



City of Peoria

2012

**Initiative, Referendum, and
Recall Packet**

City of Peoria
City Clerk's Office



City of Peoria

City Clerk

8401 West Monroe Street, Peoria, Arizona 85345

Ph: 623-773-7340 Fax: 623-773-7304

January 2012

Dear Applicant for Initiative, Referendum or Recall Petition Serial Number:

The information contained in this Initiative, Referendum and Recall packet is provided pursuant to A.R.S. § 19-111(C).

State law requires that the City Clerk make available to each applicant by electronic means a copy of the text of A.R.S. Title 19 and all rules adopted by the Secretary of State pursuant to Title 19. This packet includes the Secretary of State's most recent edition of Title 19 as of the date this packet was distributed. It is your responsibility to check with the Secretary of State for any additional updates. Title 19 may be found on the Secretary of State's Web site: <http://www.azsos.gov/>.

Additionally, this packet contains Article IX and Article X of the Peoria City Charter and Chapter 8 of the Peoria City Code which relate to elections, initiative, referendum and recall.

This packet is provided for informational purposes only and is not to be construed as legal advice. Under Arizona law, **the applicant for an initiative, referendum or recall petition serial number and/or the petition circulators bear ultimate and sole responsibility for guaranteeing that the petition complies with all legal requirements.** Accordingly, you are encouraged to carefully read all of the information contained in this packet. If you have questions, please seek your own private legal counsel for advice regarding the legal meaning or interpretation of any of the materials contained herein or any other legal matter bearing upon the petition process.

Sincerely,

Wanda Nelson, CMC
City Clerk

City of Peoria, Arizona

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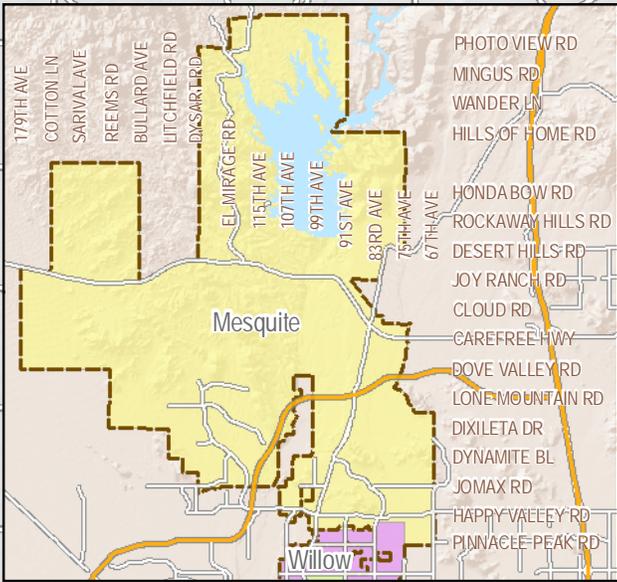
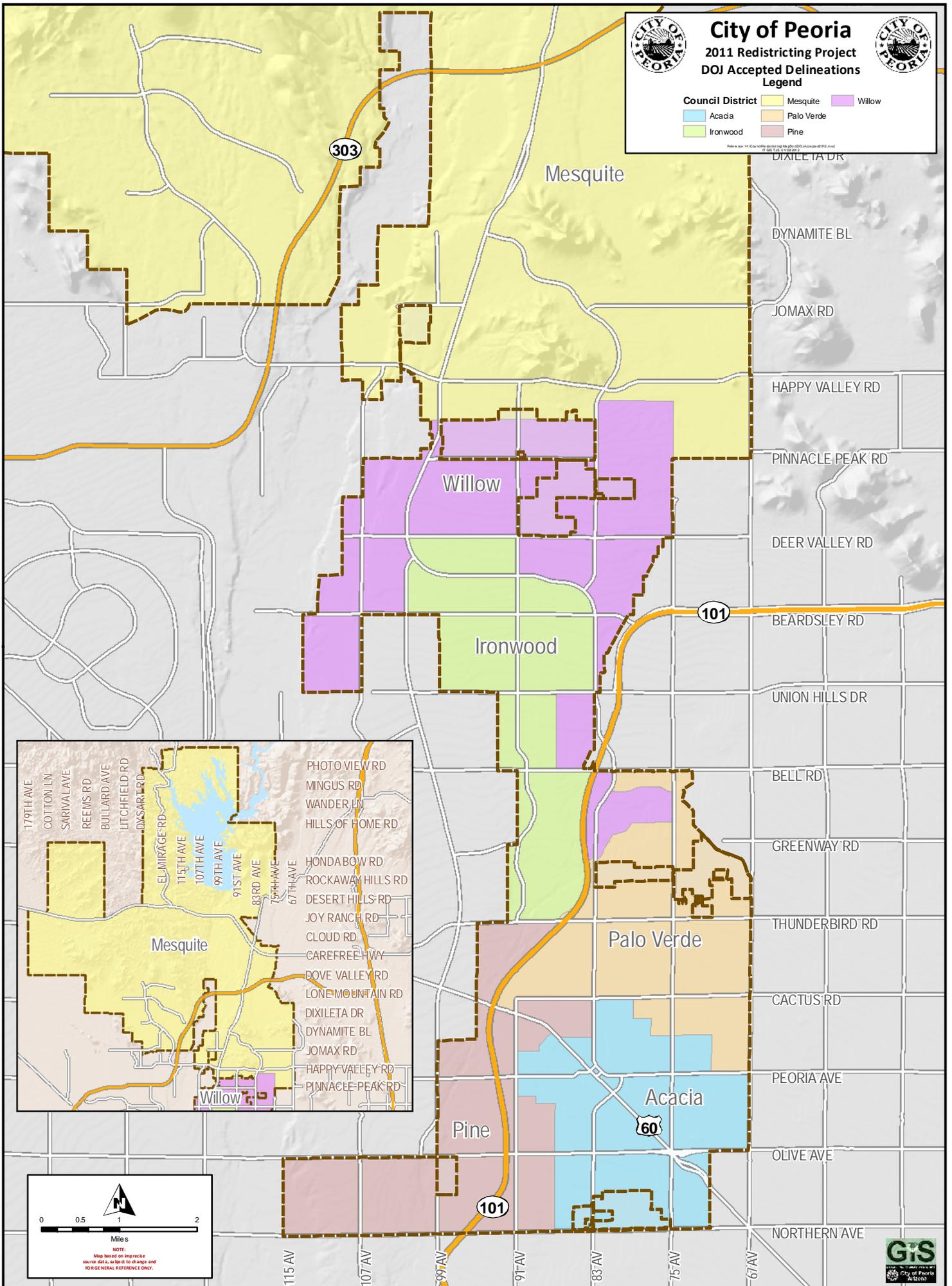
City of Peoria

2011 Redistricting Project DOJ Accepted Delineations Legend



- Mesquite
- Willow
- Acacia
- Palo Verde
- Ironwood
- Pine

Map Date: 11/20/10
Map File: C:\GIS\MapServer\2011\DOJ\DOJ_Acacia_011010.mxd
11/20/10 10:20:23



INITIATIVE, REFERENDUM, AND RECALL INFORMATION

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

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

OR

Any political committee that intends to accept contributions or make expenditures of **\$500 or less** supporting or opposing an initiative or referendum shall file a **\$500 Threshold Exemption Statement** with the filing officer **BEFORE**:

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

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

A.R.S. § 16-902.01.

A. INITIATIVE

The electors of the City of Peoria may propose new laws, amend existing laws or propose amendments to the City Charter through the initiative petition process. Before the petition is printed and signatures collected, an application for a petition serial number, along with a 100-word description and the complete text of the measure, must be filed with the City Clerk on a prescribed form. *A.R.S. §§ 19-102, 19-111.* Signatures obtained before the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. *A.R.S. §§ 19-111(C), 19-114(B).*

If the proponents file sufficient signatures on the initiative petitions, the measure will be placed on the ballot to be voted upon by the people at the next General Election. Forms, sample petitions and Title 19, Arizona Revised Statutes (the laws that govern the initiative process) are available at the City Clerk's Office and at www.azsos.gov.

Number of Signatures Required: Fifteen percent of the total valid registered voters at the last City-wide Primary Election (August 2010) = **12,488**.

Filing Deadline: 120 days prior to the General Election at which they are to be voted upon = **April 30, 2012**.

B. REFERENDUM

Peoria's registered voters may circulate a petition to refer to the voters a measure or part of a measure passed by the City Council. An application for a referendum petition serial number along with a 100-word description and a copy of the measure must be filed with the City Clerk before the circulation of the petition. *A.R.S. §§ 19-101, 19-111*. Signatures obtained prior to the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. *A.R.S. §§ 19-111(C), 19-114(B)*.

If the proponents file sufficient signatures on the initiative/referendum petitions, the measure will be placed on the ballot to be voted upon by the people at the next General Election. Forms, sample petitions and Title 19, Arizona Revised Statutes (the laws that govern the referendum process) are available at the City Clerk's Office and at www.azsos.gov.

Number of Signatures Required: Ten percent of the total number of ballots cast at the most recent City-wide Election for Mayor (August 2010) = **2,434**.

Filing Deadline: Referendum petitions shall be filed **within 30 days** of the adoption of the ordinance, resolution having the effect of an ordinance or the adopted minutes of a meeting where the approval of the proposed action and direction to prepare an ordinance occurred. If the City Clerk is unable to provide the petitioners with a copy of the text of the ordinance, resolution having the effect of an ordinance or the approved minutes at the time of application for an official number or on the same business day of the application, the 30 day period shall be calculated from the date the text of such ordinance, resolution having the effect of an ordinance or approved minutes are available.

C. BALLOT MEASURE DISCLOSURE REQUIREMENTS

Ballot measure political committees shall disclose in campaign literature or advertisements the four largest of its major funding sources. If a ballot measure political committee has fewer than four major funding sources the committee shall disclose all major funding sources. *A.R.S. § 16-912.01* Statewide ballot measure committees acting in support of or opposition to the qualification, passage or defeat of an initiative or referendum shall give notice to the City Clerk of any contribution received or expenditure made totaling ten thousand dollars or more. The notices shall be filed within twenty-four hours, excluding Saturdays, Sundays and other legal holidays, after the ten thousand dollar amount has been reached. *A.R.S. § 16-914.01*

D. BALLOT MEASURE ARGUMENTS

Any person or organization may file an argument advocating or opposing a measure referred to the ballot by initiative or referendum petition or by the City Council. The arguments for and against each measure will be included in the Publicity Pamphlet published and distributed by the Secretary of State before the statewide General Election. The deadline for filing arguments is **75 days** before the Election. *Peoria City Code*

Each argument must:

- Be 300 words or less. **It cannot be accepted if it is longer than 300 words.**
- Be written exactly how the filer wants it to appear in the pamphlet. The argument will be entered into the pamphlet verbatim; no grammatical or textual changes or corrections will be made to the document.
- If the filer wants the ballot measure number (proposition number) that is assigned to the ballot measure to appear in their argument, they will need to include it. This will be counted towards the total word count.
- Contain the original signature of each signer/person sponsoring it (no faxed signatures).
- Any person(s) may sign an argument that is paid for by a separate entity. Payment of the fee or reimbursement of the payer constitutes sponsorship of the argument. The payer will be identified in the pamphlet.
- If sponsored by an organization, contain the original signatures of an executive officer
- If sponsored by a political committee, contain the original signatures of the committee's chairman or treasurer
- Include the name, residence or post office box, city and telephone number of the person(s) signing (only the name and city of the person(s) signing will appear in the publicity pamphlet).
- Be accompanied by a \$200 fee set by Peoria City Code
- **Be accompanied by an electronic version on a media compatible with the City's Information Systems**

Argument Filing Deadline: Not less than **75 days** prior to the election

**YOU ARE ENCOURAGED TO REVIEW ALL STATUTORY
REQUIREMENTS AND THE PEORIA CITY CODE AND CHARTER
FOR ADDITIONAL REQUIREMENTS**

NOTICE OF VALID SIGNATURES REQUIREMENT

APPLICANTS FOR INITIATIVE, REFERENDUM OR RECALL SERIAL NUMBER

Any association or combination of persons that is organized, conducted or combined for the purpose of influencing the results of any election in the state, that engages in political activity in support of or opposition to an initiative, referendum or recall or any other measure or proposition is considered a political committee. A political committee includes a committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition. (A.R.S. §16-901 (19))

Initiative, referendum and recall laws found in Arizona Revised Statutes, Title 19, require individuals meeting the definition of political committee found in A.R.S. §16-901 (19) to file the statement of organization if the committee has not previously registered with the City/Town Clerk.

**IF YOU ARE A POLITICAL COMMITTEE,
the statement of political organization
must be filed
before valid signatures can be collected.**

For Initiative and Referendum – see also A.R.S. § 19-111

For Recall – see also A.R.S. § 19-202(C)

**CITY OF PEORIA, ARIZONA
2012 Signature Requirements**

NOMINATION PETITIONS – Based on the August 24, 2010 Election Results

No less than 5% and no more than 10% of the total number of party votes cast (ballots) for Mayor in the last preceding election at which a Mayor was elected.

Mayor	total votes –	24,331	5% =	1,217	10% =	2,433
Acacia	total votes -	1,638	5% =	82	10% =	163
Ironwood	total votes –	4,668	5% =	234	10% =	466
Mesquite	total votes –	8,554	5% =	428	10% =	855
Palo Verde	total votes -	2,871	5% =	144	10% =	287
Pine	total votes –	2,825	5% =	142	10% =	282
Willow	total votes -	3,775	5% =	189	10% =	377

RECALL PETITION SIGNATURE REQUIREMENTS

FOR MAYOR - The number of qualified electors equaling twenty-five percent (25%) of the number of votes cast at the last preceding Election may by recall petition, demand his recall.

FOR COUNCILMEMBER – The number of qualified electors equaling twenty-five percent (25%) of the number of votes cast for all candidates for office within each district according to election date for that office.

<u>2010 Election:</u>	Total votes cast (all candidates)	Recall Petition Signatures Required
MAYOR August Primary	18,987	4,747

<u>2010 Elections:</u>	Total votes cast (all candidates)	Recall Petition Signatures Required
Acacia November General	2,704	676
Palo Verde August Primary	2,240	560
Pine August Primary	2,435	609

<u>2008 Election:</u>	Total votes cast (all candidates)	Recall Petition Signatures Required
Ironwood September Primary	2,792	698
Mesquite September Primary	4,932	1,233
Willow September Primary	2,061	516

INITIATIVE PETITIONS	REFERENDUM PETITIONS
Fifteen percent (15%) of the total number of valid registered voters at the last City-wide Primary Election (August 2010)	Ten percent (10%) of the total number of ballots cast at the most recent City-wide Election for Mayor (August 2010)
Total number of registered voters 83,247	Total ballots cast 24,331
Total number of signatures needed: ... 12,488	Total number of signatures needed: 2,434

NEW VOTER REGISTRATION INFORMATION

PROPOSITION 200

Proposition 200, passed by the voters of Arizona at the 2004 General Election, which became effective January 24, 2005, requires that proof of citizenship must be submitted with all **NEW** voter registration forms.

Satisfactory evidence of United States citizenship includes **one of the following**:

- An Arizona driver's license number (or copy of the license) or non-operating identification license number (or copy of the identification license), issued after 10/01/1996.
- A driver's license or non-operating identification license from another state that identifies United States Citizenship.
- A legible photocopy of a birth certificate with the name of the applicant that verifies United States Citizenship.
- A legible photocopy of the pertinent pages of the United States passport.
- United States naturalization certificate number or the presentation of the original certificate of naturalization. (If only the number is provided, the County Recorder must verify the number with INS prior to adding the applicant to the voter rolls.).
- Bureau of Indian Affairs Card Number, Tribal Treaty Card Number or Tribal Enrollment Number.

A name cannot be added to the voter registration file until these requirements are met.

IDENTIFICATION AT THE POLLS



The elector shall announce his/her name and place of residence to the election official and present one form of identification from List# 1 OR two different forms of identification from List# 2 or 3. [A.R.S. § 16-579(A)]

LIST# 1 - Sufficient Photo ID including name and address

(ONE (1) Required)

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

LIST# 2 - Sufficient ID without photograph bearing name and address

(TWO (2) Required)

- Utility bill of the elector that is dated within ninety days of the date of the election. A utility bill may be for electric, gas, water, solid waste, sewer, telephone, cellular phone, or cable television
- Bank or credit union statement that is dated within 90 days of the date of the election
- Valid Arizona Vehicle Registration
- Indian census card
- Property tax statement of the elector's residence
- Tribal enrollment card or other form of tribal identification
- Vehicle insurance card
- Valid United States federal, state, or local government issued identification
- Voter Registration Card / Recorder's Certification
- Any "Official Election Material" mailing bearing your name and address

LIST# 3 - MIX & MATCH from Lists# 1 & 2

(TWO (2) Required)

- Any Valid Picture ID from List #1 with an address that does NOT match the Precinct Register WITH a non-photo ID from List #2 with an address that DOES match the Precinct Register.
- U.S. PASSPORT and one item from List #2
- U.S. MILITARY ID and one item from List #2

An elector who does not provide sufficient identification shall not be issued a regular ballot, but shall receive a provisional ballot and will have **five (5) business days** after a Federal General election and **three (3) business days** after any other election to provide sufficient identification to the County Recorder in order for their provisional ballot to count.

VOTER ASSISTANCE



Poll workers are available to assist voters with language translations, instructions on process, and with the physical act of voting.



For information about voting assistance for voters with disabilities or on how to obtain an Early Ballot, please call: 602-506-1511 or 602-506-2348 (TDD).

IDENTIFICACIÓN EN LAS URNAS



El elector le informará su nombre y lugar de residencia al oficial electoral y presentará una forma de identificación de la Lista# 1 O dos formas de identificación diferentes de la Lista# 2 o 3. [A.R.S. § 16-579(A)]

LISTA# 1 - Suficiente ID de Foto incluyendo nombre y dirección

(Requieren (1) UNO)

- Licencia válida para conducir o identificación del Estado de Arizona sin permiso para conducir
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Identificación válida emitida por el gobierno federal de los Estados Unidos, gobierno estatal o local

LISTA# 2 - Suficiente ID sin foto con nombre y dirección

(Requieren (2) DOS)

- Cuenta de servicios públicos del elector con fecha que no sea de no más de noventa días antes de la fecha de la elección. Una cuenta de servicios públicos puede ser por electricidad, gas, agua, basura, alcantarillado, teléfono, teléfono celular, o televisión de cable
- Estado de cuenta bancaria o de cooperativa de ahorros con fecha que no sea de más de 90 días antes de la fecha de la elección
- Registro de Vehículo de Arizona Válido
- Tarjeta de censo Indígena
- Declaración de impuestos de la propiedad de la residencia del elector
- Tarjeta de inscripción tribal u otra forma de identificación tribal
- Tarjeta de seguro de vehículo
- Identificación válida emitida por el gobierno federal de los Estados Unidos, gobierno estatal o local
- Tarjeta de Registro del Votante / Certificación del Registro
- Cualquier "Material de Elección Oficial" enviado por correo que tenga su nombre y dirección

LISTA# 3 - MEZCLE & COMBINE de las Listas# 1 y 2

(Requieren (2) DOS)

- Cualquier ID válida con foto de la Lista #1 con una dirección que NO coincida con el Registro del Recinto CON una ID sin foto de la Lista #2 con una dirección que SÍ coincida con el Registro del Recinto.
- PASAPORTE de EE.UU. y un artículo de la Lista #2
- ID MILITAR de EE.UU. y un artículo de la Lista #2

Al elector que no suministre la suficiente identificación no se le entregará una boleta regular, sino que recibirá una boleta provisional y tendrá **cinco (5) días laborales** después de una elección Federal General y **tres (3) días laborales** después de cualquier otra elección para suministrarle suficiente identificación a la Oficina del Registro para que su boleta provisional sea tomada en cuenta.

AYUDA A LOS VOTANTES



Hay oficiales de elecciones disponibles para ayudar a los votantes con traducciones, instrucciones sobre el proceso y con el aspecto físico de la votación.



Para información acerca de ayuda para votantes con impedimentos físicos o acerca de como obtener una Boleta Temprana, favor de llamar al 602-506-1511 o 602-506-2348 (TDD).

VOTING INFORMATION



VOTER REGISTRATION

Voter registration forms are available at all of our offices from 8:00 a.m. to 5:00 p.m., Monday – Friday or by calling 602-506-1511 or 602-506-2348 (TDD). Voters may also download the registration form or register online at: <http://recorder.maricopa.gov/web/regform.aspx>.

VOTER REGISTRATION DEADLINES

Primary Election, August 28, 2012

Registration Deadline: July 30, 2012

General Election, November 6, 2012

Registration Deadline: October 8, 2012

PERMANENT EARLY VOTING LIST

Arizona now has a law that allows a voter to place their name on a "Permanent Early Voting List."

This means that once a voter is on this list, for each election the voter qualified, the voter no longer has to request a mailed early ballot. Instead, an early ballot will **automatically** be mailed to the voter approximately 26 days prior to the specified election.

Having the ballot early allows time to review the ballot, study the issues, research the candidates and vote at one's convenience. All early ballots must be received in the office of the County Recorder, other officers in charge of elections, or deposited at any polling place in the county of residence, no later than 7:00 p.m. on Election Day.

In order to be included on the "Permanent Early Voting List", the voter must make a written request specifically asking their name be added to the permanent list. The request must include the voter's name, residence address, and mailing address within the county they reside (if different from the residence address), date of birth and their **signature**.

Visit <https://recorder.maricopa.gov/earlyvoteballotnet/permanentevlist.aspx#pevlform> to download the form or complete the form online and print a copy to sign and mail.

It is not required to use this specific form to make a request. If one does not have access to print this form, the voter can contact our call center at 602/506-1511 to have one mailed OR make a written request asking to be added to the permanent list. Again, the request must include the voter's name, residence address, mailing address within the county they reside (if different from the residence address), date of birth and the voter's **signature**.

**A voter cannot list a mailing address that is outside of their county of residence for the purpose of this permanent early voting list unless the voter is an absent uniformed services voter or overseas voter as defined in the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA).

EARLY VOTING

Beginning **Sunday, May 27, 2012** early ballots for the August 28, 2012 Primary Election may be requested. Requests may be made online at:

<https://recorder.maricopa.gov/earlyvoteballotnet/evbrequest.aspx>.

Requests can also be made by calling Maricopa County Elections Department, Monday through Friday, 8:00 a.m. to 5:00 p.m., at 602-506-1511 or 602-506-2348 (TDD). Additionally, written requests may be sent to: Maricopa County Elections, 510 S. 3rd Ave, Phoenix AZ, 85003. Written requests should include the Voter's name, residence address, date of birth, election for which the ballot is requested, address where the ballot is to be mailed (if different than residence address), and the signature of the requestor.

Voters who request an early ballot for the August 2012 Primary Primary Election will automatically receive an early ballot for the November 2012 General Election.

How to Vote Early by Mail or With Assistance

For a voted early ballot to be counted, it must be returned to the Maricopa County Elections Office, or any polling place within Maricopa County, so that it is received no later than 7:00 p.m. on Election Day.

To arrange for voting assistance for the Primary or General Elections, contact the Maricopa County Elections Office, 510 S. Third Avenue, Phoenix, AZ 85003, 602-506-1511, or 602-506-2348 (TDD). Verbal or written requests must specify the address of confinement if assistance is needed from an Election Board.

How to Vote Early in Person

To cast an early ballot in person, appear at any of the Maricopa County Elections offices listed below, or any other designated early voting site, no later than 5:00 p.m., **Friday, August 29, 2008**, for the Primary Election, and Friday, **October 31, 2008** for the General Election.

County Offices Designated for Early Voting in Person

510 S. Third Avenue, Phoenix (MCTEC Facility)
111 S. Third Avenue, Phoenix (Downtown Facility)
222 E. Javalina, Mesa (Mesa Facility)

For the Primary Election, early voting hours at the above County locations are 8:00 a.m. to 5:00 p.m., Monday through Friday, **August 7 – 29, 2008**. Early voting hours will be 8:00 a.m. to 5:00 p.m., Monday through Friday, **October 9 – 31, 2008** for the General Election.

ELECTIONS FAQs

1. WHO CAN REGISTER?

- A citizen of the United States of America.
- A resident of Arizona.
- An individual who is 18 Years of age or older before the next Statewide General Election.
- An individual who has not been convicted of a felony or treason, if so, your civil rights have been [restored](#).
- An individual who has not been adjudicated incompetent (A.R.S. § 14-5101)

2. WHEN IS A PERSON REGISTERED?

- When the voter registration form is received or delivered to the Elections Department at least 29 days before the Election and all of the qualifications are met and verified. Save the copy of the receipt of the registration form.

3. HOW DO YOU REGISTER TO VOTE?

- By filling out the voter registration form, answering all questions.
- By providing [satisfactory evidence](#) of United States Citizenship on the form or accompanied with the form.
- By signing and dating the form.
- By mailing in the form of registration to the County Elections office.
- By completing the registration form at the County Elections office.
- By completing the form online if you have a qualifying MVD record.

4. WHEN MUST YOU SEND IN A NEW REGISTRATION FORM?

- When a voter has moved from one residence to another
- When a voter changes their name.
- When a voter needs to update their political party affiliation.
- When an updated signature is needed

5. WHERE CAN I GET A REGISTRATION FORM?

- You can register to vote or update your existing registration online at www.servicearizona.com using the "[Voter Registration](#)" link at that site if you have a "[Qualifying MVD record](#)". To have a "[Qualifying MVD record](#)" you must possess a valid Arizona Driver License, Identification Card or other record with a digitized signature on file with MVD.
- You can [click here](#) to visit our voter registration page to download the form.
- Pick up a form at the Maricopa County Elections office, [click here](#) for locations.
- Pick up a form at a City or Town Clerks office.
- Pick up a form at the U.S. Post Offices.
- Pick up a form at libraries throughout Maricopa County
- Pick up a form at various banks
- Pick up a form at various supermarkets
- A registration form can be mailed to you by calling 602-506-1511 or for the hearing impaired at 602-506-2348 (TDD).

6. WHEN ARE THE ELECTIONS?

All regular elections are held either in March, May, August/September** or November. The regular countywide Primary and General Elections that contain Federal, State and County Offices are held in August/September** and November of the **even** numbered years (*example, 2010, 2012, and so on*). Once an election is called (*120 days prior to one of the 4 possible election dates noted above*), we will post that information on our "[Elections Calendar](#)" page. There is a special Presidential Preference Election (PPE) that is normally held in February in the year that the President of the United States is elected. This Presidential Preference Election is solely for voters registered within a specific political party to specify their preference for a candidate of their political party for the Office of President.

***The November General Election date always falls on the first Tuesday after the first Monday in November. The August/September Primary Election date is then derived by counting back 10 weeks (10 Tuesdays) from this November Election date. Because of this, there will be years when the Primary Election will be held in August instead of September. As an example, the Countywide Primary Election of 2010 will be held on August 24, 2010.*

7. HOW DO I KNOW WHERE TO VOTE?

The polling place information for a given election is always indicated on the shipping label on the sample ballot that will be sent at least 10 days before the election. In addition, if there are issues appearing on your ballot, then a Publicity or Informational Pamphlet may instead be mailed to you as early as 35 days prior to a given election. This Pamphlet will also contain your polling place information on the shipping label.

For a list of elections currently being conducted, you can visit our "[Elections Calendar](#)" page. If there is a current election being conducted that you qualify to participate in, you can also locate your polling place by visiting our "[Polling Place Locator & Sample Ballots](#)" button on our main "[Election's Homepage](#)". You will need to provide your current residence address information. You may also contact our call center at 602-506-1511 for assistance in locating your polling place.

8. DURING WHAT HOURS ARE THE POLLS OPEN?

On Election Day, all polls open at 6:00 am and close at 7:00 p.m.

9. I HAVE REGISTERED AS IN INDEPENDENT. CAN I VOTE IN A PRIMARY ELECTION?

Yes, currently Arizona is an "Open Primary" state. Independents may vote for candidates of recognized parties in a Primary Election. The only exception to this is the "**Presidential Preference Election**" (PPE) that is normally held in February in the year that the President of the United States is elected. This PPE election is solely for voters registered within a specific political party to specify their preference for a candidate of their political party for the Office of President.

10. I lost my voter identification card. How can I get another?

In person at one of our [office locations](#) or by contacting us at 602-506-1511 to have one mailed to you. Mailed voter ID cards are printed on a bi-weekly schedule and those should be received within 2 to 4 weeks of requesting.

11. MY VOTER REGISTRATION CARD SAYS MY PARTY IS PND. WHAT IS THIS?

PND stands for "**Party Not Designated**". This means that when you first registered to vote, there was no designation on your form of a political party affiliation or the field was left blank, so it was marked PND (**Party Not Designated**).

12. HOW DO YOU VOTE EARLY?

Click on the following link for [Early Voting Instructions](#) or click here to visit detailed [Early Voting FAQ's](#).

13. WHERE CAN I FIND INFORMATION ON THE BALLOT ISSUES?

If the ballot issue or issues are for a City, Town or School District, then links to the various jurisdictional websites can be found on our "[Elections Calendar](#)" page. Within these jurisdictional websites, detailed information should be provided regarding the ballot issues being offered. If the ballot issue or issues are for a Statewide measure (*example: Propositions*), detailed information regarding those can be found on the Arizona Secretary of State's Office website at www.azsos.gov. In addition, a Publicity Pamphlet or Informational Pamphlet will be mailed, prior to the election, to each voter or, depending on the type of election being conducted, to each household containing a registered voter. The mailing label on the back of the pamphlet will identify your polling place location. The pamphlet will also contain any pro/con arguments filed on a given issue or issues, if applicable.

14. WHAT FORMS OF IDENTIFICATION ARE REQUIRED IN ORDER TO VOTE AT THE POLLS ON ELECTION DAY?

Information on ID at the polls and the forms of identification required by Proposition 200, which was passed by Arizona voters in 2004, can be accessed by visiting our "[ID? I Do! Do You?](#)" button on the bottom right hand side of our main "[Election's Homepage](#)". On this page, clicking on the "[New Voting Requirements](#)" link will open up a list of acceptable forms of identification for the polls.

15. HOW DO I REPORT A PROBLEM AT MY POLLING LOCATION ON ELECTION DAY?

Report any problems at your polling location to the Maricopa County Elections Department by calling 602-506-1511 or online through our online "[Voter Assistance Survey](#)".

The online survey can be found by visiting our main "[Election's Homepage](#)" and mouse over the "Elections" tab at the top of this page to enable the drop down list of available links. Then again mouse over the "Voter Assistant Information" link to view the additional group of specific assistance page links. In this group the "[Voter Assistance Survey](#)" link can be selected.

Clicking on the "[Voter Assistance Survey](#)" link will open up our online submission form that can be completed and instantly sent directly to us to report a polling place problem. We will review the submission, take action on it immediately and contact you back, if requested or required.

16. WHY DOES MY POLLING PLACE KEEP CHANGING?

Every effort will be expended to ensure that voting is as convenient as possible for all voters of Maricopa County. Due to the fact that all polling place locations are facilities that voluntarily provide us access to the use of their building, the possibility exists that previously used polling place sites may not be available for a given election if the facility does not allow us to use their building for that given election. We ask voters to carefully check their Sample Ballots and/or Publicity Pamphlet mailings for their polling place location.

It is possible that an emergency could occur at a given polling place that could prevent the use of that particular facility (*example: fire, damage, etc.*) even after the Sample Ballots and/or Publicity Pamphlet mailings have gone out. If this is ever the case, an additional "*Polling Place Change*" postcard notice, that indicates the new location, will be sent as quickly as possible to all affected households that contain a registered voter. In addition, signs will be posted at the former polling place location to inform voters of the change and to provide them with the new location information.

To verify the polling place location for your area, click on the "[Polling Place Locator & Sample Ballots](#)" button on our main "[Election's Homepage](#)". You will need to provide your current residence address information. You may also call contact our call center at 602-506-1511 for assistance in verifying your polling place location.

17. HOW CAN I FIND OUT THE ELECTION DAY RESULTS?

Early (Unofficial) Election results will provided on Maricopa County's website beginning at 8:00 p.m. on Election Day. The main "[Election's Homepage](#)" will display a "[View Election Results](#)" link. These results will be updated periodically as new totals come in or as we complete the processing of early ballots and/or provisional ballots that were dropped off on election night.

18. WHEN DO THE ELECTION RESULTS BECOME FINAL?

The Final (Official) Election results will be posted on the "[View Election Results](#)" link when all of the ballots have been counted. It does not matter what the current or periodically updated election results reflect, who is leading or who has been declared the victor by the media, **ALL BALLOTS ARE STILL COUNTED, AND THERE ARE NO EXCEPTIONS!!!** Results are not considered "Final" or "Official" until *all** of the ballots have been tabulated.

**This includes early ballots received before the election, Election Day ballots voted at the polls, early ballots dropped off at the polls and all provisional ballots voted at the polls.*

Depending on the size of the election (*example: Local Election versus Presidential Countywide Election*) and the volume of early ballots dropped off at the polls in conjunction with the number of provisional ballots cast, this process can take up to 6 days all the way up to 20 days. The reason is that every early ballot has to be [signature verified](#) and every [provisional ballot](#) has to be researched, verified, validated and processed for tabulation.

[State Law](#) (A.R.S. §16-642) states that the County has up to 20 days following the election to provide final results. It is always the Election Departments goal to effectively and efficiently process all ballots so that we can finalize the results as quickly as possible. This has to be done, however, without sacrificing quality and accuracy for speed.

When ALL ballots have been counted, (Official) final results will be available on our website and they will be noted as "**OFFICIAL FINAL RESULTS**". In addition, if a City or Town is holding an election, many of the Cities and Towns will also host election results from their websites. Our "[Elections Calendar](#)" page will identify which of the Cities or Towns are holding elections and it also provides links to the various jurisdictional websites.

19. IF I HAVE A QUESTION OR CONCERN, HOW DO I CONTACT THE ELECTION'S DEPARTMENT?

The best way to contact the Elections Department is through our call center at 602-506-1511. These agents are able to handle almost any inquiry; from checking to see if you are registered, requesting an early ballot, checking on the status of an early ballot and so on.

You may also contact the Elections Department via email. To expedite the reply, please use the specific email address noted below based on the type of question or concern you have.

- Send questions or comments relating to; **elections, registration information, polling place information, etc.** to: voterinfo@risc.maricopa.gov
- Send **Early Voting** questions or comments to: electioninfo@risc.maricopa.gov
- Send **technical** or **webpage** questions or comments to: webmaster@risc.maricopa.gov

We also have online survey and feedback forms that can be used to submit an inquiry or make a comment.

- For all questions, comments, or suggestions use our online [Feedback](#) form.
- For issues relating to your voting experience at the polls use our online [Voter Assistance Survey](#) form.

20. ARE THERE ANY OTHER SITES THAT ARE USEFUL FOR ELECTION INFORMATION?

Below are several informative webpage links to other governmental and election related resources:

FEDERAL LEVEL

- **Federal Voting Assistance Program (FVAP).** The Official website providing voting information and assistance to Overseas Citizens, Uniformed Services Members and their families: www.fvap.gov
- **Overseas Vote Foundation.** A nonpartisan organization that assists Overseas Citizens, Uniformed Services Members and their families with the election process: www.overseasvotefoundation.org
- **U.S. Election Assistance Commission (EAC).** Established by the Help America Vote Act of 2002 (HAVA), the EAC is an independent, bipartisan commission charged with developing guidance to meet HAVA requirements, adopting voluntary voting system guidelines for testing laboratories, accrediting laboratories and certifying voting systems: www.eac.gov
- **Help America Vote Act of 2002 (HAVA).** Legislation passed by Congress to establish a program to replace punch card voting systems, assist in the administration of Federal elections and other issues relating to Federal election laws and programs: www.usdoj.gov/crt/voting/hava/hava.php
- **Federal Election Commission (FEC).** An independent regulatory agency established by Congress to administer and enforce the Federal Election Campaign Act (FECA) which deals with Federal Campaign Finance Law that deals with contributions used to finance federal elections: www.fec.gov
- **U.S. Government's Official Web Portal:** www.USA.gov
- **National Student/Parent Mock Election.** Information about the project: www.nationalmockelection.org

STATE LEVEL

- **Secretary of State of Arizona.** Official website for State election information: www.azsos.gov
- **Arizona Independent Redistricting Commission.** Information on the redistricting of Congressional and Legislative districts within the State of Arizona: www.azredistricting.org
- **Motor Vehicle Division's (MVD) "EZ Voter" Online Registration.** Allows a voter to submit a new or update voter registration form using their MVD data and digitized signature on file. To use this process, your MVD information (*name, residence address, etc.*) must be current: <https://servicearizona.com/webapp/evoter/>
- **State of Arizona.** Official website for the State of Arizona: www.az.gov/webapp/portal
- **Kids Voting Arizona.** A nonprofit, nonpartisan, voter education program geared towards creating lifelong voting habits in children and increase adult voter turnout: www.kidsvoteaz.org
- **Arizona Supreme Court Judicial Performance Review (JPR).** The JPR provides information about the performance of Arizona's judges to the public for its use in reaching decisions regarding retention of judges for the November General Election ballots: www.azjudges.info
- **Arizona State Legislature.** Official website of the legislature where you can track pending legislation, review current legislation and laws, contact individual legislators and more: www.azleg.gov

COUNTY LEVEL

- **Maricopa County.** Official website providing a list of County departments & more: www.Maricopa.gov
- If your question has not been answered then you can call the [Star Center](#) at (602) 506-1511.

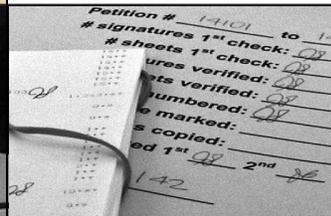
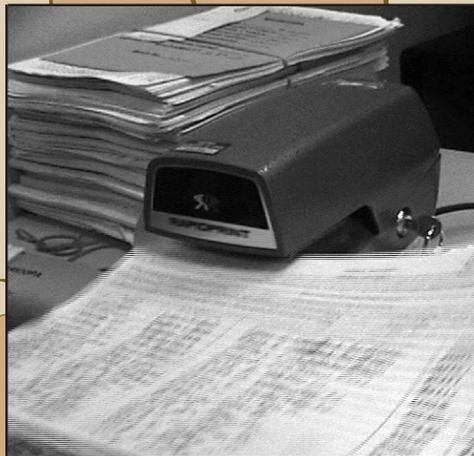
ARIZONA



DEPARTMENT OF STATE
Office of Secretary of State
AN ELECTION SERVICES DIVISION PUBLICATION

Initiative, Referendum, & Recall Handbook

November 2011



About this publication:

This publication contains the state laws on initiative, referendum, and recall found in the Arizona Constitution and Arizona Revised Statutes. Feel free to contact our staff to assist you in your filings.



Ken Bennett - Secretary of State

INITIATIVE, REFERENDUM, AND RECALL HANDBOOK

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

INTRODUCTION

This handbook provides instructions on how to prepare initiatives and referendums that are filed with this office. Recall of public officer information is included along with excerpts from the Arizona Constitution and Arizona Revised Statutes.

If you have any questions feel free to contact our office. Our staff is ready to help and assist you with your filing needs.

Sincerely,



KEN BENNETT
Arizona Secretary of State

CONTACT US

Office of the Secretary of State

The Honorable Ken Bennett
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007
Telephone:
(602) 542-4285
Toll-free (in Arizona)
1-877-THE VOTE
TDD: (602) 255-8683

Election Services

Telephone:
(602) 542-8683
Facsimile number:
(602) 542-6172
e-mail address:
elections@azsos.gov

For additional copies of this booklet
send your request to:
Secretary of State
Attention: Election Services Division
1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007

Visit us on the World Wide Web at
www.azsos.gov

The Office of the Secretary of State is an equal opportunity employer. Requests for alternate formats or accommodations can be made five days in advance by contacting the Secretary of State ADA coordinator at (602) 542-4285.

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

INITIATIVES, REFERENDA AND RECALLS

What is an INITIATIVE?

An initiative is any measure taken out by the people that proposes new laws or amends the Arizona Revised Statutes or the Arizona Constitution. Arizona's registered voters may propose new laws, amend existing laws or propose constitutional amendments through the initiative petition process. Before the petition is printed and signatures collected, an application for a petition serial number along with a 100-word description and the complete text of the measure must be filed with the Secretary of State on a prescribed form. The Secretary of State cannot accept an application which was issued for circulation more than 24 months prior to the general election at which the measure is to be included.

What is a REFERENDUM?

A referendum is any measure, or item, section or part of any measure enacted by the Legislature during legislative session. A measure enacted by the Legislature that includes emergency laws may not be referred. Arizona's registered voters may circulate a petition to refer to the voters a measure or part of a measure passed by the legislature. An application for a referendum petition serial number along with a 100-word description and a copy of the measure must be filed with the Secretary of State before the circulation of the petition.

What is a RECALL?

A recall is when a political committee petitions the electors of the state, county, city/town, or district to demand an officer be recalled based on a statement of grounds by the committee. Every public officer holding an elective office by election or appointment is subject to recall. An application for a recall petition serial number along with a 200-word statement on the grounds of the recall must be filed with the Secretary of State before circulation of the petition.

Local Issues

This handbook is written for statewide initiatives, referenda and recalls. While many local jurisdictions utilize the handbook there are some differences between state and local issues. Local political committees are encouraged to work with their county, city, town or district to ensure they receive the proper information for their local jurisdiction.

WHO TO CONTACT

Mary C. Fontes, HAVA Business Analyst
Phone: (602) 364-3222
Email: mfontes@azsos.gov

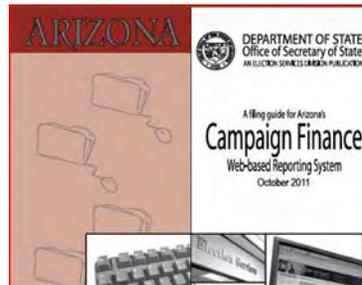
GETTING STARTED

The first step in the initiative and referendum process is to form a political committee. For purposes of initiatives and referenda a political committee is any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election in support of or opposition to an initiative or referendum. [A.R.S. § 16-901(19)(c)]

Forming a Committee [A.R.S. § 16-901]

A committee is formed by completing either a \$500 Threshold Exemption Statement or a Political Committee Statement of Organization.

1. Make sure you received a copy of the “Campaign Contributions and Expenditures” handbook. It is available at www.azsos.gov if you did not receive it.



2. Read through the handbook before forming a committee.
3. Statewide initiatives and referenda must use the web-based reporting system which can be found at <https://azsos.gov/CFS2/Login.aspx> to organize the committee and to report the committee's contributions and expenditures.
4. The campaign finance system will prompt you to print the \$500 Threshold Exemption Statement or Political Committee Statement of Organization.
 - Print it.
 - Sign it.
 - Submit it to the Secretary of State's office. *A committee does not become active until the **original** document is received by the Secretary of State's office.*
5. **All local initiatives and referenda committees should contact the local jurisdiction to form their committees.**



Problems or questions on the campaign finance system may be directed to the Secretary of State's campaign finance experts:

Campaign Finance Supervisor
Nancy Read
(602) 364-1562

Campaign Finance Assistant
Yolanda Morales
(602) 364-4855

WARNING! Petitions may not be circulated until you complete and submit the “Application for Initiative or Referendum Petition Serial Number”.

INITIATIVE & REFERENDUM PROCESS

APPLICATION FOR SERIAL NUMBER

Completing the Application for Initiative or Referendum Petition Serial Number [A.R.S. § 19-111]

An “Application for Initiative or Referendum Petition Serial Number” is required to be filed with the Secretary of State **no earlier than 24 months prior to and no later than four months before the general election that the proposed measure will be included on the ballot.** To complete an application:

1. Circle the appropriate words for the type of initiative you are filing.

This is what you would circle if **proposing** new laws or amending laws in **Arizona Revised Statutes**

APPLICATION FOR INITIATIVE OR REFERENDUM PETITION SERIAL NUMBER

Secretary of State
1700 W. Washington, 7th Floor
Phoenix, AZ 85007

The undersigned intends to circulate and file an INITIATIVE or a REFERENDUM (circle the appropriate word) petition and hereby makes application for the issuance of an official serial number to be printed in the lower right-hand corner of each side of each signature sheet of such petition. Pursuant to Arizona Revised Statutes § 19-111, attached hereto is the full text, in no less than eight point type, of the MEASURE or CONSTITUTIONAL AMENDMENT (circle appropriate word) intended to be INITIATED or REFERRED (circle appropriate word) at the next general election.

SUMMARY: A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated.

This is what you would circle if **proposing** new laws or amending laws in the **Arizona Constitution**

APPLICATION FOR INITIATIVE OR REFERENDUM PETITION SERIAL NUMBER

Secretary of State
1700 W. Washington, 7th Floor
Phoenix, AZ 85007

The undersigned intends to circulate and file an INITIATIVE or a REFERENDUM (circle the appropriate word) petition and hereby makes application for the issuance of an official serial number to be printed in the lower right-hand corner of each side of each signature sheet of such petition. Pursuant to Arizona Revised Statutes § 19-111, attached hereto is the full text, in no less than eight point type, of the MEASURE or CONSTITUTIONAL AMENDMENT (circle appropriate word) intended to be INITIATED or REFERRED (circle appropriate word) at the next general election.

SUMMARY: A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated.

This is what you would circle if **referring** new laws or amended laws that were passed by the legislature in the most recent legislative session.

APPLICATION FOR INITIATIVE OR REFERENDUM PETITION SERIAL NUMBER

Secretary of State
1700 W. Washington, 7th Floor
Phoenix, AZ 85007

The undersigned intends to circulate and file an INITIATIVE or a REFERENDUM (circle the appropriate word) petition and hereby makes application for the issuance of an official serial number to be printed in the lower right-hand corner of each side of each signature sheet of such petition. Pursuant to Arizona Revised Statutes § 19-111, attached hereto is the full text, in no less than eight point type, of the MEASURE or CONSTITUTIONAL AMENDMENT (circle appropriate word) intended to be INITIATED or REFERRED (circle appropriate word) at the next general election.

SUMMARY: A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated.

2. Include a 100-word summary of what the committee wants voters to consider.

SUMMARY: A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated.

This is where you would place your statement of 100 words summarizing what law you are proposing or amending and why.

3. Include the title and text of the initiative in the following format:
 - a. At least eight point type
 - b. Portions of the law or constitution that are being deleted must have a line drawn through the center of the letters
 - c. Portions of the law or constitution that are new must be printed in capital letters

HINT! The Arizona Legislative Council has a great tool to guide you in preparing your text and title. The **"2011-2012 Bill Drafting Manual"** may be found at www.azleg.gov.

