



COCONINO
COUNTY ARIZONA

2024 Candidate Handbook

*rev 2/12/24

Coconino County Elections
1300 W. University Ave, Ste 180
Flagstaff, AZ, 86001
928-679-7896
Coconino.az.gov/elections

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INTRODUCTION

Thank you for your interest in running for public office in Coconino County. We hope you find this handbook a useful tool in planning and organizing your campaign.

While it is important to consult Arizona Revised Statutes for legal issues or questions regarding election laws and procedures, this handbook contains important information that may be helpful to candidates running for office in Coconino County. Topics include organizing your campaign committee, filing nomination papers, and nominating petitions, as well as filing campaign finance and financial statements. Be sure to read through this handbook before proceeding, and don't hesitate to seek legal advice from an attorney or campaign adviser.

If you have any questions or suggestions for ways in which we can improve this handbook, please do not hesitate to contact the Coconino County Elections Department.

COCONINO COUNTY CONTACTS

Elections Department

Location: 1300 W. University Avenue, STE 180

Phone: (928) 679-7896

Email: elections@coconino.az.gov

Director: Esfir Musta (emusta@coconino.az.gov)

Assistant Director: Whitney Juszcak (wjuszcak@coconino.gov)

Programmer: Holly Roth (hroth@coconino.az.gov)

Outreach & Training: Stan Pierce (spierce@coconino.gov)

Native American Outreach: Ray Daw (rdaw@coconino.az.gov)

Warehouse: Lynndel Custodio (lcustudio@coconino.az.gov)

Poll Worker Recruiter: Denise Anderson (danderson@coconino.az.gov)

Recorder's Office

Location: 110 E. Cherry, Flagstaff, AZ, 86001

Voter Registration/Early Voting (928) 679-7850

County Recorder: Patty Hansen (ccelections@coconino.az.gov)

2024 IMPORTANT ELECTION DATES

*revised 2/12/24

PRIMARY ELECTION	
First Date Partisan Candidates Can File Partisan Nominating Petitions including Precinct Committeemen (150 Days before election)	Mon, March 4, 2024
Last Date Partisan Candidates Can File Partisan Nominating Petitions including Precinct Committeemen (120 Days before election)	Mon, April 1, 2024, at 5 pm
Last Day Partisan Write-in Precinct Committeemen Candidates Can File (106 Days)	Mon, April 15, 2024, at 5pm
Last Day Partisan Write-In Candidates Can File (40 Days)	Thurs, June 20, 2024, at 5pm
Voter Registration Closes (29 Days)	Mon, July 1, 2024, at midnight
Early Voting Begins (27 Days)	Wed, July 3, 2024
Sample Ballots Mailed (11 Days)	Fri, July 19, 2024
Primary Election	Tues, August 6, 2024
GENERAL ELECTION	
First Date Candidates Can File "Nomination Other Than by Primary" or Independent (150 Days)	Mon, March 4, 2024
Last Date Candidates Can File "Nomination Other Than by Primary" (120 Days)	Mon, April 1, 2024, at 5 pm
First Date Non-Partisan (Special Districts, Schools, Comm College) Candidates Can File (150 Days)	Mon, June 11, 2024
Last Date Non-Partisan (Special Districts, Schools, Community College) Candidates Can File (120 Days)	Mon, July 8, 2024, at 5 pm
Last Day <u>Write-in</u> Non-Partisan (Special Districts, Schools, Community College) Candidates Can File (76 Days)	Wed, Aug 21, 2024, at 5 pm
Last Day all other <u>Write-in</u> Candidates Can File (40 Days)	Thurs, Sept 26, 2024, at 5 pm
Voter Registration Closes (29 Days)	Mon, Oct 7, 2024, at Midnight
Early Voting Begins (27 Days)	Wed, Oct 9, 2024
Sample Ballots Mailed (11 Days)	Fri, Oct 25, 2024
General Election	Tues, Nov 5, 2024

OFFICES APPEARING ON THE 2024 ELECTION BALLOT

Primary Election Ballot:

