



A handbook for:

Candidates for the Office of School District Governing Board

November 3, 2020



Jalyn Gerlich

Navajo County School Superintendent

www.navajocountyaz.gov/departments/superintendent-of-schools

928-524-4204

2020

Dear Potential School District Governing Board Candidate:

Thank you for your interest in running for the office of school district governing board member, which is a non-partisan and unpaid position, in the November 3, 2020, General Election. Our school districts need dedicated individuals like you to be active participants in the educational system.

For your convenience, the enclosed campaign packet has been prepared to inform you of the requirements regarding the election process. This campaign packet provides information regarding the election process, the required forms necessary to become a candidate for the governing board of a school district, and election deadlines. For questions regarding the election process, please contact Margarita Mike at (928) 524-4204.

CAUTION: IF YOU HAVE RECEIVED OR MADE MORE THAN \$1200.00 THEN YOU MUST FORM A COMMITTEE WITHIN 10 DAYS OF REACHING THAT THRESHOLD. USING PERSONAL MONIES COUNTS TOWARD THE \$1200.00 THRESHOLD.

FILING PERIOD: Monday June 8, 2020 through Monday July 6, 2020 by 5:00 p.m.

FILING LOCATION: Navajo County School Superintendent's Office
100 East Code Talkers Drive
P.O. Box 668
Holbrook, AZ 86025

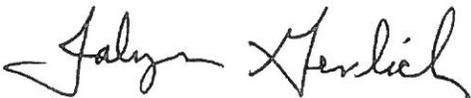
IMPORTANT REMINDER: If you are a candidate for a two year term, you **MUST** designate the expiration of the term following the name of the office on the petition and nomination forms.

This office makes the following election services available to all candidates:

- Coordinates all school elections and governing board election for the 11 Navajo County public school districts and 2 career technological education districts (CTED);
- Provides election information to candidates, media, and school districts;
- Source of petitions and related campaign documents;
- Receives **all candidate filings for governing board members**; and
- Prepares the Certificates of Election.

Again, thank your for your interest in running for the position of school district governing board member.

Sincerely,



Jalyn Gerlich

CHECKLIST FOR FILING-

Items 1-3 must be filed together and at the same time.

***FILE A CANDIDATE INTEREST FORM PRIOR TO COLLECTING SIGNATURES.**

- 1. Nonpartisan Nomination Petitions with back of the page filled out by circulator.
(signature pages)
- 2. Nonpartisan Nomination Page,
Declaration of Qualifications
- 3. **If needed**, for Holbrook USD #3 only—
Statement of Residency Qualifications
- 4. **If needed**, Committee Statement of
Organization (needs to be filed with 10 days
of spending \$1200)

Nonpartisan Nomination Paper, Declaration of Qualification

Nonpartisan Nomination Paper, Declaration of Qualification and Campaign Finance Laws Statement.

All three of these required forms are combined into a single one-paged document.

- Special note: If you are running for a two year term (to fill a governing board vacancy) the nomination paper must indicate the term expiration date of December 31, 2022.
- The candidate must sign this form.
- The candidate's name must be written exactly how he or she wants it to be printed on the ballot.

SEE EXAMPLE ON FOLLOWING PAGE



STATE OF ARIZONA

Nonpartisan
NOMINATION PAPER
DECLARATION OF QUALIFICATION
A.R.S. § 16-311

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of

_____ at the election to be held on _____.

I will have been a citizen of the United States for _____ years before my election and will have been a citizen of Arizona for _____ years before my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

Actual residence address _____ City or Town _____ Zip _____
or description of place of residence (required)

Post office address (if applicable) _____ City or town _____ Zip _____

Print or type your name on the following line in the exact manner you wish it to appear on the ballot, last name first.

_____, _____
LAST NAME FIRST NAME

I declare, under penalty of perjury, that the information in this Nomination Paper and Declaration of Qualification is true and correct, and that at the time of filing I am a resident of the county, district or precinct which I propose to represent, that I have no final, outstanding judgments against me of an aggregate of \$1,000 or more that arose from failure to comply with or enforcement of campaign finance law, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek.

CANDIDATE SIGNATURE

DATE

Nonpartisan Nomination Petitions

*NOTE: Make sure the back of the Nonpartisan Nomination Petition sheet is completely filled out by the circulator, after the front of the page is completed with signatures. (partial pages are acceptable)

➤ Nonpartisan Nomination Petition

- The candidate must file at least the minimum number of signatures required for the office sought. If there are too few signatures, the County School Office cannot accept the nominating papers. See chart for listing of School District and number of signatures that will be required.
- If you are running for **a two year term** the petitions must indicate the term expiration date of December 31, 2022.
- A photograph of the *candidate* may appear on the nonpartisan nomination petitions.
- Individuals who sign the nonpartisan nomination petitions must be **qualified** to vote for the candidate.