4. If the measure contains maps, charts or other graphics the eight point type does not apply to those graphics. [A.R.S. § 19-111(D)]

The official title of the initiative generally uses words such as "amending" or "establishing" or "creating". The title should contain any and all existing statutes which the committee is asking to have added or modified.

Example:

OFFICIAL TITLE
AN INITIATIVE MEASURE

AMENDING TITLE XX, ARIZONA REVISED STATUTES, BY ADDING CHAPTER XX;
AMENDING SECTION XX-XXX, ARIZONA REVISED STATUTES; RELATING TO *<insert issue here>*.

TEXT OF PROPOSED AMENDMENT

Be it enacted by the people of the state of Arizona:

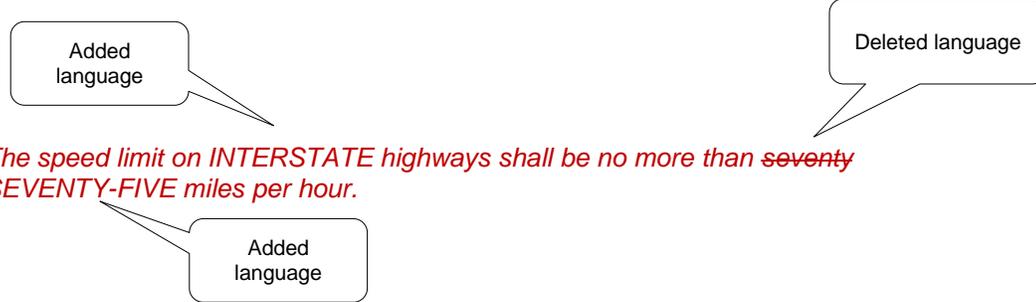
Section 1. Title

This act may be cited as the "XYZ Act" →

The "short" title of the initiative is how the initiative will be known. This title is normally five or fewer words that uniquely describe the initiative.

5. The text of the proposed initiative shall be done in the following manner:

New or additional statutory language is inserted in ALL CAPITAL letters. Language to be eliminated appears with a line through it.



OPTIONAL –Legislative Council Review [A.R.S. § 19-111.01]

In 2010 a new law was added that gives a committee the opportunity to have its title and text reviewed by Legislative Council prior to filing the application with the Secretary of State. This only applies to statewide initiatives and referenda.

1. At any time **after** filing a statement of organization to form a political committee and **before** filing an application for a referendum or initiative, a committee may submit the title and text of the proposed law or referral to the Director of the Legislative Council.
2. If the committee chooses to have Legislative Council review the title and text, the Legislative Council has **30 days** to consider:
 - Errors in drafting of the measure
 - Confusing, conflicting or inconsistent provisions within the measure
 - Conflicts with other state and federal laws
3. The committee has the choice of accepting, modifying or rejecting any recommendations by the Legislative Council.

Submitting the Application [A.R.S. § 19-111]

To submit an application, the committee must bring in a completed original application. The application shall indicate the type of ballot measure. Is it a referendum? Is it a constitutional amendment? Is it a statutory amendment? A summary statement of 100 words or less shall be placed in the area provided on the application. The committee shall also bring in a copy of the \$500 Threshold Statement or the Political Committee Statement of Organization.



The Secretary of State's office will conduct a word count on the summary before accepting the application. If the summary is over 100 words, the application cannot be accepted. The Secretary of State's office will enter the date of filing the application, number of signatures required, deadline for filing the petitions, and will assign a serial number.

Date of Application _____
Signatures Required _____
Deadline for Filing _____
Serial Number Issued _____
FOR OFFICE USE ONLY



The application will be date stamped and a copy will be given to the committee. The copy acts as a receipt of the application.



Update the name of the committee in the campaign finance system to include the Serial Number assigned to the initiative or referendum. [A.R.S. § 16-902.01(D)]

Number of Required Signatures [Ariz. Const. Art. IV Pt. 1 § 1]

The number of signatures required for initiatives is outlined in the Arizona Constitution. An initiative to amend the Arizona Revised **Statutes** requires **10%** of all votes cast for Governor at the last preceding election. An initiative to amend the Arizona **Constitution** requires **15%** of all votes cast for Governor at the last preceding election. A **referendum** requires **5%** of all votes cast for Governor at the last preceding election. In the 2010 General Election 1,728,081 votes were cast for Governor which is the basis for the following calculations:

	2012 & 2014	2016
# of signatures for a statute initiative (10%)	172,809	<i>To be determined after the 2014 General Election</i>
# of signatures for a constitutional initiative (15%)	259,213	
# of signatures for a referendum (5%)	86,405	

PETITIONS

The committee may now prepare the petitions for circulation. Arizona law specifies the format of the petitions, what is allowed and isn't allowed, and the circulation of petitions.

Petition Format

The petition format is similar for both the initiative and referendum petitions. The face of initiative and referendum petitions should be complete prior to circulating.

1. Petition Requirements.

a. Form of petition [A.R.S. § 19-121]

- Serial Number on lower right hand corner on front and back of petition
- Printed in at least 8 point type.
- Printed in black on white or recycled white legal size (8 1/2" x 14") paper
 - With a margin of at least one-half inch at the top and one-fourth at the bottom of each sheet.
- Limited to 15 signatures per sheet.

b. Face of petition

Face of Initiative Petition [A.R.S. § 19-112]

14"

Initiative Description		PAID CIRCULATOR	VOLUNTEER
<small>(Insert a description of no more than one hundred words of the principal provisions of the proposed measure or constitutional amendment.)</small>			
<small>Notice: This is only a description of the proposed measure (or constitutional amendment) prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.</small>			
<small>Initiative Measure to be Submitted Directly to Electors</small>			
<small>We, the undersigned, citizens and qualified electors of the state of Arizona, respectfully demand that the following proposed law (or amendment to the constitution, or other initiative measure), shall be submitted to the qualified electors of the state of Arizona (county, city or town of _____) for their approval or rejection at the next regular general election (or county, city or town election) and each for himself says: I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be) _____.</small>			
<small>It is a crime 1. to make a false statement for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector.</small>			
Signature	Name (first and last name please)	Actual address (street, R. no. and if no street address, describe residence location)	Arizona post office address & zip code
City or town (if any)	Date signed		
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

8 1/2"

Secretary of State
Revised 1/20/2011

The validity of signatures on this sheet must be sworn to by the circulator before a notary public on the form appearing on the back of this sheet.

Number _____

Face of Referendum Petition [A.R.S. § 19-101]

14"

Referendum Description		PAID CIRCULATOR	VOLUNTEER
<small>(Insert a description of no more than one hundred words of the principal provisions of the measure sought to be referred.)</small>			
<small>Notice: This is only a description of the measure sought to be referred prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.</small>			
<small>Petition for Referendum</small>			
<small>To the Secretary of State (or to the corresponding officer for or on local county, city, or town initiative)</small>			
<small>We, the undersigned citizens and qualified electors of the state of Arizona, respectfully urge that the statute (or bond) bill for _____ (or other local county, city, or town initiative) entitled title of act or ordinance, and if the petition is signed and sent to the whole and or otherwise than set forth here the term, section, or part of any measure on which the referendum is used, passed by the _____ (or other local county, city, or town) of the state of Arizona, at the general (or special, as the case may be) election of said legislative, city or town legislative body shall be referred to a vote of the qualified electors of the state, county, city or town, for their approval or rejection at the next regular general election (or city or town election) and each for himself says: I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be) _____.</small>			
<small>It is a crime 1. to make a false statement for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector.</small>			
Signature	Name (first and last name please)	Actual address (street, R. no. and if no street address, describe residence location)	Arizona post office address & zip code
City or town (if any)	Date signed		
1.			
2.			
3.			
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5.			
6.			
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8.			
9.			
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11.			
12.			
13.			
14.			
15.			

8 1/2"

Secretary of State
Revised 1/20/2011

The validity of signatures on this sheet must be sworn to by the circulator before a notary public on the form appearing on the back of this sheet.

Number _____

c. What is what on the face of the petition [A.R.S. §§ 19-101 & 19-102]

- The summary of the petition should be placed under the title “Initiative Description” or in the case of a Referendum, “Referendum Description”. The summary must be the same as the 100 word statement that was provided on the application.



- A Referendum or Initiative petition shall have printed in capital letters “ _____ PAID CIRCULATOR” “ _____ VOLUNTEER”. This shall be placed in the upper right-hand corner of the face of the petition and shall be in no less than twelve point bold-faced type. [A.R.S. § 19-101(B)]



- The face of a Referendum petition shall contain the following language below the “Referendum Description”:

Notice: This is only a description of the measure sought to be referred prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Petition for Referendum

To the secretary of state: (or to the corresponding officer for or on local county, city or town measures)

We, the undersigned citizens and qualified electors of the state of Arizona, respectfully order that the senate (or

State Bill number or other local measure is placed here.

house) bill No. _____ (or other local county, city or town measure) entitled (title of act or ordinance, and if the petition is against less than the whole act or ordinance then set forth here the item, section, or

What legislative session belongs here.

part, of any measure on which the referendum is used), passed by the _____ session of the legislature of the state of Arizona, at the general (or special, as the case may be) session of said legislature, (or by a county, city or town legislative body) shall be referred to a vote of the qualified electors of the state, (county, city or town) for their approval or rejection at the next regular general election (or county, city or town election) and each for himself says:

I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be)

The county the signer is saying they are qualified to vote in should be placed here.

"Warning

It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector."

The initiative language is a little different from the referenda language.

- The face of the initiative petitions shall have the following language:

Notice: This is only a description of the proposed measure (or constitutional amendment) prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Initiative Measure to be Submitted Directly to Electors

We, the undersigned, citizens and qualified electors of the state of Arizona, respectfully demand that the following proposed law (or amendment to the constitution, or other initiative measure), shall be submitted to the qualified electors of the state of Arizona (county, city or town of _____) **For local jurisdictions** for their approval or rejection at the next regular general election (or county, city or town election) and each for himself says: I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be) _____ **The county the signer is saying they are qualified to vote in should be placed here.**

"Warning

It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector."

- The serial number must appear on the front of the petition in the lower right hand corner.



The portions of the face of the petition discussed above must be completed before a committee begins circulating.

- The petition sheet is limited to 15 signatures per sheet and must have the following headings for each column:

WARNING
It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector.

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					

d. Back of petition

Notary should complete the County where notarized

Instructions for Circulators

- All petitions shall be signed by a circulator.
- 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.
- Circulator's name shall be typed or printed under such person's signature.
- Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

Affidavit of Circulator

State of Arizona)
) ss:
 County of _____)
 (Where notarized)

I, _____ (Print Name), a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the State of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to the provisions of the Arizona Constitution, I have personally stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the measure proposed) at the time of the title and text was attached to the signature sheet.

(Signature of affiant) _____
 (Printed Name) _____
 Street and number of affiant, or description of residence location) _____

Subscribed and sworn to before me on _____ (Date)

Notary Public

 Arizona.

My commission expires on _____ (Date)

Number _____

Circulator should sign, print name and complete residential address information

Circulator should complete the printed name and the county where registered

Notary should complete the "subscribed & sworn to", Notary signature, county Notary is from, date of commission expiration and affix seal

The Serial Number should be filled in **prior** to circulating.

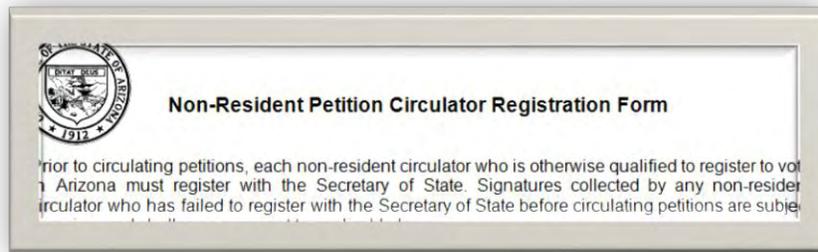
e. Attachment of text

- Not only is the text attached to the Application for Serial Number, it also must be attached to the petition as it is being circulated. A petition that is submitted and does not have the correct text attached will be **eliminated**.

Circulators

1. Things to share with petition circulators

- Who can or cannot circulate petitions [A.R.S. §§ 19-112(C), 19-114 & 19-118]
 - Any person who is qualified to register to vote **may** circulate petitions.
 - Any person who is not a resident of this state, but who registered as a circulator with the Secretary of State **may** circulate petitions.
 - A county recorder or a justice of the peace **may not** circulate petitions.
 - A person who is not qualified to register to vote **may not** circulate petitions.
- Registering with the State - A petition circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state. Circulators that are not residents of this state shall:
 - Register as a circulator with the Secretary of State by submitting the prescribed form.



- Indicate which petition is being circulated by listing the Serial Number.

Name of Candidate/Petition Serial # (list all that apply)	
Name of Circulator	

- Indicate what address he agrees to accept service of process if different than the residential address listed.

Circulator's Residential Address (including street number, city, state and zip)	
Address at which circulator agrees to accept service of process (if different from above)	
Telephone number	Email

- Sign the circulator registration form in the presence of a Notary:

I hereby swear or affirm under penalty of perjury that the above information is true and correct and that I am not a resident of Arizona, but am otherwise qualified to register to vote in Arizona.

Signature: _____ Date: _____

State of _____)
 County of _____)

Subscribed and sworn before me this _____ day of _____, 20____, by _____

(Notary Seal)

 Notary Public

- c. Paid vs. Volunteer – A circulator shall state whether he is a paid or volunteer circulator by checking the appropriate line on the upper right-hand corner of the petition **before** circulating. [A.R.S. §§ 19-101(C) & 19-102(C)]. If this is not completed, the signatures obtained on that particular sheet **are considered void and are not considered in determining the legal sufficiency of the petition.**

" _____ PAID CIRCULATOR"	" _____ VOLUNTEER"
--------------------------	--------------------

- d. Providing very specific instructions to the circulators could be crucial to the committee. To help with that, the committee may inform circulators of:
- The statutory requirements in A.R.S. § 19-121.01. This will give them an idea of what the election officials look for when the petitions are submitted. This statute is discussed in more detail in the [Removal of Petition Sheets](#) on page 14 and [Removal of Signature Lines](#) on page 15 of the handbook.
 - If it is determined that the circulator completed any portion of the elector's signature line, the line will be removed

- What the initiative is intended to do. For example, explain what part of the Arizona Constitution or Statutes is affected, what the initiative does, and why it is important to the committee. An informed circulator is an informed voter. It is a crime to misrepresent the general subject matter of the initiative.
- Upon completion of circulating a petition, the circulator shall complete the “Affidavit of Circulator” on the back of the petition in the presence of a Notary.
 - If any of the information on the back of a petition is missing, the entire sheet will be eliminated.

Withdrawal of Signatures

- Withdrawal of Signatures [A.R.S. § 19-113] – A person may remove his own name from a petition by doing any of the following:
 - Signing a simple statement of intent to withdraw that is filed with the filing officer.
 - Mailing a signed, notarized statement of intent to withdraw to the filing officer.
 - Drawing a line through the signature and printed name on the petition.



The Secretary of State has a form available for persons wishing to withdraw a signature.

- The signature withdrawal must be received by the filing officer by **5:00 p.m.** on the date the petition is actually filed in order to have effect. Otherwise the signature will be counted.
- Withdrawn signatures are not counted in determining the legal sufficiency of the petition.

SUBMITTING CIRCULATED PETITIONS

After the committee has collected the petitions from the circulators, they may start organizing the petitions in preparation for submitting them to the Secretary of State. Petitions filed in an organized manner assist the Secretary of State’s office in processing the petitions more efficiently and expediently.

Here are some helpful ways to organize before submitting petitions:

- Sort the petitions by county.
- Place the petitions in bankers’ boxes.
- Label the bankers’ boxes with the name of the county on the petitions.
- Avoid writing on the petition sheets in the upper left and right hand corners. The upper corners are areas of the petitions that statute requires the Secretary of State to use.
- Communicate with the Secretary of State regarding the committee’s progress, particularly with regard to an approximate date of when the committee anticipates submitting the petitions.
- The committee should prepare an estimation of how many petition sheets and signatures it is submitting.

Deadline to Submit Petitions [Ariz. Const. Art. 4, Pt. 1, § 1]

The deadlines to submit referendum and initiative petitions are set forth in the Arizona Constitution.

1. Referendum – **90 days** after the close of the legislative session in which the bill was enacted.
2. Initiative – **4 months** before the election in which the measures proposed are to be voted on.

For filing deadlines for local referenda and initiatives, please contact your local jurisdiction.

The committee must file the petitions with the Secretary of State no later than **5:00 p.m.** on:

- July 5, 2012 for the November 6, 2012 General Election
- July 3, 2014 for the November 4, 2014 General Election

When the committee brings the petitions in, the committee will complete a receipt of the estimated number of sheets and signatures filed. [A.R.S. 19-121(B)] The committee must also sign a “Permission to Destroy Text” form which gives the Secretary permission to recycle the pages of text that were attached to the petitions. [A.R.S. § 19-121.01(A)(2)(c)]

The Secretary of State will issue an initial receipt to the committee at the time the petitions are filed. The committee is not permitted to turn in supplemental petitions sheets once the Secretary of State has issued the receipt. [A.R.S. § 19-121]

PROCESSING OF PETITIONS

Secretary of State Processes



The Secretary of State has **20 business days** to process the petitions and select a 5% random sample of the signature lines. These processes are explained below.

Removal of Petition Sheets [A.R.S. §§ 19-121.01(A)(1) & (2)]

The Secretary of State will disqualify petition sheets as follows:

- Sheets not attached to a copy of the title and text of the referendum or initiative.
- The copy of the title and text from the remaining petition sheets or attached to the wrong title and text.
- Sheets that do not bear the correct petition serial number in the lower right-hand corner of each side of the sheet.
- Sheets where the circulator’s affidavit is not complete or signed.
- Sheets where the circulator’s affidavit is:
 - Not notarized.
 - The Notary’s signature is missing.
 - The Notary’s seal is missing.
 - The Notary’s commission has expired.
 - Subscribed and sworn to prior to gathering signatures on the front of the petition sheets.
- Sheets that are circulated by a prohibited circulator pursuant to A.R.S. § 19-119.01.
- Sheets where it cannot be determined if the petition was circulated by a paid circulator or a volunteer. [A.R.S. § 19-102(D)]

For the remaining petition sheets the county from which most signatures were gathered determines the county of majority for each sheet. Three or four letters designating the county of majority are placed in the upper right hand corner of the face of the petition.

<input checked="" type="checkbox"/> PAID CIRCULATOR <input type="checkbox"/> VOLUNTEER	COCH
--	------

Removal of Signature Lines [A.R.S. § 19-121.01(A)(3)]

The removal of signature lines consists of marking an “SS” in red to the right of the signature line. The following require disqualification:

1. Signatures of electors not in the county of majority are removed by marking an “SS” in red to the right of the date on that signature line.
2. If the signature of the qualified elector is missing.
3. If the residence address or the description of residence location is missing (PO Boxes are not allowed).
4. If the date on which the petition signed is missing.
5. Signatures in excess of the fifteen signatures permitted per petition sheet.
6. Signatures withdrawn as described in [Withdrawal of Signatures](#) on page 26.
7. Signatures which the Secretary of State determines that the circulator has printed the elector’s information as described in A.R.S. § 19-112(A).

Signature and Sheet Counts [A.R.S. §§ 19-121.01(A)(4) - (6)]

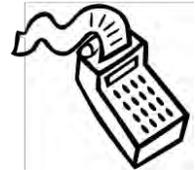
After the removal of petition sheets and signature lines, the Secretary of State counts the number of remaining signatures for verification on each remaining petition sheet and notes the number of signatures in the upper right hand corner next to the county designation.

	COCH 12
<input type="checkbox"/> VOLUNTEER	

The Secretary of State also counts the number of signature lines disqualified and places that number under the number of valid signature lines in the upper right hand corner of the petition sheet. This number is represented by “SS”.

	COCH 12 SS 2
<input type="checkbox"/> VOLUNTEER	

The petition sheets are then bates stamped, giving the sheet a page number. The page number is placed in the upper left-hand corner on each side of the petition sheet.



The remaining signatures are totaled to determine whether the number equals or exceeds the constitutional minimum. If so, the petitions continue through the process.

Random Sample [A.R.S. §§ 19-121.01(B) & (C)]

The Secretary of State selects at random, five percent of the total number of signatures eligible for verification.

1. The signatures selected are marked by drawing a circle in red around the signature line number and then drawing a line from the base of the circle to the left edge of the sheet.



2. If a signature line selected for the random sample is found to be blank or was removed in the signature line removal process, then the next line down is selected as a substitute. It is possible that selecting the next line down will require going to the next consecutive petition sheet. It is also possible the next line was already selected for the random. In that case, the next available signature line is selected by going back up the sheet from the line originally selected. The Secretary of State continues to use this process of alternately moving forward and backward until a signature eligible for verification and not already included in the random sample can be selected and substituted.
3. After the identification of the signatures that constitute the random sample, the Secretary of State copies the front of each petition sheet containing the signatures for review by the appropriate County Recorder.
4. The Secretary of State marks the copied sheets' signatures selected in the random sample by highlighting the circled number and line carried over to the left margin of the petition sheets.
5. The marked petitions are transmitted to the County Recorders either by personal delivery or certified mail.

At this time, the Secretary of State issues another receipt to the committee. This receipt informs the committee of the number of signatures and sheets removed by the Secretary and how many were selected for random verification by the County Recorders.

County Recorder Processes [A.R.S. § 19-121.02]

The Recorder has **15 business days** to verify the signatures randomly selected are those of eligible electors.

1. The Recorders determine if a signature should be disqualified for the reasons below:
 - No residence address or description of residence location is provided.
 - No date of signing is provided.
 - The signature is illegible and the signer is otherwise unidentifiable.
 - The address provided is illegible or nonexistent.
 - The individual was not a qualified elector on the date of signing the petition.
 - The individual was a registered voter but was not at least eighteen years of age on the date of signing the petition.
 - The signature was disqualified after comparison with the signature on the affidavit of registration.
 - If a petitioner signed more than once, all but one valid signature shall be disqualified.
 - For the same reasons any signatures or entire petition sheets could have been removed by the Secretary of State pursuant to A.R.S. § 19-121.01(A)(8).
2. The Recorder then certifies to the Secretary of State:
 - The name of any individual whose signature was included in the random sample and disqualified by the Recorder along with the petition page and line number of the disqualified signature.

The total number of signatures selected for the random sample and transmitted to the Recorder for verification and the total number of random sample signatures disqualified.
3. The Recorder returns the copies of the signatures sheets to the Secretary of State, along with the certification, and sends a notice of the certification to the referendum or initiative committee.

Disposition of Petitions by Secretary of State [A.R.S. § 19-121.04]

The Secretary of State has **72 hours**, excluding Saturdays, Sundays and other legal holidays, after receiving certifications from all the Recorders to determine the total number of valid signatures as reflected in the certifications. To determine the total number of valid signatures the Secretary of State uses the number of signatures determined for verification and subtracts:

1. All signatures on petitions containing a defective circulator's affidavit.
2. All signatures that were found ineligible by the county recorders and that were not subtracted in # 1 of this section.
3. After determining the percentage of all signatures found to be invalid in the random sample, the percentage is then applied to all signatures eligible for verification. This determines the number of invalid signatures.
4. The invalid signatures are then subtracted from the total of all signatures eligible for verification.

If the actual number of remaining valid signatures is projected to **equal or exceed** the minimum number required by the Arizona Constitution, the Secretary of State shall issue a receipt to the committee and notify the Governor that a sufficient number of signatures have been filed for the referendum or initiative to be placed on the ballot.



At this time, the referendum or initiative becomes a ballot measure.

If the number of remaining valid signatures is projected to be less than the minimum number required by the Constitution the referendum or initiative does not qualify for placement on the ballot and the Secretary of State issues a certified statement to the committee that the petition lacks the minimum number of signatures to place it on the general election ballot. [A.R.S. § 19-121]

PUBLICITY PAMPHLET [A.R.S. § 19-123]

For each statewide general or special election at which one or more ballot measures will be considered by voters, the Secretary of State must issue a Publicity Pamphlet. For each ballot measure, the Publicity Pamphlet contains:

1. The title and text of the measure or proposed amendment.
2. The form in which the measure or proposed amendment will appear on the ballot, the official title, the descriptive title prepared by the Secretary of State and the number by which it will be designated.
3. The arguments for and against the measure or amendment.
4. A legislative council analysis of the ballot proposal for any measure or proposed amendment.
5. The summary of a fiscal impact statement prepared by the Joint Legislative Budget Committee (JLBC) staff.

The Secretary of State mails one copy of the Publicity Pamphlet to every household that contains a registered voter. These are mailed in order to be delivered to households before the earliest date to receive an early ballot for the general election.

Sample ballots for both the primary and general elections include a statement on how to obtain a Publicity Pamphlet for the general election ballot.

ARGUMENTS [A.R.S. § 19-124]

An argument is a 300-word notarized statement either advocating or opposing any measure with respect to which the referendum or initiative has been invoked or any measure or constitutional amendment referred by the legislature. Arguments are included in the Publicity Pamphlet. Arguments which support the measure shall be placed first in order. The committee or person proposing the referendum or initiative shall be first among the affirmative arguments. Negative arguments shall be placed after the affirmative arguments. All other arguments are placed in the order in which they are received.

NUMBERING OF PROPOSITIONS [A.R.S. § 19-125(B)]

State law requires that ballot measures be numbered according to four criteria:

1. Constitutional amendments, whether initiated by the people or referred by the Legislature, are numbered in the 100s.
2. Citizen initiatives to create new or amend current state laws (statutes) are numbered in the 200s.
3. Legislative referrals to create new or amend current statutes are numbered in the 300s.

4. Local matters are numbered in the 400s.

Numbering begins with the last number used in the previous election and is not repeated until all one hundred numbers in that series have been used.

TOWN HALLS



The Secretary of State must conduct a minimum of three public meetings on the ballot measures, referred to as Town Halls. The Town Halls provide an opportunity for proponents, opponents and the general public to provide testimony and obtain information regarding ballot measures. [A.R.S. § 19-123(D)]

PENALTIES

Signing Petition for Profit [A.R.S. § 19-114.01]

It is a crime for any person to knowingly give or receive money or any other thing of value for signing an initiative or referendum petition.

Unlawful Acts [A.R.S. § 19-115]

It is a crime for any person:

- To knowingly sign any name other than your own to a petition, except in the circumstance where you sign for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name, because of physical infirmity.
- To knowingly sign your name more than once for the same measure or proposed constitutional amendment.
- Who is not a qualified elector of this state at the time of signing the petition.

Coercion; Intimidation; False Description [A.R.S. § 19-116]

1. It is a crime if a person:

- Knowingly coerces any other person by menace or threat to sign or refrain from; or
- threatens any other person
 - to the effect that the other person will or may be injured
 - in his business; or
 - discharged from employment; or
 - that he will not be employed, if he signs or refrains from signing an initiative or referendum petition or after signing have his name taken therefrom.

2. A circulator of an initiative or referendum petition and who induces any other person in the circulator's presence to sign the initiative or referendum petition by knowingly misrepresenting the general subject matter of the measure is guilty of a class 1 misdemeanor.

Deceptive Mailings [A.R.S. § 19-119]

In an attempt to influence the outcome of an election, an individual or committee shall not deliver or mail any document that falsely purports to be a mailing authorized, approved, required, sent or reviewed by or that falsely simulates a document from the government of this state, a county, city or town or any other political subdivision.

An individual or committee that violates this section is liable for a civil penalty equal to twice the total of the cost of the mailing or \$500, whichever is greater. The Attorney General, County Attorney, city or town attorney or other legal representative of the political subdivision, as appropriate, may assess the civil penalty.



Petition Signature Fraud; List of Prohibited Persons [A.R.S. § 19-119.01]

1. For the purposes of Title 19, a person commits petition signature fraud if the person does either of the following with the intent to defraud:
 - a. Intentionally collects for filing petition signature sheets with the knowledge that the person whose name appears on the signature sheet did not actually sign the petition.
 - b. Uses any fraudulent means, method, trick, device or artifice to obtain signatures on a petition.
2. A person paid by a political committee to employ or subcontract with persons who fraudulently obtain petition signatures or who obtain petition signatures through other unlawful means is not guilty of a violation of subsection A if the person does both of the following:
 - a. Reports the suspected unlawful or fraudulent signature collection to the filing officer.
 - b. Refuses to file the suspected unlawful or fraudulent signatures.
3. A person who violates subsection A is guilty of a class 1 misdemeanor, except that a person who engages or participates in a pattern of petition signature fraud is guilty of a class 4 felony and shall be prohibited from participating for five years in any election, initiative, referendum or recall campaign. For the purposes of this subsection, "pattern of petition signature fraud" means that the person employs or subcontracts with persons to obtain signatures and at least five of the employees or subcontractor's employees have been convicted of a violation of this section for one or more elections or recall campaigns in an election cycle.
4. The secretary of state shall maintain a list of persons who have been convicted of participating in a pattern of petition signature fraud in violation of this section and who are barred from participating in any election, initiative, referendum or recall campaign for five years from the date of conviction. The list shall be published on the secretary of state's website. The secretary of state shall remove a person from the list on expiration of the five-year prohibition. If a member of the public requests a copy of the list, the secretary shall provide it.

RECALL PROCESS

Who May be Recalled? [Ariz. Const. Article VIII, Sec. 1 & A.R.S. § 19-201]

Any public officer in the State of Arizona holding an elective office, either by election or appointment, is subject to recall by the qualified electors of the electoral district from which candidates are elected to such office. The district may include the whole state.

Recall Limitations [A.R.S § 19-202]

An officer shall have held office for **six months** before being recalled. There is one exception to this. A member of the Legislature may be recalled at any time after **five days** from the beginning of the first legislative session after his election.

NOTE: The commencement of a subsequent term in the same office does not renew the six month period delaying the circulation of petitions.

After one recall petition and election, no further recall petition shall be filed against the same officer during the term for which he was elected, unless the committee pays into the treasury the expenses for the previous election paid for the first recall.

APPLICATION FOR SERIAL NUMBER



Before an Application for Serial Number may be completed, a political committee must be formed. See “[Forming a Committee \[A.R.S. § 16-901\]](#)” on page 2.

Completing the Application for Recall Petition Serial Number [A.R.S. § 19-202.01]

An “Application for Recall Petition Serial Number” is required to be filed with the Secretary of State.

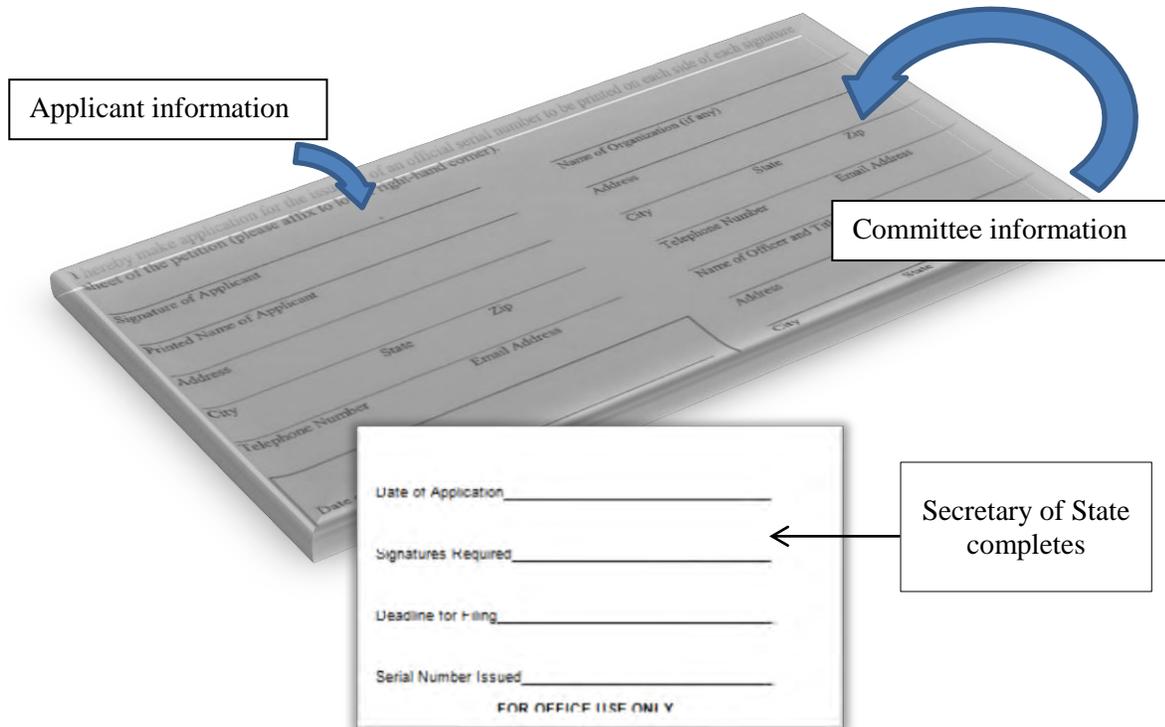
Top portion of the Application:

The diagram shows the top portion of the 'APPLICATION FOR RECALL PETITION SERIAL NUMBER' form. At the top center is the title 'APPLICATION FOR RECALL PETITION SERIAL NUMBER'. Below it is the address: 'Secretary of State, 1700 W. Washington, 7th Floor, Phoenix, AZ 85007'. The form contains the following text: 'I, _____, intend to circulate and file a recall petition demanding the recall of:'. Below this are two lines for '(Name)' and '(Title of Office Held)'. Further down is the text: 'The grounds of the recall are as follows: (State in not more than 200 words the grounds of the demand.)'. At the bottom of the form is a large box labeled '#3' containing the text 'PLACE 200-WORD STATEMENT OF RECALL GROUNDS HERE'. Three callouts are present: '#1' points to the name line, '#2' points to the title line, and '#3' points to the grounds box.

1. Write or type the name of the person to be recalled in the space provided on the application.
2. Write the title of the office held by the person being recalled.

- Write up a maximum of 200 words general statement stating the grounds of the recall. If the statement is **over** 200 words, the application **will not be accepted**.

Bottom portion of the Application:



The application will be date stamped and a copy will be given to the committee after the Secretary of State confirms there are 200 words or less on the statement, has calculated the number of signatures needed for the officer being recalled and calculated the date of the deadline to submit the petitions. The copy acts as a receipt of the application.



The recall petition is not considered filed until the verification process is complete. [A.R.S. § 19-203(A)]

Number of Required Signatures [Ariz. Const. Article VIII, Pt. 1 § 1 & A.R.S. § 19-201(A)]

The number of signatures required for recalling an elected official is based on the number of votes cast at the preceding election for all the candidates for the office held by the officer, even if the officer was not elected at that election. If there is more than one office being filled at that election, the number of votes cast is then divided by that number. The number is then multiplied by 25%. For example:

Recall of State Mine Inspector, Fred Flintstone:

CANDIDATE'S NAME	TOTAL VOTES CAST
Scooby Doo	90,000
Betty Boop	10,000
Fred Flintstone	100,000
Peter Pan	49,500
Bob Cat (Write In)	62
TOTAL VOTES CAST	249,562
Multiplied by 25%	62,390.5
Rounded up	62,391

The committee would need to collect a minimum of 62,391 **valid** signatures to recall Fred Flintstone.

Recall of Paula Tician, State Representative, Legislative District 100, 2 seats available:

CANDIDATE'S NAME	TOTAL VOTES CAST
Paula Tician	90,000
Tinker Bell	10,000
Donald Duck	100,000
Kermit the Frog	49,500
Wiley E. Coyote (Write In)	62
TOTAL VOTES CAST	249,562
Multiplied by 25%	62,390.5
Divided by 2	30,195.25
Rounded up	30,196

The committee will need to collect 30,196 **valid** signatures to recall Paula Tician.

The Secretary of State calculates the deadline to submit the petitions by counting **120 days** from the date the “Application for Recall Petition Serial Number” is filed. This is then placed on the application.

PETITIONS

Now that the application is filed, the committee may now prepare the petitions for circulation. Arizona law specifies the format of the petitions, what is allowed and isn't allowed, and the circulation of petitions.

Petition Format

The face of recall petitions should be complete prior to circulating.

1. Petition Requirements.
 - a. Form of petition [A.R.S. § 19-121 & 19-204]
 - Serial Number on lower right hand corner on front and back of petition
 - Printed in at least 8 point type.

- Printed in black on white or recycled white legal size (8 1/2" x 14") paper
 - With a margin of at least one-half inch at the top and one-fourth at the bottom of each page.
- Limited to 15 signatures per page.

b. Face of petition

Face of Recall Petition [A.R.S. §§ 19-101 & 19-204]

Recall Petition

We, the qualified electors of the electoral district from which _____ was elected, demand his recall.
 The grounds of this demand for recall are as follows: _____
(Name and title of office)

(State in two hundred words or less the grounds of the demand)

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Secretary of State
Revised 7/20/2011 The validity of signatures on this sheet must be sworn to by the circulator before a notary public on the form appearing on the back of this sheet. Number _____

c. What is on the face of the petition [A.R.S. § 19-204]

- The name of the officer being recalled, along with the office held, and
- The 200 word general statement stating the grounds of the recall as it appears on the Application for Recall Petition Serial Number.

Recall Petition

We, the qualified electors of the electoral district from which _____ was elected, demand his recall.
 The grounds of this demand for recall are as follows: _____
(Name and title of office)

(State in two hundred words or less the grounds of the demand)

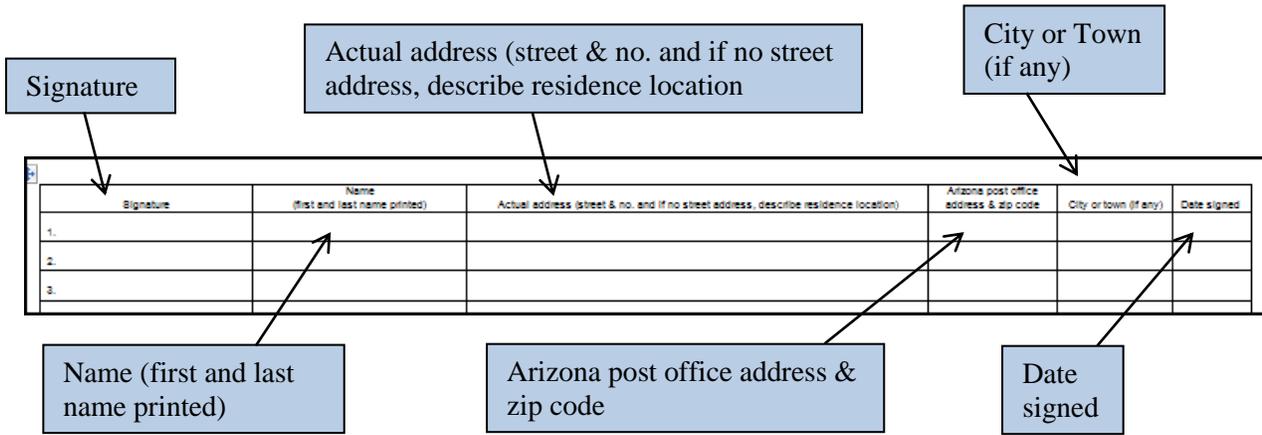
- The serial number

Number _____		

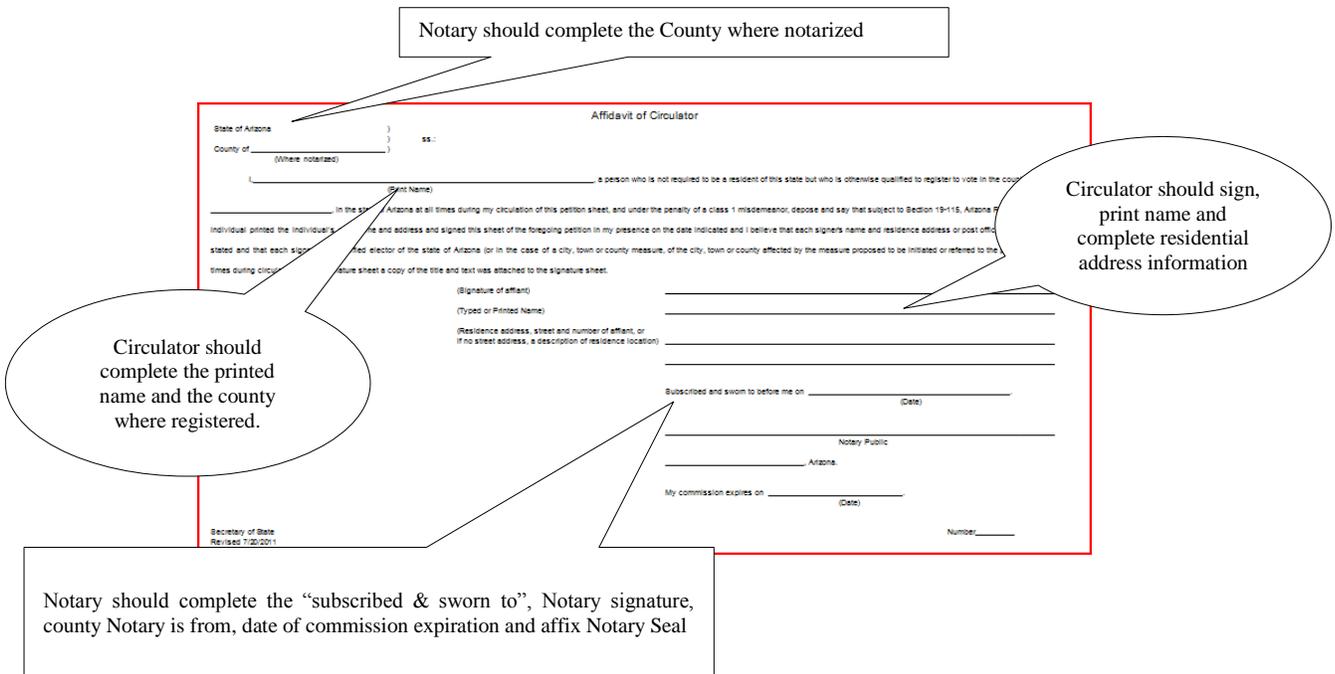


The portions of the face of the petition discussed above must be completed before a committee begins circulating.

- The petition sheet is limited to 15 signatures per page and must have the following headings for each column:



d. Back of recall petition:



Circulators

Things to share with petition circulators

- Who may or may not circulate petitions [A.R.S. §§ 19-205 & 19-205.02]
 - Any person who is qualified to register to vote **may** circulate petitions.
 - A county recorder or a justice of the peace **may not** circulate petitions.
 - A person who is not qualified to register to vote **may not** circulate petitions.
- Providing very specific instructions to the circulators could be crucial to the committee. To help with that, the committee may inform circulators of:

- The statutory requirements in A.R.S. § 19-121.01. This will give them an idea of what the election officials look for when the petitions are submitted. This statute is discussed in more detail in the [Removal of Petition Sheets](#) on page 14 and [Removal of Signature Lines](#) on page 15 of the handbook.
 - If it is determined that the circulator completed any portion of the elector’s signature line, the line will be removed
3. Who the committee is recalling and the grounds for the recall.
 4. Upon completion of circulating a petition, the circulator shall complete the “Affidavit of Circulator” on the back of the petition in the presence of a Notary.
 5. If any of the information on the back of a petition is missing, the entire sheet will be eliminated.

Withdrawal of Signatures

1. Withdrawal of Signatures [A.R.S. § 19-113] – A person may remove his own name from a petition by doing any of the following:
 - a. Signing a simple statement of intent to withdraw that is filed with the filing officer.
 - b. Mailing a signed, notarized statement of intent to withdraw to the filing officer.
 - c. Drawing a line through the signature and printed name on the petition.



The Secretary of State has a form available for persons wishing to withdraw a signature.

2. The signature withdrawal must be done by 5:00 p.m. on the date the recall petition containing the person’s signature is actually submitted for verification in order to have effect. Otherwise the signature will be counted.
3. Withdrawn signatures are not counted in determining the legal sufficiency of the petition.

SUBMITTING CIRCULATED PETITIONS

After the committee has collected the petitions from the circulators, they may start organizing the petitions in preparation for submitting them to the Secretary of State. Petitions filed in an organized manner assist the Secretary of State in processing the petitions more efficiently and expediently.

Here are some helpful ways to organize before submitting petitions:

- Sort the petitions by county, if applicable.
- Place the petitions in bankers’ boxes.
- Label the bankers’ boxes with the name of the county on the petitions, if applicable.
- Avoid writing on the petition sheets in the upper left and right hand corners. The upper corners are areas of the petitions that statute requires the Secretary of State to use.
- Communicate with the Secretary of State regarding the committee’s progress, particularly with regard to an approximate date of when the committee anticipates submitting the petitions.
- The committee should prepare an estimation of how many petition sheets and signatures it is submitting.

Deadline to Submit Petitions [A.R.S. § 19-203(B)]

The deadline to submit recall petitions is **120 days** from the day the application was filed with the Secretary of State. Any petitions received after the **120 days** shall not be accepted.



For filing deadlines for local recalls, please contact your local jurisdiction.

When the committee brings the petitions in, the committee will complete a receipt of the estimated number of sheets and signatures filed. [A.R.S. 19-121(B)]

The Secretary of State will issue an initial receipt to the committee at the time the petitions are filed with the committee's estimated number of sheets and signatures. The committee is not permitted to turn in supplemental petitions sheets. [A.R.S. § 19-203(B)]

PROCESSING OF PETITIONS

Secretary of State Processes

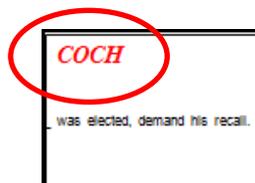
The Secretary of State has **10 days** to process the petitions. These processes are explained below.

Removal of Petition Sheets [A.R.S. §§ 19-121.01(A) & 19-208.01]

The Secretary of State will disqualify petition sheets as follows:

- Sheets that do not bear the correct petition serial number in the lower right-hand corner of each side of the sheet.
- Sheets where the circulator's affidavit is not complete or signed.
- Sheets where the circulator's affidavit is:
 - Not notarized.
 - The Notary's signature is missing.
 - The Notary's seal is missing.
 - The Notary's commission has expired.
 - Subscribed and sworn to prior to gathering signatures on the front of the petition sheet.
- Sheets that are circulated by a prohibited circulator pursuant to A.R.S. § 19-119.01.

For the remaining petition sheets the county from which most signatures were gathered determines the county of majority. For a statewide or legislative office that crosses county lines, the county of majority must be determined. [A.R.S. § 19-205(B)] Three or four letters designating the county of majority are placed in the upper right hand corner of the face of the petition.



Signatures of electors not in the county of majority are removed by marking an "SS" in red to the right of the date on that signature line. This is the first step of signature line removal.