Office	Term
Board of Supervisors District 1	2025 thru 2028
Board of Supervisors District 2	2025 thru 2028
Board of Supervisors District 3	2025 thru 2028
Board of Supervisors District 4	2025 thru 2028
Board of Supervisors District 5	2025 thru 2028
County Sheriff	2025 thru 2028
County Attorney	2025 thru 2028
County Assessor	2025 thru 2028
County Treasurer	2025 thru 2028
County Recorder	2025 thru 2028
County Superintendent of Schools	2025 thru 2028

General Election Ballot

All Offices Listed Above (Except Precinct Committeeman)
Superior Court Judges
All the following as necessary:
School District Governing Boards
Community College Governing Board
Special Taxing District Governing Boards:
Fire Districts
Sanitary Districts
Water Districts
Wastewater Districts
Propositions, if any
Local Ballot Measures, Runoff elections if any

QUALIFICATIONS FOR PUBLIC OFFICE

[Ariz. Const. Art. VII, § 15 and ARS §16-121(A)]

Every person elected or appointed to any elective office of trust or profit under the authority of the state, or any of its political divisions or any municipalities shall be a qualified elector of the political division or municipality in which the person seeks election at the time of filing nomination papers. A qualified elector is a person who is:

- Properly registered to vote
- Will be at least 18 years of age on or before the date of the election

QUALIFICATIONS FOR COUNTY OFFICERS

General Qualifications [ARS §11-402]

A person shall not be eligible for a county office, whether elective or appointive, nor shall a certificate of election or commission be issued to any person, unless the person is, at the time of the election or appointment:

- 18 years of age or over
- A resident of the state
- Able to read and write the English language
- Will be a qualified elector of the district which he or she proposes to represent at the time of the candidate filing.

County Attorney [ARS §11-531]. A person is eligible for this office who:

- Is an attorney at law, licensed and in good standing in this state
- Meets the general qualifications for county office

School Superintendent [ARS §15-301]. A person is eligible for this office who:

- Holds a regular certificate to teach in the schools of this state
- Meets the general qualifications for county office

2024 NOMINATION PETITION SIGNATURE REQUIREMENTS

Before signatures can be collected a Candidate Statement of Interest form must be filed (A.R.S. 16-311(H)).

Nomination petitions shall be signed by a number of qualified electors who are qualified to vote for the candidate whose nomination petition they are signing as follows:

A candidate for a county office, at least one per cent (1%) but not more than ten per cent (10%) of the total number of qualified signers in the county or district. ARS § 16-322(A)(4)

If for a community college district, by at least one-quarter of one percent (1/4%) but not more than ten per cent (10%) of the total voter registration in the district. ARS §16-322(A)(5)

If for county precinct committeeman, by at least two percent but not more than ten per cent (10%) or ten signatures, whichever is less, of the party voter registration in the precinct. ARS §16-322(A)(6)

If for the governing body of a special district as described in Title 48, by a number of qualified electors equal to at least one-half of one percent of the vote in the special district but not more than two hundred fifty and not fewer than five signatures. (“The vote” is the number of votes cast in the last election.) ARS §16-322(A) (12)

Signature Requirements

The following are the official signature requirements for the 2024 election year re-issued on January 23, 2024*

Office	DEMOCRATIC		REPUBLICAN		LIBERTARIAN		GREEN
	Min.	Max.	Min.	Max.	Min.	Max.	Min. Per A.R.S.16-322 (C)
County-Wide: <ul style="list-style-type: none"> • County Assessor • County Attorney • County Recorder • County Superintendent of Schools • County Sheriff • County Treasurer 	637	6,368	517	5,169	300	2,991	35
Board of Supervisors District 1	130	1,294	97	961	61	603	9
Board of Supervisors District 2	105	1,047	71	710	49	490	6
Board of Supervisors District 3	122	1,211	135	1,343	67	668	8
Board of Supervisors District 4	143	1,427	119	1,184	67	663	8
Board of Supervisors District 5	140	1,391	98	972	57	569	7
Page - Justice of the Peace <i>(Term 2025-2026)</i>	70	691	52	518	30	298	3

Lists of registered voters by county, district, or precinct are available for purchase from the Coconino County Recorder's office 110 E Cherry, Flagstaff, AZ; 928-679-7850; recorder@coconino.az.gov