SEE EXAMPLES ON FOLLOWING PAGE

Nonpartisan Nomination Petition

I, the undersigned, a qualified elector of the county of Navajo, state of Arizona, and of SCHOOL DISTRICT AND NUMBER (here name political division or district from which the nomination is sought) hereby nominate YOUR NAME who resides at YOUR PHYSICAL ADDRESS in the county of Navajo for the office of GOVERNING SCHOOL BOARD MEMBER to be voted at the GENERAL election to be held NOVEMBER 3, 2020, and hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.

Put optional photo
here

Signature	Printed name	Actual residence address, description of place of residence or Arizona post office box address, city or town	Date of signing
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Instructions for Circulators

1. All petitions shall be signed by circulator.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the secretary of state.
3. Circulator's name shall be typed or printed under the circulator's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

I, _____ a person who is not required to be a resident of this state but who is otherwise
(Printed Name)
Navajo in the state of Arizona, hereby verify that each of the names on the
qualified to register to vote in the county of _____ petition was signed in my presence on the date indicated and that in my belief each signer was a qualified elector who resides at the address
petition was signed in my presence on the date indicated and that in my belief each signer was a qualified elector who resides at the address
given as their residence on the date indicated.

Signature of Circulator

Typed or Printed Name of Circulator

Circulator's Actual Residence Address
(If no street address, a description of residence location shall be included
on the petition)

City or Town and Zip Code



Nomination (Signature) Petition Printing Instructions

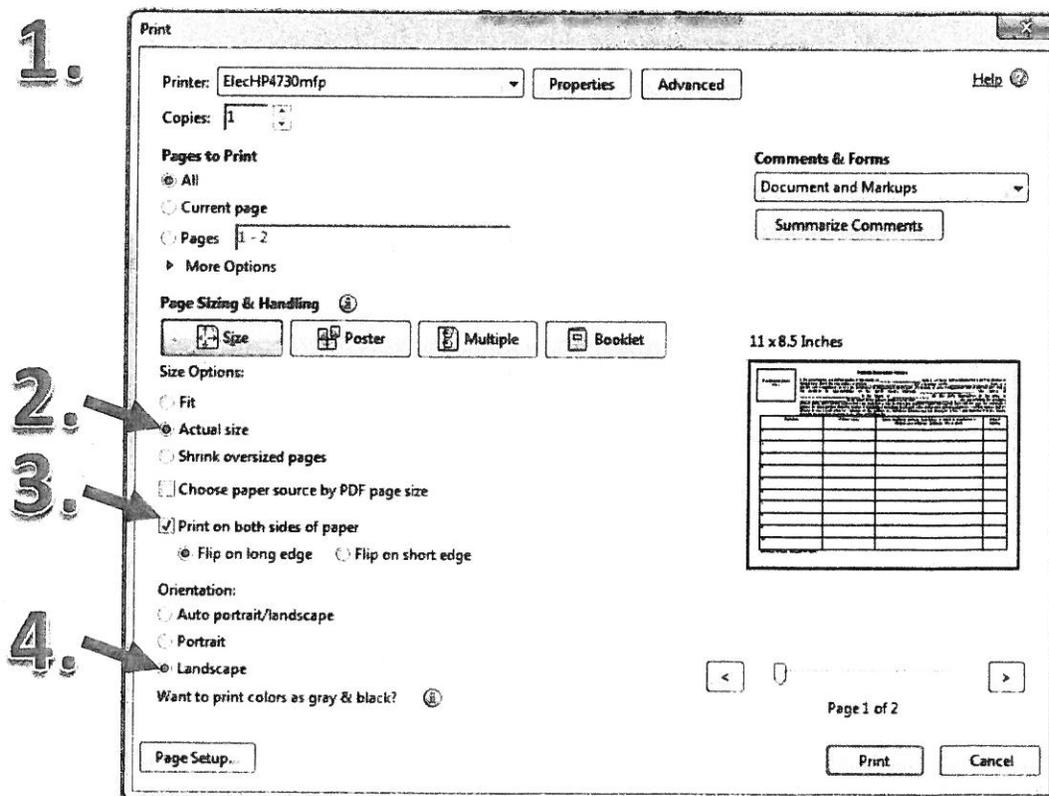
The Nomination (Signature) Petition must be “Double-Sided”

The second page (instructions for circulator) must be printed on the reverse side of the nomination petition.

Instructions for printing the PDF document:

NOTE: The following instructions are for illustrative purposes only and reflect how the document would be printed using a duplex printing, capable printer. Individual computer and printer configurations vary and it is ultimately the candidate’s or circulator’s responsibility to ensure that the petition is printed according to A.R.S. § 16-315.

- 1) Click “print”  icon from the Adobe Product, not your browser. A window similar to the one pictured below should appear.
- 2) Ensure that the page is printing “Actual Size”.
- 3) Click the “Print on both sides of paper” option.
- 4) Under “Orientation” – select “Landscape”
- 5) When you have printed the petition, make sure that it complies with the requirements found in A.R.S § 16-315 (verify that line spacing is 1 ½ inches).