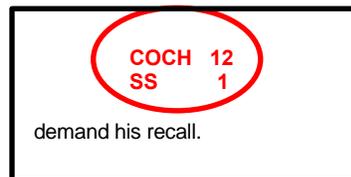
Removal of Signature Lines [A.R.S. § 19-121.01(A)(3)]

The removal of signature lines consists of marking an “SS” in red to the right of the signature line. The following require disqualification of a signature line:

- If the signature of the qualified elector is missing.
- If the residence address or the description of residence location is missing (PO Boxes are not allowed).
- If the date on which the petition signed is missing.
- Signatures in excess of the fifteen signatures permitted per petition sheet.
- Signatures withdrawn as described in [Withdrawal of Signatures](#) on page 26.
- Signatures which the Secretary of State determines that the circulator has printed the elector’s information as described in A.R.S. § 19-112(A).

Signature and Sheet Counts [A.R.S. §§ 19-121.01(A)(4) - (6)]

1. After the removal of petition sheets and signature lines, the Secretary of State counts the number of remaining signatures for verification on each remaining petition sheet and notes the number of signatures in the upper right hand corner next to the county designation.



2. The petition sheets are then numbered consecutively. The number is placed in the upper left-hand corner of the petition sheet.



3. The Secretary of the State copies the petition sheets.
4. The copied petition sheets are transmitted to the county recorders either by personal delivery or certified mail.

At this time, the Secretary of State issues another receipt to the committee. This receipt informs the committee whether or not there are enough signatures to be sent to the Recorder for verification.

County Recorder Processes [A.R.S. §§ 19-121.02(A) & 19-208.02]

The Recorder has **60 days** to verify the signatures the Secretary of State submitted to the Recorder. The Recorder verifies 100 percent of the signatures. The Recorder determines if a signature should be disqualified for the reasons below:

- No residence address or description of residence location is provided.
- No date of signing is provided.
- The signature is illegible and the signer is otherwise unidentifiable.
- The address provided is illegible or nonexistent.

- The individual was not a qualified elector on the date of signing the petition.
- The individual was a registered voter but was not at least eighteen years of age on the date of signing the petition.
- The signature was disqualified after comparison with the signature on the affidavit of registration.
- If a petitioner signed more than once, all but one valid signature shall be disqualified.
- For the same reasons any signatures or entire petition sheets could have been removed by the Secretary of State pursuant to A.R.S. § 19-121.01(A)(8).

The Recorder then certifies to the Secretary of State the name of any individual whose signature was disqualified by the Recorder along with the petition page and line number of the disqualified signature, and the total number of signatures transmitted to the Recorder for verification.

The Recorder returns the copies of the signatures sheets to the Secretary of State, along with the certification, and sends a notice of the certification to the recall committee.

Disposition of Petitions by Secretary of State [A.R.S. § 19-208.03]

The Secretary of State has **five days**, excluding Saturdays, Sundays and other legal holidays, after receiving certifications from all the Recorders to determine a sufficient number of valid signatures have been certified to qualify for placement of the recall on the ballot. The Secretary of State shall tabulate the number of signatures certified, and:

- If the number of valid signatures is insufficient the Secretary of State shall notify the committee. [A.R.S. § 19-208.01(B)]
- If the actual number of signatures on the remaining sheets **equals or exceeds** the minimum number required by the Arizona Constitution, the Secretary of State shall officially file the recall petition, notify the Governor and place the recall on the ballot.

NOTIFICATIONS/ORDER FOR SPECIAL RECALL ELECTION

Now that the recall petition is considered officially filed, the Secretary of State shall:

1. Within **48 hours**, excluding Saturdays, Sundays or other legal holidays, provide written notification to the person against whom the recall is filed. [A.R.S. § 19-207]

The notice shall state:

- That a recall petition has been filed,
- Set forth the grounds of the recall, and
- That the person has the right to prepare and have printed on the ballot a statement containing not more than 200 words defending the person's official conduct within **10 days** of receiving the notice.
 - If the person does not provide a defense statement he is waiving his right to have the statement printed on the ballot.

The officer is also given the opportunity to resign within **five business days** of the official filing of the recall. If the officer resigns, the vacancy shall be filled as provided by law. [A.R.S. § 19-208]

2. If the officer does not resign within **five business days**, a special recall election shall be ordered. The order shall be issued within **15 days** and the election shall be ordered to be

held on the next consolidated election date that is **90 days** or more after the calling of the election. [A.R.S. § 19-209]

The recall election shall be called:

- By the Governor for a state office or a member of the legislature.
 - If a recall is filed for the office of Governor, the Secretary of State orders the election.
- By the Board of Supervisors for a county officer or judge or other officer of the superior court in that county.
 - If a recall is filed for the office of Board of Supervisor, the Clerk of the Superior Court orders the election.
- By the legislative body of a city or town for a city or town officer.
 - If a recall is filed a city or town officer, the city clerk orders the election.
- By the County School Superintendent if for a member of a school district governing board.

RECALL CANDIDATE FILINGS & NOMINATION PETITIONS

The officer being recalled is placed as a candidate on the official ballot without nomination. Other recall candidates shall circulate and file nomination petitions.



Recall candidates will need to form a candidate committee.

To become a candidate in a recall election, one must first form a political committee by either submitting a \$500 Threshold Exemption Statement or a Political Committee Statement of Organization. The officer being recalled must also form a committee.

Forming a Committee [A.R.S. § 16-901]

1. Make sure you received a copy of the “Campaign Contributions and Expenditures” handbook. It is available at www.azsos.gov if you did not receive it.



2. Read through the handbook before forming a committee.
3. Statewide or legislative candidates must use the web-based reporting system which can be found at <https://azsos.gov/CFS2/Login.aspx> to organize the committee and to report the committee’s contributions and expenditures.

4. The campaign finance system will prompt you to print the \$500 Threshold Exemption Statement or Political Committee Statement of Organization.
 - Print it.
 - Sign it.
 - Submit it to the Secretary of State's office. *A committee does not become active until the **original** is received by the Secretary of State's office.*



Problems or questions on our campaign finance system may be directed to our campaign finance experts:

Campaign Finance Supervisor
Nancy Read
(602) 364-1562

Campaign Finance Assistant
Yolanda Morales
(602) 364-4855

Nomination Petitions [A.R.S. § 19-212]

If the recall qualifies for the ballot, and the officer subject to recall chooses not to resign, there will be a special recall election. Any qualified elector of the district may run for the office being recalled. The number of signatures a recall candidate must gather is equal to or at least two per cent of the total votes cast for all candidates for that office at the last election for that office.

Remember our earlier calculations on the number of signatures required to recall an officer? Using the same mathematics and changing the percentage to two percent shall determine the number of signatures required for a recall candidate to be placed on the ballot.

Recall of State Mine Inspector, Fred Flintstone:

CANDIDATE'S NAME	TOTAL VOTES CAST
Scooby Doo	90,000
Betty Boop	10,000
Fred Flintstone	100,000
Peter Pan	49,500
Bob Cat (Write In)	62
TOTAL VOTES CAST	249,562
Multiplied by 2%	4,991.24
Rounded up	4,992

The recall candidate would need to collect a minimum of 4,992 **valid** signatures to be placed on the special recall election ballot recalling the State Mine Inspector.

Recall of Paula Tician, State Representative, Legislative District 100, 2 seats available:

CANDIDATE'S NAME	TOTAL VOTES CAST
Paula Tician	90,000
Tinker Bell	10,000
Donald Duck	100,000
Kermit the Frog	49,500
Wiley E. Coyote (Write In)	62
TOTAL VOTES CAST	249,562
Multiplied by 2%	4,991.24
Divided by 2	2,495.62
Rounded up	2,496

The recall candidate would need to collect a minimum of 2,496 **valid** signatures to be placed on the special recall election ballot recalling Paula Tician, Legislative District 100.



Nomination petition signers shall be qualified electors of the electoral district of the officer against whom the recall petition is filed.

The face of the special recall nomination petitions shall have the following language:

The county is important when a district crosses county lines.

Name of person running as a candidate

Nomination Petition – Recall Election

We, the undersigned electors, qualified to vote in the recall election mentioned herein, residents of the precinct indicated by the residence addresses give, and residents of the county of _____, state of Arizona, hereby nominate _____, who resides at _____, in the county of _____ to be a candidate in the recall election for the office of _____ to be held on _____, and we further declare that we _____ (date) have not signed and will not sign any nomination paper for any other person for such office.

The residential address and county of the CANDIDATE.

Name of the office

Insert the date of the special recall election.

The remainder of the petition shall be substantially in the form prescribed in A.R.S. § 16-315.

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					

The back of the recall nomination petition shall include a certificate by a person who is qualified to register to vote stating that to the best of his knowledge and belief all the signers of the nomination petition are qualified electors of the precinct which they give as their residence.

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 such person's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

Affidavit of Circulator

State of Arizona }
County of _____ } ss. _____
(Where Notarized) (Print Name)

_____ a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of _____ in the state of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to Section 19-115, Arizona Revised Statutes, each individual printed the individual's own name and address and signed this sheet of the foregoing petition in my presence on the date indicated, and I believe that each signer's name and residence address or post office address are correctly stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the recall) and that I am qualified to register to vote and all signers of this petition are qualified to vote in the recall election.

(Signature of affiant) _____
(Typed or Printed Name) _____
(Residence address, street and number of affiant, or if no street address, a description of residence location) _____

Subscribed and sworn to before me on _____ (Date)

Notary Public

Arizona.
My commission expires on _____ (Date) Number _____

Secretary of State
Revised 7/20/2011

Deadline to Submit Petitions [A.R.S. § 19-212(F)]

The deadline to submit recall nomination petitions is not more than **90 days** and no less than **60 days** prior to the date of the special recall election.

A Nomination Paper and Financial Disclosure Statement must be filed at the same time as the candidate's petitions. [A.R.S. §§ 16-311 & 38-543]

WHO TO CONTACT

Mary C. Fontes, HAVA Business Analyst
Phone: (602) 364-3222
Email: mfontes@azsos.gov

Title 19, Chapter 1 Initiative and Referendum

19-101-Referendum petition; circulators; violation; classification

A. The following shall be the form for referring to the people by referendum petition a measure or item, section or part of a measure enacted by the legislature or by the legislative body of an incorporated city, town or county:

Referendum Description

(Insert a description of no more than one hundred words of the principal provisions of the measure sought to be referred.)

Notice: This is only a description of the measure sought to be referred prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Petition for Referendum

To the secretary of state: (or to the corresponding officer for or on local county, city or town measures)

We, the undersigned citizens and qualified electors of the state of Arizona, respectfully order that the senate (or house) bill No. ____ (or other local county, city or town measure) entitled (title of act or ordinance, and if the petition is against less than the whole act or ordinance then set forth here the item, section, or part, of any measure on which the referendum is used), passed by the _____ session of the legislature of the state of Arizona, at the general (or special, as the case may be) session of said legislature, (or by a county, city or town legislative body) shall be referred to a vote of the qualified electors of the state, (county, city or town) for their approval or rejection at the next regular general election (or county, city or town election) and each for himself says:

I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be) _____.

"Warning

It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector."

Signature	Name	Actual	Arizona	City or	Date
	(first and	address	post office	town	signed
	last name	(street &	address	(if any)	
	printed)	no. and if	& zip		
		no street	code		
		address,			
		describe			
		residence			
		location)			

(Fifteen lines for signatures which shall be numbered)

The validity of signatures on this sheet must be sworn to by the circulator before a notary public on the form appearing on the back of the sheet.

Number _____

B. Each petition sheet shall have printed in capital letters in no less than twelve point bold-faced type in the upper right-hand corner of the face of the petition sheet the following:

" _____ paid circulator" " _____ volunteer".

C. A circulator of a referendum petition shall state whether he is a paid circulator or volunteer by checking the appropriate line on the petition form before circulating the petition for signatures.

D. Signatures obtained on referendum petitions in violation of subsection C are void and shall not be counted in determining the legal sufficiency of the petition. The presence of signatures that are invalidated under this subsection on a petition does not invalidate other signatures on the petition that were obtained as prescribed by this section.

19-102 Initiative petition; circulators

A. The form of petition for a law or amendment to the constitution of this state or county legislative measure, or city or town ordinance, or amendment to a city or town charter proposed by the initiative to be submitted directly to the electors, shall be substantially in the form prescribed in section 19-101, except that the title and body of such petition shall read:

Initiative description

(Insert a description of no more than one hundred words of the principal provisions of the proposed measure or constitutional amendment.)

Notice: This is only a description of the proposed measure (or constitutional amendment) prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Initiative Measure to be Submitted Directly to Electors

We, the undersigned, citizens and qualified electors of the state of Arizona, respectfully demand that the following proposed law (or amendment to the constitution, or other initiative measure), shall be submitted to the qualified electors of the state of Arizona (county, city or town of _____) for their approval or rejection at the next regular general election (or county, city or town election) and each for himself says: (terminate form same as a referendum petition.)

B. Each petition sheet shall have printed in capital letters in no less than twelve point bold-faced type in the upper right-hand corner of the face of the petition sheet the following:

" _____ paid circulator" " _____ volunteer"

C. A circulator of an initiative petition shall state whether he is a paid circulator or volunteer by checking the appropriate line on the petition form before circulating the petition for signatures.

D. Signatures obtained on initiative petitions in violation of subsection C of this section are void and shall not be counted in determining the legal sufficiency of the petition. The presence of signatures that are invalidated under this subsection on a petition does not invalidate other signatures on the petition that were obtained as prescribed by this section.

19-111 Number for petition

A. A person or organization intending to propose a law or constitutional amendment by initiative petition or to file a referendum petition against a measure, item, section or part of a measure, before causing the petition to be printed and circulated, shall file with the secretary of state an application, on a form to be provided by the secretary of state, setting forth his name or, if an organization, its name and the names and titles of its officers, address, his intention to circulate and file a petition, a description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure and the text of the proposed law, constitutional amendment or measure to be initiated or referred in no less than eight point type, and applying for issuance of an official serial number. At the same time as the person or organization files its application, the person or organization shall file with the secretary of state its statement of organization or its signed exemption statement as prescribed by section 16-

902.01. The secretary of state shall not accept an application for initiative or referendum without an accompanying statement of organization or signed exemption statement as prescribed by this subsection.

B. On receipt of the application, the secretary of state shall assign an official serial number to the petition, which number shall appear in the lower right-hand corner of each side of each copy thereof, and issue that number to the applicant. Numbers shall be assigned to petitions by the secretary of state in numerical sequence, and a record shall be maintained in his office of each application received and of the numbers assigned and issued to the applicant.

C. The secretary of state shall make available to each applicant by electronic means a copy of the text of this article governing the initiative and referendum and all rules adopted by the secretary of state pursuant to this title. In addition, the secretary of state shall provide the applicant by electronic means the ability to file a statement of organization or five hundred dollar threshold exemption statement and a notice stating: "This statement must be filed before valid signatures can be collected." The secretary of state shall make available by electronic means a copy of the text of this article governing the initiative and referendum and all rules adopted by the secretary of state pursuant to this title to the county, city and town clerks who shall similarly furnish a copy to each applicant by electronic means. If a member of the public so requests, the secretary of state and the county, city and town clerks shall provide a copy in pamphlet form.

D. The eight point type required by subsection A of this section shall not apply to maps, charts or other graphics.

19-111.01 Text review; legislative council; recommendations

A. At any time before filing an application for initiative petition or referendum petition and after filing a statement of organization pursuant to section 16-902.01, a political committee that intends to submit an application for initiative petition or referendum petition for a proposed law or constitutional amendment may submit a copy of the text of the proposed law, referral or constitutional amendment to the director of the legislative council.

B. No later than thirty days after receipt of the text of the measure, the legislative council staff shall review the proposed measure. The legislative council staff shall limit its consideration to errors in the drafting of the measure, confusing, conflicting or inconsistent provisions within the measure and conflicts with other state laws and federal law and shall consider and may prepare recommendations to improve the text of the proposed measure.

C. The person or organization proposing the law or constitutional amendment may accept, modify or reject any recommendations made by the legislative council staff regarding the text of the measure solely in its discretion.

19-112 Signatures and verification; attachment; registration of circulators

A. Every qualified elector signing a petition shall do so in the presence of the person who is circulating the petition and who is to execute the affidavit of verification. At the time of signing, the qualified elector shall sign his first and last names in the spaces provided and the elector so signing shall print his first and last names and write, in the appropriate spaces following the signature, the signer's residence address, giving street and number, and if he has no street address, a description of his residence location. The elector so signing shall write, in the appropriate spaces following the elector's address, the date on which the elector signed the petition.

B. The signature sheets shall be attached at all times during circulation to a full and correct copy of the title and text of the measure or constitutional amendment proposed or referred by the petition. The title and text shall be in at least eight point type and shall include both the original

and the amended text. The text shall indicate material deleted, if any, by printing the material with a line drawn through the center of the letters of the material and shall indicate material added or new material by printing the letters of the material in capital letters.

C. The person before whom the signatures, names and addresses were written on the signature sheet shall, on the affidavit form pursuant to this section, subscribe and swear before a notary public that each of the names on the sheet was signed and the name and address were printed by the elector and the circulator on the date indicated, and that in his belief each signer was a qualified elector of a certain county of the state, or, in the case of a city, town or county measure, of the city, town or county affected by the measure on the date indicated, and that at all times during circulation of the signature sheet a copy of the title and text was attached to the signature sheet. 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. All signatures of petitioners on a signature sheet shall be those of qualified electors who are registered to vote in the same county. However, if signatures from more than one county appear on the same signature sheet, only the valid signatures from the same county that are most numerous on the signature sheet shall be counted. Signature and handwriting comparisons may be made.

D. The affidavit shall be in the following form printed on the reverse side of each signature sheet:

Affidavit of Circulator
State of Arizona)

) ss.:

County of _____)

(Where notarized)

I, (print name), a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of _____, in the state of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to section 19-115, Arizona Revised Statutes, each individual printed the individual's own name and address and signed this sheet of the foregoing petition in my presence on the date indicated and I believe that each signer's name and residence address or post office address are correctly stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the measure proposed to be initiated or referred to the people) and that at all times during circulation of this signature sheet a copy of the title and text was attached to the signature sheet.

(Signature of affiant) _____

(Residence address, street
and number of affiant, or
if no street address, a
description of residence
location)

Subscribed and sworn to before me on _____.
(date)

Notary Public

_____, Arizona.

My commission expires on _____.

(date)

E. The eight point type required by subsection B shall not apply to maps, charts or other graphics.

19-113 Withdrawal of petition signature; payment of remuneration; violation; classification

A. A person who has signed a petition prescribed by statute for any candidate nomination, initiative, referendum or formation or modification of a county, municipality or district may withdraw the person's signature from the petition not later than 5:00 p.m. on the date the petition containing the person's signature is actually filed. A person who has signed a recall petition may withdraw the person's signature from the petition not later than 5:00 p.m. on the date the petition containing the person's signature is actually submitted for verification pursuant to section 19-203.

B. To withdraw a petition signature, a person may do any of the following:

1. Verify the withdrawal by signing a simple statement of intent to withdraw at the office of the receiving officer.

2. Mail a signed, notarized statement of intent to withdraw to the receiving officer.

3. Draw a line through the signature and printed name on the petition.

C. A signature withdrawn pursuant to subsection B of this section and received by the receiving officer within the time provided for in subsection A of this section shall not be counted in determining the legal sufficiency of the petition.

D. A person who knowingly gives or receives money or any other thing of value for signing a statement of signature withdrawal pursuant to subsection B of this section is guilty of a class 1 misdemeanor.

19-114 Prohibition on circulating petitions by certain persons; statement of organization or exemption

A. No county recorder or justice of the peace and no person other than a person who is qualified to register to vote pursuant to section 16-101 may circulate an initiative or referendum petition and all signatures verified by any such person shall be void and shall not be counted in determining the legal sufficiency of the petition.

B. Signatures obtained on initiative and referendum petitions by a political committee proposing the initiative or referendum or any of its officers, agents, employees or members prior to the filing of the committee's statement of organization or prior to the filing of the five hundred dollar threshold exemption statement pursuant to section 16-902.01 are void and shall not be counted in determining the legal sufficiency of the petition.

19-114.01 Prohibition on signing petition for profit; classification

Any person who knowingly gives or receives money or any other thing of value for signing an initiative or referendum petition, excluding payments made to a person for circulating such petition, is guilty of a class 1 misdemeanor.

19-115 Unlawful acts; violations; classification

- A. Every qualified elector of the state may sign a referendum or initiative petition upon any measure which he is legally entitled to vote upon.
- B. A person who knowingly signs any name other than his own to a petition, except in a circumstance where he signs for a person in the presence of and at the specific request of such a person who is incapable of signing his own name or printing his own name and address because of physical infirmity, who knowingly signs his name more than once for the same measure or proposed constitutional amendment at one election, who is not at the time of signing a qualified elector of this state or who knowingly fills out the name and address portion of the petition with the intent to commit fraud, or any officer or person who knowingly violates any provision of this chapter, is guilty of a class 1 misdemeanor unless another classification is specifically prescribed in this title.

19-116 Signing petitions; coercion; intimidation; false description; classification

- A. A person who knowingly coerces any other person by menace or threat, or threatens any other person to the effect that the other person will or may be injured in his business, or discharged from employment, or that he will not be employed, to sign or subscribe, or to refrain from signing or subscribing, his name to an initiative or referendum petition, or, after signing or subscribing his name, to have his name taken therefrom, is guilty of a class 1 misdemeanor.
- B. A person who is a circulator of an initiative or referendum petition and who induces any other person in the circulator's presence to sign the initiative or referendum petition by knowingly misrepresenting the general subject matter of the measure is guilty of a class 1 misdemeanor.

19-117 Initiative and referendum petition; changes; applicability

Notwithstanding any other law, any change in the law or procedure adopted by a governing body with respect to circulation or filing of an initiative or referendum petition after an initiative or referendum petition application is filed pursuant to section 19-111 does not apply to the initiative or referendum petition.

19-118 Definition of paid circulator

For the purposes of this title, "paid circulator":

1. Means a natural person who receives monetary or other compensation that is based on the number of signatures obtained on a petition or on the number of petitions circulated that contain signatures.
2. Does not include a paid employee of any political committee organized pursuant to title 16, chapter 6, unless that employee's primary responsibility is circulating petitions to obtain signatures.

19-119 Deceptive mailings; civil penalty

- A. In an attempt to influence the outcome of an election held pursuant to this title, an individual or committee shall not deliver or mail any document that falsely purports to be a mailing authorized, approved, required, sent or reviewed by or that falsely simulates a document from the government of this state, a county, city or town or any other political subdivision.
- B. An individual or committee that violates this section is liable for a civil penalty equal to twice the total of the cost of the mailing or five hundred dollars, whichever is greater. The attorney

general, the county attorney, the city or town attorney or other legal representative of the political subdivision, as appropriate, may assess the civil penalty.

19-119.01 Petition signature fraud; classification; list of prohibited persons

A. For the purposes of this title, a person commits petition signature fraud if the person does either of the following with the intent to defraud:

1. Intentionally collects for filing petition signature sheets with the knowledge that the person whose name appears on the signature sheet did not actually sign the petition.
2. Uses any fraudulent means, method, trick, device or artifice to obtain signatures on a petition.

B. A person paid by a political committee to employ or subcontract with persons who fraudulently obtain petition signatures or who obtain petition signatures through other unlawful means is not guilty of a violation of subsection A if the person does both of the following:

1. Reports the suspected unlawful or fraudulent signature collection to the filing officer.
2. Refuses to file the suspected unlawful or fraudulent signatures.

C. A person who violates subsection A is guilty of a class 1 misdemeanor, except that a person who engages or participates in a pattern of petition signature fraud is guilty of a class 4 felony and shall be prohibited from participating for five years in any election, initiative, referendum or recall campaign. For the purposes of this subsection, "pattern of petition signature fraud" means that the person employs or subcontracts with persons to obtain signatures and at least five of the employees or subcontractor's employees have been convicted of a violation of this section for one or more elections or recall campaigns in an election cycle.

D. The secretary of state shall maintain a list of persons who have been convicted of participating in a pattern of petition signature fraud in violation of this section and who are barred from participating in any election, initiative, referendum or recall campaign for five years from the date of conviction. The list shall be published on the secretary of state's website. The secretary of state shall remove a person from the list on expiration of the five-year prohibition. If a member of the public requests a copy of the list, the secretary shall provide it.

19-121 Signature sheets; petitions; form; procedure for filing

A. Signature sheets filed shall:

1. Be in the form prescribed by law.
2. Have printed in its lower right-hand corner, on each side of such sheet, the official serial number assigned to the petition by the secretary of state.
3. Be attached to a full and correct copy of the title and text of the measure, or amendment to the constitution, proposed or referred by the petition.
4. Be printed in at least eight point type.
5. Be printed in black ink on white or recycled white pages fourteen inches in width by eight and one-half inches in length, with a margin of at least one-half inch at the top and one-fourth inch at the bottom of each page.

B. For purposes of this chapter, a petition is filed when the petition sheets are tendered to the secretary of state, at which time a receipt is immediately issued by the secretary of state based on an estimate made to the secretary of state of the purported number of sheets and signatures filed. After the issuance of the receipt, no additional petition sheets may be accepted for filing.

C. Petitions may be filed with the secretary of state in numbered sections for convenience in handling. Not more than fifteen signatures on one sheet shall be counted.

D. Initiative petitions which have not been filed with the secretary of state as of 5:00 p.m. on the day required by the constitution prior to the ensuing general election after their issuance shall be

null and void, but in no event shall the secretary of state accept an initiative petition which was issued for circulation more than twenty-four months prior to the general election at which the measure is to be included on the ballot.

E. For purposes of this article and article 4, the measure to be attached to the petition as enacted by the legislative body of an incorporated city, town or county means the adopted ordinance or resolution or, in the absence of a written ordinance or resolution, that portion of the minutes of the legislative body that reflects the action taken by that body when adopting the measure. In the case of zoning measures the measure shall also include a legal description of the property and any amendments made to the ordinance by the legislative body.

19-121.01 Secretary of state; removal of petition and ineligible signatures; facsimile sheets; random sample

A. Within twenty days, excluding Saturdays, Sundays and other legal holidays, of the date of filing of an initiative or referendum petition and issuance of the receipt, the secretary of state shall:

1. Remove the following:

- (a) Those sheets not attached to a copy of the title and text of the measure.
- (b) The copy of the title and text from the remaining petition sheets.
- (c) Those sheets not bearing the petition serial number in the lower right-hand corner of each side.
- (d) Those sheets containing a circulator's affidavit that is not completed or signed.
- (e) Those sheets on which the affidavit of the circulator is not notarized, the notary's signature is missing, the notary's commission has expired or the notary's seal is not affixed.
- (f) Those sheets on which the signatures of the circulator or the notary are dated earlier than the dates on which the electors signed the face of the petition sheet.
- (g) Beginning after November 2, 2010, those sheets that are circulated by a circulator who is prohibited from participating in any election, initiative, referendum or recall campaign pursuant to section 19-119.01.

2. After completing the steps in paragraph 1 of this subsection, review each sheet to determine the county of the majority of the signers and shall:

- (a) Place a three or four letter abbreviation designating that county in the upper right-hand corner of the face of the petition.
- (b) Remove all signatures of those not in the county of the majority on each sheet by marking an "SS" in red ink in the margin to the right of the signature line.
- (c) Cause all signature sheets to be grouped together by county of registration of the majority of those signing and attach them to one or more copies of the title and text of the measure. If the sheets are too bulky for convenient grouping by the secretary of state in one volume by county, they may be bound in two or more volumes with those in each volume attached to a single printed copy of the measure. The remaining detached copies of the title and text of the measure shall be delivered to the applicant.

3. After completing the steps in paragraph 2 of this subsection, remove the following signatures that are not eligible for verification by marking an "SS" in red ink in the margin to the right of the signature line:

- (a) If the signature of the qualified elector is missing.
- (b) If the residence address or the description of residence location is missing.
- (c) If the date on which the petitioner signed is missing.
- (d) Signatures in excess of the fifteen signatures permitted per petition.
- (e) Signatures withdrawn pursuant to section 19-113.

(f) Beginning after November 2, 2010, signatures for which the secretary of state determines that the petition circulator has printed the elector's first and last names or other information in violation of section 19-112.

4. After the removal of petition sheets and signatures, count the number of signatures for verification on the remaining petition sheets and note that number in the upper right-hand corner of the face of each petition sheet immediately above the county designation.

5. Number the remaining petition sheets that were not previously removed and that contain signatures eligible for verification in consecutive order on the front side of each petition sheet in the upper left-hand corner.

6. Count all remaining petition sheets and signatures not previously removed and issue a receipt to the applicant of this total number eligible for verification.

B. If the total number of signatures for verification as determined pursuant to subsection A, paragraph 6 of this section equals or exceeds the constitutional minimum, the secretary of state, during the same twenty day period provided in subsection A of this section, shall select, at random, five per cent of the total signatures eligible for verification by the county recorders of the counties in which the persons signing the petition claim to be qualified electors. The random sample of signatures to be verified shall be drawn in such a manner that every signature eligible for verification has an equal chance of being included in the sample. The random sample produced shall identify each signature selected by petition page and line number. The signatures selected shall be marked according to the following procedure:

1. Using red ink, mark the selected signature by circling the line number and drawing a line from the base of the circle extending into the left margin.

2. If a signature line selected for the random sample is found to be blank or was removed from the verification process pursuant to subsection A of this section and is marked with an "SS", then the next line down, even if that requires going to the next petition sheet in sequence, on which an eligible signature appears shall be selected as a substitute if that line has not already been selected for the random sample. If the next eligible line is already being used in the random sample, the secretary of state shall proceed back up the page from the signature line originally selected for the random sample to the next previous signature line eligible for verification. If that line is already being used in the random sample, the secretary of state shall continue moving down the page or to the next page from the line originally selected for the random sample and shall select the next eligible signature as its substitute for the random sample. The secretary of state shall use this process of alternately moving forward and backward until a signature eligible for verification and not already included in the random sample can be selected and substituted.

C. After the selection of the random sample and the marking of the signatures selected on the original petition sheets pursuant to subsection B of this section, the secretary of state shall reproduce a facsimile of the front of each signature sheet on which a signature included in the random sample appears. The secretary of state shall clearly identify those signatures marked for verification by color highlighting or other similar method and shall transmit by personal delivery or certified mail to each county recorder a facsimile sheet of each signature sheet on which a signature appears of any individual who claims to be a qualified elector of that county and whose signature was selected for verification as part of the random sample.

D. The secretary of state shall retain in custody all signature sheets removed pursuant to this section except as otherwise prescribed in this title.

19-121.02 Certification by county recorder

A. Within fifteen days, excluding Saturdays, Sundays and other legal holidays, after receiving the facsimile signature sheets from the secretary of state pursuant to section 19-121.01, the county recorder shall determine which signatures of individuals whose names were transmitted shall be disqualified for any of the following reasons:

1. No residence address or description of residence location is provided.
2. No date of signing is provided.
3. The signature is illegible and the signer is otherwise unidentifiable.
4. The address provided is illegible or nonexistent.
5. The individual was not a qualified elector on the date of signing the petition.
6. The individual was a registered voter but was not at least eighteen years of age on the date of signing the petition or affidavit.
7. The signature was disqualified after comparison with the signature on the affidavit of registration.
8. If a petitioner signed more than once, all but one otherwise valid signature shall be disqualified.
9. For the same reasons any signatures or entire petition sheets could have been removed by the secretary of state pursuant to section 19-121.01, subsection A, paragraph 3.

B. Within the same time period provided in subsection A of this section, the county recorder shall certify to the secretary of state the following:

1. The name of any individual whose signature was included in the random sample and disqualified by the county recorder together with the petition page and line number of the disqualified signature.

2. The total number of signatures selected for the random sample and transmitted to the county recorder for verification and the total number of random sample signatures disqualified.

C. The secretary of state shall prescribe the form of the county recorder's certification.

D. At the time of the certification, the county recorder shall:

1. Return the facsimile signature sheets to the secretary of state.
2. Send notice of the results of the certification by mail to the person or organization that submitted the initiative or referendum petitions and to the secretary of state.

19-121.03 Judicial review of actions by county recorder; venue

A. If the county recorder fails or refuses to comply with the provisions of section 19-121.02, any citizen may apply, within five calendar days after such failure or refusal, to the superior court for a writ of mandamus. If the court finds that the county recorder has not complied with the provisions of section 19-121.02, the court shall issue an order for the county recorder to comply.

B. Any citizen may challenge in the superior court the certification made by a county recorder pursuant to section 19-121.02 within five calendar days of the receipt thereof by the secretary of state. The action shall be advanced on the calendar and heard as a trial de novo and decided by the court as soon as possible. Either party may appeal to the supreme court within five calendar days after judgment.

C. An action commenced under this section shall be brought in the county of such recorder, except that any such action involving more than one recorder shall be brought in Maricopa County.

19-121.04 Disposition of petitions by secretary of state

A. Within seventy-two hours, excluding Saturdays, Sundays and other legal holidays, after receipt of the facsimile signature sheets and the certification of each county recorder, the secretary of state shall determine the total number of valid signatures by subtracting from the total number of eligible signatures determined pursuant to section 19-121.01, subsection A, paragraph 6 in the following order:

1. All signatures on petitions containing a defective circulator's affidavit.
2. All signatures that were found ineligible by the county recorders and that were not subtracted pursuant to paragraph 1 of this subsection.
3. After determining the percentage of all signatures found to be invalid in the random sample, a like percentage from those signatures remaining after the subtractions performed pursuant to paragraphs 1 and 2 of this subsection.

B. If the actual number of signatures on the remaining sheets after any such subtraction equals or exceeds the minimum number required by the constitution or if the number of valid signatures as projected from the random sample pursuant to subsection A of this section is at least one hundred per cent of the minimum number required by the constitution, the secretary of state shall issue the following receipt to the person or organization that submitted them:

_____ signature pages bearing _____ signatures for initiative (referendum) petition serial number ____ have been refused for filing in this office because the person circulating them was a county recorder or justice of the peace at the time of circulating the petition or due to defects in the circulator's affidavit. A total of _____ signatures included on the remaining petition sheets were found to be ineligible. Of the total random sample of _____ signatures, a total of _____ signatures were invalidated by the county recorders resulting in a failure rate of _____ per cent. The actual number of remaining signatures for such initiative (referendum) petition number _____ are equal to or in excess of the minimum required by the constitution to place a measure on the general election ballot. The number of valid signatures filed with this petition, based on the random sample, appears to be at least one hundred five per cent of the minimum required or through examination of each signature has been certified to be greater than the minimum required by the constitution.

Date: _____ Secretary of State
(Seal)

The secretary of state shall then forthwith notify the governor that a sufficient number of signatures has been filed and that the initiative or referendum shall be placed on the ballot in the manner provided by law.

C. If the number of valid signatures as projected from the random sample is less than one hundred per cent of the minimum number required by the constitution or if the actual number of signatures on the remaining sheets after any such subtraction from the random sample or after certification fails to equal or exceed the minimum required by the constitution, the secretary of state shall immediately return the original signature sheets, in the form filed by him under section 19-121, to the person or organization that submitted them, together with a certified statement that, for the following reasons, the petition lacks the minimum number of signatures to place it on the general election ballot:

1. Signature sheets bearing secretary of state page numbers _____ and bearing signatures of _____ persons appeared on petitions containing a defective circulator's affidavit.
2. A total of signatures on the remaining petition sheets were found to be ineligible.
3. A total of signatures included in the random sample have been certified by the county recorders as ineligible at the time such petition was signed and a projection from such random

sample has indicated that _____ more signatures are ineligible to appear on the petition.

A facsimile of the certifications of the county recorders under section 19-121.02 shall accompany the signature sheets returned to the person or organization that submitted them.

19-121.05 Special fund for reimbursement of county recorders

A. The secretary of state shall establish a separate fund from which he shall reimburse a county recorder for actual expenses incurred by the county recorder for performance of his duties under the provisions of section 19-121.02, but not to exceed the rate of fifty cents per signature.

B. A county recorder who claims to be entitled to reimbursement under the provisions of this section shall submit a claim therefor to the secretary of state.

C. The special fund established under the provisions of this section shall be exempt from the provisions of section 35-190 relating to lapsing of appropriations.

19-122 Refusal of secretary of state to file petition or transmit facsimiles of signature sheets or affidavits of circulators; writ of mandamus; venue

A. If the secretary of state refuses to accept and file a petition for the initiative or referendum, or proposal for a constitutional amendment that has been presented within the time prescribed, or if the secretary of state refuses to transmit the facsimiles of a signature sheet or sheets or affidavits of circulators to the county recorders for certification under section 19-121.01, the secretary of state shall provide the person who submitted the petition, proposal, signature sheet or affidavit with a written statement of the reason for the refusal. Within five calendar days after the refusal any citizen may apply to the superior court for a writ of mandamus to compel the secretary of state to file the petition or proposal or transmit the facsimiles, or the citizen may file a complaint with the county attorney or attorney general. The county attorney or attorney general may apply, within five calendar days after the complaint is made, to the superior court for a writ of mandamus to compel the secretary of state to file the petition or proposal or transmit the facsimiles. The action shall be advanced on the calendar and heard and decided by the court as soon as possible. Either party may appeal to the supreme court within five calendar days after judgment. If the court finds that the petition is legally sufficient, the secretary of state shall then file it, with a certified copy of the judgment attached as of the date on which it was originally offered for filing in the secretary of state's office.

B. The most current version of the general county register statewide voter registration database at the time of filing a court action challenging an initiative or referendum petition shall constitute the official record to be used to determine on a prima facie basis by the challenger that the signer of a petition was not registered to vote at the address given on the date of signing the petition. If the address of the signer given on the date of signing the petition is different from that on the most current version of the general county register, the county recorder shall examine the version of the general county register that was current on the date the signer signed the petition to determine the validity of the signature and to determine whether the person was eligible to sign the petition at the time of signing. This subsection does not preclude introducing into evidence a certified copy of the affidavit of registration of any signer dated prior to the signing of the petition if the affidavit is in the possession of the county recorder but has not yet been filed in the general county register.

C. Notwithstanding section 19-121.04, if any petition filed is not legally sufficient, the court, in an action brought by any citizen, may enjoin the secretary or other officers from certifying or printing on the official ballot for the ensuing election the amendment or measure proposed or

referred. The action shall be advanced on the calendar and heard and decided by the court as soon as possible. Either party may appeal to the supreme court within five days after judgment. D. The superior court in Maricopa County shall have jurisdiction of actions relating to measures and amendments to be submitted to the electors of the state at large. With respect to actions relating to local and special measures, the superior court in the county, or in one of the counties, in which the measures are to be voted on shall have jurisdiction.

19-123 Publicity pamphlet; printing; distribution; public hearings

A. When the secretary of state is ordered by the legislature, or by petition under the initiative and referendum provisions of the constitution, to submit to the people a measure or proposed amendment to the constitution, the secretary of state shall cause to be printed, at the expense of the state, except as otherwise provided in this article, a publicity pamphlet, which shall contain:

1. A true copy of the title and text of the measure or proposed amendment. Such text shall indicate material deleted, if any, by printing such material with a line drawn through the center of the letters of such material and shall indicate material added or new material by printing the letters of such material in capital letters.

2. The form in which the measure or proposed amendment will appear on the ballot, the official title, the descriptive title prepared by the secretary of state and the number by which it will be designated.

3. The arguments for and against the measure or amendment.

4. For any measure or proposed amendment, a legislative council analysis of the ballot proposal as prescribed by section 19-124.

5. The report of the commission on judicial performance review for any justices of the supreme court, judges of the court of appeals and judges of the superior court who are subject to retention.

6. The summary of a fiscal impact statement prepared by the joint legislative budget committee staff pursuant to subsection D of this section.

B. The secretary of state shall mail one copy of the publicity pamphlet to every household that contains a registered voter. The mailings may be made over a period of days but shall be mailed in order to be delivered to households before the earliest date for receipt by registered voters of any requested early ballots for the general election.

C. Sample ballots for both the primary and general elections shall include a statement that information on how to obtain a publicity pamphlet for the general election ballot propositions is available by calling the secretary of state. The statement shall include a telephone number and mailing address of the secretary of state.

D. On certification of an initiative measure as qualified for the ballot, the secretary of state shall hold or cause to be held at least three public meetings on the ballot measure. Hearings shall be held in at least three different counties and shall be held before the date of the election on the measure. The hearings shall provide an opportunity for proponents, opponents and the general public to provide testimony and request information. Hearings may be scheduled to include more than one qualified ballot measure and shall include a fiscal impact presentation on the measure by the joint legislative budget committee staff. The joint legislative budget committee staff shall prepare a summary of the fiscal impact for each ballot measure, not to exceed three hundred words, for publication in the publicity pamphlet.

19-124 Arguments and analyses on measures; cost; submission at special election

A. The person filing an initiative petition may at the same time file with the secretary of state an argument advocating the measure or constitutional amendment proposed in the petition. Not later than forty-eight days preceding the regular primary election a person may file with the secretary of state an argument advocating or opposing the measure or constitutional amendment proposed in the petition. Not later than forty-eight days preceding the regular primary election a person may file with the secretary of state an argument advocating or opposing any measure with respect to which the referendum has been invoked, or any measure or constitutional amendment referred by the legislature. Each argument filed shall contain the original notarized signature of each person sponsoring it. If the argument is sponsored by an organization, it shall contain the notarized signature of two executive officers of the organization or if sponsored by a political committee it shall contain the notarized signature of the committee's chairman or treasurer. Payment of the deposit required by subsection D or reimbursement of the payor constitutes sponsorship of the argument for purposes of this subsection. The person or persons signing the argument shall identify themselves by giving their residence or post office address and a telephone number, which information shall not appear in the publicity pamphlet. Each argument filed pursuant to this subsection shall not exceed three hundred words in length.

B. Not later than sixty days preceding the regular primary election the legislative council, after providing reasonable opportunity for comments by all legislators, shall prepare and file with the secretary of state an impartial analysis of the provisions of each ballot proposal of a measure or proposed amendment. The analysis shall include a description of the measure and shall be written in clear and concise terms avoiding technical terms wherever possible. The analysis may contain background information, including the effect of the measure on existing law, or any legislative enactment suspended by referendum, if the measure or referendum is approved or rejected.

C. The analyses and arguments shall be included in the publicity pamphlet immediately following the measure or amendment to which they refer. Arguments in the affirmative shall be placed first in order, and first among the affirmative or negative arguments shall be placed the arguments filed by the person filing the initiative petition or the person who introduced the measure or constitutional amendment referred. The remaining affirmative and negative arguments shall be placed in the order in which they were filed with the secretary of state.

D. The person filing an argument shall deposit with the secretary of state, at the time of filing, an amount of money as prescribed by the secretary of state for the purpose of offsetting a portion of the proportionate cost of the purchase of the paper and the printing of the argument. If the person filing an argument requests that the argument appear in connection with more than one proposition, a deposit shall be made for each placement requested. No such deposit or payment shall be required for the analyses prepared and filed by the legislative council. Any proportional balance remaining of the deposit, after paying the cost, shall be returned to the depositor.

E. When a measure is submitted at a special election, and time will not permit full compliance with this article, the charter provision or ordinance providing for the special election shall make provision for printing and distribution of the publicity pamphlet.

F. In the case of referendum petitions that are not required to be filed until after the primary election or at a time so close to the primary election that a referendum cannot be certified for the ballot before the deadline for filing ballot arguments pursuant to subsection A, the secretary of state may establish a separate deadline for filing the referendum ballot arguments pursuant to rules adopted by the secretary of state.

19-124.01 Judicial information

Not later than sixty days preceding the regular primary election, the commission on judicial performance review shall prepare and file with the secretary of state the following information relating to justices of the supreme court and judges of the court of appeals for publication electronically:

1. Biographical information on each justice or judge, including length of time serving in a judicial capacity and educational background. This information shall not exceed three hundred words in length.

2. A listing of published decisions in which the justice or judge declared a statute constitutional or unconstitutional and the provision of the constitution relied upon.

19-125 Form of ballot

A. The secretary of state, at the time he transmits to the clerks of the boards of supervisors a certified copy of the name of each candidate for public office, shall transmit to each clerk a certified copy of the official title, the descriptive title and the number of each measure and proposed amendment to the constitution to be voted on at the ensuing regular general election.

B. Proposed constitutional amendments shall be numbered consecutively beginning with the number one hundred, proposed initiative measures shall be numbered consecutively beginning with the number two hundred, measures submitted under the referendum shall be numbered consecutively beginning with the number three hundred, and county and local issues shall be numbered consecutively beginning with the number four hundred. Numbering shall be consecutive based on the order in which the initiative or referendum petitions are filed with the secretary of state. Individual numbering shall continue from the last number used in the previous election and shall not be repeated until all one hundred numbers in that series have been used. Proposed constitutional amendments shall be placed by themselves at the head of the ballot column, followed by initiated and referred measures in that order. The number assigned to the measure by the secretary of state constitutes the official title of the measure and shall be used for identification of the measure by the state and the county in all subsequent official election materials, including the publicity pamphlet.

C. The officer in charge of elections shall print the official title and the descriptive title of each measure on the official ballot in the order presented to him by the secretary of state unless otherwise provided by law. The number of the measure shall be in reverse type and at least twelve point type. A proposed constitutional amendment shall be designated "proposed amendment to the constitution by the legislature", or "proposed amendment to the constitution by the initiative", as the case may be. A measure referred by the legislature shall be designated "referred to the people by the legislature", a measure referred by petition shall be designated "referendum ordered by petition of the people" and a measure proposed by initiative petition shall be designated "proposed by initiative petition".

D. There shall be printed on the official ballot immediately below the number of the measure and the official title of each measure a descriptive title containing a summary of the principal provisions of the measure, not to exceed fifty words, which shall be prepared by the secretary of state and approved by the attorney general and that includes the following or the ballot shall comply with subsection E of this section:

A "yes" vote shall have the effect of _____.

A "no" vote shall have the effect of _____.

The blank spaces shall be filled with a brief phrase, approved by the attorney general, stating the essential change in the existing law should the measure receive a majority of votes cast in that particular manner. In the case of a referendum, a "yes" vote shall have the effect of

approving the legislative enactment that is being referred. The "yes" and "no" language shall be posted on the secretary of state's website after being approved by the attorney general and before the date on which the official ballots and the publicity pamphlet are sent to be printed. Below the statement of effect of a "yes" vote and effect of a "no" vote there shall be printed the corresponding words "yes" and "no" and a place for the voter to put a mark as defined in section 16-400 indicating his preference.

E. Instead of printing the official and descriptive titles or the full text of each measure or question on the official ballot, the officer in charge of elections may print phrases on the official ballot that contain all of the following:

1. The number of the measure in reverse type and at least twelve point type.
2. The designation of the measure as prescribed by subsection C of this section or as a question, proposition or charter amendment, followed by the words "relating to..." and inserting the subject.
3. Either the statement prescribed by subsection D of this section that describes the effects of a "yes" vote and a "no" vote or, for other measures, the text of the question or proposition.
4. The words "yes" and "no" or "for" and "against", as may be appropriate and a place for the voter to put a mark.