CAMPAIGN POLITICAL COMMITTEE

Political Committee Statement of Organization

- A candidate who receives contributions or makes expenditures exceeding \$1,400.00 must file a Political Committee Statement of Organization. Campaign finance reports are **required** and must be filed on time.
- The committee name must include the name of the candidate. A committee must have a chairman and a treasurer. The candidate may be the chairman and the treasurer of his/her committee.
- The committee must notify the county elections department of the financial institution(s) where campaign contributions shall be deposited, and campaign monies expended. The notification may be done at the time the Political Committee Statement of Organization is filed or within ten (10) days after opening the account(s). Before accepting a contribution or making an expenditure the financial institution(s) must be designated.
- The committee shall file an amended Political Committee Statement of Organization reporting any change of the information appearing on the previously filed statement within ten (10) business days after the change.
- A political committee may terminate its activities only when the committee chairman and treasurer file a **Termination Statement** stating it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been properly disbursed. **See ARS 16-914.**

PARTISAN NOMINATION PAPER

Any person desiring to become a candidate and to have their name printed on the official ballot for any election office at a primary election shall be a qualified elector of either the Democratic Party or the Republican Party and shall complete, sign, and file a Nomination Paper that includes:

- Name of the office sought
- Name of the political party of registration
- Date of the primary election
- Date of the general election
- Number of years as a U.S. citizen
- Number of years as an Arizona citizen
- Number of years in Coconino County
- Number of years in the voting precinct
- Actual residence address or description of place of residence
- Post office address, if applicable
- Exact manner name is to appear on the ballot
- Signed statement relating to campaign financing and reporting

A candidate for public office shall be a qualified elector at the time of filing, shall be qualified to hold the office they seek and shall reside in the county, district, or precinct which the person proposes to represent.

NOMINATION OTHER THAN BY PRIMARY ELECTION

A candidate who is a registered member of a party not entitled to representation, or who is registered as an Independent or No Party Preference, may be nominated as a candidate for Coconino County public office “other than by the primary election.” Candidates wishing to be nominated other than by primary election shall file the required candidate papers and petitions while primary nomination papers and petitions are required to be filed. Candidates nominated other than by primary election shall not be voted for at the primary election but shall be voted for at the general election.

Petitions for nomination other than by primary election shall be signed by at least 3% of the number of persons who are registered to vote in the county or district for which the candidate is nominated and who are not members of the Democratic or Republican Party.

A petition circulated for a nomination other than by primary election candidate shall be signed only by voters who have not signed the nomination petition of a candidate for the same office voted for at the primary election.

PARTISAN NOMINATION PETITION

Any person desiring to become a candidate at any election and to have their name printed on the official ballot shall file nomination petitions.

A nomination petition is the form used for collecting the required number of signatures from qualified electors and is circulated by or on behalf of the person seeking to become a candidate for a political office.

The nomination petition size is determined by Arizona Revised Statute:

- 8½" long x 11" wide.
- headed by a caption stating the purpose of the petition.
- followed by the body of the petition stating the intent of the petitioners.
- ten (10) lines spaced 1/2" apart consecutively numbered one (1) through ten (10).

The signature portion of the petition shall be divided into columns headed by the titles:

- signature.
- printed name.
- actual residence address or description of place residence, city, town or post office.
- date of signing.

A primary election candidate shall file partisan nomination petitions that contain signatures equaling no less than 1% and no more 10% of the total voter registration of the party of the candidate within the jurisdiction of the office they seek.

PETITION CIRCULATION

Before circulating petitions:

- Review A.R.S. § 16-315. Form of Petitions
- Complete the caption at the top of the front side of the petition.
- Decide if a photo of the candidate is to be included (optional.)
- Ensure any petition used matches the size and format requirements as required in Arizona Revised Statutes. Candidate may choose to have petitions professionally printed.
- Always print the petition form on 8½ X 11-inch paper. The second page (Instructions for Circulator) must be copied on the reverse side of the nomination petition.
- A **fillable form** is available online at the Coconino County Elections homepage.

The circulator of a petition must:

- Be qualified to register to vote in the State of Arizona.
- Witness each person signing the petition.
- Complete the circulator's statement on the back of the petition. Print or type name, residence address, or if no street address, a description of residence location and sign the back of the petition.