Three (3) things to check once you have printed the form:

1. The form is printed on both sides (front and back)
2. The form is printed on 8 ½" x 11" paper
3. The spacing of the signature lines is 1 ½ inches

Arizona Revised Statutes § 16-315. Form of petitions; registration of circulators

A. The nomination petitions shall be in substantially the following form:

1. Petitions shall be on paper eleven inches wide and eight and one-half inches long.
2. Petitions shall be headed by a caption stating the purpose of the petition, followed by the body of the petition stating the intent of the petitioners.
3. There shall be ten lines spaced one-half of an inch apart and consecutively numbered one through ten.
4. The signature portion of the petition shall be divided into columns headed by the following titles:
 - (a) Signature.
 - (b) Printed name.
 - (c) Actual residence address, description of place of residence or Arizona post office box address, city or town.
 - (d) Date of signing.
5. A photograph of the candidate may appear on the nomination petition.

B. The following shall appear on the petition:

Instructions for Circulators

1. All petitions shall be signed by circulator.
 2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the secretary of state.
 3. Circulator's name shall be typed or printed under the circulator's signature.
 4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.
- C. The secretary of state shall prepare sample nomination petition forms and distribute such forms to all election officers.
- D. Circulators who are not residents of this state must be registered as circulators with the secretary of state before circulating petitions. The secretary of state shall provide for a method of receiving service of process for those petition circulators who register pursuant to this subsection. The secretary of state shall establish in the instructions and procedures manual issued pursuant to section 16-452 a procedure for registering circulators and receiving service of process.

For *Holbrook USD #3*
School Board Candidates *ONLY*

STATEMENT OF RESIDENCY
QUALIFICATIONS

➤ Statement of Residency Qualifications For Holbrook School Board Candidates only.

- Holbrook School Board candidates are elected by wards not at-large as other school districts are. Therefore candidates will need to have their residency confirmed by the Navajo County Recorder's Office.
- The top part of the qualification form will need to be completed and signed by the candidate.
- The qualification form must be presented to the Navajo County Recorder's Office for certification, that the candidate's residency has been confirmed.
- The qualification form must be filed with the candidate's nomination form and nomination petition sheets.

SEE EXAMPLE ON FOLLOWING PAGE



NAVAJO COUNTY
Superintendent of Schools
"Creating an Enriched Educational Environment"

Margarita Mike
Chief Deputy of Schools

Jalyn Gerlich
Superintendent of Schools

Lannie Gillespie
Associate Superintendent of Schools

STATEMENT OF RESIDENCY QUALIFICATIONS
COUNTY OF NAVAJO
HOLBROOK, AZ

You are hereby notified, that I, the undersigned, a qualified elector, am a candidate for the office of Governing Board Member at the General Election to be held on the 3rd day of November 2020.

I AM A RESIDENT OF WARD (VOTING DISTRICT) NUMBER _____ LOCATED WITHIN THE HOLBROOK DISTRICT # 3 PER THE LEGAL BOUNDARIES I HAVE BEEN GIVEN A COPY OF AND I HAVE BEEN A RESIDENT OF THE WARD FOR _____ YEARS BEFORE MY ELECTION.

I do solemnly swear (or affirm) that as to this qualification, I am or will be qualified at the time of the election to hold office I seek, having fulfilled the constitutional and statutory requirement for holding said office.

MY RESIDENCE ADDRESS IS:

MY POST OFFICE ADDRESS IS:

Candidate's Signature

CERTIFICATION OF NAVAJO COUNTY RECORDER

The office of the Navajo County Recorder has checked the residency on the above-named candidate and confirms residency to in Ward # _____ of the HOLBROOK Unified School District # 3 per legal boundaries that exist in our records.

Navajo County Recorder or Designee

COMMITTEE STATEMENT OF ORGANIZATION

- Any political committee that intends to accept contributions or make expenditures of **more** than \$1200 shall file a **Committee Statement of Organization**.

What does this form accomplish?

1. Establishes a political committee that intends to receive or spend **more than** \$1200.
2. Used to report and change any committee information or status.
3. Used as an application for standing committee status.

To establish a committee:

- Fill out committee name and contact information. For Ballot measure committees, name shall include official petitions serial number. [A.R.S. §16-902.01(F)]
- In appropriate block, give the name and address of the sponsoring organization [A.R.S. § 16-902 (B)], if any, along with the type of organization and the relationship to the committee.
- Check box to affirm committee type. For a ballot measure committee, check box as to whether the committee supports or opposes the passage of the ballot measure. [A.R.S. § 16-902.01 (F)]
- Fill in committee chairman and treasurer contact information.
- Indicate choice of banking institution.
- Obtain signatures of chairman and treasurer.

To report change:

- Follow the same process for establishing a committee, completely filling out the form and check the “Amended Statement” box at top of form.
- Add information that has been changed into the appropriate field(s).