F. For any ballot printed pursuant to subsection E of this section, the instructions on the official ballot shall direct the voter to the full text of the official and descriptive titles and the questions and propositions as printed on the sample ballot and posted in the polling place.

19-126 Counting and canvassing votes; governor's proclamation

A. The votes on measures and proposed constitutional amendments shall be counted, canvassed and returned by the officers of the election boards as votes for candidates are counted, canvassed and returned, and the abstract made by the clerks of the boards of supervisors of the several counties of votes on measures and proposed constitutional amendments shall be returned to the secretary of state on separate abstract sheets in the manner provided by law. The total vote shall then be canvassed and proclamation of the results made in the manner prescribed by the constitution.

B. If two or more conflicting measures or amendments are approved at the same election, the governor shall proclaim which of the measures or amendments received the greatest number of affirmative votes.

19-127 Preservation and publication of approved measures

A. If a measure or proposed constitutional amendment, at the ensuing election, is approved by the people, the preserved copies with the sheets, signatures and affidavits, and a certified copy of the governor's proclamation declaring them to have been approved by the people, shall be bound together in such form that they may be conveniently identified and preserved.

B. The secretary of state shall cause every measure or constitutional amendment submitted under the initiative and approved by the people to be printed with the general laws enacted by the next ensuing session of the legislature, with the date of the governor's proclamation declaring them to have been approved by the people.

19-129 Destroying, suppressing or filing false initiative or referendum petition; classification

A person filing an initiative or referendum petition or measure who, at the time of filing the petition or measure, knows it is falsely made, or who knowingly destroys or suppresses an initiative or referendum petition or measure, or any part thereof, which has been duly filed with the officers of the state, or of any political subdivisions thereof, as provided by this chapter, is guilty of a class 1 misdemeanor.

19-141 Initiative and referendum in counties, cities and towns

A. The provisions of this chapter shall apply to the legislation of cities, towns and counties, except as specifically provided to the contrary in this article. The duties required of the secretary of state as to state legislation shall be performed in connection with such legislation by the city or town clerk, county officer in charge of elections or person performing the duties as such. The duties required of the governor shall be performed by the mayor or the chairman of the board of supervisors, the duties required of the attorney general shall be performed by the city, town or county attorney, and the printing and binding of measures and arguments shall be paid for by the city, town or county in like manner as payment is provided for by the state with respect to state legislation. The provisions of section 19-124 with respect to the legislative council analysis do not apply in connection with initiatives and referenda in cities, towns and counties. The printing shall be done in the same manner as other municipal or county printing is done.

B. Distribution of pamphlets shall be made to every household containing a registered voter in the city or county, so far as possible, by the city or town clerk or by the county officer in charge of elections by mail before the earliest date for receipt by registered voters of any requested early ballot for the election at which the measures are to be voted on. If the pamphlet is not mailed before the earliest date for receipt of a requested early ballot, the officer in charge of elections shall provide a notice with the early ballots stating when the pamphlets will be mailed and where and when the pamphlets may be accessed or viewed. Pamphlets shall not be mailed or carried less than ten days before the election at which the measures are to be voted upon.

C. Arguments supporting or opposing municipal or county initiative and referendum measures shall be filed with the city or town clerk or the county officer in charge of elections not less than ninety days before the election at which they are to be voted upon.

D. The procedure with respect to municipal and county legislation shall be as nearly as practicable the same as the procedure relating to initiative and referendum provided for the state at large, except the procedure for verifying signatures on initiative or referendum petitions may be established by a city or town by charter or ordinance.

E. References in this section to duties to be performed by city or town officers apply only with respect to municipal legislation, and references to duties to be performed by county officers apply only with respect to county legislation.

F. The duties required of the county recorder with respect to state legislation shall also be performed by the county recorder with respect to municipal or county legislation.

19-142 Referendum petitions against municipal actions; emergency measures; zoning actions

A. The whole number of votes cast at the citywide or town wide election at which a mayor or councilmen were chosen last preceding the submission of the application for a referendum petition against an ordinance, franchise or resolution shall be the basis on which the number of electors of the city or town required to file a referendum petition shall be computed. For the purposes of this section, a citywide or town wide election is an election at which all of the qualified electors of a city or town are eligible to vote for a mayor or members of the city or town council. The petition shall be filed with the city or town clerk within thirty days after passage of the ordinance, resolution or franchise.

B. A city or town ordinance, resolution or franchise shall not become operative until thirty days after its passage by the council and approval by the mayor, unless it is passed over the mayor's veto, and then it shall not become operative until thirty days after final approval and until certification by the clerk of the city or town of the minutes of the meeting at which the action was taken, except emergency measures necessary for the immediate preservation of the peace, health or safety of the city or town. An emergency measure shall not become immediately operative unless it states in a separate section the reason why it is necessary that it should become immediately operative, and unless it is approved by the affirmative vote of three-fourths of all the members elected to the city or town council, taken by ayes and noes, and also approved by the mayor.

C. At the time a person or organization intending to file a referendum petition against an ordinance or resolution applies for the issuance of an official number pursuant to section 19-111, the city or town clerk shall provide such person or organization with a full and correct copy of the ordinance or resolution in the form as finally adopted. If the copy of the ordinance or resolution proposed as a referendum is not available to such person or organization at the time of making application for an official number or on the same business day as the application is submitted, the thirty-day period prescribed in subsection A of this section begins on the day that the ordinance or resolution is available from the city or town clerk, and the ordinance or resolution shall not become operative until thirty days after the ordinance or resolution is available.

D. Notwithstanding subsection C of this section, a person or organization may file a referendum petition against the rezoning of a parcel of property on the approval by the city or town council of the ordinance that adopts the rezoning or on the approval of that portion of the minutes of the city or town council that includes the council's approval of the rezoning, whichever occurs first. The thirty day period prescribed in subsection A of this section begins on the day that the rezoning ordinance or approved minutes or portion of the approved minutes are available from the city or town clerk and the ordinance is not operative until thirty days after the ordinance or minutes are available.

19-143 Initiative petition in cities; action of council; amendment of charter

A. The whole number of votes cast at the city or town election at which a mayor or councilman was chosen last preceding the submission of the application for an initiative petition is the basis for computing the number of qualified electors of the city or town required to sign the petition unless the city or town by charter or ordinance provides an alternative basis for computing the number of necessary signatures.

B. If an ordinance, charter or amendment to the charter of a city or town is proposed by initiative petition, it shall be filed with the city or town clerk, who shall submit it to the voters of the city or town at the next ensuing election. The council may enact the ordinance or amendment and refer

it to the people or it may enact the ordinance or amendment without referring it to the people, and in that case it is subject to referendum petition as other ordinances. The mayor shall not have power to veto either of such measures.

C. Amendments to a city or town charter may be proposed and submitted to the people by the council, with or without an initiative petition, but they shall be filed with the clerk for submission not less than sixty days before the election at which they are to be voted upon, and no amendment of a charter shall be effective until it is approved by a majority of the votes cast thereon by the people of the city or town to which it applies. The council may by ordinance order special elections to vote on municipal measures.

19-161 Challenges to legislative referenda

A. A challenge to the legal sufficiency of any referendum measure or any proposed amendment or amendments to the constitution ordered by the legislature to be submitted to the people at the polls must be filed within:

1. Twenty days after the referendum is filed with the secretary of state if the referendum is filed in an odd numbered year.

2. Ten days after the referendum is filed with the secretary of state if the referendum is filed in an even numbered year.

B. An action filed pursuant to this section shall be advanced on the calendar and heard and decided by the court as soon as possible. Either party may appeal to the supreme court within five days after judgment.

C. The superior court in Maricopa county shall have jurisdiction over actions filed pursuant to this section.

D. In any action filed pursuant to this section the president of the senate or the speaker of the house of representatives shall be entitled to be heard and may, in their discretion, intervene as a party, may file briefs in the matter or may choose not to participate.

TITLE 19, CHAPTER 2 RECALL AND ADVISORY RECALL

19-201 Officers subject to recall; number of petitioners

A. Every public officer holding an elective office, either by election, appointment or retention, is subject to recall from such office by the qualified electors of the electoral district from which candidates are elected to that office. Such electoral district may include the whole state. A number of qualified electors equaling twenty-five per cent of the number of votes cast at the last preceding general election for all the candidates for the office held by the officer, even if the officer was not elected at that election, divided by the number of offices that were being filled at that election, by recall petition, may demand the officer's recall.

B. In the case of a public officer holding office in a newly created division or district of an elective office, either by election or appointment, a number of qualified electors equaling twenty-five per cent of the number of votes cast at the last preceding general election for all those who were candidates for other divisions or districts of the same office held by the officer in that county or city divided by the number of offices that were being filled at that election, by recall petition, may demand the officer's recall.

C. If the elective officer to be recalled was appointed to the office or was deemed elected after an election was canceled due to the absence of opposing candidates as provided in section 15-424, 15-1442, 16-822, 48-802, 48-1012, 48-1208, 48-1404, 48-1908, 48-2010, 48-2107 or 48-2208, the recall petition must be signed by the number of qualified electors that is equal to at least ten per cent of the number of active registered voters in the jurisdiction or district represented by that elective officer as determined on the date of the last general election.

19-202 Recall petition; limitations; subsequent petition

A. A recall petition shall not be circulated against any officer until he has held office for six months, except that a petition may be filed against a member of the legislature at any time after five days from the beginning of the first session after his election. The commencement of a subsequent term in the same office does not renew the six month period delaying the circulation of a recall petition.

B. After one recall petition and election, no further recall petition shall be filed against the same officer during the term for which he was elected unless the petitioners signing the petition first, at the time of application for the subsequent recall petition, pay into the public treasury from which such election expenses were paid all expenses of the preceding election.

C. Signatures obtained on recall petitions by a committee or any of its officers, agents, employees or members before the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition.

19-202.01 Application for recall petition

A. A person or organization intending to file a recall petition shall, before causing the petition to be printed and circulated, submit an application setting forth his name or, if an organization, its name and the names and titles of its officers, address, his intention to circulate and submit such petition, the text of the general statement required by section 19-203 and a request for issuance of an official number to be printed on the signature sheets of the petition. Such application shall be submitted to the office of secretary of state if for recall of a state officer, including a member of the state legislature, or a member of Congress, and with the county officer in charge of elections if for a county or district officer or superior court judge, with the city or town clerk if for

a city or town officer and with the county school superintendent if for a governing board member of a school district.

B. On receipt of the application, the receiving officer shall forthwith assign a number to the petition, which number shall appear in the lower right-hand corner on each side of each signature sheet, and issue that number to the applicant. A record shall be maintained by the receiving officer of each application received, of the date of its receipt and of the number assigned and issued to the applicant.

19-203 Recall petition; contents; submission for verification; nonacceptance

A. A recall petition shall contain a general statement of not more than two hundred words stating the grounds of the demand for the recall. The petition shall be submitted for verification of signatures to the office of the secretary of state if for a state officer, including a member of the legislature or a member of Congress, with the county officer in charge of elections if for a county or district officer or superior court judge, with the city or town clerk if for a city or town officer and with the county school superintendent if for a governing board member of a school district. No recall petition is considered filed for purposes of this chapter until the verification process is complete and the petition is filed pursuant to section 19-208.03, subsection A, paragraph 1.

B. A recall petition shall not be accepted for such verification if more than one hundred twenty days have passed since the date of submission of the application for recall petition, as prescribed by section 19-202.01.

19-204 Form of petition

A. The caption and body of a recall petition shall be substantially as follows:

Recall Petition

We, the qualified electors of the electoral district from which

_____ (name and title of office) was elected,
demand his recall

The grounds of this demand for recall are as follows:

(State in two hundred words or less the grounds of the demand)

B. The remaining portion of the petition shall be as prescribed for initiative and referendum except that a designation for paid or volunteer circulators is not required on the petition and signatures are valid without regard to whether they were collected by a paid or volunteer circulator.

19-205 Signatures and verification

A. Every qualified elector signing a petition for a recall election shall do so in the presence of the person who is circulating the petition and who is to execute the affidavit of verification on the reverse side of the signature sheet. At the time of signing, the qualified elector shall sign and print his first and last name and the elector so signing shall write, in the appropriate spaces following the signature, his residence address, giving street and number or, if the elector has no street address, a description of his residence location, and the date on which he signed the petition.

B. The person before whom the signatures were written on the signature sheet shall in an affidavit subscribed and sworn to by him before a notary public verify that each of the names on the sheet was signed in his presence on the date indicated, and that in his belief each signer was a qualified elector of the election district on the date indicated in which such recall election will be conducted. All signatures of petitioners on a signature sheet shall be those of qualified

electors who are registered to vote in the same county. However, if signatures from more than one county appear on the same signature sheet, only the valid signatures from the same county which are most numerous on the signature sheet shall be counted. In the absence of a legible signature, the name as it is printed shall be the name used to determine the validity of the signature.

C. The affidavit shall be in the form prescribed for initiative and referendum. In addition it shall also require a statement by the circulator that the circulator believes that the circulator is qualified to register to vote and all signers thereof are qualified to vote in the recall election.

19-205.02 Prohibition on circulating of petitions by certain persons

No county recorder or justice of the peace and no person other than a person who is qualified to register to vote pursuant to section 16-101 may circulate a recall petition, and all signatures verified by any such unqualified person are void and shall not be counted in determining the legal sufficiency of the petition.

19-205.03 Prohibition on signing petition for profit; classification

Any person who knowingly gives or receives money or any other thing of value for signing a recall petition, excluding payments made to a person for circulating such petition, is guilty of a class 1 misdemeanor.

19-206 Coercion or other unlawful acts; classification

A. A person who knowingly induces or compels any other person, either directly or indirectly or by menace or threat that he will or may be injured in his business, or discharged from employment, or that he will not be employed, to sign or subscribe, or to refrain from signing or subscribing, his name to a recall petition, or, after signing or subscribing his name, to have his name taken therefrom, is guilty of a class 1 misdemeanor.

B. A person knowingly signing any name other than his own to a petition, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name, because of physical infirmity or knowingly signing his name more than once for the same recall issue, at one election, or who knowingly is not at the time of signing a qualified elector of this state is guilty of a class 1 misdemeanor.

19-207 Notice to officer; statement of defense

Upon filing the petition as prescribed by section 19-208.03, subsection A, paragraph 1, the officer with whom it is filed shall within forty-eight hours, excluding Saturdays, Sundays or other legal holidays, give written notice to the person against whom it is filed. The notice shall state that a recall petition has been filed, shall set forth the grounds thereof, and shall notify the person to whom it is addressed that the person has the right to prepare and have printed on the ballot a statement containing not more than two hundred words defending the person's official conduct. If the person fails to deliver the defensive statement to the officer giving notice within ten days thereafter, the right to have a statement printed on the ballot shall be considered waived.

19-208 Resignation of person

If a person against whom a recall petition is filed desires to resign, the person may do so by filing a written tender thereof with the officer with whom the petition demanding the person's recall is filed within five days, excluding Saturdays, Sundays and other legal holidays, after the filing of the petition as prescribed by section 19-208.03. In such event the person's resignation shall be accepted and the vacancy shall be filled as provided by law.

19-208.01 Certification of number of signatures

A. Within ten days after submission of a recall petition for verification of signatures pursuant to section 19-203, the receiving officer shall perform the steps prescribed in section 19-121.01, subsection A. If the total number of signatures eligible for verification equals or exceeds the minimum number required by the Arizona Constitution the receiving officer shall reproduce a facsimile of the front of each signature sheet on which any signature eligible for verification appears. The receiving officer shall transmit promptly to each county recorder facsimile sheets on which a signature of any individual claiming to be a qualified elector of that county appears. The receiving officer shall also certify the number of sheets and signatures on the sheets that are being transmitted and retain a record of such certification in his office. Such receiving officer shall obtain a dated, signed receipt from the county recorder for copies of the original signature sheets transmitted under this section.

B. If the number of signatures on the sheets submitted to the receiving officer does not equal the minimum number required by the constitution, he shall so notify the person or organization submitting them and shall return the sheets to the persons or organization.

19-208.02 Certification by county recorder

A. Within sixty days after receipt of the signature sheets from the receiving officer, the county recorder shall determine the number of signatures or affidavits of individuals whose names were transmitted that must be disqualified for any of the reasons set forth in section 19-121.02, subsection A, and the county recorder shall certify such number to the receiving officer in the form prescribed by the secretary of state.

B. At the time of such certification, the county recorder shall:

1. Return the original signature sheets to the receiving officer, obtaining a dated, signed receipt therefor.

2. Send notice of the results of certification by mail to the person or organization that submitted the recall petitions and to the secretary of state.

19-208.03 Disposition of petition; date of filing

A. Within five days, excluding Saturday, Sunday and legal holidays, after the county recorders have certified the number of qualified signatures to a petition, or sooner if a sufficient number of signatures have been certified to qualify for placement of the recall on the ballot, the receiving officer shall total the number of signatures certified, and:

1. If the number equals or exceeds the minimum number required by the Constitution, he shall forthwith officially file the petition, notify the governor and each county recorder affected, stating that no more signatures need be checked, and the recall shall be placed on the ballot in the manner provided by law.

2. If the number is insufficient to qualify for calling a recall election the receiving officer shall follow the procedure prescribed by section 19-208.01, subsection B.

B. The date of filing the petition as provided for in subsection A, paragraph 1, of this section is the date of filing referred to in sections 19-207, 19-208 and 19-209.

19-208.04 Judicial review of actions by county recorder

A. If the county recorder fails to comply with the provisions of section 19-208.02, any elector may apply, within ten calendar days after such refusal, to the superior court for a writ of mandamus to compel him to do so. If the court finds that the county recorder has not complied with the provisions of section 19-208.02, the court shall issue an order for the county recorder to comply.

B. If an elector wishes to challenge the number of signatures certified by the county recorder under the provisions of section 19-208.02, he shall, within ten calendar days after the receiving officer has notified the governor and the county recorders of the number of certified signatures received by him, commence an action in the superior court for a determination thereon. The action shall be advanced on the calendar and heard and decided by the court as soon as possible. Either party may appeal to the Supreme Court within ten calendar days after judgment.

C. An action filed in the superior court under the provisions of this section against a county recorder shall be filed in the county of such county recorder, except that when any such action involves more than one county recorder such action shall be filed in Maricopa County.

19-208.05 Special fund for reimbursement of county recorders

A. Receiving officers shall establish a separate fund from which county recorders shall be reimbursed for actual expenses incurred by county recorders for performance of duties under section 19-208.02, but not to exceed the rate of fifty cents per signature.

B. A county recorder who claims to be entitled to reimbursement under the provisions of this section shall submit a claim to the receiving officer.

C. The special fund established pursuant to this section shall be exempt from the provisions of section 35-190, relating to lapsing of appropriations.

19-209 Order for special recall election

A. If the officer against whom a petition is filed does not resign within five days, excluding Saturdays, Sundays and other legal holidays, after the filing as determined pursuant to section 19-208.03, the order calling a special recall election shall be issued within fifteen days and shall be ordered to be held on the next following consolidated election date pursuant to section 16-204 that is ninety days or more after the order calling the election.

B. A recall election shall be called:

1. If for a state office, including a member of the legislature, by the governor.
2. If for a county officer, or judge or other officer of the superior court in a county, by the board of supervisors of that county.
3. If for a city or town officer, by the legislative body of the city or town.
4. If for a member of a school district governing board, by the county school superintendent of the county in which the school district is located.

C. If a recall petition is against an officer who is directed by this section to call the election it shall be called:

1. If for a state office, by the secretary of state.
2. If for a county office, by the clerk of the superior court.
3. If for a city or town office, by the city or town clerk.

19-210 Reimbursement for county expenses in conducting special recall election

The political subdivision or district in which a public officer subject to recall serves shall reimburse the county for all expenses incurred in conducting the special recall election.

19-212 Nomination petition; form; filing

A. Unless the officer otherwise requests in writing, the name of the officer against whom a recall petition is filed shall be placed as a candidate on the official ballot without nomination. Other candidates for the office may be nominated to be voted upon at the election and shall be placed upon the official recall ballot after filing a nomination petition that is signed by a number of qualified electors that is equal to at least two per cent of the total votes cast for all candidates for that office at the last election for that office. Nomination petition signers shall be qualified electors of the electoral district of the officer against whom the recall petition is filed.

B. If the officer against whom a recall petition is filed was appointed to the office or was deemed elected after an election was canceled due to the absence of opposing candidates as provided in section 15-424, 48-802, 48-1012, 48-1208, 48-1404, 48-1908, 48-2010, 48-2107 or 48-2208, other candidates for the office to be voted on in the recall election shall be placed on the official recall ballot after filing a nomination petition that is signed by the number of qualified electors that is equal to at least one-half of one per cent of the number of active registered voters in the jurisdiction or district represented by that elective officer as determined on the date of the last general election with no less than five signatures. Nomination petition signers shall be qualified electors of the electoral district of the officer against whom the recall petition is filed.

C. The title and body of the nomination petition shall be substantially in the following form:

Nomination Petition--Recall Election

We, the undersigned electors, qualified to vote in the recall election mentioned herein, residents of the precinct indicated by the residence addresses given, and residents of the county of _____, state of Arizona, hereby nominate _____, who resides at _____, in the county of _____ to be a candidate in the recall election for the office of _____ to be held on _____, and we further declare that

(date)

we have not signed and will not sign any nomination paper for any other person for such office. The remainder of the petition shall be substantially in the form prescribed in section 16-315.

D. If recall petitions have been filed against more than one member of a multimember public body whose members serve at large, the nomination petition and paper of the other candidates shall state which member they oppose.

E. To each nomination petition shall be appended a certificate by a person who is qualified to register to vote pursuant to section 16-101 stating that to the best of his knowledge and belief all the signers of the nomination petition are qualified electors of the precinct which they give as their residence.

F. Such nomination petition shall be filed not more than ninety days nor less than sixty days prior to the date of the recall election.

19-213 Form and contents of ballot

On the ballots for the election shall be printed the reasons as set forth in the petition for demanding the officer's recall, and, in not more than two hundred words, the officer's justification of his conduct in office. There shall be no party designation upon the recall ballot. The form of the ballot shall conform as nearly as practicable to the ballot prescribed for general elections.

19-214 Recall election board; consolidation of precincts

A. A recall election board shall consist of one inspector and two judges who, together with two clerks, shall be appointed for each precinct if for a state or county election and shall be paid in the same manner as election boards.

B. If for a city or town election, the recall election board shall be appointed by the clerk of the city or town and shall be paid in the same manner as city or town election boards.

C. If for a trustee of a school district, the recall election board shall be appointed by the county school superintendent, and shall be paid from school district funds in the same manner as election boards for state or county elections.

D. Two or more precincts may be consolidated for purposes of voting if determined practicable and reasonable by the appointing authority.

19-215 General election laws applicable

The powers and duties conferred or imposed by law upon boards of election, registration officers, canvassing boards and other public officials who conduct general elections, are conferred and imposed upon similar officers conducting recall elections under the provisions of this article together with the penalties prescribed for the breach thereof.

19-216 Election results

A. The candidate receiving the largest number of votes shall be declared elected for the remainder of the term and shall begin serving the remainder of the term on his qualification for the office and on completion of the canvass. Unless the incumbent receives the largest number of votes he shall be deemed removed from office upon qualification of his successor. If the incumbent's successor does not qualify within five days after the results of the election have been declared, the office shall be vacant, and may be filled as provided by law.

B. The incumbent shall continue to perform the duties of his office until the completion of the canvass of the election returns.

19-217 Recall petition; changes; applicability

Notwithstanding any other law, any change in the law or procedure adopted by a governing body with respect to circulation or filing of recall petitions after a recall petition application is submitted pursuant to section 19-202.01 for a state officer, a member of Congress, a county or district officer, a superior court judge, a city or town officer or a member of a school district governing board does not apply to the recall petition.

19-221 Statement on recall

A. Prior to a primary or any election, a candidate for the office of United States senator, or representative in Congress, may file with the secretary of state a statement addressed to the people as follows:

"If elected to the office (here name the office) I shall deem myself responsible to the people and under obligation to them to resign immediately if not re-elected on a recall vote", or: "If elected to the office (here name the office) I shall not deem myself under obligation to the people to resign if not re-elected by a recall vote."

B. The secretary of state shall give the statement to the public press when made.

19-222 Pledge to resign subject to recall

A. A United States senator or representative in Congress who has pledged himself to the people and under obligation to them to resign immediately if not re-elected upon a recall vote shall be subject to the laws of the state relating to recall of public officers, and may be recalled and his successor elected in like manner as a state officer.

B. The laws of the state relating to recall of state officers and recall elections are made applicable to the recall of a senator or representative.

19-231 Petition for election to request resignation of district judges

When there is filed with the secretary of state a petition signed by fifteen per cent of the electors of the judicial district as determined by the total number of votes cast for governor at the preceding election in the district, requesting the resignation of a United States district judge for the district of Arizona, the secretary of state shall submit to the electors at the next ensuing general election occurring not less than sixty days after the petition is filed, the question whether the electors request the resignation of the judge. The petition shall contain a statement of not more than two hundred words setting forth the reasons for the request. The judge against whom the petition is filed shall be immediately notified by the secretary of state of the filing, and there shall be printed upon the ballot the statement in the petition, and, at the request of the judge, a statement by him of not more than two hundred words.

19-232 Form of ballot

At the election there shall be printed upon the ballot the question "Shall (name of person) be requested to resign from the office of United States district judge, [Yes:] [No:]." The electors shall vote by making a mark as defined in section 16-400 in the space after the word "yes" or "no." Immediately below and separate from the question shall be printed the words: "For United States district judge. (Recommended to the president for appointment)", and there shall then follow the names of candidates for the office as have been filed with the secretary of state not less than forty days prior to the election by petition of five per cent of the electors.

19-233 Canvass of vote; effect of results

A. The secretary of state shall canvass the vote immediately and within ten days thereafter transmit the results to the official named in the petition, and if the resignation is favored, to the president and senate of the United States.

B. If a majority of the electors voting thereon have requested the resignation of the judge, and a vacancy occurs, the majority candidate for the office shall be deemed endorsed by the electors and recommended to the president and senate of the United States for appointment and confirmation to fill the vacancy.

19-234 Recommendation of candidate by electors; filing by candidate of pledge to recall

A. When a vacancy occurs in the office of a United States district judge for the district of Arizona, the electors may, by advisory vote, endorse and recommend to the president and the senate of the United States an appointee to fill the vacancy.

B. There shall be printed upon the ballot at the next primary, special or general election held throughout the state after the vacancy, the words: "For United States district judge

(recommendation to the president and senate for appointment)," and below, the names of persons filed with the secretary of state by petition of five per cent of the electors not less than forty days before the election. If Congress will convene before the election at which the vote can be taken, the governor shall, on petition of fifteen per cent of the electors, call a special election for such purpose to be held not less than thirty nor more than sixty days after filing the petition.

C. Prior to the election a candidate for the office of United States district judge for the district of Arizona may file with the secretary of state a statement that he deems himself under obligation to resign, as provided in article 2 of this chapter as it pertains to a member of Congress, and the statement shall likewise be published on the ballot.



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

TO:



SAVE THE DATE.
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FEBRUARY 14, 2012

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Updated November 2011

ARIZONA



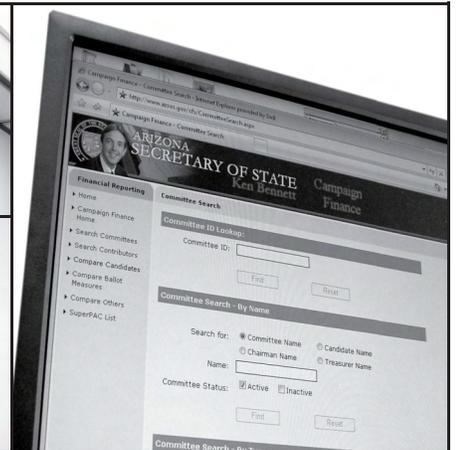
DEPARTMENT OF STATE
Office of Secretary of State
AN ELECTION SERVICES DIVISION PUBLICATION

A filing guide for Arizona's

Campaign Finance

Web-based Reporting System

October 2011



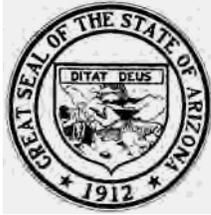
About this publication:

This publication contains information on how to use our online Web-based reporting system. Our staff is available to help you understand your filing requirements with this office.



A handwritten signature of Ken Bennett in black ink.

Ken Bennett - Secretary of State



KEN BENNETT
SECRETARY OF STATE
STATE OF ARIZONA



October 2011

Thank you for your interest in learning more about Arizona's campaign finance laws.

Adjusted campaign contribution limits for use in the 2011 - 2012 election cycle are included as the 2011 update to this publication. Arizona Revised Statutes § 16-905 specifically provides for the contribution limits to be adjusted for inflation by the Secretary of State every two years.

Additional copies of this publication can be obtained by calling the office at (602) 542-8683 or 1-877-THE VOTE.

This publication can also be downloaded from our website at www.azsos.gov. If you need further assistance, please contact the Election Services Division.

A handwritten signature in black ink that reads "Ken Bennett".

Ken Bennett
Secretary of State

Election Services

Telephone	(602) 542-8683
Toll Free (in Arizona)	(877) 843-8683
Facsimile number	(602) 542-6172
E-mail address	elections@azsos.gov

Web site: www.azsos.gov

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Requests for reasonable alternate formats and/or accommodations can be made five days in advance by contacting the Secretary of State coordinator at (602) 542-8683.

1700 W. Washington Street, 7th Floor
Phoenix, Arizona 85007-2888
Telephone (602) 542-4285 Fax (602) 542-1575
www.azsos.gov

Campaign Finance Web-based Reporting System

For SOS Committees Only

Welcome to the Arizona Secretary of State's Campaign Finance Reporting System

The next few screens will guide you through the process of entering your committee information, printing your committee's Statement of Organization, and creating user logins for your committee users.

You must submit a signed Statement of Organization to the Secretary of State. Once your completed Statement of Organization has been accepted, you will receive a confirmation email. No committee activity may begin until your committee's Statement of Organization is accepted by the Secretary of State.

Please be aware that you must submit by mail or in person the signed original printout of the form:

Arizona Secretary of State
Election Services Division
1700 West Washington Street, 7th Floor
Phoenix, AZ 85007-2888

Campaign Finance help desk

Campaign Finance Supervisor
Nancy Read (602) 364-1562

Campaign Finance Assistant
Yolanda Morales (602) 364-4855

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The Campaign Finance Web-based Reporting System guide is for the exclusive use of political committees that file campaign finance reports only with the Secretary of State (SOS). This System is NOT a reporting program for political committees that file with County, City and/or Town filing agencies. This guide is printed as an introduction to basic political committee organization, filing and reporting requirements offered to SOS political committees through the web-based reporting system. This web-based program may be viewed on the Secretary of State's website at www.azsos.gov. Campaign Contributions and Expenses definitions and reporting requirements may be found in the Arizona Revised Statutes, Title 16, Chapter 6 (included in this publication) and may also be accessed through the Arizona State Legislature's website at www.azleg.gov. The content and information provided in this guide are subject to change as required by law.

CHAPTER 1

BEFORE YOU GET STARTED

AM I REQUIRED TO FORM A POLITICAL COMMITTEE?

Yes, anytime two or more people work together to influence an election, they qualify as a political committee under Arizona law and must register and file campaign finance reports. A candidate is also required to register a committee and file campaign finance reports. If you are a statewide or legislative candidate, or wish to influence statewide or legislative elections or initiatives, referenda or recalls, you must file with the office of the Secretary of State.

Any entity that makes an independent expenditure and that is organized primarily for the purpose of influencing an election and that is a combination of corporations, limited liability companies or labor organizations or that is a corporation, limited liability company (“LLC”) or labor organization that accepts donations or contributions shall file with the filing officer as a political committee. A.R.S. § 16-914.02(K). Otherwise, corporations, LLC’s and labor organizations are not required to register as a political committee if making independent expenditures and should reference the Arizona Secretary of State Independent Expenditures Handbook. A.R.S. §§ 16-914.02(A-I).

WHAT TYPE OF POLITICAL COMMITTEE SHOULD I FORM?

That depends on what type of election you wish to influence, and how you intend to do so.

WHAT TO DO FIRST?

After determining which type of committee to form, you will need to visit the Secretary of State’s website to register before you may raise and spend money, distribute literature or advertisements, or circulate petitions. You must submit a signed Statement of Organization. Once your completed Statement of Organization has been accepted, you will receive a confirmation email. No committee activity may begin until your committee's Statement of Organization is accepted by the Secretary of State.

COMMITTEE TYPES RECOGNIZED BY ARIZONA LAW

Committee TYPES	A.R.S. References
\$500 Threshold (Candidate)	16-902.01, 16-903
\$500 Threshold (Non-Candidate)	16-902.01
Candidate (Exploratory)	16-901(9), 16-903(G)
Candidate (Non-Participating)	16-961(C), 16-903
Candidate (Participating)	16-961(C), 16-903
Independent Expenditures	16-901(14), 16-905(E)
Independent Expenditures (Standing)	16-901(23), 16-905(E)
New Party	16-801 through 16-807
Officeholder Expenses	41-133
Political Organization	16-901(20), 16-823
Political Organization (Standing)	16-901(23), 16-823

Political Party	16-901(21)
Political Party (Standing)	16-901(23)
Recall	16-901(19)(d)
Segregated Fund	16-901(19)(b), 16-920(A)(3)
Segregated Fund (Standing)	16-901(23)
Support/Oppose (Ballot Measure)	16-912.01, 16-901(19)(c)
Support/Oppose (Candidate)	16-912, 16-901(19)(g)

CERTAIN TYPES OF COMMITTEES MAY QUALIFY FOR SPECIAL STATUS

Committee STATUS	A.R.S. References
Standing Committee (Consolidated Filing Service)	16-901(23), 16-902.1 , 16-913(K)
“Super PAC” (Upper Limit Contributions)	16-905(G)

\$500 THRESHOLD COMMITTEES

If the committee will receive or spend less than \$500, select either:

- \$500 Threshold (Candidate) Exemption Statement committee type.
- \$500 Threshold (Non-Candidate) Exemption Statement committee type.

\$500 Threshold Exemption committees do not file campaign finance reports and must terminate after each election cycle. If the committee exceeds the \$500 threshold limit, the committee must amend the \$500 Threshold Exemption Statement and file a Statement of Organization.

CANDIDATE COMMITTEES

If the political committee is a candidate committee, select either:

- Candidate (Exploratory) committee type.
- Candidate (Non-Participating) committee type.
- Candidate (Participating) committee type.

If the candidate wants to become a Clean Elections “Participating Candidate” committee, the candidate must first create a Candidate (Non-Participating) committee. Exploratory candidate committees do not have to specify party affiliation or office sought on the “Statement of Organization”.

INDEPENDENT EXPENDITURE COMMITTEES

Independent Expenditure committees are formed for the purpose of making independent expenditures that expressly advocate the election or defeat of a candidate without any interaction between the independent expenditure committee, candidate and committee officers.

If they qualify, Independent Expenditure committees may also include the following status:

- (Standing)

AND/OR

- (Super PAC)

For qualifications, refer to the information on Standing Committees and “Super PAC” below.

NEW PARTY COMMITTEES

If the committee will exist for the purpose of creating a new recognized political party in Arizona, select the New Party committee type. New party committees follow the same filing requirements as all other committees.

OFFICEHOLDER EXPENSES

Existing statewide and legislative officeholders may create an “Officeholder Expenses” political committee to report the contributions and expenditures to communicate with their constituents. Officeholder committees file campaign finance reports with the Secretary of State. A.R.S. § 41-133.

POLITICAL ORGANIZATION

Political Organizations are committees formally affiliated with a recognized political party organized pursuant to A.R.S. § 16-823.

If they qualify, Political Organization committees may also include the following status:

- (Standing)

AND/OR

- (Super PAC)

For qualifications, refer to the information on Standing Committees and “Super PAC” below.

POLITICAL PARTY

A Political Party is a “state committee as prescribed by section 16-825 or the county committee as prescribed by section 16-821 of an organization that meets the requirements for recognition as a political party pursuant to section 16-801 or section 16-804, subsection A.”

If they qualify, Political Party committees may also include the following status:

- (Standing)

AND/OR

- (Super PAC)

For qualifications, refer to the information on Standing Committees and “Super PAC” below.

RECALL

A non-candidate committee organized to circulate or oppose a recall petition or to influence the result of a recall election.

SEGREGATED FUND

A separate, segregated fund established by a corporation or labor organization pursuant to A.R.S. § 16-920(A)(3).

If they qualify, Segregated Fund committees may also include the following status:

- (Standing)

AND/OR

- (Super PAC)

For qualifications, refer to the information on Standing Committees and “Super PAC” below.

SUPPORT/OPPOSE (BALLOT MEASURE)

A political committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition.

SUPPORT/OPPOSE (CANDIDATE)

A political committee organized in support of or opposition to one or more candidates.

STANDING COMMITTEE (CONSOLIDATED FILING SERVICE)

A political committee must be active in more than one reporting jurisdiction in Arizona for more than one year and must be either a separate segregated fund, a political party, a committee organized for the purpose of making independent expenditures, or a political organization. A standing committee is only required to file with the Secretary of State and is exempt from the filing requirements of any other Arizona jurisdiction. (A.R.S. §16-913). Standing Committees pay an annual fee of \$250.00.

“SUPER PAC” (UPPER LIMIT CONTRIBUTIONS)

Only established political committees registered with the Secretary of State may give contributions to candidates at a higher contribution limit. “Super PAC” political committees must have received contributions in the amount of \$10.00 or more from 500 contributors in the year before requesting “Super PAC” status. A certificate for “Super PAC” is valid for two years.

CHAPTER 2

CAMPAIGN FINANCE WEB-BASED REPORTING SYSTEM GETTING STARTED—THE BASICS

- Go to the Arizona Secretary of State’s website at www.azsos.gov. Using the menu at the left of the webpage, click on:
 - Elections
 - Campaign Finance
 - Finance Reporting System for Candidates and Political Committees



- Alternatively, you may click on the links seen in **Figure 1**, next page, located on the main Secretary of State webpage at www.azsos.gov.

Figure 1



- If you have an existing **User Name** and need to amend your current Statement of Organization, skip to page 18-21.
- If you need to create a new committee, the next few steps will help you establish your political committee.

There are 4 STEPS to Establish Your Political Committee:

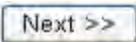
1. Committee Setup
2. Committee Member Selection
3. User Setup
4. Print Statement of Organization or \$500 Threshold Exemption Statement

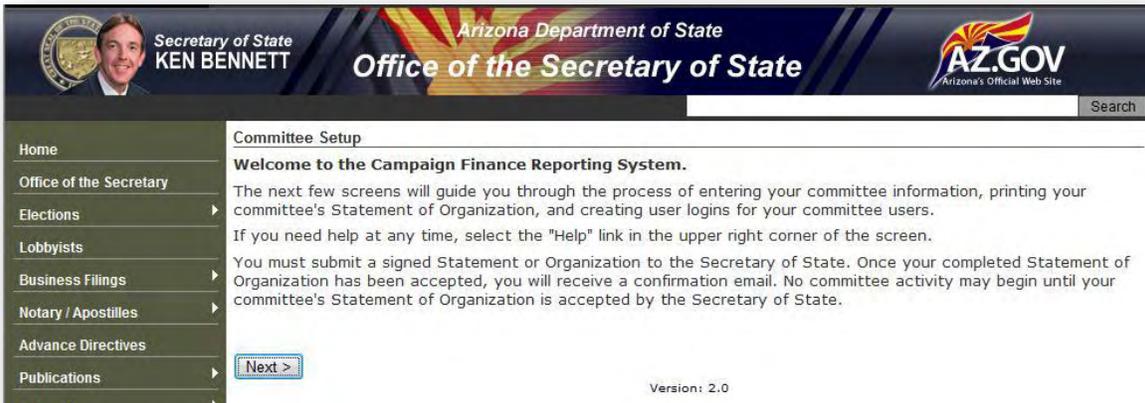
The next few screens will guide you through the process of entering your committee information, printing your committee's Statement of Organization, and creating user logins for your committee users.

You must submit a signed Statement or Organization to the Secretary of State. Once your completed Statement of Organization has been accepted, you will receive a confirmation email.

- Begin by selecting “**Create New Committee**”



- First you will see a **Welcome screen**.
- Click on the  button to continue.



STEP 1: Committee Setup

The next screen will allow you to enter the information required to form your committee. Note the [Help](#) link in the upper right-hand corner of the screen, which gives additional information on the different committee types.

Campaign Finance - Committee Setup [Help](#)

Committee Type ----- Select Committee Type -----

Committee Name

Physical Address

Street

City State Zip

Same as Physical Address

Mailing Address

Street

City State Zip

Phone Number

Fax Number
(Optional)

Email Address

Financial Institutions (Banks)

#1

#2

#3

- Use the pull down menu to select your **committee type**.
- Complete the remaining fields.
- Once complete, select to continue

Campaign Finance - Committee Setup

Committee Type	----- Select Committee Type -----
Committee Name	\$500 Threshold (Candidate) \$500 Threshold (Non-Candidate)
Physical Address	Candidate (Exploratory) Candidate (Non-participating) Candidate (Participating) Independent Expenditures Independent Expenditures (Standing)
Mailing Address	New Party Officeholder Expenses Political Organization Political Organization (Standing) Political Party Political Party (Standing)
Phone Number	Recall Segregated Fund
Fax Number	Segregated Fund (Standing) Support/Oppose (Ballot Measure) Support/Oppose (Candidate)
Email Address	<input type="text"/>
Financial Institutions (Banks)	#1 <input type="text"/> #2 <input type="text"/> #3 <input type="text"/>

STEP 2: Committee Member Selection

Each committee must have a chairman and treasurer.

- ✓ For Candidate Committees, the candidate may serve as both chairman and treasurer
- ✓ For \$500 Threshold Committees, enter Sponsoring Organization, if any
- ✓ For ALL other committees, the chairman and treasurer must be different individuals

The campaign finance database contains names of current and former political committee members to choose from, or you may add a new name to the database. In order to add a new name, you must first click on “Select Chairman”, “Select Treasurer”, etc.

Follow the process below for selecting a Chairman, Treasurer and Candidate

Example below for Statement of Organization

- ❖ The system already contains names and contact information for current and former political committee members.
- ❖ First, search for your Committee Members (Chairman, Treasurer, and if Candidate)
- ❖ Click on the buttons as applicable

Select Chairman

Select Treasurer

Select Candidate

After selecting one, continue to the **Search for a Name** instruction (below)

Example below for Candidate \$500 Threshold Exemption Statement

Example below for non-candidate Committee \$500 Threshold Exemption Statement

- ❖ Once you select a committee member type, the **Search for a Name** screen will appear
- ❖ Type in the **Last Name** and **Zip Code** of either the Candidate, Treasurer or Chairman and click

STEP 2: Committee Member Setup (continued)

Search for a Name

Last Name: *

Zip Code: *

	Name	Occupation	Employer	Address	City	State	Zip Code	
<input type="button" value="Select"/>	johnson bob	retired	retired	444 w lane dr	phoenix	az	85007	<input type="button" value="Edit"/>
<input type="button" value="Select"/>	JOHNSON BOB A MR	RETIRED	RETIRED	123 W STREET	PHOENIX	AZ	85007	<input type="button" value="Edit"/>

Can't find your name in the list? [Click here to add a new name.](#)

- ❖ If the name is found, the name will appear on the screen
- ❖ If found, **Select** the name (Chairman, Treasurer, or Candidate)
- ❖ If name is not found, click on **“Click here to add a new name”** (link appears in blue)



Search for a Name

Add A Name

Last Name:

First Name:

Middle Name:

Suffix:

Occupation:

Employer:

Address:

City:

State:

Zip Code:

Email Address:

Phone #:

Fax #:

- ❖ The **Add a Name** window appears. To add a name, complete the required information, pressing the TAB key between fields
- ❖ Click on **Add Name**
- ❖ Note: The individual's information will now be added to the SOS Campaign Finance database
- ❖ Complete all required fields

STEP 2: Committee Member Setup (continued)

❖ Complete the same process for Treasurer and Candidate

❖ Click **User Setup**  to continue

STEP 3: User Setup

Committee users are able to log onto the web site and perform committee functions allowed by their privilege level. Your committee must at all times have at least one Administrator user. You may create as many users as you like. To establish a new user follow the steps in this section.

As you begin **User Setup**, please remember there must be at least one user with **administrative** privileges; a warning message will appear if none are chosen **The creator of the account will automatically have administrative privileges.**

[Help](#) Use the **Help** for information on selecting a Privilege Level

To add users:

❖ Click on **Add New User**



STEP 3: User Setup (continued)

- ❖ Choose the Privilege Level from the pull down menu (REMEMBER – THERE MUST BE AT LEAST ONE ADMINISTRATOR)
- ❖ Click on **Select User**

- ❖ The **Search for a Name** window will appear for selecting the new user
- ❖ Use the same methodology from Step 2, on pp. 8-9 on how to **Search for a Name**

- ❖ After selecting an existing user or adding a new user, the **User Setup** screen will be displayed with the user's information
- ❖ In the **User Name** field, enter a User Name that is at least 6 characters long
- ❖ In the **Password** field, enter a password that is at least 6 characters long
- ❖ In **Confirm Password**, re-type your password correctly
- ❖ Select **OK**

STEP 3: User Setup (continued)

User Name	System User Name	Privilege Level	
johnson bob	JOHNSONB	Administrator	Change Delete

<< Back Add New User Next >

After making the necessary changes, you will have to click on the Finished button in order for the changes to be applied.

Version: 2.0

- ❖ The screen with the added users now appears
- ❖ To add additional users to the committee, repeat the above steps.
- ❖ If done, select **Next** to continue to the next step

STEP 4: Statement of Organization or \$500 Threshold Exemption Statement

You have now created your committee

Print the Statement of Organization or \$500 Threshold Exemption Statement. Click on to view and print the form. After printing the form, close the PDF window, the campaign finance system will log out

Obtain signatures of chairman, treasurer and candidate or designated individual on page 2. Standing Committees signatures must be notarized.