Circulating Tips:

- Voters may sign as many petitions for the same office as there are positions necessary to fill the office at the election. **For Example:** For the Office of Treasurer, only one person shall be elected to fill the office. Therefore, a voter may sign only one nomination petition for a candidate who is running for the office of Treasurer.
- Candidates can sign their own petition.
- All petition columns **MUST** be filled in. The date column is the one most left blank.
- Anyone wishing to sign a petition **MUST SIGN THEIR OWN NAME**. A spouse, family member, friend, power of attorney, guardian, etc. may not sign a nomination petition on behalf of another person.
- The circulator or another person may **NOT** assist the signer by completing the remaining columns on the petition.
- No more than 10 signatures will be counted on a petition. Additional signatures collected in the margins will not be counted.
- Do not leave petitions in any public place where the circulator cannot witness signatures, i.e. restaurants
- Candidates are strongly encouraged to obtain actual physical residence addresses or descriptions of place of residence relative to a city, town or post office building. P. O. Boxes are not invalid per se but may be challenged in court.
- Suggestion---Collect more signatures than the minimum number required.

Who May Sign a Democrat Petition?

- Democrats registered in the jurisdiction of the office that the candidate seeks.
- Members of the unrecognized parties, independents or nonpartisans registered in the jurisdiction of the office that the candidate seeks.

Who May Sign a Republican Petition?

- Republicans registered in the jurisdiction of the office that the candidate seeks.
- Members of the unrecognized parties, independents or nonpartisans registered in the jurisdiction of the office that the candidate seeks.

What Parties are recognized for Coconino County Elected Office?

- Democrat Party
- Republican Party
- Except for the office of Precinct Committeeman. Candidates for county precinct committeeman shall be elected by members of the political parties recognized at the state level.

Filing Petitions

- A petition may be filed with less than ten (10) signatures.
- At the time of filing, the petitions must be accompanied by the candidates Nomination Paper and Financial Disclosure Statement.
- A person may withdraw their signature from a petition by any of the following:
 1. Verify the withdrawal by signing a simple statement of intent to withdraw their signature at the county elections office.
 2. Mail a signed, notarized statement of intent to withdraw their signature to the Coconino County Elections Office.
 3. The withdrawal must be received in the Coconino County Elections Department not later than 5:00 p.m. on the date the petition containing the person's signature is filed.
- Web-based Supervisory and Precinct maps are available on the Coconino County Elections webpage @ www.coconino.az.gov

FINANCIAL DISCLOSURE STATEMENT

Candidates for Coconino County and Superior Court offices must file a Financial Disclosure Statement at the same time as the Nomination Paper and Nomination Petitions are filed.

- The statement must cover the twelve (12) months prior to the date of filing.
- The statement must be signed by the candidate.
- The Coconino County Elections department will refuse to accept the filing of the nomination paper and nomination petitions from candidates who fail to include a Financial Disclosure Statement.

What is a Financial Disclosure Statement?

The Financial Disclosure Statement form and instructions detail items that the candidate should disclose and need not disclose. In general, a Financial Disclosure Statement is a personal disclosure of:

- You and your spouse' name and the names of minor children of whom you have legal custody.
- Sources of personal compensation paid to you, your spouse, or any member of your household more than \$1,000 in salary, wages, commissions, tips or other forms of compensation during the period covered by the report.
- Anything of value that any other person, outside your household, received for your use or benefit of you or any member of your household.
- Professional, Occupational and Business Licenses.
- Personal Creditors / Personal Debt over \$1,000.
- Personal Debtors over \$1,000.
- A single gift or accumulation of gifts with a value over \$500.
- Offices of Fiduciary Relationships in Businesses, Nonprofit Organization or Trusts.
- Owner or Financial Interest in Trusts, or Investment Funds.
- Bonds.
- Real Property Ownership.
- Business Names.
- Controlled Business Information.
- Dependent Business Information.
- Real Property Owned by Business.
- Business' Creditors.
- Business' Debtors.