Any practical tips,

- ✓ Remember that in the case of a candidate’s campaign committee, the committee’s name must include the name of the candidate or, if an exploratory committee, the name of the individual who designated the committee [A.R.S. § 16-903].
- ✓ For Candidate committees, the candidate may serve as both chairman and treasurer. For all other committees, different individuals must occupy these posts.
- ✓ If it has not already been filed, the *Political Committee Statement of Organization* must be filed at the time of filing nomination papers if expenditures are over \$1200.00 or the documents cannot be accepted

SEE EXAMPLE ON FOLLOWING PAGE



NAVAJO COUNTY COMMITTEE STATEMENT OF ORGANIZATION

Initial Application Amended Application

DATE	ID# (office use only)
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FOR OFFICE USE ONLY

COMMITTEE TYPE (choose one)

<input type="checkbox"/>	CANDIDATE
COMMITTEE NAME (must include candidate's first or last name and office)	
ELECTION CYCLE FOR OFFICE SOUGHT (year election will take place, required)	PARTY AFFILIATION (required for partisan offices) <input type="checkbox"/> Democrat <input type="checkbox"/> Green <input type="checkbox"/> Libertarian <input type="checkbox"/> Republican <input type="checkbox"/> Other: _____
CANDIDATE'S NAME (required)	
CANDIDATE'S MAILING ADDRESS (required)	CITY STATE ZIP
CANDIDATE'S EMAIL ADDRESS (required)	CANDIDATE'S PHONE NUMBER (required) CANDIDATE'S WEBSITE (if any)
OFFICE SOUGHT (required, choose one)	
<input type="checkbox"/> Assessor	<input type="checkbox"/> Recorder
<input type="checkbox"/> Attorney	<input type="checkbox"/> School Superintendent
<input type="checkbox"/> Board of Supervisors – District: _____	<input type="checkbox"/> Sheriff
<input type="checkbox"/> Clerk of Superior Court	<input type="checkbox"/> Superior Court Judge – Division: _____
<input type="checkbox"/> Constable – Precinct: _____	<input type="checkbox"/> Treasurer
<input type="checkbox"/> Justice of the Peace – Precinct: _____	
<input type="checkbox"/> School District Governing Board – District: _____	
<input type="checkbox"/> Special District Board (fire, water, sanitation, hospital, road, etc.) – District: _____	

<input type="checkbox"/>	Political Action Committee (PAC)
COMMITTEE NAME (if sponsored, must include sponsor's name)	
POLITICAL FUNCTION (optional) (choose any that apply)	
<input type="checkbox"/> Ballot Measure Expenditures	<input type="checkbox"/> Candidate-Related Independent Expenditures
<input type="checkbox"/> Contributions	<input type="checkbox"/> Recall Expenditures
SPONSORSHIP INFORMATION (if applicable)	
SPONSOR'S NAME OR NICKNAME (required)	
SPONSOR'S MAILING ADDRESS (required)	CITY STATE ZIP
SPONSOR'S EMAIL ADDRESS (required)	SPONSOR'S PHONE NUMBER (if any) SPONSOR'S WEBSITE (if any)
SPECIAL STATUS (if applicable)	
Choose one	
<input type="checkbox"/> Separate Segregated Fund of a Corporation, LLC, Partnership, or Union	<input type="checkbox"/> Standing Committee (must also complete separate standing committee registration)
<input type="checkbox"/> Mega PAC (must provide proof of Mega PAC status to filing officer, amended applications only)	

<input type="checkbox"/>	POLITICAL PARTY
PARTY NAME (must include party affiliation)	
JURISDICTION	
<input type="checkbox"/> County Party (must include proof of qualification pursuant to A.R.S. § 16-802 or § 16-804)	<input type="checkbox"/> Legislative District Party (must include proof of organization pursuant to A.R.S. § 16-823)
SPECIAL STATUS (if applicable)	
<input type="checkbox"/> Standing Committee (must also complete separate standing committee registration)	

Please complete both sides of this form.

COMMITTEE INFORMATION

COMMITTEE'S MAILING ADDRESS (required)		CITY	STATE	ZIP
COMMITTEE'S EMAIL ADDRESS (required)	COMMITTEE'S PHONE NUMBER (if any)	COMMITTEE'S WEBSITE (if any)		
CHAIRPERSON'S INFORMATION				
CHAIRPERSON'S NAME (required)				
CHAIRPERSON'S PHYSICAL ADDRESS (required)		CITY	STATE	ZIP
CHAIRPERSON'S MAILING ADDRESS (if different)		CITY	STATE	ZIP
CHAIRPERSON'S EMAIL ADDRESS (required)	CHAIRPERSON'S EMPLOYER (required)			
CHAIRPERSON'S PHONE NUMBER (required)	CHAIRPERSON'S OCCUPATION (required)			
TREASURER'S INFORMATION				
TREASURER'S NAME (required)				
TREASURER'S PHYSICAL ADDRESS (required)		CITY	STATE	ZIP
TREASURER'S MAILING ADDRESS (if different)		CITY	STATE	ZIP
TREASURER'S EMAIL ADDRESS (required)	TREASURER'S EMPLOYER (required)			
TREASURER'S PHONE NUMBER (required)	TREASURER'S OCCUPATION (required)			