Your committee is not active until our office receives the original. Submit the signed original printout of the form, either by mail or in person, to:

Arizona Secretary of State
Election Services Division
1700 West Washington, 7th floor
Phoenix, AZ 85007-2888

Example of Statement of Organization (Page 1 of 2)

		STATE OF ARIZONA POLITICAL COMMITTEE STATEMENT OF ORGANIZATION	
<input type="checkbox"/> Initial Registration <input type="checkbox"/> Amended Statement <input type="checkbox"/> Out of State Committee <input type="checkbox"/> Standing Political Committee		Titles 16 & 19, Arizona Revised Statutes Definitions, statutory references and important information on page 2.	
			COMMITTEE ID NUMBER
NAME OF POLITICAL COMMITTEE (For ballot measure committee, name shall include official petition serial number)			DATE
TYPE OF COMMITTEE		BALLOT MEASURE	<input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE
COMMITTEE ADDRESS		CITY	STATE ZIP
COMMITTEE MAILING ADDRESS (if different from above)		CITY	STATE ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE EMAIL ADDRESS	
NAME OF SPONSORING ORGANIZATION (if applicable)		TYPE OF ORGANIZATION	
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE	
EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).			
NAME OF COMMITTEE CHAIRMAN		CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #
CHAIRMAN'S ADDRESS		CITY	STATE ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S EMAIL ADDRESS	
NAME OF COMMITTEE TREASURER		TREASURER'S TELEPHONE #	TREASURER'S FAX #
TREASURER'S ADDRESS		CITY	STATE ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S EMAIL ADDRESS	
BEFORE A COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(C). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)			
1.	2.	3.	
FOR A CANDIDATE'S CAMPAIGN COMMITTEE OR AN EXPLORATORY COMMITTEE, PROVIDE THE FOLLOWING INFORMATION: (For Exploratory Committees party affiliation and office sought are optional.)			
NAME OF CANDIDATE OR DESIGNATING INDIVIDUAL ("DI")			ELECTION CYCLE
CANDIDATE OR DI'S TELEPHONE #	CANDIDATE OR DI'S FAX #	COUNTY OF RESIDENCE	
CANDIDATE OR DI'S ADDRESS		CITY	STATE ZIP
CANDIDATE OR DI'S EMAIL ADDRESS	PARTY AFFILIATION	OFFICE SOUGHT	

Example of "Statement of Organization" (Page 2 of 2)

Committee ID: Date: Form ID:	 <div style="display: inline-block; vertical-align: middle; margin-left: 10px;"> STATE OF ARIZONA POLITICAL COMMITTEE STATEMENT OF ORGANIZATION </div>
YOUR APPLICATION IS NOT COMPLETE WITHOUT THE REQUIRED SIGNATURES BELOW:	
BOX 1 All committees require the signature of both the chairman and treasurer. Standing Committees, see BOX 3 below.	
CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned chairman and treasurer, have read all of the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.	
Date: _____ Chairman's signature: _____ Date: _____ Treasurer's signature: _____	
BOX 2 Complete and sign this additional box only if the committee is a candidate's campaign committee or exploratory committee.	
DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.	
Date: _____ DI's or Candidate's signature: _____	
BOX 3 Complete and notarize this box only if the committee has been in existence for more than one year and is filing for Standing Committee status.	
STANDING POLITICAL COMMITTEE'S STATEMENT (if applicable) (A.R.S. §16-902.1): I/we hereby declare the status of this political committee as a standing political committee.	
Date: _____ Chairman's signature: _____ Date: _____ Treasurer's signature: _____	
State of Arizona)) ss.	State of Arizona)) ss.
County of _____)	County of _____)
SUBSCRIBED AND SWORN TO before me this _____	
_____ My Commission Expires: _____ Notary Public	_____ My Commission Expires: _____ Notary Public
DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state.	
NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization before accepting contributions, making expenditures, distributing literature or circulating petitions. A.R.S. § 16-902.01(A).	
NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee. The statement of organization must be filed regardless of whether the committee intends to accept contributions or make expenditures.	
PAGE 2 of 2 Office Revision 7/11	

Citizens Clean Elections Commission: Participating Candidates ONLY

PARTICIPATING CANDIDATES will initially see the notice to print the Application for Certification as a Participating Candidate before printing the Statement of Organization

- ❖ Click on Application for Certification to view and print the form. After printing the form, close the PDF window and the system will return to the campaign finance screen
- ❖ Click Next to view and print the Statement of Organization
- ❖ Click on to view and print the form. After printing the form, close the PDF window and the campaign finance system will log out
- ❖ SUBMIT THE SIGNED ORIGINAL PRINTOUT OF THE FORM, EITHER BY MAIL OR IN PERSON, TO:

Arizona Secretary of State
Election Services Division
1700 West Washington, 7th floor
Phoenix, AZ 85007-2888

IN ORDER TO BECOME A PARTICIPATING CANDIDATE, a candidate must do the following:

- ❖ File a completed Application for Certification as a Participating Candidate with the Secretary of State.
- ❖ Sign and have notarized the Application for Certification, then submit the application to the Secretary of State.

The Citizen's Clean Elections Commission (CCEC) will review a copy of your application and accept or deny your application within seven days after submittal.

Contact the Citizens Clean Elections Commission for additional information on Participating Candidates.

1616 W. Adams, Suite 110
Phoenix, AZ 85007
(602) 364-3477

www.azcleaselections.gov

IMPORTANT: YOUR COMMITTEE WILL INITIALLY BE CREATED AS A NON-PARTICIPATING CANDIDATE COMMITTEE AND THE STATEMENT OF ORGANIZATION PRINTED IN THE FOLLOWING STEP WILL REFLECT THAT. ONCE THE CCEC ACCEPTS YOUR APPLICATION FOR CERTIFICATION, YOUR COMMITTEE TYPE WILL AUTOMATICALLY CHANGE TO PARTICIPATING. PARTICIPATING CANDIDATES DO NOT RECEIVE FUNDING UNTIL THEY QUALIFY BY SUBMITTING A MINIMUM AMOUNT OF NOMINATING SIGNATURES AND \$5.00 QUALIFYING CONTRIBUTIONS.

Example of "Application for Certification as a Participating Candidate" (Page 1 of 2)



- Initial Application
- Amended Application



STATE OF ARIZONA APPLICATION FOR CERTIFICATION AS A PARTICIPATING CANDIDATE

Pursuant to Arizona Revised Statutes §§16-947 and 948 and AAC R2-20-104 (D)

COMMITTEE ID NUMBER
201200005

NAME OF CANDIDATE JOHN A SMITH MR		DATE 03/14/2011	
OFFICE SOUGHT STATE SENATOR - DISTRICT NO. 19	PARTY AFFILIATION DEMOCRATIC	ELECTION CYCLE 2012	
CANDIDATE'S ADDRESS 12345 NW AVENUE	CITY PHOENIX	STATE AZ	ZIP 85007
CANDIDATE'S TELEPHONE # (602) 555-5555	CANDIDATE'S FAX #	CANDIDATE'S EMAIL ADDRESS JOHNSMITH@EMAIL.COM	
NAME OF POLITICAL COMMITTEE JOHN SMITH			
COMMITTEE ADDRESS 12345 NW AVENUE		CITY PHOENIX	STATE AZ ZIP 85007
COMMITTEE MAILING ADDRESS (if different from above) 12345 NW AVENUE		CITY PHOENIX	STATE AZ ZIP 85007
COMMITTEE TELEPHONE # (602) 555-5555	COMMITTEE FAX #	COMMITTEE EMAIL ADDRESS JOHNSMITH@EMAIL.COM	
NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16-948)			
DESIGNATED INDIVIDUAL'S ADDRESS		CITY	STATE ZIP
DESIGNATED INDIVIDUAL'S TELEPHONE #	DESIGNATED INDIVIDUAL'S FAX #	DESIGNATED INDIVIDUAL'S EMAIL	
LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (Do not list account numbers). (A.R.S. §16-948(A))			
NAME OF FINANCIAL INSTITUTION BANK			

DESIGNATED CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate _____ as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

Candidate's Signature

Date

Example of “Application for Certification as a Participating Candidate” (Page 2 of 2)

Committee ID: 201200005
 Date: 03/14/2011
 Form ID: 0000062541

Application for Certification – Part II

CANDIDATE AND DESIGNATED INDIVIDUAL'S STATEMENT (A.R.S. §16-947):

I, the undersigned, upon my oath and under penalty of perjury, certify that the following statements are true and accurate to the best of my knowledge and belief:

1. I have complied with the restrictions of A.R.S. §16-941 (A) during the election cycle to date, which are as following:
 - a) Not accepted contributions other than early contributions as specified in A.R.S. §16-945;
 - b) Not made expenditures that exceed the candidate's personal money limit; and
 - c) Conducted all financial activity through a single campaign account.
2. I will continue to comply with the restrictions in paragraph 1 during the remainder of the election cycle and will:
 - a) Not make expenditures in the primary election period in excess of the adjusted primary election spending limit;
 - b) Not make expenditures in the general election period in excess of the adjusted general election spending limit; and
 - c) Return unused monies to the fund in accordance with A.R.S. § 16-953.
3. I have filed all campaign finance reports required under Title16, Chapter 6, Article I, during the election cycle to date, and the reports are complete and accurate.
4. I agree to use all Clean Election funding for direct campaign purposes only.
5. I will file, with this application, a campaign finance report showing all campaign activity to date in the current election cycle.
6. I will comply with all requirements of the Act and Commission rules.
7. I am subject to all enforcement actions by the Commission as authorized by the Act and Commission rules.
8. I have the burden of proving that expenditures made by or on behalf of the candidate were for direct campaign purposes.
9. I will keep and furnish to the Commission all documentation relating to expenditures, receipts, funding, books, records (including bank records for all accounts), and supporting documentation and other information that the Commission may request in accordance with Commission rules.
10. I will permit an audit and examination of all receipts and expenditures including those made by the candidate, the candidate's authorized committee, or any agent or person authorized to make expenditures on behalf of the candidate or committee. The candidate and the candidate's authorized committee shall also provide any material required in connection with an audit, investigation, or examination conducted by the Commission. The candidate and authorized committee shall facilitate the audit and examination and shall pay any amounts required to be repaid.
11. I will submit the name and mailing address of the person who is entitled to receive equalizing fund payments on behalf of the candidate and the name and address of the campaign depository designated by the candidate. Changes in the information required by this paragraph shall not be effective until submitted to the Commission in a letter signed by the candidate or the committee treasurer.
12. I will pay any civil penalties included in a conciliation agreement or otherwise imposed against the candidate.
13. I will file all campaign finance reports with the Secretary of State in an electronic format in a timely manner.

State of Arizona)) ss. County of _____)	State of Arizona)) ss. County of _____)
_____ Candidate's Signature	_____ Designated Individual's Signature
SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20____.	SUBSCRIBED AND SWORN TO before me this ____ day of _____ 20____.
_____ Notary Public	_____ Notary Public

Important additional information:

After your committee has filed the Statement of Organization with the Secretary of State’s office, your committee will receive a confirming email (at the committee email address you provided) informing your committee that the Statement of Organization has been accepted. Once you have received this email, your political committee may accept contributions, make expenditures, distribute literature and obtain signatures on petitions.

CHAPTER 3

INTRODUCTION TO THE TRANSACTION SCREENS

As you begin to use the web-based reporting system, please remember that an on-screen **HELP** assistance is always close and available. The detailed **HELP** feature is located on each screen in the upper right hand corner and will provide the “what to do next” as you become familiar with the campaign finance reporting program. To report your committee’s campaign contributions and expenditures, the committee will utilize the following transaction screens displayed below:

- INCOME** - To record contributions, refunds and interest
- EXPENSES** - For entering your committee’s expenses paid
- LOANS** – For receiving or paying on loans to the committee
- ACCOUNTS & TRANSACTIONS** – View current account balances and search for transactions
- REPORTS** - To view or file campaign finance reports.
- FILER ACCOUNT MANAGEMENT** - For maintenance to your committee information.

INCOME- Entering Committee’s Income

Contribution Date:	<input type="text"/>	 *
Contributor Name:	<input type="button" value="Select Name"/>	
Contribution Amount:	<input type="text"/>	*
Check #:	<input type="text"/>	
Receipt #:	<input type="text"/>	
Deposit batch #:	<input type="text"/>	
Event:	<input type="text"/>	
Event Date:	<input type="text"/>	
Memo:	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Submit & Enter Another"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

INCLUDES:

- Contributions
- Refunds, Credits, Rebates
- Interest and Dividends
- Shared Expense Payment from a Committee
- Other Income

EXPENSES - Entering Committee's Expenses

Expenditure Date:  *

Paid To:

Amount: *

Expense Categories: Category: ▾
 Subcategory: ▾

Check #:

Memo:

INCLUDES:

- Immediate Cash/Check Expenditure
- Purchase on Terms/Credit
- Pay on Terms/Credit
- Add Sub-Vendor to Transaction
- Expend In-Kind Contribution
- Contribute to Another Committee
- Pay Another Committee for Shared Expense
- Give Refund

LOANS

Date of Loan:  *

Lender Name: *

Loan Amount: *

Check #:

Receipt #:

Deposit batch #:

Memo:

Information about Receive Loan from Individual
 Money an individual, other than a candidate, loans to a campaign is an individual contribution until repaid and are subject to contribution limits as defined by A.R.S. § 16-905.
Attention Participating Candidates: Individual contributions, including loans, may not exceed the prescribed early contribution limit.

INCLUDES:

- Create New Loan
- Receive or Pay on Existing Loan
- Accrue Interest

ACCOUNTS & TRANSACTIONS

INCOME	Activity Since Last Report			Total To Date
	Cash	Other	Total	
Personal and Family Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Individual Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Contributions from Political Committees	\$0.00	\$0.00	\$0.00	\$0.00
Business Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Small Contributions (less than \$25)	\$0.00	\$0.00	\$0.00	\$0.00
CCEC Funding and Matching	\$0.00	\$0.00	\$0.00	\$0.00
Qualifying Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Loans Made To This Committee	\$0.00	\$0.00	\$0.00	\$0.00
Other Receipts Including Interest and Dividends	\$0.00	\$0.00	\$0.00	\$0.00
Transfers From Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Cash Surplus from Previous Committee	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL INCOME	\$0.00	\$0.00	\$0.00	\$0.00

EXPENDITURES	Activity Since Last Report			Total To Date
	Cash	Other	Total	
Operating Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Independent Expenditures	\$0.00	\$0.00	\$0.00	\$0.00
Contributions to Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Other Expenses	\$0.00	\$0.00	\$0.00	\$0.00
Transfers To Other Committees	\$0.00	\$0.00	\$0.00	\$0.00
Loans Made by This Committee	\$0.00	\$0.00	\$0.00	\$0.00
Expenditure of In-Kind Contributions	\$0.00	\$0.00	\$0.00	\$0.00
Disposal of Surplus Cash	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL EXPENDITURES	\$0.00	\$0.00	\$0.00	\$0.00

Bill Payments (for previous expenditures)	\$0.00			\$0.00
TOTAL CASH DISBURSED	\$0.00			
CURRENT CASH BALANCE				\$0.00

INCLUDES:

- Current Account Balances
- Search Transactions

REPORTING - Filing Campaign Finance Reports

Reports Currently Due				
Report Due Date	Action	Report Name	Status	
10/02/2008	<input type="button" value="File"/> <input type="button" value="Preview"/>	Period Report - Post-Primary Election Report	10 Days Late	
10/23/2008	<input type="button" value="File"/> <input type="button" value="Preview"/>	Period Report - Pre-General Election Report	Due By 10/23/2008	

Upcoming Reports				
Earliest Day to File	Last Day to File	Report Name	Status	
11/25/2008	12/04/2008	Period Report - Post-General Election Report	Upcoming	

Reports Filed This Cycle				
Report Due Date	Date Filed	Report Name	Status	
01/31/2008	01/28/2008	Period Report - January 31st Report	On Time	
06/30/2008	06/29/2008	Period Report - June 30th Report	On Time	
07/01/2008	07/02/2008	Trigger Report - July #1	1 Day Late	
09/01/2008	09/01/2008	Trigger Report - September #1	On Time	
08/21/2008	08/21/2008	Period Report - Pre-Primary Election Report	On Time	

INCLUDES:

- File or View a Report
- On Demand IE Trigger Report
- Amend Previous Report
- \$5 CCEC Qualifying Contributions
- All Transactions Report
- Export to an Excel Spreadsheet (XLS) or a Comma Separated Values (CSV)

FILER ACCOUNT MANAGEMENT – Maintaining and Amending Committee Information

INCLUDES:

- Committee Management
- User Management
- Become a Participating Candidate
- Terminate Committee
- My User Information
- Transfer In Previous Committee’s Surplus
- Transfer In/Out Previous/Remaining Committee Debt
- Dispose of Remaining Committee Surplus

- You have now amended your committee
- Print the Amended Statement of Organization or \$500 Threshold Exemption Statement. Click on “Reprint-Statement of Organization” to view and print the form. After printing the form, close the PDF window, the campaign finance system will log out
- Obtain signatures of chairman, treasurer and candidate or designated individual on page 2. Signatures for Standing Committees must be notarized.
- Your committee information is not updated until our office receives the original, signed form.
- Submit the signed original printout of the form, either by mail or in person, to:

Arizona Secretary of State
Election Services Division
1700 West Washington, 7th floor
Phoenix, AZ 85007-2888

CHAPTER 4

QUESTIONS & ANSWERS

1. Who must file Campaign Finance Reports?

Once you file a Statement of Organization to register a political committee, the committee shall file campaign finance reports setting forth the committee's receipts and disbursements. A.R.S. § 16-913. In some situations, the committee may file a No Activity Statement. (See related question, “What if I have nothing to report?”)

2. What is a political committee?

A political committee is a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election, that engages in political activity on behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate except those exempt pursuant to A.R.S. § 16-903, that receives contributions or makes expenditures in connection therewith. Examples of political committees may be found in A.R.S. § 16-901(19) and in Chapter 1 of this handbook.

All committees must register with each jurisdiction in which they are active. There is an exemption from registration for a religious assembly or institution that does not spend a substantial amount of time or assets on influencing any federal, state or local legislation or any ballot issues. The exemption does not apply if such a group is formed for a candidate or recall election.

3. How do I register my committee?

Each political committee must file either a Statement of Organization or a \$500 Threshold Exemption Statement with the filing officer in each jurisdiction in which the committee will be active before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. If the committee intends to accept contributions or make expenditures of more than five hundred dollars, the committee must file a Statement of Organization and file campaign finance reports; if the committee does not intend to accept contributions or make expenditures in excess of \$500, the committee may file the \$500 Threshold Exemption Statement. If you file the \$500 Threshold Exemption Statement, you do not need to file any Campaign Finance Reports unless you later receive or spend more than \$500. If you do receive or spend more than \$500, you must file a Statement of Organization within five business days of the day you first received or spent more than \$500, and you will have to start filing Campaign Finance Reports.

If any information reported on the Statement of Organization changes, the political committee shall file an amended Statement of Organization reporting the change within five business days after the change. A.R.S. §§ 16-902.01 and 16-903.

4. What is a standing political committee?

Committees active in more than one jurisdiction in this state that meet the requirements of A.R.S. § 16-901 and § 16-902.01 may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. This designation allows a committee to centrally file campaign finance reports with the Secretary of State's office electronically rather than with every jurisdiction in which they are active.

A standing political committee shall file a Statement of Organization with the Secretary of State and in each jurisdiction in which the committee is active, and only the Secretary of State shall issue an identification number for the committee. The Statement of Organization shall include a \$250 annual administrative fee and a statement with the notarized signature of the chairman or treasurer of the standing political committee that declares the committee's status as a standing political committee. A.R.S. § 16-902.01.

5. What is a contribution?

A contribution is anything of value that your committee receives. When you report contributions, they fall in the following categories.

- **Monetary:** This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug.
- **Loans:** This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made.
- **In-kind goods and services:** This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. In-kind contributions must be reported at their fair market value -- the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of getting the whole thing, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution.
 - The Secretary of State cannot assist in determining the fair market value of an in-kind contribution. A committee should ascribe what it believes is the fair market value for purposes of reporting. It is up to the political committee to determine the value and the value must be reported. There is no minimum threshold for reporting; a committee must report all contributions and expenditures.

6. What can a host do when hosting an event at their home in terms of food? Please refer to A.R.S. § 16-901(b)(iii), which exempts this type of contribution as long as “the cumulative value of the invitations, food and beverages provided by the individual on behalf of any single candidate does not exceed \$100 with respect to any single election.” A value above \$100 for this specific example will count against the contribution limit. However, if the value is under \$100 then it is not considered a contribution and therefore does not count against the limit.

7. Can a candidate accept contributions from foreign nationals?

The Federal Election Campaign Act (FECA) prohibits any foreign national from contributing, donating or spending funds in connection with any federal, state, or local

election in the United States, either directly or indirectly. It is also unlawful to help foreign nationals violate that ban or to solicit, receive or accept contributions or donations from them. Persons who knowingly and willfully engage in these activities may be subject to fines and/or imprisonment. 2 U.S.C. § 441e.

8. Can a candidate accept contributions from a corporation or labor organization?

It is unlawful for a corporation, limited liability company, or a labor organization to make any contribution of money or anything of value to a candidate's campaign committee or exploratory committee. In addition, candidate campaign and exploratory committees are prohibited from accepting money from corporations, limited liability companies or labor organizations. However, a 2010 law allows corporations and labor unions to make independent expenditures to support or oppose candidates or to contribute to an independent expenditure committee. (For more information please refer to the Arizona Secretary of State Independent Expenditures Handbook).

9. Is everything my committee receives considered a contribution?

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported. The following are the most common examples. For a complete listing, please look at A.R.S. §16-901(5)(b).

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting only if the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") and the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance).
- The time your volunteers spend working on your campaign – stuffing envelopes, knocking on doors, calling voters, etc.
- The use of meeting places that are usually used for free, such as church recreation halls.
- Up to \$100 of expenses for invitations, food and beverages, spent by an adult having a fundraiser for you only if the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages.
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account.

10. How do I know if contribution limits apply to my committee?

Limits on the contributions your committee can receive only apply to candidate campaign committees and exploratory committees. In other words, Arizona law sets a maximum amount that individuals and political committees can give to candidates and people exploring whether to run for office. The law sets one amount for local offices, which includes municipal, county, school and special district, and legislative offices, and a different amount for statewide offices. The limits are changed by the Secretary of State every two years, usually early in the odd-numbered years. The current Election Cycle Campaign Contribution Limits chart is included in this packet. (Please refer to page 73 for the chart).

Contributions given by a minor are considered made by the child's parents.

11. Who has access to campaign finance reports?

All filings are public records and are open to examination once they are filed.

12. So, if contribution limits apply to my committee, what does that mean?

First of all, it means that your committee can only receive contributions from individuals (who are U.S. citizens) and from other non-candidate committees. For example, you can receive contributions from your next-door neighbor, from people at your child’s school, from people you don’t even know. And you can receive contributions from other political committees.

Second, it means that the amount you receive from individuals and other political committees is limited. The current Contribution Limits chart lists who can contribute to your committee (the column on the left) and how much. How much depends on whether your committee is about getting someone elected to a local, legislative or a statewide office. The first three rows show you how much you can receive from an individual, another political committee, or an “upper limit” political committee (often called a SuperPAC). If you are not sure who the SuperPACs are, you can check the list on the Secretary of State’s website (www.azsos.gov).

Third, it means that the total amount you can receive from some categories of contributors is limited. Look again at the current Contribution Limits chart. The fourth row down sets a limit on how much, overall, your committee can receive from all political committees except political parties. Once you have received that much, you can’t take another dollar from another political committee.

This can get complicated, because contributions from political organizations [defined in A.R.S. §16- 901(20)] – which are registered political committees – count toward both the total that all political committees can give at any time during the campaign, and the total that political parties and organizations can give after the primary.

There is no limit on the total amount, overall, that you can receive from all individuals combined.

13. But what about using my own or my family’s money?

If you are a candidate, or a member of the candidate’s family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your candidate’s campaign committee. The same thing is true for a designating individual and his or her family, making contributions to his or her exploratory committee – no limits on their contributions.

If you are going to contribute your own or your family’s money, watch out for two things. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your “family members” to be your parents, your grandparents, your spouse, your children, your siblings, and the parents and spouses of those people.

Second, report the total amount of the contributions that come from you and the specified family members. (And remember – a loan is a contribution!)

14. Does a candidate or political committee have to report contributions and expenditures? If so, when are they due?

In any calendar year during which there is a regularly scheduled election at which any candidates, measures, questions or propositions appear or may appear on the ballot, the political committee shall file each of the campaign finance reports required by A.R.S. § 16-913.

In any calendar year in which there is no regularly scheduled election, the political committee shall file a report covering the period beginning the day after the closing date of the last report that was filed, and ending December 31. This report shall be filed no later than January 31 of the following calendar year. A.R.S. § 16-913

If a special or recall election is called, each committee must file the reports required by A.R.S. § 16-913 for a calendar year with a regularly scheduled election.

Political committees organize their committee and file the required campaign finance reports using the Secretary of State campaign finance reporting system available on the SOS website at <https://azsos.gov/CFS2/Login.aspx>.

15. What if a candidate or political committee does not receive or spend very much money?

Each candidate/political committee that intends to accept contributions or make expenditures of \$500 or less shall file a signed \$500 Threshold Exemption Statement that states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. That committee is not required to file a Statement of Organization so long as the \$500 limit is not exceeded. If that committee subsequently receives contributions or makes expenditures of more than \$500, that committee shall file a Statement of Organization with the Secretary of State within five business days after the exceeding the \$500 limit. A.R.S. §§ 16-902.01 and 16-903.

16. Who has to fill out the Campaign Finance Report? Who can sign it?

Anybody can fill out the Campaign Finance Report, but the treasurer is legally responsible for making sure it is filled out correctly, and the treasurer must sign it. The treasurer who signs must be the treasurer you listed on the most recent Statement of Organization.

17. When must I start filing Campaign Finance Reports? When can I stop?

Your first Campaign Finance Report will be the required report for the reporting period during which you filed your Statement of Organization. The filing officer can provide you with the reporting and filing periods that are applicable for your jurisdiction. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. The law sets the time periods—you cannot change them for your own convenience. A.R.S. §16-913.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

18. What if I have nothing to report?

If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money during the reporting period, you must file a campaign finance report and the report will state **no activity** on the front page. You must continue filing campaign finance reports until you file your Termination Statement. A.R.S. §16-913(D).

19. What are the deadlines for filing my report?

The deadlines for filing your Campaign Finance Report are listed on page 74. The filing officer is not required to send reminder notices before the deadlines.

20. Okay! My campaign finance report is done! Where do I file it?

Through the Arizona Secretary of State web based system.

21. What if a candidate or political committee is not involved in the regularly scheduled election?

All reports required by A.R.S. § 16-913 must be filed by each active (not terminated) candidate/political committee even if the candidate/committee is not involved in the scheduled election.

22. What if a candidate or political committee fails to file a required report?

There are certain penalties that are prescribed in A.R.S. § 16-918 that will apply if there is a failure to file a required report. "Failure to File" exists if any of the following occurs:

- 1) The report is not filed on the due date set by A.R.S. § 16-913.
- 2) A good faith effort is not made to substantially complete the report as required by A.R.S. § 16-915.

The Secretary of State must send a notice to the committee and candidate or designating individual (exploratory committee) by certified mail within 15 days after the due date stating with "reasonable particularity" the nature of the failure and a statement of the penalties provided by A.R.S. § 16-918.

A political committee or the candidate committee and candidate are subject to the penalties. Penalties include, but are not limited to, a mandatory penalty for late filing of \$10 for each business day the report is late (not including weekends and holidays) up to a maximum of \$450. The Secretary of State shall not accept a report for filing unless the mandatory penalties are paid with the report (A.R.S. § 16-918).

23. What happens if a candidate or political committee doesn't file after receiving the notice from the Secretary of State?

If the report is not filed within 15 days after receiving the notice, the penalty increases to \$25 per day, up to a maximum of \$1000. This penalty is assessed by the Attorney General pursuant to A.R.S. § 16-924, which provides for notice and hearing. In addition to the enforcement actions prescribed by A.R.S. § 16-918, a person who was a candidate for nomination or election who after written notice failed to make and file a campaign finance report may not eligible to be a candidate for nomination or election to any local or state office for five years after the last failure to make and file a campaign finance report.

24. What if circumstances prevent a candidate or political committee from filing a report when it was due or after the written notice of delinquency was delivered?

During the enforcement action, a candidate or committee required to file, who files late, may present a "Good cause" defense in writing to the Attorney General and submitted to the Secretary of State . "Good cause" is defined in A.R.S. § 16-918(E).

The Attorney General will determine if "Good cause" exists pursuant to A.R.S. § 16-918(E). The Secretary of State does not make this determination. If it is determined that "Good cause" exists, the penalties paid when the report was filed will be returned.

25. After the election must a candidate or political committee continue to file campaign finance reports?

Yes. Each committee must continue to file all reports as scheduled or required unless a Termination Statement has been filed. All \$500 Threshold Exemption Statement Committee MUST terminate at the end of the election cycle or may be subject to civil penalties. A.R.S. § 16-904

26. When may a committee file a Termination Statement?

A political committee may terminate only when the committee chairman and treasurer file a Termination Statement with the Secretary of State certifying under penalty of perjury that 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 disposed of pursuant to A.R.S. § 16-915.01 A.R.S. § 16-904(F) § 16-914(A)

A political committee, including a standing political committee, may terminate its activities in one jurisdiction and remain active in other jurisdictions by attaching a statement to the committee's Termination Statement that is signed by the committee's chairman and treasurer, that attests to the intent to remain active in other jurisdictions and that contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions. A.R.S. § 16-914(C)

27. After filing a Termination Statement, does a candidate or political committee have to file any more reports?

No. After filing an appropriate Termination Statement, a political committee is not required to file any subsequent reports. However, the committee is no longer eligible to accept contributions or make expenditures without filing a new Statement of Organization.

28. Where is there more information about campaign finance reporting?

For additional information, please refer to A.R.S. Title 16, Chapter 6.

Note: Materials provided by the Secretary of State are intended to assist in meeting the requirements of candidacy; however, it is the candidate's responsibility to see that all legal requirements have been met.

CHAPTER 5

ARIZONA REVISED STATUTES

Title 16 - Elections and Electors

Chapter 6: Campaign Contributions and Expenses

Article 1 General Provisions

16-901 Definitions

In this chapter, unless the context otherwise requires:

1. "Agent" means, with respect to any person other than a candidate, any person who has oral or written authority, either express or implied, to make or authorize the making of expenditures as defined in this section on behalf of a candidate, any person who has been authorized by the treasurer of a political committee to make or authorize the making of expenditures or a political consultant for a candidate or political committee.
2. "Candidate" means an individual who receives or gives consent for receipt of a contribution for his nomination for or election to any office in this state other than a federal office.
3. "Candidate's campaign committee" means a political committee designated and authorized by a candidate.
4. "Clearly identified candidate" means that the name, a photograph or a drawing of the candidate appears or the identity of the candidate is otherwise apparent by unambiguous reference.
5. "Contribution" means any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer and:
 - (a) Includes all of the following:
 - (i) A contribution made to retire campaign debt.
 - (ii) Money or the fair market value of anything directly or indirectly given or loaned to an elected official for the purpose of defraying the expense of communications with constituents, regardless of whether the elected official has declared his candidacy.
 - (iii) The entire amount paid to a political committee to attend a fund-raising or other political event and the entire amount paid to a political committee as the purchase price for a fund-raising meal or item, except that no contribution results if the actual cost of the meal or fund-raising item, based on the amount charged to the committee by the vendor, constitutes the entire amount paid by the purchaser for the meal or item, the meal or item is for the purchaser's personal use and not for resale and the actual cost is the entire amount paid by the purchaser in connection with the event. This exception does not apply to auction items.
 - (iv) Unless specifically exempted, the provision of goods or services without charge or at a charge that is less than the usual and normal charge for such goods and services.
 - (b) Does not include any of the following:
 - (i) The value of services provided without compensation by any individual who volunteers on behalf of a candidate, a candidate's campaign committee or any other political committee.
 - (ii) Money or the value of anything directly or indirectly provided to defray the expense of an elected official meeting with constituents if the elected official is engaged in the

performance of the duties of his office or provided by the state or a political subdivision to an elected official for communication with constituents if the elected official is engaged in the performance of the duties of his office.

- (iii) The use of real or personal property, including a church or community room used on a regular basis by members of a community for noncommercial purposes, that is obtained by an individual in the course of volunteering personal services to any candidate, candidate's committee or political party, and the cost of invitations, food and beverages voluntarily provided by an individual to any candidate, candidate's campaign committee or political party in rendering voluntary personal services on the individual's residential premises or in the church or community room for candidate-related or political party-related activities, to the extent that the cumulative value of the invitations, food and beverages provided by the individual on behalf of any single candidate does not exceed one hundred dollars with respect to any single election.
- (iv) Any unreimbursed payment for personal travel expenses made by an individual who on his own behalf volunteers his personal services to a candidate.
- (v) The payment by a political party for party operating expenses, party staff and personnel, party newsletters and reports, voter registration and efforts to increase voter turnout, party organization building and maintenance and printing and postage expenses for slate cards, sample ballots, other written materials that substantially promote three or more nominees of the party for public office and other election activities not related to a specific candidate, except that this item does not apply to costs incurred with respect to a display of the listing of candidates made on telecommunications systems or in newspapers, magazines or similar types of general circulation advertising.
- (vi) Independent expenditures.
- (vii) Monies loaned by a state bank, a federally chartered depository institution or a depository institution the deposits or accounts of which are insured by the federal deposit insurance corporation or the national credit union administration, other than an overdraft made with respect to a checking or savings account, that is made in accordance with applicable law and in the ordinary course of business. In order for this exemption to apply, this loan shall be deemed a loan by each endorser or guarantor, in that proportion of the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors, the loan shall be made on a basis that assures repayment, evidenced by a written instrument, shall be subject to a due date or amortization schedule and shall bear the usual and customary interest rate of the lending institution.
- (viii) A gift, subscription, loan, advance or deposit of money or anything of value to a national or a state committee of a political party specifically designated to defray any cost for the construction or purchase of an office facility not acquired for the purpose of influencing the election of a candidate in any particular election.
- (ix) Legal or accounting services rendered to or on behalf of a political committee or a candidate, if the only person paying for the services is the regular employer of the individual rendering the services and if the services are solely for the purpose of compliance with this title.
- (x) The payment by a political party of the costs of campaign materials, including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, used by the party in connection with volunteer activities on behalf of any nominee of the party or the payment by a state or local committee of a political party of the costs of voter registration and get-out-the-vote activities conducted by the committee if the payments are not for the costs of campaign materials or activities used in connection with any telecommunication, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.
- (xi) Transfers between political committees to distribute monies raised through a joint fund-raising effort in the same proportion to each committee's share of the fund-raising expenses and payments from one political committee to another in reimbursement of a

committee's proportionate share of its expenses in connection with a joint fund-raising effort.

- (xii) An extension of credit for goods and services made in the ordinary course of the creditor's business if the terms are substantially similar to extensions of credit to nonpolitical debtors that are of similar risk and size of obligation and if the creditor makes a commercially reasonable attempt to collect the debt, except that any extension of credit under this item made for the purpose of influencing an election which remains unsatisfied by the candidate after six months, notwithstanding good faith collection efforts by the creditor, shall be deemed receipt of a contribution by the candidate but not a contribution by the creditor.
 - (xiii) Interest or dividends earned by a political committee on any bank accounts, deposits or other investments of the political committee.
6. "Earmarked" means a designation, instruction or encumbrance that results in all or any part of a contribution or expenditure being made to, or expended on behalf of, a clearly identified candidate or a candidate's campaign committee.
 7. "Election" means any election for any initiative, referendum or other measure or proposition or a primary, general, recall, special or runoff election for any office in this state other than the office of precinct committeeman and other than a federal office. For purposes of sections 16-903 and 16-905, the general election includes the primary election.
 8. "Expenditures" includes any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made by a person for the purpose of influencing an election in this state including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer and a contract, promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution received. Expenditure does not include any of the following:
 - (a) A news story, commentary or editorial distributed through the facilities of any telecommunications system, newspaper, magazine or other periodical publication, unless the facilities are owned or controlled by a political committee, political party or candidate.
 - (b) Nonpartisan activity designed to encourage individuals to vote or to register to vote.
 - (c) The payment by a political party of the costs of preparation, display, mailing or other distribution incurred by the party with respect to any printed slate card, sample ballot or other printed listing of three or more candidates for any public office for which an election is held, except that this subdivision does not apply to costs incurred by the party with respect to a display of any listing of candidates made on any telecommunications system or in newspapers, magazines or similar types of general public political advertising.
 - (d) The payment by a political party of the costs of campaign materials, including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, used by the party in connection with volunteer activities on behalf of any nominee of the party or the payment by a state or local committee of a political party of the costs of voter registration and get-out-the-vote activities conducted by the committee if the payments are not for the costs of campaign materials or activities used in connection with any telecommunications system, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.
 - (e) Any deposit or other payment filed with the secretary of state or any other similar officer to pay any portion of the cost of printing an argument in a publicity pamphlet advocating or opposing a ballot measure.
 9. "Exploratory committee" means a political committee that is formed for the purpose of determining whether an individual will become a candidate and that receives contributions or makes expenditures of more than five hundred dollars in connection with that purpose.
 10. "Family contribution" means any contribution that is provided to a candidate's campaign committee by a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons.

11. "Filing officer" means the office that is designated by section 16-916 to conduct the duties prescribed by this chapter.
12. "Identification" means:
 - (a) For an individual, his name and mailing address, his occupation and the name of his employer.
 - (b) For any other person, including a political committee, the full name and mailing address of the person. For a political committee, identification includes the identification number issued on the filing of a statement of organization pursuant to section 16-902.01.
13. "Incomplete contribution" means any contribution received by a political committee for which the contributor's mailing address, occupation, employer or identification number has not been obtained and is not in the possession of the political committee.
14. "Independent expenditure" means an expenditure by a person or political committee, other than a candidate's campaign committee, that expressly advocates the election or defeat of a clearly identified candidate, that is made without cooperation or consultation with any candidate or committee or agent of the candidate and that is not made in concert with or at the request or suggestion of a candidate, or any committee or agent of the candidate. Independent expenditure includes an expenditure that is subject to the requirements of section 16-917 which requires a copy of campaign literature or advertisement to be sent to a candidate named or otherwise referred to in the literature or advertisement. An expenditure is not an independent expenditure if any of the following applies:
 - (a) Any officer, member, employee or agent of the political committee making the expenditure is also an officer, member, employee or agent of the committee of the candidate whose election or whose opponent's defeat is being advocated by the expenditure or an agent of the candidate whose election or whose opponent's defeat is being advocated by the expenditure.
 - (b) There is any arrangement, coordination or direction with respect to the expenditure between the candidate or the candidate's agent and the person making the expenditure, including any officer, director, employee or agent of that person.
 - (c) In the same election the person making the expenditure, including any officer, director, employee or agent of that person, is or has been:
 - (i) Authorized to raise or expend monies on behalf of the candidate or the candidate's authorized committees.
 - (ii) Receiving any form of compensation or reimbursement from the candidate, the candidate's committees or the candidate's agent.
 - (d) The expenditure is based on information about the candidate's plans, projects or needs, or those of his campaign committee, provided to the expending person by the candidate or by the candidate's agents or any officer, member or employee of the candidate's campaign committee with a view toward having the expenditure made.
15. "In-kind contribution" means a contribution of goods or services or anything of value and not a monetary contribution.
16. "Itemized" means that each contribution received or expenditure made is set forth separately.
17. "Literature or advertisement" means information or materials that are mailed, distributed or placed in some medium of communication for the purpose of influencing the outcome of an election.
18. "Personal monies" means any of the following:
 - (a) Assets to which the candidate has a legal right of access or control at the time he becomes a candidate and with respect to which the candidate has either legal title or an equitable interest.
 - (b) Salary and other earned income from bona fide employment of the candidate, dividends and proceeds from the sale of the stocks or investments of the candidate, bequests to the candidate, income to the candidate from trusts established before candidacy, income to the candidate from trusts established by bequest after candidacy of which the candidate is a beneficiary, gifts to the candidate of a personal nature that have been customarily received before the candidacy and proceeds received by the candidate from lotteries and other legal games of chance.
 - (c) The proceeds of loans obtained by the candidate that are not contributions and for which the collateral or security is covered by subdivision (a) or (b) of this paragraph.
 - (d) Family contributions.

19. "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Political committee includes the following types of committees:
- (a) A candidate's campaign committee.
 - (b) A separate, segregated fund established by a corporation or labor organization pursuant to section 16-920, subsection A, paragraph 3.
 - (c) A committee acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition.
 - (d) A committee organized to circulate or oppose a recall petition or to influence the result of a recall election.
 - (e) A political party.
 - (f) A committee organized for the purpose of making independent expenditures.
 - (g) A committee organized in support of or opposition to one or more candidates.
 - (h) A political organization.
 - (i) An exploratory committee.
20. "Political organization" means an organization that is formally affiliated with and recognized by a political party including a district committee organized pursuant to section 16-823.
21. "Political party" means the state committee as prescribed by section 16-825 or the county committee as prescribed by section 16-821 of an organization that meets the requirements for recognition as a political party pursuant to section 16-801 or section 16-804, subsection A.
22. "Sponsoring organization" means any organization that establishes, administers or contributes financial support to the administration of, or that has common or overlapping membership or officers with, a political committee other than a candidate's campaign committee.
23. "Standing political committee" means a political committee that is all of the following:
- (a) Active in more than one reporting jurisdiction in this state for more than one year.
 - (b) Files a statement of organization as prescribed by section 16-902.01, subsection E.
 - (c) Is any of the following as defined by paragraph 19 of this section:
 - (i) A separate, segregated fund.
 - (ii) A political party.
 - (iii) A committee organized for the purpose of making independent expenditures.
 - (iv) A political organization.
24. "Statewide office" means the office of governor, secretary of state, state treasurer, attorney general, superintendent of public instruction, corporation commissioner or mine inspector.
25. "Surplus monies" means those monies of a political committee remaining after all of the committee's expenditures have been made and its debts have been extinguished.

16-901.01 Limitations on certain unreported expenditures and contributions

(Caution: 1998 Prop. 105 applies)

A. For purposes of this chapter, "expressly advocates" means:

1. Conveying a communication containing a phrase such as "vote for," "elect," "re-elect," "support," "endorse," "cast your ballot for," "(name of candidate) in (year)," "(name of candidate) for (office)," "vote against," "defeat," "reject," or a campaign slogan or words that in context can have no reasonable meaning other than to advocate the election or defeat of one or more clearly identified candidates, or

2. Making a general public communication, such as in a broadcast medium, newspaper, magazine, billboard, or direct mailer referring to one or more clearly identified candidates and targeted to the electorate of that candidate(s):
 - (a) That in context can have no reasonable meaning other than to advocate the election or defeat of the candidate(s), as evidenced by factors such as the presentation of the candidate(s) in a favorable or unfavorable light, the targeting, placement, or timing of the communication, or the inclusion of statements of the candidate(s) or opponents, or
 - (b) In the sixteen-week period immediately preceding a general election.
- B. A communication within the scope of subsection A, paragraph 2 shall not be considered as one that "expressly advocates" merely because it presents information about the voting record or position on a campaign issue of three or more candidates, so long as it is not made in coordination with a candidate, political party, agent of the candidate or party, or a person who is coordinating with a candidate or candidate's agent.

16-902 Organization of Political Committee

- A. Each political committee shall have a chairman and treasurer. The position of chairman and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairman and treasurer of his own campaign committee.
- B. The name of each political committee shall include the name of any sponsoring organization, and, in the case of a candidate's campaign committee, the committee's name shall include the name of the candidate, or, if for an exploratory committee, the individual, who designated the committee pursuant to section 16-903.
- C. Before a political committee accepts a contribution or makes an expenditure it shall designate one or more state banks, federally chartered depository institutions or depository institutions the deposits or accounts of which are insured by the federal deposit insurance corporation or the national credit union administration as its campaign depository or depositories. The political committee shall notify the filing officer of the designation of the financial institution either at the time of filing the statement of organization pursuant to section 16-902.01 or within five business days after opening an account. All withdrawals or disbursements from these accounts require the signature of the treasurer or a designated agent of the political committee.

16-902.01 Registration of Political Committees; Contents; Amendment

- A. Each political committee that intends to accept contributions or make expenditures of more than five hundred dollars shall file a statement of organization with the filing officer in the format prescribed by the filing officer before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. Each political committee that intends to accept contributions or make expenditures of five hundred dollars or less shall file a signed exemption statement in a form prescribed by the filing officer that states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. If a political committee that has filed a five hundred dollar threshold exemption statement receives contributions or makes expenditures of more than five hundred dollars, that political committee shall file a statement of organization with the filing officer in the format prescribed by the filing officer within five business days after exceeding the five hundred dollar limit.
- B. The statement of organization of a political committee shall include all of the following:
 1. The name, address and type of committee.
 2. The name, address, relationship and type of any sponsoring organization.
 3. The names, addresses, telephone numbers, occupations and employers of the chairman and treasurer of the committee.
 4. In the case of a candidate's campaign committee, the name, address, office sought and party affiliation of the candidate.
 5. A listing of all banks, safety deposit boxes or other depositories used by the committee.
 6. A statement that the chairman and treasurer have read all of the applicable laws relating to campaign finance and reporting.

- C. Except as prescribed by subsection E of this section, on the filing of a statement of organization, a political committee shall be issued an identification number in the format prescribed by the filing officer.
- D. The political committee shall file an amended statement of organization reporting any change in the information prescribed in subsections B and F of this section within five business days after the change.
- E. A standing political committee shall file a statement of organization with the secretary of state and in each jurisdiction in which the committee is active, and only the secretary of state shall issue an identification number for the committee. The statement of organization shall include a statement with the notarized signature of the chairman or treasurer of the standing political committee that declares the committee's status as a standing political committee. The secretary of state may charge an annual fee for the filing.
- F. For a political committee that makes expenditures in an attempt to influence the results of a ballot proposition election, the statement of organization shall include in the name of the political committee the official serial number for the petition, if assigned, and a statement as to whether the political committee supports or opposes the passage of the ballot measure. On completion of the designation of statewide ballot propositions by number as prescribed in section 19-125, the secretary of state is authorized to and shall amend the name of the political committee by attaching to the statement of organization the ballot proposition number as a substitute for the official serial number in the name of the political committee. The secretary of state shall promptly notify the political committee of the amended political committee name and shall make that information available to the public.

16-902.02 Out-of-State Political Committees; Registration; Initial Reporting

A political committee that files a statement of organization in this state as prescribed by section 16-902.01, that is registered in another state or pursuant to federal law and that intends to use in this state monies raised before filing its statement of organization shall also file in the format prescribed by the filing officer complete copies of its previous campaign finance or other similar reports filed in those other jurisdictions that cover all contributions or receipts for the preceding two years.