CAMPAIGN FINANCE REPORTS

General Information

- Campaign Finance Report Due Dates and Campaign Contribution Limits are shown on the pages following this Campaign Finance Reports narrative.
- Each candidate campaign committee that has filed a Political Committee Statement of Organization shall file campaign finance reports setting forth the committee's receipts and disbursements.
- Reports must be received in the Coconino County Elections Department by 5:00 pm on the due date.
- For reports sent by certified mail with a U.S. mail postmark, the date of the postmark constitutes the date of filing.
- A regular mail postmark is not recognized as the date of filing. For reports sent via regular mail the date of filing is the date the report is received by the Elections Department.
- For reports sent by a commercial delivery service that provides a standardized delivery confirmation process, the date of delivery constitutes the date of filing.
- A committee that fails to timely file a report shall pay a penalty of ten dollars for each day that the filing is late during the first fifteen days after the filing deadline and twenty-five dollars for each subsequent day the filing is late. Penalties accrue until the late report is filed.
- A delinquent notice of failure to file shall be sent to the committee by email within five (5) days after the filing deadline.
- It is a defense if good cause is shown by the candidate or treasurer that an illness or absence from this state at the time the report was due or the written notice of failure to file was delivered if the illness or absence reasonably prevented the candidate or treasurer from filing the report or receiving the written notice.

- County candidate campaign finance reports may be filed electronically with the Coconino County Elections Department. Campaign finance forms are available on the Secretary of State website or the Coconino County website. They may be completed on-line, printed out, signed, and submitted electronically to the Coconino County Elections Department.

Period No Activity Statement

In lieu of filing a Campaign Finance Report a candidate's campaign committee that received no contributions and made no expenditures within a reporting period may file a No Activity Statement.

Annual No Activity Statement

In lieu of filing a Campaign Finance Report a candidate's campaign committee that remains active after an election due to outstanding debts may file an Annual No Activity Statement no later than January 31 which states that the committee does not intend to receive any contributions or make any expenditures during the year. If the committee does receive a contribution or makes an expenditure during that year, the committee shall report the activity by filing a Campaign Finance Report.

Committee Termination Statement

A candidate campaign committee may be terminated by filing a Termination Statement.

The statement must certify that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations and that any surplus monies have been disposed of. A campaign finance report must be filed before or at the time of filing the Termination Statement, stating the manner of disposition of the surplus monies, the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies.

After the filing of the Termination Statement, a political committee is not required to file any subsequent campaign finance reports and shall have no further receipts or disbursements without filing a new statement of organization.

2023-2024 CAMPAIGN FINANCE REPORT DUE DATES

	REPORTING PERIOD	REPORT DUE
	2022 4 th Quarter Report: October 18, 2022, to December 31, 2022	January 1, 2023 to January 15, 2023
	2023 March Pre-Election Report (Local Only): January 1, 2023 to February 20, 2023	February 21, 2023 to February 27, 2023
	2023 March Post-Election (Q1) Report (Local Only): February 21 to March 31, 2023	April 1, 2023 to April 15, 2023
	2023 Quarter 1 Report: January 1, 2023 to March 31, 2023	April 1, 2023 to April 15, 2023
	2023 May Pre-Election Report (Local Only): April 1, 2023 to May 1, 2023	May 2, 2023 to May 8, 2023
	2023 May Post-Election (Q2) Report (Local Only): May 2, 2023 to June 30, 2023	July 1, 2023 to July 15, 2023
	2023 Quarter 2 Report: April 1, 2023 to June 30, 2023	July 1, 2023 to July 15, 2023
	2023 August Pre-Election Report (Local Only): July 1, 2023 to July 17, 2023	July 18, 2023 to July 24, 2023
	2023 August Post-Election (Q3) Report (Local Only): July 18, 2023 to September 30, 2023	October 1, 2023 to October 15, 2023
	2023 Quarter 3 Report: July 1, 2023 to September 30, 2023	October 1, 2023 to October 15, 2023
	2023 November Pre-Election Report (Local Only): October 1, 2023 to October 16, 2023	October 17, 2023 to October 23, 2023
	2023 November Post-Election (Q4) Report (Local Only): October 17, 2023 to December 31, 2023	January 1, 2024 to January 15, 2024
	2023 Quarter 4 Report: October 1, 2023 to December 31, 2023	January 1, 2024 to January 15, 2024
	2024 March Pre-Election Report (Local Only): January 1, 2024 to February 19, 2024	February 20, 2024 to February 26, 2024
	2024 March Post-Election (Q1) Report (Local Only): February 20, 2024 to March 31, 2024	April 1, 2024 to April 15, 2024
	2024 Quarter 1 Report: January 1, 2024 to March 31, 2024	April 1, 2024 to April 15, 2024
	2024 May Pre-Election Report (Local Only): April 1, 2024 to April 30, 2024	May 1, 2024 to May 7, 2024
	2024 May Post-Election (Q2) Report (Local Only): May 1, 2024 to June 30, 2024	July 1, 2024 to July 15, 2024
	2024 Quarter 2 Report: April 1, 2024 to June 30, 2024	July 1, 2024 to July 15, 2024
	2024 Pre-Primary Election Report: July 1, 2024 to July 16, 2024	July 17, 2024 to July 23, 2024
	2024 Post-Primary Election (Q3) Report: July 17, 2024 to September 30, 2024	October 1, 2024 to October 15, 2024
	2024 Pre-General Election Report: October 1, 2024 to October 22, 2024	October 23, 2024 to October 29, 2024
	2024 Post-General Election (Q4) Report: October 23, 2024 to December 31, 2024	January 5, 2024 to January 17, 2025*
	Final Campaign Finance Report Prior to Committee Termination: End of Previous Period through Today's Date	Same Date of Termination