BANK OR FINANCIAL INSTITUTION INFORMATION DO NOT LIST ACCOUNT NUMBERS

BANK NAME (required)	ADDITIONAL BANK NAME (if applicable)	ADDITIONAL BANK NAME (if applicable)
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DECLARATION AND SIGNATURES

I declare under penalty of perjury that the foregoing information is true and correct. I further declare that I: (1) consent to serve as chairperson or treasurer of the committee named herein, if applicable; (2) designate the above-named committee as my official candidate committee and authorize it to receive/make contributions/expenditures on my behalf, if applicable; (3) have read the Secretary of State's campaign finance and reporting guide; (4) agree to comply with Arizona election law, including campaign finance laws codified at A.R.S. §§ 16-901 to 16-938; and (5) agree to accept all notifications and legal service of process for campaign finance purposes via the email address(es) provided herein.

CHAIRPERSON'S SIGNATURE X	DATE
TREASURER'S SIGNATURE X	DATE
CANDIDATE'S SIGNATURE (if applicable) X	DATE

FOR OFFICE USE ONLY	<input type="checkbox"/> Entered in database	<input type="checkbox"/> Posted to navajocountyaz.gov
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FILING PERIOD

Monday June 8, 2020 – Monday July 6, 2020
by 5:00 p.m.

FILING LOCATION

Navajo County School Superintendent's Office
100 East Code Talkers Drive
P.O. Box 668
Holbrook, AZ 86025

CHECKLIST FOR FILING-

Items 1-3 must be filed together and at the same time.

- 1.** Nonpartisan Nomination Petitions with back of the page filled out by circulator. (signature pages)
- 2.** Nonpartisan Nomination Page, Declaration of Qualifications
- 3. If needed,** for Holbrook USD #3 only– Statement of Residency Qualifications
- 4. If needed,** Committee Statement of Organization (needs to be filed with 10 days of spending \$1200)

The following pages have additional information. This is a guide and not to be considered a legal reference. ARS is quoted where needed. The Navajo County Superintendent's Office is the filing office only.

- ✓ Current Navajo County Governing Board Members with
Terms Expiring in 12/31/2020
- ✓ Chart of required number of signatures per district
- ✓ General Election Information
- ✓ Frequently Asked Questions
- ✓ Blank forms – required forms are fillable on -line

**CURRENT NAVAJO COUNTY
GOVERNING BOARD MEMBERS
WITH TERMS EXPIRING 12/31/20**

Winslow USD #1

Joseph Hartnett
Sharon Greenwood
Allen Leonard

Joseph City USD #2

Jeremy Miller
Eldon Larsen
Karsten Flake

Holbrook USD #3

Olivia Jaquez (Ward #3)
V. Craig Stuart (Ward #4)
Ferral H. Knight (Ward #5)

Pinon USD #4

Tommy McCabe III
Bessie Allen
Gary Grandson

Snowflake USD #5

Cory Johnson
Shea Flake
Carol Palmer
Wendy McVickers (2 yr term)

Heber/Overgaard USD #6

Patricia Weber
Christin King
Roger Owens

Show Low USD #10

John Larsen
Amy Tregaskes
Darrell Perkins

Whiteriver USD #20

Frank Johnny Endfield Jr.
Hayden Anderson
Leola Q. Larzelere

Cedar USD #25

Jarahlyn Begaye
Iris Yessilth
Jennie Talahongva
Vacant – (2yr. term)

Kayenta USD #27

Fern Benally
Patricia Parrish
Marion Todecheene

Blue Ridge USD #32

Jennifer Brimhall
Charles Waldo
Diana Butler

NAVIT – Snowflake USD #5

Robin Palmer

NAVIT – Joseph City USD#2

Matthew Click

NAVIT – Show Low USD #10

Calvin McNeil

NAVIT – Whiteriver USD #20

Jerry Gloshey Jr.

NAVIT – Holbrook USD #3

Randy Murph

NAVIT – Heber-Overgaard USD #6

Christopher Susage

**CURRENT NAVAJO COUNTY
GOVERNING BOARD MEMBERS
WITH TERMS EXPIRING 12/31/20**

NATIVE –Pinon USD #4

Mary Tom

NATIVE – Kayenta USD #27

Lavina Smith

DETERMINING THE SIGNATURE REQUIREMENTS

Pursuant to A.R.S. § 16-322.B the signature requirements are determined as follows:

In school districts, the basis of percentage shall be the total number of active registered voters in the school district or joint technical education district or single member district, whichever applies. The total number of voters registered for school districts or joint technical education districts shall be calculated using the periodic reports prepared by the county recorder pursuant to A.R.S. § 16-168, subsection G. The count that is reported on January 2 of the year in which the general election is held shall be the basis for the calculation of total voter registration for school districts or joint technical education districts.