16-903 Candidate's Campaign Committees; Exploratory Committees; Designation; Candidate as Agent; Civil Penalty

- A. Each candidate who intends to receive contributions or make expenditures of more than five hundred dollars in connection with a campaign for office shall designate in the format prescribed by the filing officer a political committee for each election to serve as the candidate's campaign committee. The candidate shall make the designation pursuant to this subsection by filing a statement of organization before making any expenditures, accepting any contributions, distributing any campaign literature or circulating any petitions. Each candidate who intends to receive contributions or make expenditures of five hundred dollars or less shall file a signed exemption statement in the format prescribed by the filing officer that states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. If a candidate who has filed a five hundred dollar exemption statement receives contributions or makes expenditures of more than five hundred dollars, that candidate shall file a statement of organization with the filing officer within five business days after exceeding the five hundred dollar limit.
- B. An individual who receives contributions or makes expenditures of more than five hundred dollars for the purpose of determining whether the individual will become a candidate for election to an office in this state shall designate in the format prescribed by the filing officer a political committee to serve as the individual's exploratory committee. The individual shall make the designation pursuant to this subsection before making any expenditures, accepting any contributions, circulating any petitions or distributing any campaign literature.
- C. An individual may have only one exploratory committee in existence at one time. A candidate may have only one campaign committee designated for each election, but a candidate may have more than one campaign committee simultaneously in existence.

- D. A political committee that supports or has supported another candidate or more than one candidate may not be designated as a candidate's campaign committee.
- E. Any candidate who receives a contribution or any loan for use in connection with the campaign of that candidate for election or who makes a disbursement in connection with that campaign shall be deemed as having received the contribution or loan or as having made the disbursement as an agent of the candidate's campaign committee for purposes of this article.
- F. An elected official is not deemed to have offered himself for nomination or election to an office or to have made a formal, public declaration of candidacy within the meaning of section 38-296 solely by his designation of a candidate campaign committee.
- G. After designating an exploratory committee, a candidate may lawfully collect signatures on nomination petitions and receive contributions.
- H. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of up to three times the amount of money that has been received, expended or promised in violation of this section or up to three times the value in money for an equivalent of money or other things of value that have been received, expended or promised in violation of this section.

16-904 Treasurer; Duties; Records; Civil Penalty

- A. No expenditure may be made for or on behalf of a political committee without the authorization of the treasurer or the treasurer's designated agent.
- B. The treasurer shall maintain a record of all petty cash disbursements pursuant to subsection E, paragraph 4 of this section.
- C. All receipts received by a political committee shall be deposited in an account designated pursuant to section 16-902, subsection C. All monies of a political committee shall be segregated from, and may not be commingled with, the monies of any individual other than contributions by an individual.
- D. A political committee shall exercise its best efforts to obtain the required information for any incomplete contribution received that is required to be itemized on a campaign finance report pursuant to section 16-915, subsection A, paragraph 3. A political committee will not be deemed to have exercised best efforts to obtain the required information unless the treasurer or the treasurer's agent has made at least one effort after the receipt of the contribution to obtain the missing information by a written request sent to the contributor or by oral contact with the contributor documented in writing and shall comply with the following:
 - 1. The request must clearly ask for the missing information and inform the contributor that the committee is required by law to obtain the mailing address, occupation and employer of each individual contributor and the mailing address and identification number of each political committee contributor.
 - 2. Any information required for the identification of a contributor received by the political committee after the contribution has been disclosed on a campaign finance report required pursuant to section 16-913 shall be reported on an amended report.
- E. The treasurer of a political committee is the custodian of the committee's books and accounts and shall keep an account of all of the following:
 - 1. All contributions or other monies received by or on behalf of the political committee.
 - 2. The identification of any individual or political committee that makes any contribution together with the date and amount of each contribution and the date of deposit into a designated account.
 - 3. Cumulative totals contributed by each individual or political committee.
 - 4. The name and address of every person to whom any expenditure is made, the date, amount and purpose or reason for the expenditure and, except in the case of an expenditure by a candidate's campaign committee, the name of the candidate and the office sought by the candidate if the expenditure was made on behalf of or in opposition to a candidate.
 - 5. All periodic or other statements for each account designated pursuant to section 16-902, subsection C.
- F. For any committee that has filed a five hundred dollar threshold exemption statement:
 - 1. The committee and treasurer shall maintain a record of all contributions received and expenditures made by the committee. If the committee exceeds the five hundred dollar limit, the

- committee shall amend its statement of organization, file a report of its contributions and expenditures pursuant to section 16-913 and comply with all reporting requirements.
2. For a committee that does not exceed its five hundred dollar threshold, the committee terminates at the end of the election cycle for which it was formed, shall file a termination statement as prescribed by section 16-914 and shall dispose of any surplus monies as otherwise provided by law.
 3. A committee that fails to file its termination statement pursuant to paragraph 2 of this subsection is terminated by operation of law ninety days after the end of the election cycle for which it was formed and shall pay a civil penalty of one hundred dollars.
- G. Unless specified by the contributor or contributors to the contrary, the treasurer shall record a contribution made by check, money order or other written instrument as a contribution by the person whose signature or name appears on the bottom of the instrument or who endorses the instrument before delivery to the committee. If a contribution is made by more than one person in a single written instrument, the treasurer shall record the amount to be attributed to each contributor as specified.
- H. All contributions other than in-kind contributions must be made by a check drawn on the account of the actual contributor or by a money order or a cashier's check containing the name of the actual contributor or must be evidenced by a written receipt with a copy of the receipt given to the contributor and a copy maintained in the contribution records of the recipient.
- I. The treasurer shall preserve all records required to be kept by this section and copies of all finance reports required to be filed by this article for three years after the filing of the finance report covering the receipts and disbursements evidenced by the records.
- J. On request of the attorney general, the county, city or town attorney or the filing officer, the treasurer shall provide any of the records required to be kept pursuant to this section.
- K. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of three times the amount of money that has been received, expended or promised in violation of this section or three times the value in money for an equivalent of money or other things of value that has been received, expended or promised in violation of this section.

16-905 Contribution Limitations; Civil Penalty; Complaint

- A. For an election other than for a statewide office, a contributor shall not give and an exploratory committee, a candidate or a candidate's campaign committee shall not accept contributions of more than:
1. For an election for a legislative office, four hundred eighty-eight dollars from an individual.
 2. For an election other than for a legislative office, three hundred ninety dollars from an individual.
 3. For an election for a legislative office, four hundred eighty-eight dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by paragraph 5 of this subsection and subsection B, paragraph 3 of this section.
 4. For an election other than for a legislative office, three hundred ninety dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by subsection B, paragraph 3 of this section.
 5. Two thousand dollars from a single political committee, excluding a political party, certified pursuant to subsection G of this section.
- B. For an election for a statewide office, a contributor shall not give and an exploratory committee, a candidate or a candidate's committee shall not accept contributions of more than:
1. One thousand ten dollars from an individual.
 2. One thousand ten dollars from a single political committee, excluding a political party, not certified under subsection G of this section to make contributions at the higher limits prescribed by subsection A, paragraph 5 of this section and paragraph 3 of this subsection.
 3. Five thousand ten dollars from a single political committee excluding political parties certified pursuant to subsection G of this section.

- C. A candidate shall not accept contributions from all political committees, excluding political parties, combined totaling more than:
 - 1. For an election for a legislative office, sixteen thousand one hundred fifty dollars.
 - 2. For an office other than a legislative office or a statewide office, ten thousand twenty dollars.
 - 3. For a statewide office, one hundred thousand one hundred ten dollars.
- D. A nominee of a political party shall not accept contributions from all political parties or political organizations combined totaling more than ten thousand twenty dollars for an election for an office other than a statewide office, and one hundred thousand one hundred ten dollars for an election for a statewide office.
- E. An individual shall not make contributions totaling more than five thousand six hundred ten dollars in a calendar year to state and local candidates and political committees contributing to state or local candidates. Contributions to political parties and contributions to independent expenditure committees are exempt from the limitations of this subsection.
- F. A candidate's campaign committee or an individual's exploratory committee shall not make a loan and shall not transfer or contribute money to any other campaign or exploratory committee that is designated pursuant to this chapter or 2 United States Code section 431 except as follows:
 - 1. An exploratory committee may transfer monies to a subsequent candidate's campaign committee of the individual designating the exploratory committee, subject to the limits of subsection B of this section.
 - 2. A candidate's campaign committee may transfer or contribute monies to another campaign committee designated by the same candidate as follows:
 - (a) Subject to the contribution limits of this section, transfer or contribute monies from one committee to another if both committees have been designated for an election in the same year.
 - (b) Without application of the contribution limits of this section, transfer or contribute monies from one committee to another designated for an election in a subsequent year.
- G. Only political committees that received monies from five hundred or more individuals in amounts of ten dollars or more in the one year period immediately before application to the secretary of state for qualification as a political committee pursuant to this section may make contributions to candidates under subsection A, paragraph 5 of this section and subsection B, paragraph 3 of this section. The secretary of state shall obtain information necessary to make the determination that a committee meets the requirements of this subsection and shall provide written certification of the fact to the committee. A political committee certification is valid for two years. A candidate's campaign committee shall not accept a contribution pursuant to this subsection unless it is accompanied by a copy of the certification. All political committees that do not meet the requirements of this subsection are subject to the individual campaign contribution limits of subsection A, paragraphs 1 and 2 of this section and subsection B, paragraph 1 of this section.
- H. The secretary of state biennially shall adjust to the nearest ten dollars the amounts in subsections A through E of this section by the percentage change in the consumer price index and publish the new amounts for distribution to election officials, candidates and campaign committees. For the purposes of this subsection, "consumer price index" means the consumer price index for all urban consumers, United States city average, that is published by the United States department of labor, bureau of labor statistics.
- I. The following specific limitations and procedures apply:
 - 1. The limits of subsections A through E of this section apply to each election for any office or offices which the candidate seeks.
 - 2. The limits of subsections A, B and C of this section apply to the total contributions from all separate segregated funds established, as provided in section 16-920, by a corporation, labor organization, trade association, cooperative or corporation without capital stock.
 - 3. A contribution by an unemancipated minor child shall be treated as a contribution by the child's custodial parent or parents for determining compliance with subsection A, paragraphs 1 and 2, subsection B, paragraph 1 and subsection E of this section.

4. A contribution by an individual or a single political committee to two or more candidates in connection with a joint fund-raising effort shall be divided among the candidates in direct proportion to each candidate campaign committee's share of the expenses for the fund-raising effort.
 5. A candidate shall sign and file with the candidate's nomination paper a statement that the candidate has read all applicable laws relating to campaign financing and reporting.
 6. An individual or political committee shall not use economic influence to induce members of an organization to make contributions to a candidate, collect contributions from members of an organization for transmittal to a candidate, make payments to candidates for public appearances or services which are ordinarily uncompensated or use any similar device to circumvent any of the limitations of this section.
- J. A person who violates this section is subject to a civil penalty imposed as prescribed in section 16-924 of three times the amount of money that has been received, expended or promised in violation of this section or three times the value in money for an equivalent of money or other things of value that have been received, expended or promised in violation of this section.
- K. Any qualified elector may file a sworn complaint with the attorney general or the county attorney of the county in which a violation of this section is believed to have occurred, and the attorney general or the county attorney shall investigate the complaint for possible action.
- L. If the filing officer, attorney general or county attorney fails to institute an action within forty-five working days after receiving a complaint under subsection K of this section, the individual filing the complaint may bring a civil action in the individual's own name and at the individual's own expense, with the same effect as if brought by the filing officer, attorney general or county attorney. The individual shall execute a bond payable to the defendant if the individual fails to prosecute the action successfully. The court shall award to the prevailing party costs and reasonable attorney fees.
- M. If a provision of this section or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the section which can be given effect without the invalid provision or application, and to this end the provisions of this section are severable.
- N. The use of a candidate's personal monies, or the use of personal monies by an individual who designates an exploratory committee, is not subject to the limitations of this section.

16-906 Loans; Repayments; Guarantors

- A. A loan to a political committee or to a candidate made for the purpose of influencing an election that exceeds the lender's contribution limitations prescribed in section 16-905 remains unlawful whether or not it is repaid.
- B. A loan to a political committee or to a candidate made for the purpose of influencing an election made within the contribution limitations prescribed in section 16-905 remains a contribution to the extent it remains unpaid. A loan is no longer a contribution to the extent it is repaid.
- C. Except as provided in subsection D of this section, the making of a loan that is made for the purpose of influencing an election results in a contribution by each endorser or guarantor. The endorser's or guarantor's contribution is that portion of the total amount of the loan for which he agreed in writing to be liable or, if not stated in writing, the contribution is in the same proportion to the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors. Any reduction in the unpaid balance of the loan reduces proportionately the amount of the contribution of each endorser or guarantor.
- D. A loan obtained by a candidate on which the candidate's spouse's signature is required if jointly owned assets are used as collateral or security is not considered a contribution from the candidate's spouse.

16-907 Prohibited Contributions; Classification

- A. Any person who makes a contribution in the name of another person or who knowingly permits his name to be used to effect such a contribution and any person who knowingly accepts a contribution made by one person in the name of another person is guilty of a class 6 felony.

- B. Except for a contribution to a candidate's campaign committee, an individual or political committee shall not give and a political party or other political committee shall not accept an earmarked contribution.
- C. For purposes of this article, a contribution from partnership funds shall only be made in the name of the individual partners who make the contribution.
- D. A standing political committee shall not act as a campaign committee or a sponsoring organization for any candidate, initiative, referendum or recall but may contribute to other political committees as provided by law.

16-912 Candidate and Independent Expenditures; Campaign Literature and Advertisement Sponsors; Identification, Civil Penalty

- A. A political committee that makes an expenditure for campaign literature or advertisements that expressly advocate the election or defeat of any candidate or that make any solicitation of contributions to any political committee shall be registered pursuant to this chapter at the time of distribution, placement or solicitation and shall include on the literature or advertisement the words "paid for by" followed by the name of the committee that appears on its statement of organization or five hundred dollar exemption statement.
- B. If the expenditure for the campaign literature or advertisements by a political committee is an independent expenditure, the political committee, in addition to the disclosures required by subsection A of this section, shall include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure. If an acronym is used to name any political committee outlined in this section, the name of any sponsoring organization of the political committee shall also be printed or spoken. For purposes of determining the three contributors to be disclosed, the contributions of each political committee to the political committee making the independent expenditure during the one year period before the election being affected are aggregated.
- C. Subsection A of this section does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection A of this section cannot be conveniently printed or to signs paid for by a candidate with campaign monies or by a candidate's campaign committee or to a solicitation of contributions by a separate segregated fund from those persons it may solicit pursuant to sections 16-920 and 16-921.
- D. The disclosures required pursuant to this section shall be printed clearly and legibly in a conspicuous manner or, if the advertisement is broadcast on a telecommunications system, the disclosure shall be spoken. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed in a font that is at least 3/32 inches tall in dark type on light background surrounded by a dark box. For communications that are broadcast on a telecommunications system or other medium that can provide a viewable disclosure and a spoken disclosure, the disclosure may be made in printed format only and a spoken disclosure is not required.
- E. A person who violates this section is subject to a civil penalty of up to three times the cost of producing and distributing the literature or advertisement. This civil penalty shall be imposed as prescribed in section 16-924.

16-912.01 Ballot Measure Committees; Campaign Literature and Advertising Funding; Identification; Disclosure; Civil Penalty; Definition

- A. A political committee that makes an expenditure in connection with any literature or advertisement to support or oppose a ballot proposition shall disclose and, after November 2, 2010, shall include on the literature or advertisement the words "paid for by", followed by the name of the committee that appears on its statement of organization or five hundred dollar threshold exemption statement, and shall also include in such literature or advertisement the four largest of its major funding sources as of the time the literature or advertisement is printed, recorded or otherwise produced for dissemination. If a political committee has fewer than four major funding sources, the committee shall disclose all major funding sources.

- B. For the purposes of this section, a major funding source of a political committee is any contributor that is not an individual person and that has made cumulative contributions of either:
 - 1. Ten thousand dollars or more for an expenditure in support of or opposition to a statewide ballot proposition or a ballot proposition of a political subdivision with a population of one hundred thousand persons or more.
 - 2. Five thousand dollars or more for an expenditure in support of or opposition to a ballot proposition of a political subdivision with a population of less than one hundred thousand persons.
- C. If an out-of-state contributor or group of out-of-state contributors is a major funding source to a political committee disclosed pursuant to subsection A, the political committee shall state the contributor is an out-of-state contributor on its literature or advertisement in support of or in opposition to a ballot proposition.
- D. Contributors that make contributions to more than one political committee that supports or opposes the same ballot proposition shall notify each political committee of the cumulative total of these contributions. Cumulative totals must be disclosed by each political committee that received contributions from the same contributor if the cumulative totals qualify as a major funding source to be disclosed pursuant to subsection A.
- E. Any disclosure statement required by this section shall be printed clearly and legibly in a conspicuous manner in type at least as large as the majority of the printed text. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed in a font that is at least 3/32 inches tall in dark type on light background surrounded by a dark box. If the communication is broadcast on radio, the information shall be spoken at the end of the communication. If the communication is broadcast on a telecommunications system, the information shall be both written and spoken at the end of the communication, except that if the disclosure statement is written for at least five seconds of a thirty second advertisement broadcast or ten seconds of a sixty second advertisement broadcast, a spoken disclosure statement is not required. If the communication is broadcast on a telecommunications system, the written disclosure statement shall be printed in letters equal to or larger than four per cent of the vertical picture height.
- F. Subsection A does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection A cannot be conveniently printed or to a communication by an organization solely to its members.
- G. A committee shall change future literature and advertisements to reflect any change in funding sources that must be disclosed pursuant to subsection A.
- H. This section only applies to advertisements the contents of which are more than fifty per cent devoted to one or more ballot propositions or proposed measures on the same subject.
- I. Any committee that violates this section is liable in a civil action brought by the attorney general, county attorney or city or town attorney, as appropriate, or by any other person for a civil penalty of three times the total cost of the advertisement. A donor who does not accurately disclose its contributions is liable for a civil penalty of three times the amount donated.
- J. For the purposes of this section, "advertisement" means general public advertising through the print and electronic media, signs, billboards and direct mail.

16-913 Campaign Finance Reports; Reporting of Receipts and Disbursements; Exemptions; Civil Penalty

- A. Except as provided in subsection K of this section, each political committee shall file campaign finance reports in the format prescribed by the filing officer setting forth the committee's receipts and disbursements according to the schedule prescribed in subsections B and C of this section.
- B. In any calendar year during which there is a regularly scheduled election at which any candidates, measures, questions or propositions appear or may appear on the ballot, the political committee shall file each of the following campaign finance reports:
 - 1. A report covering the period beginning January 1 through May 31, filed no later than June 30.
 - 2. A preelection report, which shall be filed not less than twelve days before any election and which shall be complete through the twentieth day before the election.

3. A postelection report, which shall be filed not more than thirty days after any election and which shall be complete through the twentieth day after the election.
- C. In any other calendar year, the political committee shall file a report covering the period beginning twenty-one days after the date of the election in the preceding calendar year through December 31 of the nonelection year filed no later than January 31 of the following calendar year.
- D. In the event that a political committee receives no contributions and makes no expenditures during a period in which it is required to file a campaign finance report, the committee treasurer or if the treasurer is unavailable the candidate, in lieu of filing a report required by subsection B of this section, may sign and file a form prescribed by the secretary of state indicating no activity during the specific reporting period.
- E. In lieu of the reports prescribed in subsections B and C of this section, a candidate's political committee that remains active after an election due to outstanding debts may file a document no later than January 31 in a form prescribed by the secretary of state that states that the committee does not intend to receive any contributions or make any expenditures during the year. If a candidate's political committee does receive a contribution or make an expenditure during that year, the committee shall report as prescribed by subsection B or C of this section.
- F. A judge who has filed a declaration of the desire to be retained in office is exempt from filing any report required by this section if the judge, not later than twelve days before the general election, files a statement signed and sworn to by the judge certifying that the judge has received no contributions, has made no expenditures and has no campaign committee and that the judge does not intend to receive contributions, make expenditures or have a campaign committee for the purpose of influencing the result of the vote on the question of the judge's retention. With respect to superior court judges, a statement filed pursuant to this subsection is effective until the earlier of twelve days before the third general election following the filing of this statement or the judge receives contributions, makes expenditures or authorizes a campaign committee. Such a statement filed by a supreme court justice or a court of appeals judge is effective until the earlier of twelve days before the fourth general election following the filing of this statement or the justice or judge receives contributions, makes expenditures or authorizes a campaign committee.
- G. Reports in connection with special or recall elections shall conform to the filing deadlines set forth in subsection B of this section.
- H. Except as provided in section 16-916, subsection B and subsection K of this section, a political committee shall comply with the requirements of this section in each jurisdiction in this state in which the committee has filed a statement of organization until the committee terminates pursuant to section 16-914, and its statements, designations and reports shall be filed with each officer with whom it has filed a statement of organization, as appropriate.
- I. Each report required to be filed pursuant to this section shall be signed by the committee treasurer or the candidate or the designating individual if the treasurer is unavailable and shall contain the certification of the signer under penalty of perjury that the report is true and complete.
- J. A political committee and the candidate, in the case of a candidate's campaign committee, or the designating individual, in the case of an exploratory committee, who violate this section are subject to the penalty prescribed in section 16-918.
- K. A standing political committee shall file reports with the secretary of state and is exempt from filing a report with any other jurisdiction in which it is active. The reports shall be in an electronic format as prescribed by the secretary of state or by use of the internet. The secretary of state shall promptly make the reports available to the public on the internet and shall make the reports available by electronic means by request. The standing committee shall file the following reports:
 1. A preelection report that is due as prescribed by subsection B, paragraph 2 of this section shall be filed for each consolidated election date prescribed by section 16-204.
 2. A postelection report that is due as prescribed by subsection B, paragraph 3 of this section shall be filed for each consolidated election date prescribed by section 16-204.
 3. An annual report that is due by January 31 in the year immediately following the calendar year that is the subject of the report.

16-914 Termination Statement

- A. Except as prescribed by subsection C of this section and section 16-904, subsection F, a political committee may terminate only when the committee chairman and treasurer file a statement with the officer with whom the committee's statement of organization is filed in the format prescribed by the filing officer certifying under penalty of perjury that 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 disposed of pursuant to section 16-915.01 together with a statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies. For a political committee that is an individual's exploratory committee or a candidate's campaign committee, the committee may transfer the committee's debts and obligations to a subsequent committee for that individual or candidate, as prescribed by section 16-915.01, and in that event may terminate without certifying that the committee has no outstanding debts or obligations.
- B. After the filing of an appropriate 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.
- C. A political committee may terminate its activities in a reporting jurisdiction and remain active in other jurisdictions by attaching a statement to the reporting jurisdiction's termination statement that is signed by the committee's chairman and treasurer, that attests to the intent to remain active in other jurisdictions and that contains a statement that the committee's remaining monies shall be used for activities in other jurisdictions.

16-914.01 Reporting of Contributions by Committees Acting on Ballot Measures; Civil Penalty: Definition

- A. In addition to the requirements relating to election contributions prescribed in section 16-913, a committee acting in support of or opposition to the qualification, passage or defeat of an initiative or referendum or any other ballot measure, question or proposition shall give notice to the secretary of state for statewide measures and the local filing officer who is responsible for receiving campaign finance reports for filing for nonstatewide measures of any contribution or group of contributions to the committee that is made from a single source less than twenty days before the day of the election if it exceeds:
 - 1. A cumulative total of ten thousand dollars for a statewide ballot measure, question or proposition.
 - 2. Two thousand five hundred dollars for a nonstatewide ballot measure, question or proposition in a political subdivision with a population of one hundred thousand or more persons.
 - 3. Five hundred dollars for a nonstatewide ballot measure, question or proposition in a political subdivision with a population of less than one hundred thousand persons.
- B. In addition to the requirements of section 16-913, a committee acting in support of or opposition to the qualification, passage or defeat of an initiative or referendum or any other ballot measure, question or proposition shall give notice to the secretary of state for statewide measures and the local filing officer who is responsible for receiving campaign finance reports for filing for nonstatewide measures the first time each of the following occurs:
 - 1. The committee has received contributions totaling ten thousand dollars or more.
 - 2. The committee has made expenditures totaling ten thousand dollars or more.
 - 3. The committee has received contributions totaling ten thousand dollars or more from a single source.
 - 4. The committee has received contributions totaling ten thousand dollars or more from different additional single sources.
- C. The notices prescribed by this section shall be filed within twenty-four hours, excluding Saturdays, Sundays and other legal holidays, after the ten thousand dollar amount has been reached and shall include the identification of the contributors, the dates of receipt and the amounts of the contributions

- or the amount, recipient and purpose of the expenditures. Contributions subject to the notification requirements of this section shall be included in the next report filed pursuant to section 16-913.
- D. A political committee that violates this section and a person who knowingly violates this section are liable in a civil action for a civil penalty of up to three times the amount improperly reported as prescribed by section 16-924.
- E. For the purposes of this section, "single source" includes principals of the same partnership, corporation, limited partnership, limited liability company, limited liability partnership or association.

16-914.02 Reporting Independent Expenditures of Corporations, Limited Liability Companies and Labor Organizations; Statement; Disclaimer and Disclosure; Civil Action; Civil Penalty; Violation; Classification; Definitions

- A. Any corporation, limited liability company or labor organization that makes cumulative independent expenditures in an attempt to influence the outcome of a candidate election and in at least the following amounts in an election cycle shall register and notify the appropriate filing officer not later than one day after making that expenditure, excluding Saturdays, Sundays and other legal holidays:
1. An aggregate of five thousand dollars or more in one or more statewide races.
 2. An aggregate of two thousand five hundred dollars or more in one or more legislative races.
 3. One thousand dollars or more in one or more county, city, town or other local races if the one thousand dollars is aggregated in races in a single county, city, town or other local jurisdiction.
- B. The secretary of state is the filing officer for registrations and notifications for independent expenditures in statewide and legislative elections. City, town or county filing officers are the filing officers for notifications in a city, town, county or other local election as provided in section 16-916. The corporation, limited liability company or labor organization also shall notify the filing officer within the same time limit prescribed in subsection A of this section of each additional accumulation of expenditures that exceeds the threshold amount prescribed in subsection A of this section but is not required to register again during that election cycle after the initial registration. A corporation, limited liability company or labor organization may register with the filing officer and provide a notarized, sworn statement of authority in advance of the expenditure in anticipation of making an independent expenditure. The secretary of state shall provide for electronic filing for registrations and notifications and shall provide for website access to the information for the public. Filings at the secretary of state's office shall be in the form prescribed by the secretary of state. Other filing officers shall prescribe the format for filing registrations and notifications and shall provide for public access to that information. On or after November 27, 2012 and at the request of the local election filing officer, the secretary of state may provide for electronic filing pursuant to this section for local elections.
- C. The registration shall include all of the following:
1. The name and address of the corporation, limited liability company or labor organization.
 2. The name, title, electronic mail address and telephone number of the person authorizing the independent expenditure.
- D. Each notification shall include all of the following:
1. The name and address of the corporation, limited liability company or labor organization making the independent expenditure.
 2. The amount of the expenditure and the name of the vendor or other payee receiving the expenditure.
 3. The name of the candidate and race in which the expenditure was made and whether the expenditure was in support of or opposition to the candidate.
 4. The communication medium and description of what was purchased with the expenditure.
 5. The date of the expenditure.
- E. If the corporation, limited liability company or labor organization did not register and provide a notarized sworn statement in advance of the expenditure as prescribed by this section, the corporation, limited liability company or labor organization shall file with the secretary of state or other appropriate filing officer within five days after an initial threshold expenditure as prescribed in subsection A of this section a notarized sworn statement that the person, agent or officer filing the registration and

notice had authority to make that expenditure on behalf of the corporation, limited liability company or labor organization. Until the secretary of state or other filing officer receives the notarized sworn statement, the filing officer shall categorize the notification as unverified. If the secretary of state or other filing officer does not receive the notarized sworn statement within the required five day time frame, the notification shall be categorized as both unverified and delinquent. The filing officer shall make reasonable efforts to contact the entity that made the expenditure and remove the notification from public view within a reasonable time if unable to verify that the entity made the expenditure and all penalties prescribed in this section apply.

- F. Any literature or advertisement that is purchased with monies from a corporation, limited liability company or labor organization making an independent expenditure in an attempt to influence the outcome of a candidate election shall disclose the name of the corporation, limited liability company or labor organization making the expenditure. Any disclosure statement required by this section shall be printed clearly and legibly in a conspicuous manner. If the communication is broadcast on radio, the information shall be spoken at the end of the communication. If the communication is broadcast on a telecommunications system, the information shall be both written and spoken at the end of the communication, except that if the disclosure statement is written for at least five seconds of a thirty second advertisement broadcast or ten seconds of a sixty second advertisement broadcast, a spoken disclosure statement is not required. If the communication is broadcast on a telecommunications system, the written disclosure statement shall be printed in letters equal to or larger than four per cent of the vertical picture height. The literature or advertisement shall include the words "paid for by" in the disclosure followed by the name of the entity making the expenditure and shall also state that it is not authorized by any candidate or candidate's campaign committee.
- G. Subsection F of this section does not apply to bumper stickers, pins, buttons, pens and similar small items on which the statements required in subsection F of this section cannot be conveniently printed or to a communication by an organization solely to its members.
- H. Any corporation, limited liability company or labor organization that fails to register, notify or disclose as required by this section is liable in a civil action pursuant to section 16-924 brought by the attorney general, county attorney or city or town attorney, as appropriate, for a civil penalty of up to three times the total amount of the expenditure.
- I. Any person who makes a knowingly false filing relating to an independent expenditure pursuant to this section is guilty of a class 1 misdemeanor.
- J. For violations that occur before November 27, 2012, a reasonable cause determination for a violation of this section may only be made by the secretary of state's office and not by any other filing officer. On or after November 27, 2012, the local election jurisdiction and filing officers may make their own reasonable cause determinations for violations of this section or may elect to continue to have the office of the secretary of state make those reasonable cause determinations on their behalf. A civil or criminal enforcement action may not be filed until after the issuance of a reasonable cause determination.
- K. Any entity that makes an independent expenditure and that is organized primarily for the purpose of influencing an election and that is a combination of corporations, limited liability companies or labor organizations or that is a corporation, limited liability company or labor organization that accepts donations or contributions shall file with the filing officer as a political committee as otherwise provided by law.
- L. For the purposes of this section, an expenditure occurs on the date on which literature or advertisements are deposited at the post office for mailing, submitted to a communications system for broadcast or submitted to a newspaper or similar print medium for printing and, with respect to an expenditure for signs, the date on which a sign is first posted.
- M. For the purposes of this section:
 - 1. "Independent expenditure" has the same meaning prescribed in section 16-901, except that it is made by a corporation, a limited liability company or a labor organization and except as prescribed in subsection L of this section.
 - 2. "Local election" means an election in a county, city, town, school district or special district.

16-915 Contents of Campaign Finance Reports

- A. Each campaign finance report required by section 16-913 shall set forth all of the following:
1. The amount of cash on hand at the beginning of the reporting period.
 2. For the reporting period and the election, the total amount of all receipts and an itemized list of all receipts in the following categories, together with the total of all receipts in each category:
 - (a) Contributions from individuals.
 - (b) Contributions from political committees.
 - (c) For a candidate's campaign committee, the candidate's contribution or promise of personal monies, including loans guaranteed by the candidate.
 - (d) All other loans.
 - (e) Rebates, refunds and other offsets to operating expenditures.
 - (f) Dividends, interest and other forms of receipts.
 - (g) The value of in-kind contributions.
 3. The identification of each:
 - (a) Individual who makes any contribution during the period covered by the report whose total contribution or contributions for that election have an aggregate amount exceeding twenty-five dollars together with the date and amount of the contributions, except as provided in subsection E of this section. Contributions of twenty-five dollars or less may be aggregated.
 - (b) Political committee that makes a contribution during the period covered by the report together with the date and amount of the contribution.
 - (c) Person who makes a loan during the period covered by the report, together with the identification of any endorser or guarantor of the loan and the amount endorsed or guaranteed by each, and the date and amount of the loan.
 - (d) Person who provides any rebate, refund or other offset to operating expenditures during the period covered by the report together with the date and amount of the receipt.
 - (e) Person who provides a dividend, interest or other receipt during the period covered by the report together with the date and amount of the receipt.
 4. For the reporting period and the election, the total amount of all disbursements and an itemized list of all disbursements in the following categories together with the total of all disbursements in each category:
 - (a) Expenditures, other than a contract, promise or agreement to make an expenditure resulting in an extension of credit, made to meet committee operating expenses.
 - (b) Transfers to other political committees.
 - (c) For a candidate's campaign committee, the repayment of loans made or guaranteed by the candidate.
 - (d) Repayment of all other loans.
 - (e) Refunds of contributions received and other offsets to contributions.
 - (f) Loans made by the reporting political committee.
 - (g) The value of in-kind contributions received.
 - (h) Independent expenditures together with the information required pursuant to subsection F.
 - (i) Any other disbursements.
 5. The name and address of each recipient of an expenditure made during the period covered by the report and, in the case of a disbursement to a political committee, the identification number issued on the filing of a statement of organization as prescribed by section 16-902.01, together with the date, amount of the expenditure and a clear description of the items or services purchased.
 6. An itemized account of the campaign debts and extensions of credit that are owed by the candidate or political committee and that remain outstanding including the name and address of the obligee or creditor, the amount owed, whether the amount is certain or estimated and on what basis, and the purpose of the obligation. An obligation that is itemized on a campaign finance report shall be listed on all subsequent finance reports until extinguished.

7. The total sum of all receipts, together with the total receipts less offsets, and the total sum of all disbursements, together with the total disbursements less offsets, for both the period covered by the report and the election.
- B. The amount of an in-kind contribution shall be equal to the usual and normal value on the date received by the political committee as determined by generally accepted accounting principles.
- C. Campaign finance reports shall be cumulative for the election to which they relate, but if there has been no change during the period covered by a report in an item listed in a previous report for that election, only the amount need be carried forward.
- D. A candidate's campaign committee or a political committee that makes contributions to candidates and that has received prior contributions from an individual or a political committee for an election shall show in each report for that election the cumulative total received from that source.
- E. In the case of a political committee that receives contributions through a payroll deduction plan, that committee is not required to separately itemize each additional contribution received from the contributor during the reporting period. In lieu of the separate itemization required by subsection A, paragraph 2 of this section, the committee may report all of the following:
 1. The aggregate amount of contributions received from the contributor through the payroll deduction plan during the reporting period.
 2. The identification of the individual.
 3. A statement of the amount deducted per pay period.
- F. An independent expenditure report shall contain all of the following:
 1. The name and address of any person to whom an independent expenditure was made.
 2. The date and amount of the independent expenditure.
 3. The purpose of the independent expenditure including a description of what was purchased.
 4. The name of each candidate whose election or defeat was advocated by the expenditure and, for each such candidate, the office sought by the candidate and the year of the election.
 5. The names, occupations, employers and amount contributed by each of the three contributors that contributed the most money within the preceding six months provided that if any other contributor contributed the same amount during this time period as any of the top three contributors the information shall be provided for that contributor as well. If any of these contributors is a political committee, the report shall include the names, occupations and employers of the committee's chairman and treasurer.
 6. Under penalty of perjury, a certification stating whether or not the claimed independent expenditure is made in cooperation, consultation or concert with or at the request or suggestion of any candidate or any campaign committee or agent of that candidate.

16-915.01 Disposal of Surplus Monies; Transfer of Debt

- A. A political committee shall dispose of surplus monies only as follows:
 1. Retain surplus monies for use in a subsequent election, which includes a transfer by an individual's exploratory committee or a candidate's campaign committee to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.
 2. Return surplus monies to the contributor to the extent records are available permitting such return.
 3. Contribute surplus monies to the county, state or local committee of a political party.
 4. Donate the surplus monies to a charitable organization that qualifies under section 501(c)(3) of the United States internal revenue code.
 5. In the case of a political committee other than an individual's exploratory committee or a candidate's committee, contribute surplus monies to a candidate's campaign committee if the contribution is within the limitations of section 16-905.
 6. Donate surplus monies to a political committee other than an individual's exploratory committee or to a candidate's campaign committee.
 7. Subject to the restrictions in section 41-133, contribute surplus monies to the individual's officeholder expense account.

8. Dispose of the surplus monies in any other lawful manner.
- B. Surplus monies shall not be used for or converted to the personal use of the designating individual, in the case of an individual's exploratory committee, or a candidate, in the case of a candidate's campaign committee, or any person related to the candidate by blood or marriage. Nothing in this subsection precludes the repayment of a loan made by the designating individual or candidate to his campaign.
- C. An individual's exploratory committee or a candidate's campaign committee may transfer its debts and obligations to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.

16-916 Filing Statements of Contributions and Expenditures; Public Inspection

- A. Except as provided in subsection B of this section, the statements, designations and reports required to be filed pursuant to this article shall be filed as follows:
 1. In the office of the secretary of state for political committees supporting or opposing the recall of a public officer elected statewide or to the legislature, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a state general election ballot or recall of public officials elected statewide or to the legislature or supporting or opposing candidates for state offices and members of the legislature, for justices of the supreme court, for judges of the court of appeals and for a statewide initiative or referendum or any measure or proposition appearing on a state general election ballot. The office of the secretary of state shall post to its website in a format that is viewable by the public the campaign finance information prescribed by this section.
 2. With the county officer in charge of elections for political committees supporting or opposing the recall of public officers elected to county offices, school district governing boards, community college district governing boards or judges of the superior court, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a county election ballot or for the recall of a public officer elected to county offices, school district governing boards, community college district governing boards or judges of the superior court or supporting or opposing candidates for county offices, school district governing board members or ballot questions, community college district governing board members or ballot questions, judges of the superior court seeking retention, special taxing districts and a county initiative or referendum or any measure or proposition appearing on a county election ballot. For any county with a population of more than one hundred thousand persons that operates a website, the county officer in charge of elections shall post to that website in a format that is viewable by the public the campaign finance information prescribed by this section. The posting requirements of this paragraph do not apply to reports where less than five hundred dollars is spent.
 3. With the city or town clerk for political committees supporting or opposing the recall of public officers elected to city or town offices, supporting the circulation of petitions for ballot measures, questions and propositions appearing on a city or town election ballot or recall of public officers elected for city or town offices or supporting or opposing candidates for city or town offices and for a city or town initiative or referendum or any measure or proposition appearing on a city or town election ballot. For any city or town with a population of more than two thousand five hundred persons that operates a website, the city or town shall post to that website in a format that is viewable by the public the campaign finance information prescribed by this section. The posting requirements of this paragraph do not apply to reports where less than five hundred dollars is spent.
- B. Campaign finance reports required pursuant to section 16-913 for the office of member of the legislature and statewide offices shall be filed with the secretary of state in the manner prescribed by the secretary of state. The secretary of state may provide through the procedures manual adopted pursuant to section 16-452 for an alternative method for providing public access to the reports prescribed by this section.
- C. For all statements, designations and reports, the date of filing is the date of actual receipt by the officer with whom the document is required to be filed except as follows:

1. For documents filed by certified mail with a United States mail postmark, the date of mailing constitutes the date of filing.
 2. For documents filed by commercial delivery services that provide a standardized delivery confirmation process, the date of delivery confirmation constitutes the date of filing.
 3. For documents filed by commercial delivery services that provide for electronic tracking of specific delivery packages, the date of electronic confirmation of delivery constitutes the date of filing.
- D. If the date for filing any statement, designation or report required by this article is a Saturday, a Sunday or another legal holiday, the filing deadline is the next day that is not a Saturday, a Sunday or another legal holiday.

16-916.01 Electronic Filing; Statements of Contributions and Expenditures

- A. Statements, designations and reports that are filed pursuant to this article in the office of the secretary of state in electronic format shall be filed using computer programs that are provided or approved by the secretary of state. The secretary of state shall provide computer programs to accommodate electronic filings and shall implement and maintain a system for the electronic collection, filing and dissemination of materials filed pursuant to section 16-916, subsection A, paragraph 1. A county officer in charge of elections may implement an electronic filing system for statements, designations and reports that are required by this article to be filed with the county officer in charge of elections. Subsections B through F of this section apply to an electronic filing program operated by a county.
- B. If the filings are complete and correct, any statements, designations or reports that are filed in the secretary of state's electronic filing format are deemed to comply with:
1. The filing requirements of this chapter.
 2. The requirement that a filing be made under oath or be submitted with a written signature.
- C. A statement, designation or report that is filed in electronic format is deemed to be filed under penalty of perjury if the printed format version of that document is required to be filed under penalty of perjury.
- D. A person or political committee that submits any statement, designation or report pursuant to this chapter that is not properly formatted or that does not contain the information prescribed by this chapter has not complied with the reporting requirements of this chapter and is subject to penalties and enforcement as otherwise provided by law.
- E. During the implementation of an electronic filing system, the county officer in charge of elections may require that statements, designations or reports be filed with an additional written or printed copy.
- F. For an electronic filing system implemented by the secretary of state or other filing officer, the filing officer shall designate one or more approved transmittal formats and methods.

16-917 Independent Expenditures; In-Kind Contribution; Civil Penalty

- A. A political committee that makes independent expenditures for literature or an advertisement relating to any one candidate or office within sixty days before the day of any election to which the expenditures relate, shall send by certified mail a copy of the campaign literature or advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty-four hours after depositing it at the post office for mailing, twenty-four hours after submitting it to a telecommunications system for broadcast or twenty-four hours after submitting it to a newspaper for printing.
- B. The copy of the literature or advertisement sent to a candidate pursuant to subsection A of this section shall be a reproduction that is clearly readable, viewable or audible.
- C. An expenditure by a political committee or a person that does not meet the definition of an independent expenditure is an in-kind contribution to the candidate and a corresponding expenditure by the candidate unless otherwise exempted.
- D. A person who violates this section is subject to a civil penalty of three times the cost of the literature or advertisement that was distributed in violation of this section. This civil penalty shall be imposed as prescribed in section 16-924.

16-918 Campaign Finance Reports; Notice; Civil Penalty; Prohibition on Candidacy

- A. If a political committee fails to file a report in a timely manner as required by this chapter, the filing officer shall send written notice of the delinquency of the report to the political committee and the candidate, in the case of the candidate's campaign committee, or to the designating individual, in the case of an individual's exploratory committee. The notice shall be sent by certified mail within fifteen days after the filing officer determines there may be a failure to file a campaign finance report. The notice shall provide with reasonable particularity the nature of the failure and a statement of the penalties provided in this section.
- B. A political committee, or in the case of a candidate's campaign committee, the candidate, or in the case of an exploratory committee, the designating individual, is liable for a late penalty of ten dollars for each business day after failure to make or file a campaign finance report that is required pursuant to this chapter up to a maximum of four hundred fifty dollars. For filings for an officeholder expense account pursuant to section 41-133, the late penalty is five dollars for each day after failure to make or file the campaign finance report, and the late penalty shall not accrue on days during which the office of the secretary of state is not open for business. The filing officer shall not accept a campaign report unless any penalties owed as a result of this section or any penalties imposed pursuant to section 16-924 are paid with the report.
- C. A political committee, or in the case of a candidate's campaign committee, the candidate, or in the case of an exploratory committee, the designating individual, that has failed to file within fifteen days after receiving a notice of delinquency pursuant to subsection A of this section is liable for a civil penalty of twenty-five dollars for each subsequent day that the filing is late. This penalty shall be assessed pursuant to section 16-924.
- D. For the purposes of this section, there is a failure to make and file a campaign finance report by the treasurer, the designating individual, in the case of an exploratory committee, the candidate, in the case of a candidate's campaign committee, and for all other political committees, the chairman, if any of the following occurs:
 - 1. The report is not filed in a timely manner as prescribed by section 16-913.
 - 2. The report is not signed in accordance with section 16-913.
 - 3. A good faith effort is not made to substantially complete the report as prescribed by section 16-915.
- E. It is a defense to an enforcement action brought pursuant to this section if good cause is shown by the treasurer, the designating individual, in the case of an exploratory committee, or the candidate, in the case of a candidate's campaign committee, for the failure to make and file a campaign finance report. For the purposes of this subsection, "good cause" includes an illness or absence from this state at the time the campaign finance report was due or the written notice of delinquency was delivered if the illness or absence reasonably prevented the treasurer, designating individual or candidate from filing the report or receiving the written notice.
- F. In addition to the enforcement actions prescribed by this section, a person who was a candidate for nomination or election to any local or state office and who after written notice pursuant to this section failed to make and file a campaign finance report as required by this chapter is not eligible to be a candidate for nomination or election to any local or state office for five years after the last failure to make and file a campaign finance report occurred. This penalty shall be imposed as follows:
 - 1. A candidate's failure to make and file a campaign finance report with a filing officer for a jurisdiction is grounds for that filing officer to refuse the candidate's nomination paper for any public office in that jurisdiction as described in this subsection.
 - 2. A candidate's failure to make and file a campaign finance report with any filing officer is grounds for a filing officer from another jurisdiction to refuse the candidate's nomination paper for any public office on presentation of a certified copy of a final order issued pursuant to section 16-924.
- G. For a standing political committee, in addition to any late penalty and civil penalty assessed pursuant to this section, if the standing political committee makes a late filing three or more times, the standing

political committee is no longer eligible for consolidated filing status pursuant to section 16-913, subsection K and shall make all of its filings in each reporting jurisdiction in which it is active.

- H. For any political committee that has failed to file three consecutive campaign finance reports with the filing officer as prescribed by section 16-913, the filing officer shall send the committee chairman and treasurer a written notice of intent to suspend the political committee. The notice of intent to suspend shall state that failure of the political committee to fully comply with all filing requirements for that committee, including any required payments, within thirty days of the date of the notice shall result in suspension of the political committee's authority to operate in that jurisdiction. On suspension of the political committee's authority to operate, the filing officer is no longer required to provide any further notice of delinquency to the political committee. This subsection does not reduce or eliminate the political committee's continuing obligation to make campaign finance filings and pay any fines, penalties, civil penalties or other sanctions that may continue to accrue as otherwise provided by law. This subsection does not apply to reports required pursuant to article 2 of this chapter or to a candidate's campaign committee designated by that candidate pursuant to section 16-903 during that election cycle.