*Reporting deadline extended to next business day. A.R.S. §§ 1-243(A) and 1-303.

2024 CAMPAIGN CONTRIBUTION LIMITS

CONTRIBUTION LIMITS CPI ADJUSTED Effective January 1, 2021, PURSUANT TO A.R.S. § 16-931(A)(2)

CAMPAIGN CONTRIBUTION LIMITS	Local Candidate per election CANDIDATE OR AUTHORIZED CANDIDATE'S COMMITTEE
Individual	\$6,550
Partnership	\$6,550
Candidate Committee	Generally prohibited (except donation of surplus funds)
PAC <i>without</i> Mega PAC status (using non- corporate/ non-union funds)	\$6,550
PAC <i>with</i> Mega PAC status (using non- corporate/ non-union funds)	\$13,100
Political Party (using non-corporate/ non- union funds)	\$10,300 (to a party nominee only)
Corporation	Prohibited
Limited Liability Company	Prohibited
Trust, Joint Venture, Cooperative, or Other Unincorporated Organization or Association	Prohibited
Union	Prohibited

WRITE-IN CANDIDATE

A person who desires to run as a write-in candidate is not required to collect signatures on a candidate Nomination Petition. However, any person desiring to become a write-in candidate for an elective office shall file a Write-In Nomination Paper.

Write-in candidates for county office must file a Write-In Nomination Paper in the Coconino County Elections Department no later than 5:00 p.m. on the fortieth (40) day prior to the election. (A.R.S. §16-312(B)).

Write-in candidates for precinct committeeman, school districts, or special districts must file a Write-In Nomination Paper in the Coconino County Elections Department no later than 5:00 p.m. on the seventy-sixth (76) day before the election. (A.R.S. § 16-312(B)(2)).

Write-in candidate names will not be printed on the ballot. A list of write-in candidates and the offices they seek will be posted in a conspicuous location inside the polling place.

A vote for a write-in candidate is cast only when the voter writes the candidate's name on the ballot at the appropriate line for the office and fills in the oval on the ballot.

Any person who does not file a timely Write-In Nomination Paper shall not be counted in the tally of ballots. A.R.S. §16.312(C).

Write-In Candidate Filing Requirements:

1. On or before the filing deadline the candidate must file a Statement of Organization if the \$1,400.00 threshold is exceeded.
 2. At the time of filing the Write-In Nomination Paper, the candidate must file a Financial Disclosure Statement.
 3. All filings must be submitted to the Coconino County Elections Department.
- Filings will be accepted by mail. If received by the filing deadline date. In case of delivery delays **Mail Early as the postmark date will not be used to determine an on-time filing.**
 - Filings will be accepted in person.
 - Filings will be accepted by fax or email.

NOTE: A write-in candidate that loses a Primary election cannot be a write-in candidate for the same office in the General Election. They can, however, be a write-in candidate for a different office in the General Election.

PRECINCT COMMITTEEMAN

At the primary election, the members of a political party in each precinct shall choose one, or more, of their members as a county precinct committeeman. The members shall choose one additional precinct committeeman for each 125 voters or major fraction thereof registered in the party and in the precinct as reported by the County Recorder on March 1st of the year in which the general election is held. The whole number of precinct committeemen of a political party shall constitute the county committee of the party.