A.R.S. 16-322. A (11) states:

If for a candidate for a governing board of a school district, by a number of qualified electors who are qualified to vote for the candidate whose nomination petition they are signing equal to at least one-half of one percent of the total voter registration in the school district if the governing board members are elected at large or one percent of the total voter registration in the single member district if governing board members or joint technological education district board members are elected from single member districts. Notwithstanding the total voter registration in the school district or single member district, the maximum number of signatures required by this paragraph is four hundred.

**SEE CHART ON NEXT PAGE FOR NUMBER
OF SIGNATURES NEEDED PER DISTRICT**

Statement of Organization forms may be accepted anytime.

The Nonpartisan Nomination Paper/ Declaration of Qualification/Campaign Finance Laws Statement and Nonpartisan Nomination Petitions may only be accepted between the dates

listed below:

Monday, June 8, 2020 – Monday July 6, 2020 by 5:00 p.m.

2020 GOVERNING BOARD POSITIONS TO BE ELECTED AND MINIMUM NUMBER OF REQUIRED SIGNATURES November 3, 2020 General Election					
School Districts	# of 2 year positions on ballot	# of 4 year positions on ballot	Voter Registration Totals*	Minimum Required Signatures	
Winslow USD #1	0	3	5,895	29	
Joseph City USD #2	0	3	1235	6	
Holbrook USD #3, Ward #3	0	1	1,546	8	
Holbrook USD #3, Ward #4	0	1	796	4	
Holbrook USD #3 Ward #5	0	1	974	5	
Pinon USD #4	0	3	5,841	29	
Snowflake USD #5	1	3	8892	44	
Heber/Overgaard USD #6	0	3	3,385	17	
Show Low USD #10	0	3	13,023	65	
Whiteriver USD #20	0	3	6,831	34	
Cedar USD #25	1	3	4,049	20	
Kayenta USD #27	0	3	8,907	45	
Blue Ridge USD #32	0	3	10,793	54	
Northern Arizona Vocational Institute of Technology (NAVIT)					
Heber-Overgaard USD #6	0	1	3,385	17	
Joseph City USD #2	0	1	1,235	6	
Show Low USD #10	0	1	13,023	65	
Whiteriver USD #20	0	1	6,831	34	
Snowflake USD #5	0	1	8,892	44	
Holbrook USD #3	0	1	7,261	36	
Northeast Arizona Technological Institute of Vocational Education (NATIVE)					
Pinon USD #4	0	1	5,841	29	
Kayenta USD #27	0	1	8,907	45	

* January 8, 2020 Voter Registration totals provided by the Navajo County Recorder.

2020 GENERAL ELECTION

500 WORD CANDIDATE STATEMENT AND PHOTOGRAPH: A.R.S. § 15-421.F

- All governing board candidates may submit a 500 word statement and a recent photograph to the Navajo County School Superintendent's Office. The statements and photographs will be posted on the Navajo County School Superintendent's Office website on September 28, 2020. The statements may be submitted along with the nonpartisan nomination petitions and the nomination paper during the filing period beginning Monday, July 6, 2020 and ending Tuesday, August 4, 2020, by 5:00 p.m.
 - All candidate statements shall be either typewritten or electronically submitted.
 - The statements shall be posted verbatim as they are received unless a candidate requests in writing that typographical errors be corrected.
 - The statements shall be posted on the Navajo County School Superintendent's Office website alphabetically by each school district and by candidate.
 - The last day to submit a 500 word statement, along with a recent photograph of the candidate, is September 21, 2020.
 - The candidate statements will be posted on the Navajo County School Superintendent's Office website no later than September 28, 2020.
 - If a candidate does not submit a statement, the Navajo County School Superintendent's Office website shall state "No Response Submitted" for the candidate.
 - The 500 word statement and photograph may be submitted to: Navajo County School Superintendent's Office, P. O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025.
 - The candidate may also make an appointment with Nycole Gallegos in the Navajo County School Superintendent's Office, to have a digital photo taken of them for the submission. The photo must be taken by the submission due date of September 21, 2020. Nycole may be reached at 928-524-4205.

IMPORTANT REQUIREMENT

If a candidate received and/or expended more than \$1200.00 then a Committee Statement of Organization must be submitted within 10 days. These forms are to be filed with the Navajo County School Superintendent's Office, P.O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025.

PETITION CHALLENGES

Signatures on petitions are not verified by the Navajo County School Superintendent. This is an office of filing only. However, petition signatures are subject to challenge by other candidates or elector of the state of Arizona. Nomination papers, affidavit of qualification, petitions and financial disclosure statements become public record once they are filed and are subject to inspection by the general public.

