

Navajo County
Department of Elections

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Rayleen Richards
Elections Director

TO: Special District Board of Directors Candidate
FROM: Navajo County Elections Department
SUBJECT: NON-PARTISAN CANDIDATE PACKET

Enclosed is the Nonpartisan Candidate Packet for Special District candidates wishing to run for office. The packet includes the following forms:

Campaign Finance Forms

Forms #1 and #2 are required only for campaigns that raise and/or spend more than \$1,100.

Form #1: Statement of Organization – To be used to form a candidate committee. This form must be filed within 10 days after a candidate’s combined receipts and distributions exceed \$1,100.

Form #2: Termination Statement

Nomination Forms

Forms #3 and #4 are required for all campaigns.

Form #3: Nonpartisan Nomination Paper

Form #4: Nonpartisan Nomination Petition *****Must be 8 ½” x 11”, printed on one page front and back*****

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- Step 1:** Form your committee by filing form #1 (if required).
Please file the Statement of Organization with the Elections Office within 10 days after the campaign’s combined receipts and distributions exceed \$1,100. **Once filed, the committee must file periodic Campaign Finance Reports.** These forms are available online at <http://www.navajocountyaz.gov/Departments/Elections/Candidates/Candidate-Packet> or at the Elections Office.
- Step 2:** Obtain petition signatures.
To qualify as a candidate, you will need to obtain at least the minimum number of signatures of qualified electors of the District, but no more than **250 signatures**. It is always advisable to obtain more than the minimum number of signatures. <http://www.navajocountyaz.gov/Portals/0/Departments/Elections/Documents/ImportantInformation/SignatureRequirementsSpecialDistrict.pdf>
- Step 3:** Get on the ballot by filing forms #3 and #4 together.
Forms #3 and #4 must be filed together. The time frame for candidates to file forms #3 and #4 (petitions and nomination paper) is included on the “Vacancies and Signatures Required” sheet.
- Step 4:** Forms #3 and #4 are due no later than 5:00 p.m. on the last day of filing, at the Navajo County Elections Department, 100 E. Code Talkers Dr, Holbrook.
Terminate your committee by filing form #2 (if required).
All committees must terminate at the end of the election cycle. Committees must continue to file periodic campaign finance reports until terminated.

If you have any questions, please contact the County Elections Department by phone (toll free numbers listed below) or by e-mail (address printed above).