16-919 Prohibition of Contributions by Corporations, Limited Liability Companies or Labor Organizations; Exemption; Classification; Definitions

- A. Except as provided in section 16-914.02, it is unlawful for a corporation or a limited liability company to make an expenditure or any contribution of money or anything of value for the purpose of influencing an election, and it is unlawful for the designating individual who formed an exploratory committee, an exploratory committee, a candidate or a candidate's campaign committee to accept any contribution of money or anything of value from a corporation or a limited liability company for the purpose of influencing an election. This subsection does not apply to political committees that are incorporated pursuant to title 10, chapters 24 through 40 and political committees that are organized as limited liability companies.
- B. Except as provided in section 16-914.02, it is unlawful for a labor organization to make an expenditure or any contribution of money or anything of value for the purpose of influencing an election.
- C. Notwithstanding subsections A and B of this section, a corporation, limited liability company or labor organization may contribute to an independent expenditure committee.
- D. A corporation, limited liability company or labor organization that violates this section is guilty of a class 2 misdemeanor.
- E. The person through whom the violation is effected is guilty of a class 6 felony.
- F. Notwithstanding subsection A of this section, a political committee that is incorporated only for the purposes of liability limitation may make contributions for the purpose of influencing an election. Notwithstanding the corporate status of a political committee, the chairman and treasurer of an incorporated political committee remain personally responsible for carrying out their respective duties under this article.
- G. For the purposes of this section:
1. "Election" means any election to any political office, any election to any political convention or caucus or any primary election held for the purpose of selecting any candidate, political committee or other person for any political office, convention or caucus.
 2. "Employee" includes any employee, is not limited to the employees of a particular employer and includes any individual whose work has ceased as a consequence of, or in connection with, any current labor dispute or because of any unfair labor practice.
 3. "Employer" includes any person acting as an agent of an employer, directly or indirectly.
 4. "Labor organization" means any organization of any kind or any agency or employee representation committee or plan in which employees participate and that exists for the purpose in whole or in part of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment or conditions of work.

16-920 Permitted Expenditures by Corporations and Labor Organizations

- A. Expenditures for the following purposes shall not be construed to be political contributions prohibited by law:
1. Communications by a corporation to its stockholders and executive or administrative personnel and their families, or by a labor organization to its members and their families, on any subject.
 2. Nonpartisan registration and get-out-the-vote campaigns by a corporation aimed at its stockholders and executive or administrative personnel and their families or by a labor organization aimed at its members and their families.
 3. The establishment, administration and solicitation of voluntary contributions to a separate segregated fund to be utilized for political purposes by a corporation, labor organization, membership organization, trade association, cooperative or corporation without capital stock.
 4. The establishment, administration and solicitation of voluntary contributions from employees of a corporation or limited liability company, including contributions made by payroll deduction, deposit or transfer or other similar method, and that are made directly to a separate segregated fund that is used for political purposes by a trade association of which the employing corporation or limited liability company is a member. Contributions received under this subsection shall be reported pursuant to section 16-915, subsection A, paragraph 2, subdivision (a) or subsection E.
 5. Contributions for use to support or oppose an initiative or referendum measure or amendment to the constitution.
 6. Independent expenditures and contributions to independent expenditure committees made pursuant to section 16-914.02.
- B. A membership organization, trade association, cooperative or corporation without capital stock may engage in the activities permitted in subsection A, paragraphs 1 and 2 of this section if such activities are directed toward its members, stockholders or members of its members, its and its members' executive or administrative personnel and their families.

16-921 Unlawful Contributions by Corporations and Labor Organizations from a Fund; Procedures; Definitions

- A. It is unlawful under any fund established by a corporation or labor organization pursuant to section 16-920, subsection A, paragraph 3:
1. For such a fund to make a contribution or expenditure by utilizing money or anything of value secured by physical force, job discrimination, financial reprisals or the threat of force, job discrimination or financial reprisal or by dues, fees or other monies required as a condition of membership in a labor organization or as a condition of employment or by monies obtained in any commercial transaction.
 2. For any person soliciting an employee for a contribution to such a fund to fail to inform such employee of the political purposes of such fund at the time of such solicitation.
 3. For any person soliciting an employee for a contribution to such a fund to fail to inform such employee, at the time of such solicitation, of his right to refuse to so contribute without any reprisal.
- B. Except as provided in subsections C, D and E of this section it is unlawful for a corporation, or a separate segregated fund established by a corporation, to solicit contributions to such a fund from any person other than its stockholders and their families and its executive or administrative personnel and their families and for a labor organization, or a separate segregated fund established by a labor organization, to solicit contributions to such a fund from any person other than its members and their families.
- C. A corporation or a separate segregated fund established by such corporation may make no more than two written solicitations for contributions during the calendar year from any employee who is not a stockholder or executive or administrative personnel of such corporation or the families of such persons. A solicitation under this subsection may be made only by mail addressed to employees who are not stockholders or executive or administrative personnel at their residence.

- D. An insurer that is licensed in this state or a separate segregated fund established by such insurer may make no more than two written solicitations for contributions during the calendar year from persons who are licensed insurance producers and with whom it has a contract to produce insurance business. Those solicitations are lawful only if the insurance producer has an exclusive contract with the insurer. This subsection does not change an insurance producer's status as an independent contractor.
- E. A labor organization or a separate segregated fund established by such labor organization may make no more than two written solicitations for contributions during the calendar year from any stockholder, executive or administrative personnel or employee of a corporation who is not a union member, or the families of such persons, if such labor organization represents members working for such corporation. A solicitation under this subsection may be made only by mail addressed to such stockholders, executive or administrative personnel or employees who are not union members at their residences.
- F. This section shall not prevent a membership organization, cooperative or corporation without capital stock, or a separate segregated fund established by a membership organization, cooperative or corporation without capital stock, from soliciting contributions to such a fund from members of such organization, cooperative or corporation without capital stock.
- G. This section shall not prevent a trade association, or a separate segregated fund established by a trade association, from soliciting contributions from the stockholders and executive or administrative personnel of the member corporations of such trade association and the families of such stockholders or personnel.
- H. Notwithstanding any provision of law to the contrary, any method of soliciting voluntary contributions or of facilitating the making of voluntary contributions to a separate segregated fund established by a corporation, permitted by law to corporations with regard to stockholders and executive or administrative personnel, shall also be permitted to labor organizations with regard to their members.
- I. Any corporation, including its subsidiaries, branches, divisions and affiliates, that utilizes a method of soliciting voluntary contributions or facilitating the making of voluntary contributions shall make available such method, on written request and at a cost sufficient only to reimburse the corporation for the expenses incurred thereby, to a labor organization representing any members working for such corporation and its subsidiaries, branches, divisions and affiliates.
- J. For the purposes of this section:
 - 1. "Exclusive contract" means either:
 - (a) An insurance producer's contract with an insurer that prohibits the producer from soliciting insurance business for any other insurer.
 - (b) An insurance producer's contract with an insurer that requires a first right of refusal on all lines of insurance business written by the insurer and solicited by the producer.
 - 2. "Executive or administrative personnel" means individuals who are employed by a corporation and who are paid on a salary, rather than hourly, basis and who have policymaking, managerial, professional or supervisory responsibilities.
 - 3. "Insurance producer" has the same meaning as prescribed in section 20-281.

16-922 Religious Assembly or Institution Not Required to Register

Notwithstanding any other law, this state and any agency or political subdivision of this state shall not require a person to register as a political committee pursuant to this chapter if the person is a religious assembly or institution that does not spend a substantial amount of time or assets, within the meaning of section 501(c)(3) of the internal revenue code, on influencing any federal, state or local legislation, referendum, initiative or constitutional amendment.

16-923 Volunteering Services for Expected Compensation; Classification

A person who voluntarily and unsolicitedly offers to work for and assist or in any manner voluntarily contributes to the nomination or election of a candidate or other person to any office in the state with the intent of having such candidate or person pay or in any manner compensate the person so offering such work or services is guilty of a class 2 misdemeanor unless another classification is specifically prescribed in this title.

16-924 Civil Penalties; Attorney General; County, City or Town Attorney

- A. Unless another penalty is specifically prescribed in this title, if the filing officer for campaign finance reports designated pursuant to section 16-916, subsection A has reasonable cause to believe that a person is violating any provision of this title, except for violations of chapter 6, article 2, the secretary of state shall notify the attorney general for a violation regarding a statewide office or the legislature, the county officer in charge of elections shall notify the county attorney for that county for a violation regarding a county office or the city or town clerk shall notify the city or town attorney for a violation regarding a city or town office. The attorney general, county attorney or city or town attorney, as appropriate, may serve on the person an order requiring compliance with that provision. The order shall state with reasonable particularity the nature of the violation and shall require compliance within twenty days from the date of issuance of the order. The alleged violator has twenty days from the date of issuance of the order to request a hearing pursuant to title 41, chapter 6.
- B. If a person fails to take corrective action within the time specified in the compliance order issued pursuant to subsection A, the attorney general, county attorney or city or town attorney, as appropriate, shall issue an order assessing a civil penalty of not more than one thousand dollars. The person alleged to have violated the compliance order has thirty days from the date of issuance of the order assessing the civil penalty to request a hearing pursuant to title 41, chapter 6.
- C. Any party aggrieved by an order or decision of the attorney general, county attorney or city or town attorney, as appropriate, may appeal to the superior court as provided in title 12, chapter 7, article 6.
- D. For the purposes of this section, failure to comply with a compliance order issued by the attorney general, county attorney or city or town attorney, as appropriate, as prescribed in subsection A is deemed an intentional act.

16-925 Deceptive Mailings; Civil Penalty

- A. In an attempt to influence the outcome of an election, an individual or committee shall not deliver or mail any document that falsely purports to be a mailing authorized, approved, required, sent or reviewed by or that falsely simulates a document from the government of this state, a county, city or town or any other political subdivision.
- B. An individual or committee that violates this section is liable for a civil penalty equal to twice the total of the cost of the mailing or five hundred dollars, whichever is greater. The attorney general, the county attorney, the city or town attorney or other legal representative of the political subdivision, as appropriate, may assess the civil penalty.

Article 2 Citizens Clean Elections Act

16-940 Findings and Declarations

(Caution: 1998 Prop. 105 applies)

- A. The people of Arizona declare our intent to create a clean elections system that will improve the integrity of Arizona state government by diminishing the influence of special-interest money, will encourage citizen participation in the political process, and will promote freedom of speech under the U.S. and Arizona Constitutions. Campaigns will become more issue-oriented and less negative because there will be no need to challenge the sources of campaign money.
- B. The people of Arizona find that our current election-financing system:
 - 1. Allows Arizona elected officials to accept large campaign contributions from private interests over which they have governmental jurisdiction;
 - 2. Gives incumbents an unhealthy advantage over challengers;
 - 3. Hinders communication to voters by many qualified candidates;
 - 4. Effectively suppresses the voices and influence of the vast majority of Arizona citizens in favor of a small number of wealthy special interests;
 - 5. Undermines public confidence in the integrity of public officials;

6. Costs average taxpayers millions of dollars in the form of subsidies and special privileges for campaign contributors;
7. Drives up the cost of running for state office, discouraging otherwise qualified candidates who lack personal wealth or access to special-interest funding; and
8. Requires that elected officials spend too much of their time raising funds rather than representing the public.

16-941 Limits on Spending and Contributions for Political Campaigns

(Caution: 1998 Prop. 105 applies)

A. Notwithstanding any law to the contrary, a participating candidate:

1. Shall not accept any contributions, other than a limited number of five-dollar qualifying contributions as specified in section 16-946 and early contributions as specified in section 16-945, except in the emergency situation specified in section 16-954, subsection F.
2. Shall not make expenditures of more than a total of five hundred dollars of the candidate's personal monies for a candidate for the legislature or more than one thousand dollars for a candidate for statewide office.
3. Shall not make expenditures in the primary election period in excess of the adjusted primary election spending limit.
4. Shall not make expenditures in the general election period in excess of the adjusted general election spending limit.
5. Shall comply with section 16-948 regarding campaign accounts and section 16-953 regarding returning unused monies to the citizens clean elections fund described in this article.

B. Notwithstanding any law to the contrary, a nonparticipating candidate:

1. Shall not accept contributions in excess of an amount that is twenty per cent less than the limits specified in section 16-905, subsections A through E, as adjusted by the secretary of state pursuant to section 16-905, subsection H. Any violation of this paragraph shall be subject to the civil penalties and procedures set forth in section 16-905, subsections J through M and section 16-924.
2. Shall comply with section 16-958 regarding reporting, including filing reports with the secretary of state indicating whenever (a) expenditures other than independent expenditures on behalf of the candidate, from the beginning of the election cycle to any date up to primary election day, exceed seventy per cent of the original primary election spending limit applicable to a participating candidate seeking the same office, or (b) contributions to a candidate, from the beginning of the election cycle to any date during the general election period, less expenditures made from the beginning of the election cycle through primary election day, exceed seventy per cent of the original general election spending limit applicable to a participating candidate seeking the same office. A nonparticipating candidate is exempt from this paragraph if there is no participating candidate running against that nonparticipating candidate.

C. Notwithstanding any law to the contrary, a candidate, whether participating or nonparticipating:

1. If specified in a written agreement signed by the candidate and one or more opposing candidates and filed with the citizens clean elections commission, shall not make any expenditure in the primary or general election period exceeding an agreed-upon amount lower than spending limits otherwise applicable by statute.
2. Shall continue to be bound by all other applicable election and campaign finance statutes and rules, with the exception of those provisions in express or clear conflict with this article.

D. Notwithstanding any law to the contrary, any person who makes independent expenditures related to a particular office cumulatively exceeding five hundred dollars in an election cycle, with the exception of any expenditure listed in section 16-920 and any independent expenditure by an organization arising from a communication directly to the organization's members, shareholders, employees, affiliated persons and subscribers, shall file reports with the secretary of state in accordance with section 16-958 so indicating, identifying the office and the candidate or group of candidates whose election or defeat is being advocated and stating whether the person is advocating election or advocating defeat.

16-942 Civil Penalties and Forfeiture of Office

(Caution: 1998 Prop. 105 applies)

- A. The civil penalty for a violation of any contribution or expenditure limit in section 16-941 by or on behalf of a participating candidate shall be ten times the amount by which the expenditures or contributions exceed the applicable limit.
- B. In addition to any other penalties imposed by law, the civil penalty for a violation by or on behalf of any candidate of any reporting requirement imposed by this chapter shall be one hundred dollars per day for candidates for the legislature and three hundred dollars per day for candidates for statewide office. The penalty imposed by this subsection shall be doubled if the amount not reported for a particular election cycle exceeds ten percent of the adjusted primary or general election spending limit. No penalty imposed pursuant to this subsection shall exceed twice the amount of expenditures or contributions not reported. The candidate and the candidate's campaign account shall be jointly and severally responsible for any penalty imposed pursuant to this subsection.
- C. Any campaign finance report filed indicating a violation of section 16-941, subsections A or B or section 16-941, subsection C, paragraph 1 involving an amount in excess of ten percent of the sum of the adjusted primary election spending limit and the adjusted general election spending limit for a particular candidate shall result in disqualification of a candidate or forfeiture of office.
- D. Any participating candidate adjudged to have committed a knowing violation of section 16-941, subsection A or subsection C, paragraph 1 shall repay from the candidate's personal monies to the fund all monies expended from the candidate's campaign account and shall turn over the candidate's campaign account to the fund.
- E. All civil penalties collected pursuant to this article shall be deposited into the fund.

19-943 Criminal Violations and Penalties

(Caution: 1998 Prop. 105 applies)

- A. A candidate, or any other person acting on behalf of a candidate, who knowingly violates section 16-941 is guilty of a class 1 misdemeanor.
- B. Any person who knowingly pays anything of value or any compensation for a qualifying contribution as defined in section 16-946 is guilty of a class 1 misdemeanor.
- C. Any person who knowingly provides false or incomplete information on a report filed under section 16-958 is guilty of a class 1 misdemeanor.

19-945 Limits on Early Contributions

(Caution: 1998 Prop. 105 applies)

- A. A participating candidate may accept early contributions only from individuals and only during the exploratory period and the qualifying period, subject to the following limitations:
 - 1. Notwithstanding any law to the contrary, no contributor shall give, and no participating candidate shall accept, contributions from a contributor exceeding one hundred dollars during an election cycle.
 - 2. Notwithstanding any law to the contrary, early contributions to a participating candidate from all sources for an election cycle shall not exceed, for a candidate for governor, forty thousand dollars or, for other candidates, ten percent of the sum of the original primary election spending limit and the original general election spending limit.
 - 3. Qualifying contributions specified in section 16-946 shall not be included in determining whether the limits in this subsection have been exceeded.
- B. Early contributions specified in subsection A of this section and the candidate's personal monies specified in section 16-941, subsection A, paragraph 2 may be spent only during the exploratory period and the qualifying period. Any early contributions not spent by the end of the qualifying period shall be paid to the fund.
- C. If a participating candidate has a debt from an election campaign in this state during a previous election cycle in which the candidate was not a participating candidate, then, during the exploratory period only, the candidate may accept, in addition to early contributions specified in subsection A of this section, contributions subject to the limitations in section 16-941, subsection B, paragraph 1, or

may exceed the limit on personal monies in section 16-941, subsection A, paragraph 2, provided that such contributions and monies are used solely to retire such debt.

16-946 Qualifying Contributions

(Caution: 1998 Prop. 105 applies)

- A. During the qualifying period, a participating candidate may collect qualifying contributions, which shall be paid to the fund.
- B. To qualify as a "qualifying contribution," a contribution must be:
 - 1. Made by a qualified elector as defined in section 16-121, who at the time of the contribution is registered in the electoral district of the office the candidate is seeking and who has not given another qualifying contribution to that candidate during that election cycle;
 - 2. Made by a person who is not given anything of value in exchange for the qualifying contribution;
 - 3. In the sum of five dollars, exactly;
 - 4. Received unsolicited during the qualifying period or solicited during the qualifying period by a person who is not employed or retained by the candidate and who is not compensated to collect contributions by the candidate or on behalf of the candidate;
 - 5. If made by check or money order, made payable to the candidate's campaign committee, or if in cash, deposited in the candidate's campaign committee's account; and
 - 6. Accompanied by a three-part reporting slip that includes the printed name, registration address, and signature of the contributor, the name of the candidate for whom the contribution is made, the date, and the printed name and signature of the solicitor.
- C. A copy of the reporting slip shall be given as a receipt to the contributor, and another copy shall be retained by the candidate's campaign committee. Delivery of an original reporting slip to the secretary of state shall excuse the candidate from disclosure of these contributions on campaign finance reports filed under article 1 of this chapter.

16-947 Certification as a Participation Candidate

(Caution: 1998 Prop. 105 applies)

- A. A candidate who wishes to be certified as a participating candidate shall, before the end of the qualifying period, file an application with the secretary of state, in a form specified by the citizens clean elections commission.
- B. The application shall identify the candidate, the office that the candidate plans to seek, and the candidate's party, if any, and shall contain the candidate's signature, under oath, certifying that:
 - 1. The candidate has complied with the restrictions of section 16-941, subsection A during the election cycle to date.
 - 2. The candidate's campaign committee and exploratory committee have filed all campaign finance reports required under article 1 of this chapter during the election cycle to date and that they are complete and accurate.
 - 3. The candidate will comply with the requirements of section 16-941, subsection A during the remainder of the election cycle and, specifically, will not accept private contributions.
- C. The commission shall act on the application within one week. Unless, within that time, the commission denies an application and provides written reasons that all or part of a certification in subsection B of this section is incomplete or untrue, the candidate shall be certified as a participating candidate. If the commission denies an application for failure to file all complete and accurate campaign finance reports or failure to make the certification in subsection B, paragraph 3 of this section, the candidate may reapply within two weeks of the commission's decision by filing complete and accurate campaign finance reports and another sworn certification.

16-948 Controls on Participating Candidates' Campaign Accounts

(Caution: 1998 Prop. 105 applies)

- A. A participating candidate shall conduct all financial activity through a single campaign account of the candidate's campaign committee. A participating candidate shall not make any deposits into the campaign account other than those permitted under sections 16-945 or 16-946.

- B. A candidate may designate other persons with authority to withdraw funds from the candidate's campaign account. The candidate and any person so designated shall sign a joint statement under oath promising to comply with the requirements of this title.
- C. The candidate or a person authorized under subsection B of this section shall pay monies from a participating candidate's campaign account directly to the person providing goods or services to the campaign and shall identify, on a report filed pursuant to article 1 of this chapter, the full name and street address of the person and the nature of the goods and services and compensation for which payment has been made. Notwithstanding the previous sentence, a campaign committee may establish one or more petty cash accounts, which in aggregate shall not exceed one thousand dollars at any time. No single expenditure shall be made from a petty cash account exceeding one hundred dollars.
- D. Monies in a participating candidate's campaign account shall not be used to pay fines or civil penalties, for costs or legal fees related to representation before the commission, or for defense of any enforcement action under this chapter. Nothing in this subsection shall prevent a participating candidate from having a legal defense fund.

16-949 Caps on Spending from Citizens Clean Elections Fund

(Caution: 1998 Prop. 105 applies)

- A. The commission shall not spend, on all costs incurred under this article during a particular calendar year, more than five dollars times the number of Arizona resident personal income tax returns filed during the previous calendar year. Tax reductions and tax credits awarded to taxpayers pursuant to section 16-954, subsections A and B shall not be considered costs incurred under this article for purposes of this section. The commission may exceed this limit during a calendar year, provided that it is offset by an equal reduction of the limit during another calendar year during the same four-year period beginning January 1 immediately after a gubernatorial election.
- B. The commission may use up to ten percent of the amount specified in subsection A of this section for reasonable and necessary expenses of administration and enforcement, including the activities specified in section 16-956, subsection A, paragraphs 3 through 7 and subsections B and C. Any portion of the ten percent not used for this purpose shall remain in the fund.
- C. The commission shall apply ten percent of the amount specified in subsection A of this section for reasonable and necessary expenses associated with voter education, including the activities specified in section 16-956, subsection A.
- D. The state treasurer shall administer a citizens clean election fund from which costs incurred under this article shall be paid. The auditor general shall review the monies in, payments into, and expenditures from the fund no less often than every four years.

16-950 Qualifications for Clean Campaign Funding (Caution: 1998 Prop. 105 applies)

- A. A candidate who has made an application for certification may also apply, in accordance with subsection B of this section, to receive funds from the citizens clean elections fund, instead of receiving private contributions.
- B. To receive any clean campaign funding, the candidate must present to the secretary of state no later than one week after the end of the qualifying period a list of names of persons who have made qualifying contributions pursuant to section 16-946 on behalf of the candidate. The list shall be divided by county. At the same time, the candidate must tender to the secretary of state the original reporting slips identified in section 16-946, subsection C for persons on the list and an amount equal to the sum of the qualifying contributions collected. The secretary of state shall deposit the amount into the fund.
- C. The secretary of state shall select at random a sample of five per cent of the number of non-duplicative names on the list and forward facsimiles of the selected reporting slips to the county recorders for the counties of the addresses specified in the selected slips. Within ten days, the county recorders shall provide a report to the secretary of state identifying as disqualified any slips that are unsigned or undated or that the recorder is unable to verify as matching a person who is registered to vote in the electoral district of the office the candidate is seeking on the date specified on the slip. The secretary of state shall multiply the number of slips not disqualified by twenty, and if the result is greater than one hundred ten per cent of the quantity required, shall approve the candidate for funds, and if the result is

less than one hundred ten per cent of the quantity required, the secretary of state shall forward facsimiles of all of the slips to the county recorders for verification, and the county recorders shall check all slips in accordance with the process above. A county recorder shall not check slips already verified. A county recorder shall report verified totals daily to the secretary of state until a determination is made that a sufficient number of verified slips has been submitted. If a sufficient number of verified slips has been submitted to one or more county recorders, the county recorders may stop the verification process.

- D. To qualify for clean campaign funding, a candidate must have been approved as a participating candidate pursuant to section 16-947 and have obtained the following number of qualifying contributions:
1. For a candidate for legislature, two hundred.
 2. For candidate for mine inspector, five hundred.
 3. For a candidate for treasurer, superintendent of public instruction or corporation commission, one thousand five hundred.
 4. For a candidate for secretary of state or attorney general, two thousand five hundred.
 5. For a candidate for governor, four thousand.
- E. To qualify for clean campaign funding, a candidate must have met the requirements of this section and either be an independent candidate or meet the following standards:
1. To qualify for funding for a party primary election, a candidate must have properly filed nominating papers and nominating petitions with signatures pursuant to chapter 3, articles 2 and 3 of this title in the primary of a political organization entitled to continued representation on the official ballot in accordance with section 16-804.
 2. To qualify for clean campaign funding for a general election, a candidate must be a party nominee of such a political organization.

16-951 Clean Campaign Funding (Caution: 1998 Prop. 105 applies)

- A. At the beginning of the primary election period, the commission shall pay from the fund to the campaign account of each candidate who qualifies for clean campaign funding:
1. For a candidate who qualifies for clean campaign funding for a party primary election, an amount equal to the original primary election spending limit;
 2. For an independent candidate who qualifies for clean campaign funding, an amount equal to seventy percent of the sum of the original primary election spending limit and the original general election spending limit; or
 3. For a qualified participating candidate who is unopposed for an office in that candidate's primary, in the primary of any other party, and by any opposing independent candidate, an amount equal to five dollars times the number of qualifying contributions for that candidate certified by the commission.
- B. At any time after the first day of January of an election year, any candidate who has met the requirements of section 16-950 may sign and cause to be filed a nomination paper in the form specified by section 16-311, subsection A, with a nominating petition and signatures, instead of filing such papers after the earliest time set for filing specified by that subsection. Upon such filing and verification of the signatures, the commission shall pay the amount specified in subsection A of this section immediately, rather than waiting for the beginning of the primary election period.
- C. At the beginning of the general election period, the commission shall pay from the fund to the campaign account of each candidate who qualifies for clean campaign funding for the general election, except those candidates identified in subsection A, paragraphs 2 or 3 or subsection D of this section, an amount equal to the original general election spending limit.
- D. At the beginning of the general election period, the commission shall pay from the fund to the campaign account of a qualified participating candidate who has not received funds pursuant to subsection A, paragraph 3 of this section and who is unopposed by any other party nominee or any opposing independent candidate an amount equal to five dollars times the number of qualifying contributions for that candidate certified by the commission.

- E. The special original general election spending limit, for a candidate who has received funds pursuant to subsection A, paragraphs 2 or 3 or subsection D of this section, shall be equal to the amount that the commission is obligated to pay to that candidate.

16-952 Equal Funding of Candidates (Caution: 1998 Prop. 105 applies)

- A. Whenever during a primary election period a report is filed, or other information comes to the attention of the commission, indicating that a nonparticipating candidate who is not unopposed in that primary has made expenditures during the election cycle to date exceeding the original primary election spending limit, including any previous adjustments, the commission shall immediately pay from the fund to the campaign account of any participating candidate in the same party primary as the nonparticipating candidate an amount equal to any excess of the reported amount over the primary election spending limit as previously adjusted, less six per cent for a nonparticipating candidate's fund-raising expenses and less the amount of early contributions raised for that participating candidate for that office as prescribed by section 16-945. The primary election spending limit for all such participating candidates shall be adjusted by increasing it by the amount that the commission is obligated to pay to a participating candidate.
- B. Whenever during a general election period a report has been filed, or other information comes to the attention of the commission, indicating that the amount a nonparticipating candidate who is not unopposed has received in contributions during the election cycle to date less the amount of expenditures the nonparticipating candidate made through the end of the primary election period exceeds the original general election spending limit, including any previous adjustments, the commission shall immediately pay from the fund to the campaign account of any participating candidate qualified for the ballot and seeking the same office as the nonparticipating candidate an amount equal to any excess of the reported difference over the general election spending limit, as previously adjusted, less six per cent for a nonparticipating candidate's fund-raising expenses. The general election spending limit for all such participating candidates shall be adjusted by increasing it by the amount that the commission is obligated to pay to a participating candidate.
- C. For the purposes of subsections A and B of this section, the following expenditures reported pursuant to this article shall be treated as follows:
1. Independent expenditures against a participating candidate shall be treated as expenditures of each opposing candidate, for the purpose of subsection A of this section, or contributions to each opposing candidate, for the purpose of subsection B of this section.
 2. Independent expenditures in favor of one or more nonparticipating opponents of a participating candidate shall be treated as expenditures of those nonparticipating candidates, for the purpose of subsection A of this section, or contributions to those nonparticipating candidates, for the purpose of subsection B of this section.
 3. Independent expenditures in favor of a participating candidate shall be treated, for every opposing participating candidate, as though the independent expenditures were an expenditure of a nonparticipating opponent, for the purpose of subsection A of this section, or a contribution to a nonparticipating opponent, for the purpose of subsection B of this section.
 4. Expenditures made during the primary election period by or on behalf of an independent candidate or a nonparticipating candidate who is unopposed in a party primary shall be deducted from the total amount of monies raised for purposes of determining the amount of equalizing funds, up to the amount of primary funds received by the participating candidate. Equalizing funds pursuant to subsection B of this section shall then be calculated and paid at the start of the general election period.
 5. Expenditures made before the general election period that consist of a contract, promise or agreement to make an expenditure during the general election period resulting in an extension of credit shall be treated as though made during the general election period, and equalizing funds pursuant to subsection B of this section shall be paid at the start of the general election period.
 6. Expenditures for or against a participating candidate promoting or opposing more than one candidate who is not running for the same office shall be allocated by the commission among

candidates for different offices based on the relative size or length and relative prominence of the reference to candidates for different offices.

- D. Upon applying for citizen funding pursuant to section 16-950, a participating candidate for the legislature in a one-party-dominant legislative district who is qualified for clean campaign funding for the party primary election of the dominant party may choose to reallocate a portion of funds from the general election period to the primary election period. At the beginning of the primary election period, the commission shall pay from the fund to the campaign account of a participating candidate who makes this choice an extra amount equal to fifty per cent of the original primary election spending limit, and the original primary election spending limit for the candidate who makes this choice shall be increased by the extra amount. For a primary election in which one or more participating candidates have made this choice, funds shall be paid under subsections A and B of this section only to the extent of any excess over the original primary election spending limit as so increased. If a participating candidate who makes this choice becomes qualified for clean campaign funding for the general election, the amount the candidate receives at the beginning of the general election period shall be reduced by the extra amount received at the beginning of the primary election period, and the original general election spending limit for that candidate shall be reduced by the extra amount. For a general election in which a participating candidate has made this choice, funds shall be paid under subsections A and B of this section only to the extent of any excess over the original general election spending limit, without such reduction, unless the candidate who has made this choice is the only participating candidate in the general election, in which case such funds shall be paid to the extent of excess over the original general election spending limit with such reduction. For the purpose of this subsection, a one-party-dominant legislative district is a district in which the number of registered voters registered in the party with the highest number of registered voters exceeds the number of registered voters registered to each of the other parties by an amount at least as high as ten per cent of the total number of voters registered in the district. The status of a district as a one-party-dominant legislative district shall be determined as of the beginning of the qualifying period.
- E. If an adjusted spending limit reaches three times the original spending limit for a particular election, the commission shall not pay any further amounts from the fund to the campaign account of any participating candidate, and the spending limit shall not be adjusted further.

16-953 Return of Monies to the Citizens Clean Elections Fund

(Caution: 1998 Prop. 105 applies)

- A. At the end of the primary election period, a participating candidate who has received monies pursuant to section 16-951, subsection A, paragraph 1 shall return to the fund all monies in the candidate's campaign account above an amount sufficient to pay any unpaid bills for expenditures made during the primary election period and for goods or services directed to the primary election.
- B. At the end of the general election period, a participating candidate shall return to the fund all monies in the candidate's campaign account above an amount sufficient to pay any unpaid bills for expenditures made before the general election and for goods or services directed to the general election.
- C. A participating candidate shall pay all uncontested and unpaid bills referenced in this section no later than thirty days after the primary or general election. A participating candidate shall make monthly reports to the commission concerning the status of the dispute over any contested bills. Any monies in a candidate's campaign account after payment of bills shall be returned promptly to the fund.
- D. If a participating candidate is replaced pursuant to section 16-343, and the replacement candidate files an oath with the secretary of state certifying to section 16-947, subsection B, paragraph 3, the campaign account of the participating candidate shall be transferred to the replacement candidate and the commission shall certify the replacement candidate as a participating candidate without requiring compliance with section 16-950 or the remainder of section 16-947. If the replacement candidate does not file such an oath, the campaign account shall be liquidated and all remaining monies returned to the fund.
- E. If a participating candidate who has received monies pursuant to section 16-951, subsection A, paragraph 1 does not qualify for the ballot for the primary election, the participating candidate shall:

1. Return to the fund all monies in the candidate's campaign account above the amount sufficient to pay any unpaid bills for expenditures made before the date the candidate failed to qualify for the primary ballot.
2. Return to the commission, within fourteen days, all remaining assets purchased with public funds in that election cycle, including all political signs. The disqualified participating candidate is not required to return political signs purchased in a previous election cycle.
3. Repay any monies paid to a family member unless the participating candidate demonstrates that the payment made was for goods or services actually provided before disqualification of the candidate and the payment was for fair market value. For the purposes of this paragraph, "family member" means a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons.

16-954 Clean Elections Tax Reduction; Return of Excess Monies

(Caution: 1998 Prop. 105 applies)

- A. For tax years beginning on or after January 1, 1998, a taxpayer who files on a state income tax return form may designate a five-dollar voluntary contribution per taxpayer to the fund by marking an optional check-off box on the first page of the form. A taxpayer who checks this box shall receive a five-dollar reduction in the amount of tax, and five dollars from the amount of taxes paid shall be transferred by the department of revenue to the fund. The department of revenue shall provide check-off boxes, identified as the clean elections fund tax reduction, on the first page of income tax return forms, for designations pursuant to this subsection.
- B. Any taxpayer may make a voluntary donation to the fund by designating the fund on an income tax return form filed by the individual or business entity or by making a payment directly to the fund. Any taxpayer making a donation pursuant to this subsection shall receive a dollar-for-dollar tax credit not to exceed twenty percent of the tax amount on the return or five hundred dollars per taxpayer, whichever is higher. Donations made pursuant to this section are otherwise not tax deductible and cannot be designated as for the benefit of a particular candidate, political party, or election contest. The department of revenue shall transfer to the fund all donations made pursuant to this subsection. The department of revenue shall provide a space, identified as the clean elections fund tax credit, on the first page of income tax return forms, for donations pursuant to this subsection.
- C. Beginning January 1, 1999, an additional surcharge of ten percent shall be imposed on all civil and criminal fines and penalties collected pursuant to section 12-116.01 and shall be deposited into the fund.
- D. At least once per year, the commission shall project the amount of monies that the fund will collect over the next four years and the time such monies shall become available. Whenever the commission determines that the fund contains more monies than the commission determines that it requires to meet current debts plus expected expenses, under the assumption that expected expenses will be at the expenditure limit in section 16-949, subsection A, and taking into account the projections of collections, the commission shall designate such monies as excess monies and so notify the state treasurer, who shall thereupon return the excess monies to the general fund.
- E. At least once per year, the commission shall project the amount of citizen funding for which all candidates will have qualified pursuant to this article for the following calendar year. By the end of each year, the commission shall announce whether the amount that the commission plans to spend the following year pursuant to section 16-949, subsection A exceeds the projected amount of citizen funding. If the commission determines that the fund contains insufficient monies or the spending cap would be exceeded were all candidate's accounts to be fully funded, then the commission may include in the announcement specifications for decreases in the following parameters, based on the commission's projections of collections and expenses for the fund, made in the following order:
 1. First, the commission may announce a decrease in the matching cap under section 16-952, subsection E from three times to an amount between three and one times.
 2. Next, the commission may announce that the fund will provide equalization monies under section 16-952, subsections A and B as a fraction of the amounts there specified.

3. Finally, the commission may announce that the fund will provide monies under section 16-951 as a fraction of the amounts there specified.
- F. If the commission cannot provide participating candidates with all monies specified under sections 16-951 and 16-952, as decreased by any announcement pursuant to subsection E of this section, then the commission shall allocate any reductions in payments proportionately among candidates entitled to monies and shall declare an emergency. Upon declaration of an emergency, a participating candidate may accept private contributions to bring the total monies received by the candidate from the fund and from such private contributions up to the adjusted spending limits, as decreased by any announcement made pursuant to subsection E of this section.

16-955 Citizens Clean Election Commission; Structure

(Caution: 1998 Prop. 105 applies)

- A. The citizens clean elections commission is established consisting of five members. No more than two members of the commission shall be members of the same political party. No more than two members of the commission shall be residents of the same county. No one shall be appointed as a member who does not have a registration pursuant to chapter 1 of this title that has been continuously recorded for at least five years immediately preceding appointment with the same political party or as an independent.
- B. The candidates for vacant commissioner positions shall be persons who are committed to enforcing this article in an honest, independent and impartial fashion and to seeking to uphold public confidence in the integrity of the electoral system. Each candidate shall be a qualified elector who has not, in the previous five years in this state, been appointed to, been elected to or run for any public office, including precinct committeeman, or served as an officer of a political party.
- C. Initially, the commission on appellate court appointments shall nominate five slates, each having three candidates, before January 1, 1999. No later than February 1, 1999, the governor shall select one candidate from one of the slates to serve on the commission for a term ending January 31, 2004. Next, the highest-ranking official holding a statewide office who is not a member of the same political party as the governor shall select one candidate from another one of the slates to serve on the commission for a term ending January 31, 2003. Next, the second-highest-ranking official holding a statewide office who is a member of the same political party as the governor shall select one candidate from one of the three remaining slates to serve on the commission for a term ending January 31, 2002. Next, the second-highest-ranking official holding a statewide office who is not a member of the same political party as the governor shall select one candidate from one of the two remaining slates to serve on the commission for a term ending January 31, 2001. Finally, the third-highest-ranking official holding a statewide office who is a member of the same political party as the governor shall elect one candidate from the last slate to serve on the commission for a term ending January 31, 2000. For the purposes of this section, the ranking of officials holding statewide office shall be governor, secretary of state, attorney general, treasurer, superintendent of public instruction, corporation commissioners in order of seniority, mine inspector, senate majority and minority leaders and house majority and minority leaders.
- D. One commissioner shall be appointed for a five-year term beginning February 1 of every year beginning with the year 2000. Before February 1 of each year beginning in the year 2000, the governor and the highest-ranking official holding a statewide office who is not a member of the same political party as the governor shall alternate filling such vacancies. The vacancy in the year 2000 shall be filled by the governor.
- E. Members of the commission may be removed by the governor, with concurrence of the senate, for substantial neglect of duty, gross misconduct in office, inability to discharge the powers and duties of office or violation of this section, after written notice and opportunity for a response.
- F. If a commissioner does not complete the commissioner's term of office for any reason, a replacement shall be selected within thirty days after the vacancy occurs. The highest-ranking official holding a statewide office who is a member of the political party of the official who nominated the commissioner who vacated office shall nominate the replacement, who shall serve as commissioner for the unexpired portion of the term. A vacancy or vacancies shall not impair the right of the remaining members to exercise all of the powers of the board.

- G. Commissioners are eligible to receive compensation in an amount of two hundred dollars for each day on which the commission meets and reimbursement of expenses pursuant to title 38, chapter 4, article 2.
- H. The commissioners shall elect a chair to serve for each calendar-year period from among their members whose terms expire after the conclusion of that year. Three commissioners shall constitute a quorum.
- I. A member of the commission shall serve no more than one term and is not eligible for reappointment. No commissioner, during the commissioner's tenure or for three years thereafter, shall seek or hold any other public office, serve as an officer of any political committee or employ or be employed as a lobbyist.
- J. The commission shall appoint an executive director who shall not be a member of the commission and who shall serve at the pleasure of the commission. The executive director is eligible to receive compensation set by the board within the range determined under section 38-611. The executive director, subject to title 41, chapter 4, articles 5 and 6, shall employ, determine the conditions of employment and specify the duties of administrative, secretarial and clerical employees as the director deems necessary

16-956 Voter Education and Enforcement Duties

(Caution: 1998 Prop. 105 applies)

A. The commission shall:

1. Develop a procedure for publishing a document or section of a document having a space of predefined size for a message chosen by each candidate. For the document that is mailed before the primary election, the document shall contain the names of every candidate for every statewide and legislative district office in that primary election without regard to whether the candidate is a participating candidate or a nonparticipating candidate. For the document that is mailed before the general election, the document shall contain the names of every candidate for every statewide and legislative district office in that general election without regard to whether the candidate is a participating candidate or a nonparticipating candidate. The commission shall mail one copy of each document to every household that contains a registered voter. For the document that is mailed before the primary election, the mailing may be made over a period of days but shall be mailed in order to be delivered to households before the earliest date for receipt by registered voters of any requested early ballots for the primary election. The commission may mail the second document over a period of days but shall mail the second document in order to be delivered to households before the earliest date for receipt by registered voters of any requested early ballots for the general election. The primary election and general election documents published by the commission shall comply with all of the following:
 - (a) For any candidate who does not submit a message pursuant to this paragraph, the document shall include with the candidate's listing the words "no statement submitted".
 - (b) The document shall have printed on its cover the words "citizens clean elections commission voter education guide" and the words "primary election" or "general election" and the applicable year. The document shall also contain at or near the bottom of the document cover in type that is no larger than one-half the size of the type used for "citizens clean elections commission voter education guide" the words "paid for by the citizens clean elections fund".
 - (c) In order to prevent voter confusion, the document shall be easily distinguishable from the publicity pamphlet that is required to be produced by the secretary of state pursuant to section 19-123.
2. Sponsor debates among candidates, in such manner as determined by the commission. The commission shall require participating candidates to attend and participate in debates and may specify by rule penalties for nonparticipation. The commission shall invite and permit nonparticipating candidates to participate in debates.

3. Prescribe forms for reports, statements, notices and other documents required by this article.
The commission shall not require a candidate to use a reporting system other than the reporting system jointly approved by the commission and the office of the secretary of state.
 4. Prepare and publish instructions setting forth methods of bookkeeping and preservation of records to facilitate compliance with this article and explaining the duties of persons and committees under this article.
 5. Produce a yearly report describing the commission's activities and any recommendations for changes of law, administration or funding amounts and accounting for monies in the fund.
 6. Adopt rules to implement the reporting requirements of section 16-958, subsections D and E.
 7. Enforce this article, ensure that money from the fund is placed in candidate campaign accounts or otherwise spent as specified in this article and not otherwise, monitor reports filed pursuant to this chapter and financial records of candidates as needed to ensure that equalization monies are paid promptly to opposing qualified candidates under section 16-952 and ensure that money required by this article to be paid to the fund is deposited in the fund. The commission shall not take action on any external complaint that is filed more than ninety days after the postelection report is filed or ninety days after the completion of the canvass of the election to which the complaint relates, whichever is later.
- B. The commission may subpoena witnesses, compel their attendance and testimony, administer oaths and affirmations, take evidence and require by subpoena the production of any books, papers, records or other items material to the performance of the commission's duties or the exercise of its powers.
- C. The commission may adopt rules to carry out the purposes of this article and to govern procedures of the commission. Commission rule making is exempt from title 41, chapter 6, article 3. The commission shall propose and adopt rules in public meetings, with at least sixty days allowed for interested parties to comment after the rules are proposed. The commission shall also file a notice of exempt rule making and the proposed rule in the format prescribed in section 41-1022 with the secretary of state's office for publication in the Arizona administrative register. After consideration of the comments received in the sixty day comment period, the commission may adopt the rule in an open meeting. Any rules given final approval in an open meeting shall be filed in the format prescribed in section 41-1022 with the secretary of state's office for publication in the Arizona administrative register. Any rules adopted by the commission shall only be applied prospectively from the date the rule was adopted.
- D. Beginning January 1, 2010, rules adopted by the commission are not effective until January 1 in the year following the adoption of the rule, except that rules adopted by unanimous vote of the commission may be made immediately effective and enforceable.
- E. If, in the view of the commission, the action of a particular candidate or committee requires immediate change to a commission rule, a unanimous vote of the commission is required. Any rule change made pursuant to this subsection that is enacted with less than a unanimous vote takes effect for the next election cycle.
- F. Based on the results of the elections in the year 2002 or any quadrennial election thereafter, and within six months after such election, the commission may adopt rules changing the number of qualifying contributions required for any office from those listed in section 16-950, subsection D, by no more than twenty per cent of the number applicable for the preceding election.

16-957 Enforcement Procedure

(Caution: 1998 Prop. 105 applies)

- A. If the commission finds that there is reason to believe that a person has violated any provision of this article, the commission shall serve on that person an order stating with reasonable particularity the nature of the violation and requiring compliance within fourteen days. During that period, the alleged violator may provide any explanation to the commission, comply with the order, or enter into a public administrative settlement with the commission.
- B. Upon expiration of the fourteen days, if the commission finds that the alleged violator remains out of compliance, the commission shall make a public finding to that effect and issue an order assessing a civil penalty in accordance with section 16-942, unless the commission publishes findings of fact and

conclusions of law expressing good cause for reducing or excusing the penalty. The violator has fourteen days from the date of issuance of the order assessing the penalty to appeal to the superior court as provided in title 12, chapter 7, article 6.

- C. Any candidate in a particular election contest who believes that any opposing candidate has violated this article for that election may file a complaint with the commission requesting that action be taken pursuant to this section. If the commission fails to make a finding under subsection A of this section within thirty days after the filing of such a complaint, the candidate may bring a civil action in the superior court to impose the civil penalties prescribed in this section.

16-958 Manner of filing Reports

(Caution: 1998 Prop. 105 applies)

- A. Any person who has previously reached the dollar amount specified in section 16-941, subsection D for filing an original report shall file a supplemental report each time previously unreported independent expenditures specified by that subsection exceeds one thousand dollars. Any person who has previously reached the dollar amounts specified in section 16-941, subsection B, paragraph 2 for filing an original report shall file a supplemental report to declare that previously unreported expenditures or contributions specified by that paragraph exceed ten per cent of the original primary election spending limit or twenty-five thousand dollars, whichever is lower, before the general election period, or ten per cent of the original general election spending limit or twenty-five thousand dollars, whichever is lower, during the general election period. Such reports shall be filed at the times specified in subsection B of this section and shall identify the dollar amount being reported, the candidate and the date and no other detail is required in reports made pursuant to this section.
- B. Any person who must file an original report pursuant to section 16-941, subsection B, paragraph 2 or subsection D or who must file a supplemental report for previously unreported amounts pursuant to subsection A of this section shall file as follows:
 - 1. Before the beginning of the primary election period, the person shall file a report on the first of each month, unless the person has not reached the dollar amount for filing an original or supplemental report on that date.
 - 2. Thereafter, except as stated in paragraph 3 of this subsection, the person shall file a report on any Tuesday by which the person has reached the dollar amount for filing an original or supplemental report.
 - 3. During the last two weeks before the primary election and the last two weeks before the general election, the person shall file a report within one business day of reaching the dollar amount for filing an original or supplemental report.
- C. Any filing under this article on behalf of a candidate may be made by the candidate's campaign committee. All candidates shall deposit any check received by and intended for the campaign and made payable to the candidate or the candidate's campaign committee, and all cash received by and intended for the campaign, in the candidate's campaign account before the due date of the next report specified in subsection B of this section. No candidate or person acting on behalf of a candidate shall conspire with a donor to postpone delivery of a donation to the campaign for the purpose of postponing the reporting of the donation in any subsequent report.
- D. The secretary of state shall immediately notify the commission of the filing of each report under this section and deliver a copy of the report to the commission, and the commission shall promptly mail or otherwise deliver a copy of each report filed pursuant to this section to all participating candidates opposing the candidate identified in section 16-941, subsection B, paragraph 2 or subsection D.
- E. Any report filed pursuant to this section or section 16-916, subsection A, paragraph 1 or subsection B shall be filed in electronic format. The secretary of state shall distribute computer software to political committees to accommodate such electronic filing.
- F. During the primary election period and the general election period, all candidates shall make available for public inspection all bank accounts, campaign finance reports and financial records relating to the candidate's campaign, either by immediate disclosure through electronic means or at the candidate's campaign headquarters, in accordance with rules adopted by the commission.