A.R.S. § 16-351 states that any elector filing any court action challenging the nomination of a candidate as provided for in this chapter shall do so no later than 5:00 p.m. of the tenth day, excluding Saturday, Sunday and other legal holidays, after the last day for filing nomination papers and petitions. The deadline for challenging nominations is **July 20, 2020**. The elector shall specify in the action the petition number, line number and basis for the challenge for **each** signature being challenged. Failure to specify this information shall result in the dismissal of the court action. Within ten days after the filing of the action, the Superior Court shall hear and render a decision on the matter. Such decision shall be appealable only to the Supreme Court and notice of the appeal shall be filed within five days after the decision of the superior court in the action. The Supreme Court shall hear and render a decision on the appeal promptly.

NAME ROTATION ON THE BALLOT

Position of the names of candidates for each office shall be rotated so that each candidate occupies each position on the ballot an equal number of times, insofar as is possible, for each ballot style.

A.R.S. § 15-424.F

SINGLE CANDIDATE FILING OR NO CANDIDATE FILING

In the event that only one person files a nominating petition for an election the Navajo County Board of Supervisors, no earlier than 75 days before the election, may cancel the election for the position. Under these circumstances, the candidate who has filed in a timely and appropriate manner will be appointed to fill the office upon the expiration of the current term. A person who is appointed pursuant to this section is fully vested with the powers and duties of the office as if elected to that office. A.R.S. § 15-424.D

If no person files a nominating petition for an election, the board of supervisors, no earlier than 75 days before election, may cancel the election for that office and that office is deemed vacant and shall be filled as provided in A.R.S. § 15-302.

WRITE-IN CANDIDATE FILING INFORMATION

A *write-in candidate* shall file the *write-in nomination paper* no later than 5:00 p.m. on the fortieth day prior to the election except that: 1. A candidate running as a write-in candidate as provided in A.R.S. §16-343.D shall file the nomination paper no later than 5:00 p.m. on the fifth day before the election 2. A candidate running as a write-in candidate for an election that may be canceled pursuant to section 16-410 shall file the nomination paper not later than 5:00 p.m. on the seventy-sixth day before the election. The write-in filing procedure shall be in the same manner as prescribed in A.R.S. § 16-311. Any person who does not file a timely nomination paper shall not be counted in the tally of ballots. 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 place and their votes counted. **The deadline for filing as a write-in candidate is August 19, 2020.** A.R.S. §16-312.B

INELIGIBILITY:

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.R.S. §16-312.F

VOTER REGISTRATION INFORMATION:

➤ Qualifications to Vote

Residents of Navajo County are qualified to register to vote if the resident:

1. Has been a resident of Navajo County at least 29 days prior to the General Election.
2. Is a citizen of the United States.
3. Will be eighteen years of age or more on or before the date of the next regular General Election.
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 their civil rights have been restored.
6. Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.

➤ How to register to Vote

Arizona residents may register to vote in person at their County Recorder's Office, by mail, or at the Motor Vehicle Department's EZVoter website at www.servicearizona.com. Forms are also available at government offices and public locations throughout the state or may be requested from the county recorder or the Secretary of State.

➤ **Last Day to Register to Vote**

Voters must register 29 days before Election Day to be eligible to vote in the general election. The last day to register for the November 3, 2020 General Election is **October 5, 2020**.

EARLY VOTING:

➤ **On-Site Early Voting**

Any voter may vote early in Arizona. Beginning 26 days before Election Day and up until 5:00 p.m. on the Friday before the election, a voter may vote early in person at the Navajo County Recorder's Office or at on-site voting locations designated by the County Recorder.

A.R.S. § 16-542(D)

➤ **Early Voting by Mail**

A voter may also vote early by mail. An elector may submit a request by telephone or mail to the County Recorder's Office for an official early ballot beginning 93 days before an election. Early ballots are mailed to voters who request an early mail-in ballot to be mailed beginning 26 days before Election Day. The deadline for requesting an early ballot to be mailed is 5:00 p.m. on the second Friday before the election. The requestor shall provide their name, address, date of birth, state or country of birth or other information that if compared to the voter registration information on file would confirm the identity of the elector.

Early ballots will be counted if returned to the County Recorder or other office in charge of elections by 7:00 p.m. on Election Day. County Recorders' office 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 Navajo County no later than 7:00 p.m. on Election Day.

➤ **Emergency Voting**

Emergency early voting is permitted if any unforeseen circumstance occurs which would prevent an elector from voting at the polling place. Voters should contact the County Recorder at 928-524-4192 for the procedure for emergency early voting between 5:00 p.m. on the second Friday before the election and the Monday before Election Day.

FREQUENTLY ASKED QUESTIONS

Q. What is a Governing Board member?

A. A Governing Board member functions as one part of a school district board (consisting of three or five members), making decisions and planning direction for the school district in accordance with State Laws.