Any member of a recognized political party who is registered voter in the precinct is eligible to seek the office of precinct committeeman of his/her party.

Candidates for precinct committeeman must meet the same filing requirements as candidates for county office, except for filing a candidate committee registration form as registering a candidate committee is not required for precinct committeeman candidates.

Precinct committeemen may be elected for any party qualified on a State level, i.e. Democratic, Republican, and Libertarian.

Candidate packets for Precinct Committeemen will be available through the County Party Chair or the Coconino County Elections Department beginning January, 2023.

SPECIAL DISTRICTS

Special Districts include Fire, Water, Domestic Water, Sewer, and Wastewater districts. Board members for special districts run for office in even numbered years. Candidates for special district governing board member office must meet the same filing requirements as candidates for county office.

Candidate packets for Special District Board Members will be available through the District Chairman of the Board or designated Board administrator beginning April 1, 2024 or by contacting the Coconino County Elections Department.

SCHOOL BOARD AND COMMUNITY COLLEGE BOARD MEMBER ELECTIONS

The County School Superintendent is responsible for school board and community college board member elections.

CANDIDATE FILING CHECK-LIST

Partisan Nomination and Nomination Other than by Primary Election

- 1. A **Political Committee Statement of Organization** must be filed **if** contributions, or expenditures have exceeded \$1,400.00.

- 2. The candidate filing period for all other required documents (listed below) begins **March 4, 2024 at 8:00 a.m. and ends April 1, 2024 at 5:00 p.m.** Candidates (or their representatives) must present **ALL** the following documents at one time. Candidates will be taken on a first-come, first-served basis. Partial filings **WILL NOT BE** accepted!

- A. 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.

- B. Financial Disclosure Statement**
 - For the 12-month period preceding the filing (This is a different time period from the public officer filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.

- C. 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. The Elections Department cannot accept the nomination papers if the minimum number of signatures have not been obtained. Signatures in excess of the maximum will not be counted.
 - 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, for each signature?
 - Check to see that there are no more than 10 signatures on each petition.
 - Incomplete signature lines or signatures in excess of 10 on a petition page cannot be accepted.

CANDIDATE FILING CHECK-LIST

Write-In Candidate (Except for Precinct Committeeman)

- 1. A **Political Committee Statement of Organization** must be filed **if** contributions, or expenditures have exceeded \$1,400.00.
- 2. The candidate filing period for all other required documents (listed below) **ends 40 days prior to the election**. Candidates (or their representatives) must present **ALL** of these documents at one time. Candidates will be taken on a first- come, first-served basis. Partial filings **WILL NOT BE** accepted.
- A. Write-In Candidate 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 voters to write it 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.
- B. Financial Disclosure Statement**
 - Covers 12-month period preceding the filing (This is a different time period from the public officer filing in January).
 - Check the second box "I am a Candidate..."
 - The candidate must sign the form.

2024 COCONINO COUNTY ELECTIONS

In 2024 there will be three County-wide elections. Brief descriptions of those elections follow:

PRESIDENTIAL PREFERENCE ELECTION

A political party may call for a statewide Presidential Preference Election (PPE) to be held on the first Tuesday after March 15; in 2024 this would be March 19, 2024. In a PPE only registered members of the Democratic or Republican parties may cast a vote.

PRIMARY ELECTION

A primary election shall be held on the first Tuesday in August in any year in which a general election or special election is held and at which candidates for public office are to be elected. (A.R.S. § 16-201) *HB 2785 moved the 2024 Primary to Tuesday, July 30, 2024.

The purpose of the primary election is to nominate candidates to run for office in the general election. The candidates receiving the most votes for the office they seek shall receive their party nomination and shall have their name printed on the general election ballot. The recognized parties for Coconino County office are the Democratic Party and the Republican Party. Currently the Democratic, Republican and Libertarian parties have achieved permanent status in state elections.

Who May Vote in a Primary Election? All qualified electors who are registered on or before the 29th day prior to the election.

What is the Arizona Open Primary? The Arizona Open Primary allows an elector who is registered as an Independent, or no party preference, or who is a member of a political party that is not entitled to representation at the primary election, to vote a ballot of either the Democratic, Green or Republican party. If additional parties qualify for representation at the state level, those ballots will also be available.

