

# Special Taxing District: Additional Candidate Information



Navajo County Election Services  
100 E. Carter – P.O. Box 668 Holbrook, AZ 86025  
(928) 524-4062 or (800) 668-3867 Option #3

*Scroll down to advance the slide show*



# Attention Candidates!

The information provided by the Navajo County Elections Office is furnished only as a convenience for the candidate(s), and it is ultimately the candidate's responsibility to make him or herself aware of all filing requirements and provisions of Arizona law applicable to candidates seeking public office.

Title 16 and Title 19 of the Arizona Revised Statutes contain many of the laws pertaining to elections and candidates.

# Step #1

Open (left click) the



“Non-Partisan Forms” icon.

All candidates for any office, must file a \$500 Threshold Exemption Statement or a Political Committee Statement of Organization as the first step in the filing process.

Either of these forms must be completed and filed with the Elections Office before you can collect any signatures on a nomination petition, accept any contributions or make any expenditures related to your campaign.

- The \$500 Threshold Exemption Statement is for those candidates who intend to receive or expend less than \$500. This form is fairly simple and most candidates opt to quickly fill out this form and file it so that they can begin collecting signatures on their nomination petitions. If you file this form it does not limit you to \$500 for your entire campaign, you may return and file a Statement of Organization within five (5) business days after receiving or expending money over the \$500 limit.
- If you intend to collect or expend more than \$500 over the course of your campaign, you may consider filing the Political Committee Statement of Organization instead of the \$500 Threshold Statement. This way you may avoid having to return and file a Statement of Organization later.



These forms require Adobe Acrobat Reader in order to view and print them correctly.

Determine which form (\$500 Threshold Exemption or Statement of Organization) you will use and then open (left click) the selected form.

Instructions for filling out each form are included on the following pages of these instructions.



# \$500 Threshold Exemption Statement

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

1. Click on the “Candidate Committee” check box at the top of the form, the box should be checked.
2. Click on the Name of candidate and enter your full name.
3. Click on the Address, City, Zip Code fields and enter the information for your mailing address.
4. Click on the phone number field and enter your phone number.
5. Click on the Office field in the Candidate Committee box and enter the office for which you are running (i.e. Woodruff Fire District Board).
6. Click on the Election Cycle field in the Candidate Committee box and type in the year of the election for the office that you are seeking (i.e. 2012).
7. Do not enter any information into the Political Committee box or the ID # box.
8. Type in the full name of the candidate in the Printed Name of the Candidate field.
9. Click on the printer icon on the toolbar at the top of the document. Check to make sure the document covers an entire 8 ½ x 11’ sheet of paper (Actual size – don’t “Fit to Page”) and print out the completed form. Print out a second copy if you would like one for your records.
10. The completed form must be signed and dated by the candidate and then filed with the Elections office.

\* It is the candidate’s responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.



# Political Committee Statement of Organization

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

1. Click on the highlighted field to the left of the words “Initial Registration”. The box should be checked.
2. Do not type any information into the ID # field.
3. Click on the following fields (if applicable) and fill in the appropriate information: Name of Political Committee, Date, Address, City, State (2 letter abbreviation), Zip, Mailing Address (if different from above) City, State, Zip, Committee Telephone #, Committee Fax #, and Committee E-Mail Address.
4. Fill out all other information in the Sponsoring Organization Section if applicable.
5. Click on the field to the left of the words “Candidate’s Campaign Committee”. The box should be checked.
6. Continue to completely fill out the rest of the form, front (page 1) and back (page 2).
7. Once the form is completely filled out, click on the printer icon on the toolbar at the top of the document. Check to make sure the document covers an entire 8 ½ x 11’ sheet of paper (Actual size – don’t “Fit to Page”) and print out the completed form. Make sure the form you printed out is double sided, page 1 on the front and page 2 on the back. Print out a second copy if you would like one for your records.
8. The completed form must be signed and dated by the candidate, the committee and the committee treasurer. Once signed, the form is then filed with the Elections office.

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# Step #2 - Nomination Petition

Once you have filed either the \$500 Threshold Exemption Statement or the Statement of Organization with the Elections Office, you may begin collecting signatures on a nomination petition.

Open (left click) the document labeled “Non-Partisan Nomination Petition”. Follow the instructions provided to ensure that you are printing out the form correctly.

Refer to the Special Taxing District Signature Requirements document located in the Important Information Section  for the number of signatures required for each office. If the office for which you are running is not listed on this form, please contact the Elections office and the information will be provided to you.

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# Step #3

Once you have collected enough signatures on a nomination petition(s), you may complete the rest of the necessary documents in order to file them with the Elections Office before the filing deadline for each election.

Along with your completed Nomination Petitions, you will have to provide a Nomination Paper (and possibly a Financial Disclosure Statement. Refer to A.R.S. Title 48 to determine if a Financial Disclosure Statement is required).

Both of these documents must be filed together before the filing deadline. The Elections Office will not accept your forms unless you have both documents with you at the time of filing.

Candidates will be taken on a first-come, first-served basis. The Election office staff process all nominating papers 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.



# Nomination Paper

Open the Nomination Paper form by left clicking on the icon labeled “Non-Partisan Nomination Paper” in the Non-Partisan Forms folder.

This form is setup so that many of the required fields are highlighted. You may click on each field and type in the appropriate information. It may be a good idea to print two (2) copies, one to file and one to keep for your own records.

- In the field which asks you which precinct you live in, type in the name of the Voting Precinct in which you live. This information is found on your Voter Registration Card or can be obtained by calling the Elections Office at (800) 668-3867.
- In the gray section of the form, fill in your name exactly how you want it to appear on the ballot. Refer to A.R.S. § 16-311 for guidelines on acceptable names, nicknames and abbreviations.
- This form must be notarized before it can be accepted.

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# Additional Information

## Write-In Candidates

Candidates who have missed the filing deadline to run for office, can still mount a campaign and are required to run as Write-In candidates. Write-In candidates are required to file the same documents as normal candidates with the exception of the Nomination Petitions.

Either a \$500 Exemption Statement or a Political Committee Statement of Organization must be filed before any contributions can be accepted or you make any expenditures related to your campaign.

Be aware that the filing deadline to run as a Write-In candidate is 76 days prior to the election date (August 22<sup>nd</sup> for the November 6<sup>th</sup> General Election) .

**\* It is the candidate's responsibility to make sure their forms are filled out correctly and completely. Double check each form to make sure that all the required information has been included on the form.**

# Additional Questions



If you have any additional questions or need further instructions or assistance, please feel free to contact the Navajo County Election Services Office.

Office Hours: Mon. – Fri. 8:00 a.m. – 5:00 p.m.

Navajo County Complex - 100 E. Code Talkers Dr., Holbrook, AZ 86025

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If you are calling after Office Hours, please leave a message and we will try to return your call as soon as possible.