Q. What are the qualifications for becoming a governing board member?

A. A candidate must meet the following qualifications pursuant to A.R.S. § 15-421:

- (C.) A person who is a registered voter of this state and has been a resident of the school district for at least one year immediately preceding the day of election is eligible for election to the office of governing board member.
- (D.) No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district by which such employee is employed.
- (E.) A member of one governing board is ineligible to be a candidate for nomination or election to or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office.
- (G.) Persons related as immediate family who have the same household of residence within four years prior shall not serve simultaneously on the governing board of the same school district if the governing board is composed of five members.
- (H.) A person related as immediate family who has the same household of residence within four years prior to a member of the governing board of the same school district is ineligible to be a candidate for nomination or election to that governing board if the governing board is composed of five members, except that a person related as immediate family who has the same household of residence within four years prior to a member of a governing board may be a candidate for nomination or election to the governing board of the same school district if the member is serving in the last year of a term of office.
- (I.) Persons related as immediate family who have the same household of residence within four years prior are ineligible to be simultaneous candidates for nomination or election to the governing board of the same school district if the governing board is composed of five members.

Q. What duties/power does a Governing Board member have?

A. The Governing Board shall prescribe and enforce policies and procedures for the governance of the schools, not inconsistent with law or rules prescribed by the State Board of Education. A.R.S. § 15-341

Q. When are Governing Board elections held?

A. A regular election shall be held for each school district at the time and place, and in the manner, of general elections as provided in Title 16. The next election date is **November 3, 2020**. A.R.S. § 16-204.

Q. When are Governing Board meetings held?

A. For the purposes of regular meetings of the Governing Board, the board shall hold a regular meeting at least once each month during the regular school year and may hold other meetings as often as called. The board shall meet at the most convenient public facility in the school district. If a public facility is not available within the district, the governing board may meet at any available public facility that is convenient to all governing board members, regardless of the county or school district in which the facility is located. A.R.S. § 15-321.

Q. When can I file for governing board office?

A. All candidates who desire to have their names printed on the General Election ballot must file all required forms with the Navajo County School Superintendent during the filing period of **June 8, 2020 through July 6, 2020**.

- Q. When do I fill out the nomination paper, declaration of qualification and campaign finance law statement?**
- A. This three-part form is to be filled out, and signed, *not less than ninety nor more than one hundred twenty days before the election*. First date to file this form is June 8, 2020 and not later than July 6, 2020. A.R.S. § 16-311.B
- Q. Can I file my nomination petitions and nomination paper separately?**
- A. No! A.R.S. § 16-311.H: States that the nomination paper of a candidate must be accompanied by the nomination petition.
- Q. What forms are required?**
- A. 1. Nomination Petitions (with sufficient valid signatures);
2. Nomination Paper, Declaration of Qualification and Campaign Finance Laws Statement (all three are on one page);
and
3. The Committee Statement of Organization if more than \$1200.00 in expenditures has occurred.
- Q. Where do I file my nomination petitions and nomination paper?**
- A. Candidates for the office of school district governing board file their **Nomination Petitions and Nomination Paper, Declaration of Qualification and Campaign Finance Laws Statement** with the Navajo County School Superintendent's Office, P.O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025.
- Q. How are petition signatures challenged?**
- A. Challenging the nomination of a candidate is outlined in A.R.S. § 16-351. Any elector filing any court action challenging the nomination of a candidate shall do so no later than 5:00 p.m. of the tenth day (excluding Saturday, Sunday and other legal holidays) after the last day for filing nomination papers and petitions. The elector shall specify in the action the petition number, line number and basis for the challenge for EACH signature being challenged.
- Q. Can individuals or the media obtain names and addresses of candidates?**
- A. When filed, the Nomination Petitions, the nomination papers, and/or the Political Committee Statement of Organization are all public information.
- Q. Where do I file Committee Statement of Organization?**
- A. These forms must be filed with the Navajo County School Superintendent's Office, P.O. Box 668 / 100 East Code Talkers Drive, Holbrook, AZ 86025.
- Q. What is the term of office for a governing board member?**
- A. The regular term of office for each member shall be four years from January 1 following the General Election. Governing Board members' terms are rotated so that in any given General Election year not all governing board members' terms expire at the same time. For this November General Election the majority of the school districts have two members whose terms will expire on December 31, 2020.
A.R.S. § 15-424.
- Q. What is a special term for a governing board member?**
- A. Should a governing board member vacate their position before the expiration of their term, the county school superintendent may appoint an individual to fill the vacancy. The term of the appointment shall be only until the next regular election for governing board members, at which time a successor shall be elected to serve the unexpired portion of the term.
A.R.S. § 15-302.

Contact Information

Navajo County Recorder

P.O. Box 668

Holbrook, AZ 86025

928-524-4192

www.navajocountyaz.gov/departments/recorder

Navajo County School Superintendent

P.O. Box 668

Holbrook, AZ 86025

928-524-4204

www.navajocountyaz.gov/departments/superintendent-of-schools

Navajo County Election Services

P.O. Box 668

Holbrook, AZ 86025

928-524-4062

www.navajocountyaz.gov/departments/elections

Secretary of State

Capitol Executive Tower, 7th Floor

1700 West Washington Street

Phoenix, AZ 85007

www.azsos.gov