Registered members of the Democratic, Libertarian, Republican and any other recognized party must vote their party ballot.

An elector registered in one of the parties not entitled to representation in the primary election must declare the party ballot they wish to vote before receiving a ballot.

Party Nomination Requirements

At a primary election, each political party entitled to representation in the primary election and intending to make nominations for the ensuing general election, shall nominate its candidates for all elective senatorial, congressional, state, judicial, county and precinct offices to be filled at such election, except for presidential electors.

Democratic and Republican candidates for Coconino County office are nominated by primary election. All political parties entitled to representation at the state level may elect precinct committeemen.

Nomination Other Than by Primary Election

A candidate who is a registered member of a party not entitled to representation or is registered as an Independent or No Party Preference, may be nominated as a candidate for county public office “other than by the primary election”.

Failure to Nominate a Candidate in a Primary Election

If no candidate is nominated in the primary election for a particular office, then no candidate for that office for that party may appear on the general election ballot, except for presidential electors.

GENERAL ELECTION

On the first Tuesday after the first Monday in November of every even-numbered year, a general election shall be held for the election of representatives in congress, members of the legislature, and state, county and precinct officers whose terms expire at the end of the year in which the election is being held or in the following year.

Contents of the General Election Ballot:

- Candidates nominated by primary election.
- Candidates nominated other than by primary election.
- Nonpartisan candidates (school districts and special taxing districts).
- City and Town Mayor and Council runoff elections.
- Ballot Measures (statewide propositions and local questions).

FREQUENTLY ASKED QUESTIONS

Where are candidate materials available? County packets that include nomination papers, petitions, signature requirements, filing instructions, campaign finance and financial disclosure forms and instructions are available on the Coconino County website. Hard copies are available at the Coconino County Elections Department.

Who is a registered voter? A resident of the State of Arizona who has completed and submitted a voter registration to a county recorder, is a citizen of the United States, will be 18 years old or more on or before the date of the regular general election, who will have been a resident of the state 29 days preceding the next election, is able to write his name or make his mark, unless prevented from doing so by a physical disability, has not been convicted of treason or a felony, unless restored to civil rights, and has not been adjudicated an incapacitated person.

Who is a qualified elector? A person who is a resident within the boundaries of the district/precinct/area for which the election is being conducted and whose voter registration has been received by the Coconino County Recorder prior to midnight of the 29th day preceding the date of the election.

Must I be a qualified elector in the jurisdiction that I wish to represent?

Yes. "... A candidate for public office shall be a qualified elector at the time of filing and shall reside in the county, district or precinct which the person proposes to represent." Arizona Revised Statutes §16-311(A)

Must I be a qualified elector of the party that I wish to represent?

Yes. "Any person desiring to become a candidate at a primary election for a political party and to have the person's name printed on the official ballot shall be a qualified elector of such party..." Arizona Revised Statutes §16-311(A).

To be a candidate for Coconino County office in the primary election, must I be a registered member of either the Democratic Party or the Republican Party?

Yes. The political parties that are recognized for Coconino County office this year, and, therefore, entitled to representation on the County primary ballot, are the Democratic Party and the Republican Party. "Each county recorder shall determine the political parties qualified for the county ballot...". Arizona Revised Statutes §16-804(D).

Can I run for Coconino County office if I am not a qualified elector of the Democratic Party or the Republican Party?

Yes. “Any qualified elector who is not a registered member of a political party that is recognized pursuant to this title may be nominated as a candidate for public office other than by primary election...” Arizona Revised Statutes §16- 341(A).

Where can I put signs?

You can only put-up campaign signage on property where you have permission to do so. Political signs, handouts, etc. are not allowed on County property. The Coconino County Courthouse will not be a polling place in the future, and, therefore, you cannot put up signs at the Courthouse on election day. Bumper stickers are OK.

Where can I circulate petitions?

Petitions can be circulated to (1) any registered voter who is a member of your political party or to (2) Independents or Party Not Designated registered voters, who live within the confines of the jurisdiction covering the office for which you intend to run.

Where can I get maps?

Board of Supervisor and precinct maps are now available on the Coconino County Elections Department web page.