is posted. Candidates and political committees should contact the county, city or town for information on posting of political signs.

[\[ARS § 16-1019\]](#)

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CANDIDATE CHECKLIST

1. STATEMENT OF ORGANIZATION OR \$500 THRESHOLD EXEMPTION STATEMENT.

- A Political Committee **Statement of Organization** or **\$500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.
- Statewide or Legislative candidate's political committees use the Secretary of State web-based campaign finance reporting system to create and file their Statement of Organization or \$500 Threshold Exemption Statement (a committee does not need to organize if it intends to accept contributions or make expenditures of \$250 or less).
- Federal candidates register their candidate political committees with the Federal Election Commission.
- The candidate filing period for original nomination documents begins **April 28, 2014, at 8:00 a.m.** and ends **May 28, 2014, at 5:00 p.m.**
 - Candidates (or their representatives) must present ALL nomination documents at one time.
 - Candidates will be taken on a first-come, first-served basis.
 - The Secretary of State's staff processes all nominating documents presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary.
 - Avoid the wait by filing early in the candidate filing period.

2. NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION AND CAMPAIGN FINANCE LAWS STATEMENT (All three of these are on the same one-page form)

- Make sure to answer every question and fill in every blank.
- 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.
- The candidate must sign the form and have their signature notarized.*

3. CANDIDATE FINANCIAL DISCLOSURE STATEMENT

- Covers 12-month period preceding the filing (this is a different time period from the public officer filing in January).
- The candidate must sign the form and have their signature notarized.*
- Candidates for federal offices are exempt from compliance with Arizona's personal financial disclosure requirements. [[ARS § 38-541\(8\)](#)]

4. 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. If there are too few, the Secretary of State cannot accept the nomination documents.
- Check to see that the circulator portion on the back of each petition is complete:
 - Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
 - Did the circulator sign the back of each petition?
- Check to see that the signature portion of each petition is complete:
 - Is there a date for each signature?
 - Is there an actual residence address including city or town, or a description of the residence location, or Arizona post office box for each signature?
- Please sort the petitions by county. Statewide candidates must file the minimum number of signatures required statewide, AND the minimum number of signatures required in at least three counties.

5. OPTIONAL PAPERWORK – STATEMENT ON RECALL

- This is an optional form that federal candidates may file.

* The Secretary of State's staff will notarize forms free of charge, if the signer presents valid picture identification. Blank forms (except campaign finance forms) are available at the Secretary of State's office.



The Honorable Ken Bennett
Arizona Secretary of State
1700 W. Washington Street, Fl. 7
Phoenix, Arizona 85007-2808

TO:

2013-2014 Election Cycle

RUNNING FOR OFFICE MADE EZ

HANDBOOK For Candidates and Political Committees

**RUNNING FOR OFFICE
HANDBOOK FOR CANDIDATES AND POLITICAL COMMITTEES**
An Election Services Division Publication
Revised November 2013