16-959 Inflationary and Other Adjustments of Dollar Values

(Caution: 1998 Prop. 105 applies)

- A. Every two years, the secretary of state shall modify the dollar values specified in the following parts of this article, in the manner specified by section 16-905, subsection H, to account for inflation: section 16-941, subsection A, paragraph 2 or subsection D; section 16-942, subsection B; section 16-945, subsection A, paragraphs 1 and 2; section 16-948, subsection C; section 16-954, subsection B; section 16-955, subsection G; and section 16-961, subsections G and H. In addition, the secretary of state shall make a similar inflation adjustment by modifying the dollar values in section 16-949, subsection A and section 16-954, subsection A to the nearest dollar. In addition, every two years, the secretary of state shall change the dollar values in section 16-961, subsections G and H in proportion to the change in the number of Arizona resident personal income tax returns filed during the previous calendar year.
- B. Based on the results of the elections in the year 2002 or any quadrennial election thereafter, and within six months after such election, the commission may adopt rules in a public meeting reallocating funds available to all candidates between the primary and general elections by selecting a fraction for primary election spending limits that is between one third and one half of the spending limits for the election as a whole. For each office, the primary election spending limit shall be modified to be the sum of the primary and general spending limits times the selected fraction, and the general election spending limit shall be modified to be the same sum times one less the selected fraction.

16-960 Severability

(Caution: 1998 Prop. 105 applies)

If a provision of this act or its application to any person or circumstance is held invalid, the invalidity does not affect other provisions or applications of the act that can be given effect without the invalid provision or application, and to this end the provisions of this act are severable. In any court challenge to the validity of this article, the commission and Arizonans for clean elections shall have standing to intervene.

16-961 Definitions

(Caution: 1998 Prop. 105 applies)

- A. The terms "candidate's campaign committee," "contribution," "expenditures," "exploratory committee," "independent expenditure," "personal monies," "political committee" and "statewide office" are defined in section 16-901.
- B. 1. "Election cycle" means the period between successive general elections for a particular office.
2. "Exploratory period" means the period beginning on the day after a general election and ending the day before the start of the qualifying period.
3. "Qualifying period" means the period beginning on the first day of August in a year preceding an election, for an election for a statewide office, or on the first day of January of an election year, for an election for legislator, and ending seventy-five days before the day of the general election.
4. "Primary election period" means the nine-week period ending on the day of the primary election.
5. "General election period" means the period beginning on the day after the primary election and ending on the day of the general election.
6. For any recall election, the qualifying period shall begin when the election is called and last for thirty days, there shall be no primary election period and the general election period shall extend from the day after the end of the qualifying period to the day of the recall election. For recall elections, any reference to "general election" in this article shall be treated as if referring to the recall election.
- C. 1. "Participating candidate" means a candidate who becomes certified as a participating candidate pursuant to section 16-947.
2. "Nonparticipating candidate" means a candidate who does not become certified as a participating candidate pursuant to section 16-947.
3. Any limitation of this article that is applicable to a participating candidate or a nonparticipating candidate shall also apply to that candidate's campaign committee or exploratory committee.
- D. "Commission" means the citizens clean elections commission established pursuant to section 16-955.

- E. "Fund" means the citizens clean elections fund defined by this article.
- F. 1. "Party nominee" means a person who has been nominated by a political party pursuant to section 16-301 or 16-343.
- 2. "Independent candidate" means a candidate who has properly filed nominating papers and nominating petitions with signatures pursuant to section 16-341.
- 3. "Unopposed" means with reference to an election for:
 - (a) A member of the house of representatives, opposed by no more than one other candidate who has qualified for the ballot and who is running in the same district.
 - (b) A member of the corporation commission, opposed by a number of candidates who have qualified for the ballot that is fewer than the number of corporation commission seats open at that election and for which the term of office ends on the same date.
 - (c) All other offices, opposed by no other candidate who has qualified for the ballot and who is running in that district or running for that same office and term.
- G. "Primary election spending limits" means:
 - 1. For a candidate for the legislature, twelve thousand nine hundred twenty-one dollars.
 - 2. For a candidate for mine inspector, forty-one thousand three hundred forty-nine dollars.
 - 3. For a candidate for treasurer, superintendent of public instruction or the corporation commission, eighty-two thousand six hundred eighty dollars.
 - 4. For a candidate for secretary of state or attorney general, one hundred sixty-five thousand three hundred seventy-eight dollars.
 - 5. For a candidate for governor, six hundred thirty-eight thousand two hundred twenty-two dollars.
- H. "General election spending limits" means amounts fifty per cent greater than the amounts specified in subsection G of this section.
- I. 1. "Original" spending limit means a limit specified in subsections G and H of this section, as adjusted pursuant to section 16-959, or a special amount expressly set for a particular candidate by a provision of this title.
- 2. "Adjusted" spending limit means an original spending limit as further adjusted to account for reported overages pursuant to section 16-952.

Title 16 - Elections and Electors

Chapter 7: PENAL PROVISIONS

Article 1 General Provisions

16-1019. Political signs; printed materials; tampering; classification

- A. It is a class 2 misdemeanor for any person to knowingly remove, alter, deface or cover any political sign of any candidate for public office or knowingly remove, alter or deface any political mailers, handouts, flyers or other printed materials of a candidate that are delivered by hand to a residence for the period commencing forty-five days before a primary election and ending seven days after the general election.
- B. This section does not apply to the removal, alteration, defacing or covering of a political sign or other printed materials by the candidate or the authorized agent of the candidate in support of whose election the sign was placed, by the owner or authorized agent of the owner of private property on which such signs are placed with or without permission of the owner or placed in violation of state law or county, city or town ordinance or regulation.
- C. Notwithstanding any other statute, ordinance or regulation, a city, town or county of this state shall not remove, alter, deface or cover any political sign if the following conditions are met:
 - 1. The sign is placed in a public right-of-way that is owned or controlled by that jurisdiction.

2. The sign supports or opposes a candidate for public office or it supports or opposes a ballot measure.
 3. The sign is not placed in a location that is hazardous to public safety, obstructs clear vision in the area or interferes with the requirements of the Americans with disabilities act (42 United States Code sections 12101 through 12213 and 47 United States Code sections 225 and 611).
 4. The sign has a maximum area of sixteen square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two square feet if the sign is located in any other area.
 5. The sign contains the name and telephone number of the candidate or campaign committee contact person.
- D. If the city, town or county deems that the placement of a political sign constitutes an emergency, the jurisdiction may immediately relocate the sign. The jurisdiction shall notify the candidate or campaign committee that placed the sign within twenty-four hours after the relocation. If a sign is placed in violation of subsection C and the placement is not deemed to constitute an emergency, the city, town or county may notify the candidate or campaign committee that placed the sign of the violation. If the sign remains in violation at least twenty-four hours after the jurisdiction notified the candidate or campaign committee, the jurisdiction may remove the sign. The jurisdiction shall contact the candidate or campaign committee contact and shall retain the sign for at least ten business days to allow the candidate or campaign committee to retrieve the sign without penalty.
- E. A city, town or county employee acting within the scope of the employee's employment is not liable for an injury caused by the failure to remove a sign pursuant to subsection D unless the employee intended to cause injury or was grossly negligent.
- F. Subsection C does not apply to commercial tourism, commercial resort and hotel sign free zones as those zones are designated by municipalities. The total area of those zones shall not be larger than three square miles, and each zone shall be identified as a specific contiguous area where, by resolution of the municipal governing body, the municipality has determined that based on a predominance of commercial tourism, resort and hotel uses within the zone the placement of political signs within the rights-of-way in the zone will detract from the scenic and aesthetic appeal of the area within the zone and deter its appeal to tourists. Not more than two zones may be identified within a municipality.
- G. A city, town or county may prohibit the installation of a sign on any structure owned by the jurisdiction.
- H. Subsection C applies only during the period commencing sixty days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election.
- I. This section does not apply to state highways or routes, or overpasses over those state highways or routes.

Title 33 – Property

Chapter 16: PLANNED COMMUNITIES

Article 1 General Provisions

33-1808. Flag display; political signs; caution signs; for sale signs; political activities

(L11, Ch. 152, sec. 2 & Ch. 154, sec. 3)

- A. Notwithstanding any provision in the community documents, an association shall not prohibit the outdoor front yard or backyard display of any of the following:

1. The American flag or an official or replica of a flag of the United States army, navy, air force, marine corps or coast guard by an association member on that member's property if the American flag or military flag is displayed in a manner consistent with the federal flag code (P.L. 94-344; 90 Stat. 810; 4 United States Code sections 4 through 10).
 2. The POW/MIA flag.
 3. The Arizona state flag.
 4. An Arizona Indian nations flag.
 5. The Gadsden flag.
- B. The association shall adopt reasonable rules and regulations regarding the placement and manner of display of the American flag, the military flag, the POW/MIA flag, the Arizona state flag or an Arizona Indian nations flag. The association rules may regulate the location and size of flagpoles, may limit the member to displaying no more than two flags at once and may limit the height of the flagpole to no more than the height of the rooftop of the member's home but shall not prohibit the installation of a flagpole in the front yard or backyard of the member's property.
- C. Notwithstanding any provision in the community documents, an association shall not prohibit the indoor or outdoor display of a political sign by an association member on that member's property, except that an association may prohibit the display of political signs earlier than fifty-five days before the day of an election and later than fifteen days after an election day. An association may regulate the size and number of political signs that may be placed on a member's property if the association's regulation is no more restrictive than any applicable city, town or county ordinance that regulates the size and number of political signs on residential property. If the city, town or county in which the property is located does not regulate the size and number of political signs on residential property, the association shall permit at least one political sign with the maximum dimensions of twenty-four inches by twenty-four inches on a member's property. For the purposes of this subsection, "political sign" means a sign that attempts to influence the outcome of an election, including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer.
- D. Notwithstanding any provision in the community documents, an association shall not prohibit the use of cautionary signs regarding children if the signs are used and displayed as follows:
1. The signs are displayed in residential areas only.
 2. The signs are removed within one hour of children ceasing to play.
 3. The signs are displayed only when children are actually present within fifty feet of the sign.
 4. The temporary signs are no taller than three feet in height.
 5. The signs are professionally manufactured or produced.
- E. Notwithstanding any provision in the community documents, an association shall not prohibit children who reside in the planned community from engaging in recreational activity on residential roadways that are under the jurisdiction of the association and on which the posted speed limit is twenty-five miles per hour or less.
- F. Notwithstanding any provision in the community documents, an association shall not prohibit the indoor or outdoor display of a for sale sign and a sign rider by an association member on that member's property, including a sign that indicates the member is offering the property for sale by owner. The size of a sign offering a property for sale shall be in conformance with the industry standard size sign, which shall not exceed eighteen by twenty-four inches, and the industry standard size sign rider, which shall not exceed six by twenty-four inches. With respect to real estate for sale or lease in the planned community, an association shall not prohibit or otherwise regulate any of the following:
1. Temporary open house signs or a member's for sale sign. The association shall not require the use of particular signs indicating an open house or real property for sale and may not further regulate the use of temporary open house or for sale signs that are industry standard size and that are owned or used by the seller or the seller's agent.
 2. Open house hours. The association may not limit the hours for an open house for real estate that is for sale in the planned community, except that the association may prohibit an open house being held before 8:00 a.m. or after 6:00 p.m. and may prohibit open house signs on the common areas of the planned community.

3. An owner's or an owner's agent's for lease sign unless an association's documents prohibit or restrict leasing of a member's property. An association shall not further regulate a for lease sign or require the use of a particular for lease sign other than the for lease sign shall not be any larger than the industry standard size sign of eighteen by twenty-four inches on or in the member's property. If leasing of a member's property is not prohibited or restricted, the association may prohibit open house leasing being held before 8:00 a.m. or after 6:00 p.m.
- G. Notwithstanding any provision in the community documents, an association shall not prohibit door to door political activity, including solicitations of support or opposition regarding candidates or ballot issues, and shall not prohibit the circulation of political petitions, including candidate nomination petitions or petitions in support of or opposition to an initiative, referendum or recall or other political issue on property normally open to visitors within the association, except that an association may do the following:
 1. Restrict or prohibit the door to door political activity from sunset to sunrise.
 2. Require the prominent display of an identification tag for each person engaged in the activity, along with the prominent identification of the candidate or ballot issue that is the subject of the support or opposition.
- H. A planned community shall not make any regulations regarding the number of candidates supported, the number of public officers supported or opposed in a recall or the number of propositions supported or opposed on a political sign.
- I. A planned community shall not require political signs to be commercially produced or professionally manufactured or prohibit the utilization of both sides of a political sign.
- J. A planned community is not required to comply with subsection G if the planned community restricts vehicular or pedestrian access to the planned community. Nothing in this section requires a planned community to make its common elements other than roadways and sidewalks that are normally open to visitors available for the circulation of political petitions to anyone who is not an owner or resident of the community.

Title 41 - State Government

Chapter 1: EXECUTIVE OFFICERS

Article 2 The Secretary of State and the Department of State

41-133. Officeholder expenses; account; reporting; limitations; civil penalty; definition

- A. Any person who holds elected statewide public office or a legislative office in this state, whether by election or appointment, may receive or spend monies to defray the costs of performing officeholder duties as follows:
 1. An officeholder may receive contributions pursuant to this section only from individuals, and the maximum amount that may be received from an individual during an election cycle is one hundred fifty dollars.
 2. The total amount that an officeholder may receive or spend pursuant to this section during an election cycle is ninety-eight thousand three hundred sixty dollars for the governor, fifty-one thousand six hundred eighty dollars for the secretary of state and the attorney general, twenty-five thousand eight hundred forty dollars for all other statewide officeholders and nine thousand eight hundred dollars for a legislator, which may include personal monies as prescribed by paragraph 3 of this subsection. The secretary of state shall adjust this amount biennially as prescribed in section 16-905, subsection H.

3. An officeholder may contribute up to thirty per cent of the limits as prescribed by paragraph 2 of this subsection of the officeholder's personal monies to the officeholder's expense account.
- B. For an officeholder's future campaign monies received do not constitute a contribution as defined in section 16-901 if the monies are received, expended and reported as prescribed in this section.
- C. An officeholder shall establish a separate account for officeholder expenses, which shall be separate from any candidate campaign account. The officeholder shall file a statement of organization for the account designated as an officeholder expense account. Monies raised or spent for officeholder expenses shall be reported under campaign finance reporting requirements pursuant to title 16, chapter 6, article 1.
- D. An officeholder shall not use monies in the officeholder account for campaign purposes. Permissible uses of monies in an officeholder account include the following:
 1. Office equipment and supplies.
 2. Travel related to the officeholder's duties.
 3. Meeting or communicating with constituents.
 4. Expenses for informational and educational purposes, including subscriptions to newspapers, magazines or other periodicals or websites or other informational services, membership or participation in community, professional or fraternal organizations and participation in conferences and seminars.
- E. An officeholder shall not receive or spend monies from the officeholder account during the period beginning April 30 in an election year, shall complete the purchase or otherwise use the item before April 30 in an election year and shall not spend those monies until after the day of the general election. Any monies remaining in the officeholder expense account beginning April 30 in an election year may not be used except as follows:
 1. Paid to the state general fund.
 2. For a person who continues to hold office as prescribed in this section, carried forward to an officeholder expense account for another office or term of office, subject to the limitations prescribed by this section.
- F. An officeholder shall not transfer officeholder account monies to any other account or committee except for another officeholder account for that same officeholder.
- G. Section 41-1234.01 applies to contributions to an officeholder account for legislators.
- H. A person who violates this section is subject to a civil penalty of three times any amount improperly received, spent or reported.
- I. Section 16-924 applies for the implementation and enforcement of this section.
- J. Any monies held by an officeholder pursuant to the officeholder expense account rules established by the citizens clean elections commission are subject to this section, and the citizens clean elections commission has no further authority with respect to those monies.
- K. For the purposes of this section, "officeholder" means a person who holds an elected statewide public office or a legislative office in this state, whether by election or appointment.

2011-2012 ELECTION CYCLE CAMPAIGN CONTRIBUTION LIMITS

Revised 3/3/2011

CONTRIBUTION LIMITS ADJUSTED March 3, 2011, PURSUANT TO A.R.S. § 16-905(H)

CAMPAIGN CONTRIBUTION LIMITS	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee
	LOCAL	LEGISLATIVE	STATEWIDE
Individual's contribution to a candidate A.R.S. §16-905(A)(1) A.R.S. §16-905(A)(2) A.R.S. §16-905(B)(1)	\$430	\$424	\$872
Political Committee's contribution to a candidate A.R.S. §16-905(A)(3) A.R.S. §16-905(A)(4) A.R.S. §16-905(B)(2)	\$430	\$424	\$872
Committees certified by the Secretary of State to give at the upper limit "Super PAC" A.R.S. §16-905(G) A.R.S. §16-905(A)(5) A.R.S. §16-905(B)(3)	\$2,170	\$1,736	\$4,352
Combined total from all Political Committees other than political parties A.R.S. §16-905(C)	\$10,880	\$14,032	\$86,952
Nominee's total from political party and all political organizations combined A.R.S. §16-905(D)	\$10,880	\$8,704	\$86,952
Total contributed by an individual to candidates And committees who give to candidates A.R.S. §16-905(E)	\$6,100 in a calendar year		

Issued by Secretary of State Ken Bennett

Office revision 3/3/2011

Campaign Finance Reporting Dates ^{1. 2.}

2011 - 2012

Pursuant to A.R.S. §§ 16-913(B),(C), 16-916(D) and 16-916.01

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT DUE BETWEEN
January 31 report	Nov 23, 2010 through Dec 31, 2011	Jan 1 and Jan 31, 2012
June 30 report	January 1, 2012 through May 31, 2012	June 1 and July 2, 2012
Pre-Primary report	June 1, 2012 through Aug 8, 2012	Aug 9 and Aug 16, 2012
Post-Primary report	Aug 9, 2012 through Sept 17, 2012	Sept 18 and Sept 27, 2012
Pre-General report	Sept 18, 2012 through Oct 17, 2012	Oct 18 and Oct 25, 2012
Post-General report	Oct 18, 2012 through Nov 26, 2012	Nov 27 and Dec 6, 2012

^{1.} *This table does not include additional filing deadlines provided for by the Citizens Clean Elections Act. Please see Title 16, Chapter 6, Article 2, available from the Secretary of State's Office and materials provided by the Citizens Clean Elections Commission.*

^{2.} *This table does not include additional filing deadlines in effect for standing political committees as required by A.R.S. §16-913(K). Please visit www.azsos.gov or call 602-542-8683 for specialized table.*

Issued by
Ken Bennett
 Arizona Secretary of State

Office Revision 2/25/2011



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

TO:



CELEBRATING
100 YEARS
OF STATEHOOD

SAVE THE DATE.
LET'S CELEBRATE!
FEBRUARY 14, 2012

For more information visit: www.arizona100.org

ARIZONA

**A FILING GUIDE FOR ARIZONA'S
CAMPAIGN FINANCE WEB-BASED
REPORTING SYSTEM**
An Election Services Division Publication

Updated October 2011

Campaign Finance Reporting

Late Filing Penalty Information

A.R.S. §16-918.B

A political committee, or in the case of a candidate's campaign committee, the candidate, or in the case of an exploratory committee, the designating individual, is liable for a late penalty of ten dollars for each day after failure to make or file a campaign finance report that is required pursuant to this chapter up to a maximum of four hundred fifty dollars. The filing officer shall not accept a campaign report unless any penalties owed as a result of this section or any penalties imposed pursuant to section 16-924 are paid with the report.

A.R.S. §16-918.H

For any political committee that has failed to file three consecutive campaign finance reports with the filing officer as prescribed by section 16-913, the filing officer shall send the committee chairman and treasurer a written notice of intent to suspend the political committee. The notice of intent to suspend shall state that failure of the political committee to fully comply with all filing requirements for that committee, including any required payments, within thirty days of the date of the notice shall result in suspension of the political committee's authority to operate in that jurisdiction. On suspension of the political committee's authority to operate, the filing officer is no longer required to provide any further notice of delinquency to the political committee. This subsection does not reduce or eliminate the political committee's continuing obligation to make campaign finance filings and pay any fines, penalties, civil penalties or other sanctions that may continue to accrue as otherwise provided by law. This subsection does not apply to reports required pursuant to article 2 of this chapter or to a candidate's campaign committee designated by that candidate pursuant to section 16-903 during that election cycle.

PAYMENT:

Pursuant to A.R.S. §16-918.B “*the filing officer shall not accept a campaign report unless any penalties owed as a result of this section or any penalties imposed pursuant to section 16-924 are paid with the report.*” Payment can be made by cash, check, money order or credit card. A receipt for the late fee will be issued at the time of the filing. Checks should be made payable to the City of Peoria.

City of Peoria – City Charter

ARTICLE IX. ELECTIONS

- Sec. 1. Types of elections.
- Sec. 2. Application of state law.
- Sec. 3. Qualifications of electors; registration.
- Sec. 4. Arrangement of names on ballot.
- Sec. 5. Conduct of elections
- Sec. 6. Majority to elect in primary.
- Sec. 7. Nomination for general election.
- Sec. 8. Candidates receiving most votes to be elected.
- Sec. 9. Special elections.

Sec. 1. Types of elections.

Elections to be held in the city shall be either primary, general or special.

A. Primary elections shall be held for the purposes of making nominations for the general elections and electing officers as hereinafter provided, and for such other purposes as the council may prescribe.

B. General elections shall be held for the purpose of electing officers of the city and such other purposes as the council may prescribe.

B. The council may, by resolution or ordinance, order special or advisory elections, and shall provide the time and manner and means of holding any such elections.

Sec. 2. Application of state law.

The provisions of the laws of this state relating to and governing the nomination of elective officers, and the conduct of elections, with all amendments thereto, shall apply and govern, as far as practical, the nomination of elective officers and the conduct of elections, except as otherwise provided in this charter. The city council shall have the power to make additional provisions relating to nominations and elections not contrary to the provisions of the laws of this state or the provisions of this charter.

Sec. 3. Qualifications of electors; registration.

A. The qualifications of electors shall be residency within the city, and as required by the constitution and laws of this state for county electors.

B. Registration of voters shall be as required by the laws of this state and the register of qualified voters shall be compiled from the general county register.

(Approved by voters on 11-8-83; approved by Governor on 12-5-83)

Sec. 4. Arrangement of names on ballot.

The names of the candidates for each office shall be arranged as provided by law and nothing on the ballot shall be indicative of the source of the candidacy or of the support of any candidate.

City of Peoria – City Charter

Sec. 5. Conduct of elections

A. The council shall provide by ordinance for the dates of holding primary and general elections for the offices of mayor and council members.

B. Any election provided for in this charter may be held on the same date as any state, county or district election held under state law or local ordinance.

(Approved by voters on 3-19-93; approved by Governor on 6-28-93)

Sec. 6. Majority to elect in primary.

At the primary election, any candidate who shall receive a majority of all the votes cast at such election shall be declared elected to the office for which he is a candidate, and no further election shall be held as to said candidate. If more candidates receive a majority vote than vacancies to be filled, those receiving the highest number of votes shall be declared elected, equal to the number of vacancies.

Sec. 7. Nomination for general election.

If at any primary election there be any office or offices to which no candidate therefor was elected, then, said election shall be considered to be a primary election for the nomination of candidates for such office or offices, and a second or general election shall be held to vote for candidates to fill such office or offices. The candidates, not elected at such first election, equal in number to twice the number to be elected to any given office, or less if so there be, and who received the highest number of votes for the respective offices at such first election, shall be the only candidates at such second election; provided, that if there be any person who under the provisions of this section, would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes therefor, then all such persons receiving said equal number of votes shall likewise become candidates for such office.

Sec. 8. Candidates receiving most votes to be elected.

The candidates equal in number to the persons to be elected who shall receive the highest number of votes at said general election, shall be declared elected to such office.

Sec. 9. Special elections.

The council shall provide the time, manner and means of holding any special election. All special elections shall be conducted in the same manner and under the same provisions as are provided for the holding of general elections.

City of Peoria – City Charter

ARTICLE X. INITIATIVE, REFERENDUM AND RECALL

- Sec. 1. Initiative, referendum and recall.
- Sec. 2. Submission of measures to electors.

Sec. 1. Initiative, referendum and recall.

There is hereby reserved to the electors of the city the powers of the initiative and referendum and of the recall of the elective officers. The provisions of the constitution and general laws of this state, as the same now exist or hereafter may be amended, governing the initiative and referendum and the recall of elective officers, shall apply to the use thereof in the city so far as such provisions are not in conflict with the provisions of this charter.

Sec. 2. Submission of measures to electors.

The mayor and council may submit for referendum to the electors, at any election, any ordinance, resolution, or measure that the mayor and council or the qualified electors have the authority to enact under this charter and the constitution and laws of the state.

CHAPTER 8 – ELECTIONS

Sec. 8-1. Elections; candidate filing requirements; deadlines.

(a) A person desiring to become a candidate for council-member shall be a qualified elector of the council district at the time of filing a statement of organization for the purpose of circulating nomination papers for nomination as a candidate for council-member in the district. A person desiring to become a candidate for mayor shall be a qualified elector of the city at the time of filing a statement of organization for the purpose of circulating nomination papers for nomination as a candidate for mayor.

(b) A person desiring to become a candidate and to have his name printed on the official ballot for municipal office shall file a nomination paper and other nomination materials not less than ninety (90) days nor more than one hundred twenty (120) days before the primary election date. All such nomination papers must be completed and filed with the City Clerk by 5:00 p.m. on the last day for filing such papers.

State law reference(s) -- Publication of call for nonpartisan election, A.R.S. §16-226, 16-227.

(Code 1977, § 2-3-3(B))

(Ord. No. 96-91, 10/15/96, Amended)

(Ord. No. 99-109, 12/14/99, Amended)

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

CHAPTER 8 – ELECTIONS

Sec. 8-2. Elections; deemed elected; primary and general elections.

(a) For purposes of this code and the Charter of the City of Peoria, the primary election of the City is deemed to be the general election of the City unless there is a city wide election for the position of Mayor to be held after the primary election, in which case such city wide election shall be deemed to be the general election.

(b) Notwithstanding subsection (c) of this section and section 8-7 of this code, any candidate who receives a majority of the ballots cast in the district at the primary election or in the City if a candidate for Mayor at the primary election shall be declared elected to the office for which he is a candidate, effective the date of the general election and no further election shall be held as to such candidate.

(c) Unless otherwise provided by this section, for Mayor, the candidate who received the highest number of votes shall be elected. For members of the City Council, the candidate who received the highest number of votes in their respective districts shall be elected.

(d) The members of the City Council elected from Palo Verde district, Pine district and Acacia district shall serve a term of four (4) years and until their successors are elected and qualified. Commencing in June, 2003, the members of the City Council elected from Palo Verde, Pine and Acacia Districts shall serve a term which shall expire on the date of the first regular meeting of the City Council in January 2007. Thereafter the members of the City Council elected from Palo Verde, Pine and Acacia Districts shall serve terms of four years until their successors are elected and qualified. The members of the City Council elected from Mesquite district, Ironwood district and Willow district shall serve a term of four years. Commencing in June, 2001, the members of the City Council elected from Mesquite District, Ironwood District and Willow District shall serve a term which shall expire on the date of the first regular meeting of the City Council in December 2004. Thereafter the members of the City Council elected from Mesquite District, Ironwood District and Willow District shall serve a term of four (4) years and until their successors are elected and qualified. Commencing in 2006, those members of the City Council elected in 2006 and each four years thereafter shall take office at the first Council meeting in January following their election.

(e) Commencing in June 1999, the Mayor shall serve a term of four (4) years until their successor is elected and qualified. Commencing in June, 2003, the Mayor shall serve a term which shall expire on the date of the first regular meeting of the City Council in January, 2007. Thereafter the Mayor shall serve a term of four years until their successor is elected and qualified.

(Ord. No. 91-20, 6/1/91)

(Ord. No. 99-109, 12/14/99)

(Ord. No. 00-119, 8/1/2000, Amended (a), (c) and (d)) SUPP 2000-3

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

(Ord. No. 06-40, 11/14/06, Amended) SUPP 2006-4

CHAPTER 8 – ELECTIONS

Sec. 8-3. Council districts, establishment.

- (a) There are established six (6) geographical districts within the city.
 - (b) There shall be one (1) council member elected from each geographical district.
- (Ord. No. 92-11, 3/17/92, Enacted)

CHAPTER 8 – ELECTIONS

Sec. 8-4. Elections; district boundaries; apportionment.

(a) The council shall revise the district boundaries at a minimum upon each federal decennial census or after any special census including the City of Peoria or whenever necessary to maintain substantially equal population in each district.

(b) The revised boundaries shall be used at the beginning of the next primary election cycle following the revision of the boundaries by the city council.

(Ord. No. 92-11, 3/17/92, Enacted)

(Ord. No. 99-109, 12/15/99, Amended (a))

CHAPTER 8 – ELECTIONS

Sec. 8-5. District boundaries.

The boundaries of the six (6) geographical districts are described as follows:

ACACIA DISTRICT -- LEGAL DESCRIPTION

ACACIA DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the SE corner of the SW Quarter of Section 36, T3N, R1E, then Westerly along the South Section Line of Section 36, T3N, R1E, and Westerly along the South Section Line of Section 35, T3N, R1E and Westerly along the South Section Line of Section 34, T3N, R1E to the West Quarter Line of the East Quarter of Section 34, T3N, R1E (85th Avenue alignment), then North along the West Quarter Line of the East Quarter of Section 34, T3N, R1E and the West Quarter Line of the East Quarter of Section 27, T3N, R1E, to a point of intersection with the South Quarter Line of the North Quarter of Section 27, T3N, R1E (Monroe Street) then Westerly along the South Quarter Line of the North Quarter of Section 27, T3N, R1E to the West Section Line of Section 27, T3N, R1E, then Northerly to the NW corner of Section 27, T3N, R1E, then Easterly along the North Section Line of Section 27, T3N, R1E to its intersection with the centerline of 88th Drive, then Northeasterly along the centerline of 88th Drive to its intersection with the centerline of U.S. Highway 60 (Grand Avenue) then Southeasterly along the centerline of U.S. Highway 60 (Grand Avenue) to its intersection with the

Midsection line of Section 22, T3N, R1E (Varney Road), then easterly along the Midsection line of Section 22, T3N, R1E to the SE Corner of the NE Quarter of Section 22, T3N, R1E, then North along the east Section Line of Section 22, T3N, R1E to the NE Corner of Section 22, T3N, R1E, then Easterly along the North Section Line of Section 23, T3N, R1E to the East Quarter Line of the West Quarter of Section 23, T3N, R1E, (81st Avenue) then South along the East Quarter Line of the West Quarter Line to a point of intersection with the centerline of Cherry Hills Dr. then East along the centerline of Cherry Hills Dr. to the mid section line of Section 23, T3N, R1E, (79th Avenue) then South along the midsection Line of Section 23, T3N, R1E to the East-West midsection line of Section of Section 23, T3N, R1E (Cholla Avenue) then East along the midsection Line of Sections 23 and 24 T3N, R1E to the SE Corner of the NW Quarter of Section 24 T3N, R1E, then South along the north-south midsection line of Section 24, T3N, R1E to a point of intersection with the centerline of Desert Cove Road, then West along the centerline of Desert Cove Road to a point of intersection with the centerline of 73rd Drive, then South along the centerline of 73rd Drive to the South Section Line of Section 24, T3N, R1E, then Easterly along the South Section Line of Section 24, T3N, R1E to the SE corner of the SW Quarter of Section 24, T3N, R1E, then south along the north-south midsection line of Section 25, T3N, R1E and Section 36, T3N, R1E (71st Avenue

CHAPTER 8 – ELECTIONS

Alignment) to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

IRONWOOD DISTRICT -- LEGAL DESCRIPTION

IRONWOOD DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the intersection of the East Quarter Line of the West Quarter of Section 26, T4N, R1E and the North Section Line of Section 26, T4N, R1E, then Southwesterly along the East boundary of the City of Peoria to a point on the South Section Line of Section 26, T4N, R1E 65 feet east of the SW corner of Section 26, T4N, R1E, then West along the South Section Line of Section 27, T4N, R1E (Union Hills Drive) to the East Quarter Line of the West Quarter of Section 34 T4N, R1E (89th Avenue) then South along the East Quarter Line of the West Quarter of Section 34 T4N, R1E to a point intersecting with the centerline of Meadow Drive, then East along the centerline of Meadow Drive to a point on the North-South Midsection line of Section 34, T4N, R1E (87th Avenue), then South along the North-South Midsection line to the South Section Line of Section 34, T4N, R1E, then East along the South Section Line of Section 34 T4N, R1E (Bell Road) to the SE Corner of Section 34 T4N, R1E, then South along the East Section Lines of Sections 3 and 10 T3N, R1E to the SE Corner of Section 10, T3N, R1E, then West along the South Section Lines of Sections 10 and 9, T3N, R1E (Thunderbird Road) to the West Boundary of the City of Peoria, Arizona. Then North along the West Boundary of the City of Peoria to a point intersection with the North Right of Way Boundary for Union Hills Drive, then Westerly along the North Right of Way Boundary for Union Hills Drive to the West Section Line of Section 28, T4N, R1E, then North along the West Section line of Section 28, T4N, R1E to the NW corner of Section 28, T4N, R1E, then Easterly along the North Section Line of Section 28 T4N, R1E to the NE corner of Section 28, T4N, R1E (Beardsley Road), then North along the West Section Line of Section 22 T4N, R1E to the NW corner of Section 22, T4N, R1E, then East along the North Section Line of Section 22, T4N, R1E, to the North-South Midsection Line, then South along the North-South midsection line to a point intersecting with the centerline of Lone Cactus Drive, then East along the centerline of Lone Cactus Drive to its intersection with the centerline of 83rd Avenue as realigned with the Lake Pleasant Parkway, then South along the centerline of 83rd Avenue to a point intersecting with the centerline of the Lake Pleasant Parkway, then Southeasterly along the centerline of the Lake Pleasant Parkway to the South Section Line of Section 22, T4N, R1E, then Easterly along the South Section Lines of Sections 22 and 23, T4N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

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MESQUITE DISTRICT -- LEGAL DESCRIPTION

MESQUITE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at a point where the East Quarter Line of the West Quarter of Section 23 T4N, R1E intersects with the South Section Line of Section 23, T4N, R1E, then East to the North-South Midsection Line of Section 23, T4N, R1E which is the East boundary of the City of Peoria, Arizona, then Northeasterly along the East boundary of the City of Peoria, Arizona to the Southeast Corner of Section 14 T4N, R1E, then North along the East Section line of Section 14 T4N, R1E, to the Northeast Corner of Section 14 T4N, R1E, then East along the South Section Line of Section 12 T4N, R1E, to the East boundary of the City of Peoria, Arizona, then North along the East Boundary of the City of Peoria, Arizona to the East-West midsection line of Section 24, T5N, R1E, then West along the midsection line of Section 24 not mid section line T5N, R1E to a point intersecting the North Right of Way of the Central Arizona Project Canal, then Northwesterly along the North Right of Way of the Central Arizona Project Canal to the New River which is the East Boundary of the City of Peoria, Arizona, then Northeasterly along the East Boundary of the City of Peoria to a point on the East-West midsection line of Section 1, T5N, R1E, then West, Northwest and North along the East boundary of the City of Peoria to the intersection with the Maricopa County-Yavapai County Line, then North along the East Section Lines of Sections 33, 28, 21, and 16, T7N, R1E, then West along the North Section Lines of Sections 16, 17 and 18, T7N, R1E, then West along the North Section Line of Section 13, T7N, R1W, then South along the West Section Line of Section 13, T7N, R1W, then West along the North Section Line of Section 23, T7N, R1W, then South along the West Section Lines of Sections 23, 26 and 35, T7N, R1W (Dysart Road Alignment) and South along the West Section Lines of Sections 2, 11, 14, 23 and 26 T6N, R1W to a point intersecting with the South Right of Way Line of State Route 74 (Wickenburg-Carefree Highway), then Westerly along the South Right of Way Line of State Route 74 (Wickenburg-Carefree Highway) to a point intersecting with the East Section Line of Section 32, T6N, R1W, then North along the East Section Line of Sections 32, 29, 20, 17, and 8, T6N, R1W (Bullard Avenue Alignment), then West along the North Section Lines of Sections 7 and 8, T6N, R1W, then West along the North Section Line of Section 12, T6N, R2W, then South along the West Section Lines of Sections 12, 12, 13, 24, 25, and 36, T6N, R2W (Cotton Lane Alignment) then South along the West boundary of the City of Peoria to the SW corner of Section 12, T5N, R2W, then East along the South Section Line of Section 12, T5N, R2W and East along the South Section Lines of Sections 7 and 8, T5N, R1W, then South along the West Section Lines of Sections 16 and 21, T5N, R1W, then East along the South Section Lines of Sections 21 and 22, T5N, R1W to the North-South midsection Line of Section 22, T5N, R1W, then North along the midsection line to the NW corner of the SE Quarter of Section 22, T5N, R1W, then East along the midsection line to the East Section Line of

CHAPTER 8 – ELECTIONS

Section 22, T5N, R1W, then East along the South Section Lines of Sections 14 and 13, T5N, R1W, then North along the East Section Line of Section 13, T5N, R1W, then East along the North Section Lines of Sections 18 and 17, T5N, R1E, then South along the West Boundary of the City of Peoria, Arizona to a point of intersection with the North Section Line of Section 17, T4N, R1E, then West along the North Section Line of Section 17, T4N, R1E, then South along the West Boundary of the City of Peoria, Arizona to the South Section Line of Section 30, T4N, R1E, then East along the South Section Line of Section 30, T4N, R1E, then North along the West Section Line of Section 29, T4N, R1E, then East along the North Section Lines of Sections 29 and 28, T4N, R1E, then North along the West Section Line of Section 22, T4N, R1E, then East along the North Section Line of Section 22, TN, R1E to its intersection with the North-South midsection line (87th Avenue Alignment), then South along the North-South midsection line to a point of intersection with the centerline of Lone Cactus Drive, then East along the centerline of Lone Cactus Drive to a point of intersection with the centerline of 83rd Avenue as realigned by Lake Pleasant Parkway, then South along the centerline of 83rd Avenue as realigned to the SW Corner of Section 23, T4N, R1E, then East along the South Section Line of Section 23, T4N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

PALO VERDE DISTRICT -- LEGAL DESCRIPTION

PALO VERDE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the NW corner of the East Half of Section 16, T3N, R1E, then Easterly along the North Section Line of Sections 16, 15 and 14 T3N, R1E, to the NE corner of Section 14 T3N, R1E, the South along the East Section Line of Section 14 T3N, R1E (75th Avenue) to the SE corner of said Section 14 T3N, R1E, then Easterly along the North Section Line of Section 24, T3N, R1E (Cactus Road) to the NE corner of the West Half of Section 24, T3N, R1E, then Southerly along the midsection line of Section 24 T3N, R1E to the SE Corner of the NW Quarter of Section 24 T3N, R1E, then Westerly along the Mid Section Line of Sections 24 and 23, T3N, R1E to the SW corner of the NE Quarter of Section 23, T3N, R1E, then Northerly along the midsection line to the center of the intersection with Cherry Hills Dr. then west down the center line of Cherry Hills Dr. to the East Quarter Line of the West Quarter of Section 23, T3N, R1E, which is 81st Avenue, then North along the East Quarter Line to the Intersection with the North Section Line of Section 23, T3N, R1E, then West along the North Section Line to the NW corner of Section 23, T3N, R1E, then South along the West Section Line of Section 23, T3N, R1E to the midsection line of Section 23, T3N, R1E (Varney Avenue), then Westerly along the Midsection line of Section 22, T3N, R1E to the centerline of U.S. Highway 60 (Grand Avenue), then Northwest along the Centerline of U.S. Highway 60 (Grand Avenue) to its intersection with 88th Drive, then South along the centerline of 88th Drive to its intersection with the South Section Line of Section 22, T3N, R1E (Peoria Avenue),

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then West along the South Section Line of Sections 22 and 21, T3N, R1E, to the West Right of Way Line for State Route 101L (Agua Fria Freeway), the North along the West Right of Way for State Route 101L (Agua Fria Freeway) to an intersection point with the extension of the centerline of the Scotland Avenue Alignment, then West along the Center Line of the Scotland Avenue Alignment to the West boundary of the City of Peoria, Arizona, then North along the West Boundary of the City of Peoria Arizona to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.

PINE DISTRICT--LEGAL DESCRIPTION

PINE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the NW corner of Section 31 T3N, R1E, then South along the West Boundary of the City of Peoria, Arizona to the South Section Line of Section 31, T3N, R1E, then Easterly along the South Section Lines of Sections 31, 32, 33, and 34, all T3N, R1E to the West Quarter Line of the East Quarter of Section 34, T3N, R1E (85th Avenue Alignment) then North along the West Quarter Line of the East Quarter of Section 34, T3N, R1E and the West Quarter Line of Section 27 T3N, R1E to the intersection with the South Quarter Line of the North Quarter of Section 27 T3N, R1E (Monroe Street), The West along the South Quarter Line of the North Quarter of Section 27 T3N, R1E to its intersection with the West Section Line of Section 27, T3N, R1E, then North along the West Section Line of Section 27, T3N, R1E to the NW corner of Section 27, T3N, R1E, then West along the North Section Line of Section 28, T3N, R1E intersects with the West Boundary of the Right of Way Line of State Route 101L (Agua Fria Freeway), then North along the West Boundary of State Route 101L (Agua Fria Freeway) to a point intersecting the Centerline of the Scotland Avenue alignment, then West along the Scotland Avenue Alignment to the West Boundary of the City of Peoria, Arizona, then Southerly the West Boundary of the City of Peoria Arizona to the SE Corner of the NW Quarter of Section 21, T3N, R1E, then West along the South midsection line of Section 21, T3N, R1 E to the West Boundary of the City of Peoria, Arizona, then South along the West Boundary of the City of Peoria to the North Right of Way Line of Olive Avenue, then West along the North Right of Way line of Olive Avenue to a point intersecting with the realigned West Right of Way Line of 99th Avenue, then South along the West Right of Way Line of 99th Avenue to the South Right of Way Line of Olive Avenue, then West along the South Right of Way Line of Olive Avenue to the point of beginning. boundary of the City of Peoria to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

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WILLOW DISTRICT--LEGAL DESCRIPTION

WILLOW DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at a point 65 feet East of the NW Corner of Section 35 T4N, R1E, then South 65 feet to the South Right of Way Line of Union Hills Road, then West to the East Section Line of Section 34, T4N, R1E, Then South to the SE Corner of Section 34, T4N, R1E, then South along the East Section Line 65 feet to the South Right of Way Line of Bell Road, then East along the South Right of Way Line of Bell Road to the East Quarter Line of the West Quarter of Section 1, T3N, R1E, then South along the East Quarter Line of the West Quarter of Section 1, T3N, R1E to a point of intersection with the North Right of Way for the Arizona Canal, then Southeasterly along the North Right of Way for the Arizona Canal to the East Boundary of the City of Peoria, Arizona, being the East Boundary of the Right of Way of 67th Avenue, then South along the East Boundary of the Right of Way of 67th Avenue to the South Section Line of Section 25, T3N, R1E, then South 65 feet to the South Right of Way Boundary of Olive Avenue, then West along the South Right of Way Boundary of Olive Avenue to the North-South Midsection Line of Section 36, T3N, R1E, then North along the North South Mid-Section Lines of Sections 36 and 25 T3N, R1E to the NW corner of the NE Quarter of Section 25 T3N, R1E, then West along the North Section Line of Section 25 T3N, R1E to the intersection with the center line of 73rd Drive, then North along the centerline of 73rd Drive to the intersection with the centerline of Desert Cove Road, then East along the center line of Desert Cove Road to the North-South Midsection line of Section 24 T3N, R1E, then North along the midsection line to the North Section Line of Section 24 T3N, R1E, then West along the North Section Line of Section 24, T3N, R1E to the NW Corner of Section 24, T3N, R1E, then North along the West Section Line of Section 13, T3N, R1E to the NW corner of Section 13, T3N, R1E, then West along the South Section Line of Section 11, T3N, R1E to the SW Corner of Section 11, T3N, R1E, then North along the East Section Lines of Sections 11 and 2, T3N, R1E to the NW Corner of Section 2, T3N, R1E, then West along the South Section Line of Section 34 T4N, R1E to the SW Corner of the SE Quarter of Section 34, T4N, R1E, then North along the MidSection Line of Section 34, T4N, R1E to its intersection with the centerline of Meadow Drive, then West along the centerline of Meadow Drive to its intersection with the East Quarter Line of the West Quarter of Section 34, T4N, R1E (89th Avenue), then North along the East Quarter Line of the West Quarter of Section 34, T4N, R1E to the North Section Line, then Easterly along the North Section Line of Sections 34 and 35 T4N, R1E to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.

(Ord. No. 92-11, 3/17/92, Enacted)

(Ord. No. 92-38, 9/4/92, Amended)

(Ord. No. 96-94, 11/12/96, Amended)

(Ord. No. 01-156, 9/18/01, Amended) SUPP 2001-3

CHAPTER 8 – ELECTIONS

Sec. 8-6. Elections; primary election date.

On the second Tuesday in March of every odd numbered year through 2003 and commencing on the eighth Tuesday before the first Tuesday and after the First Monday in November 2004 and thereafter, a primary election shall be held for the nomination of candidates for the position of Mayor and members of the City Council whose terms expire at the date of the first council meeting in January following their election.

(Ord. No. 94-32, 7/5/94, Enacted)

(Ord. No. 00-119, 8/1/00, Amended) SUPP 2000-3

(Ord. No. 06-40, 11/14/06, Amended) SUPP 2006-4

CHAPTER 8 – ELECTIONS

Sec. 8-7. Elections; general election date.

For those candidates not elected to office in the Primary Election, commencing in the year 2004, on the first Tuesday after the first Monday in November, a general election shall be held for the election of candidates for the position of members of the City Council, whose terms expire at the first council meeting in December 2004. Commencing in the year 2006, on the first Tuesday after the first Monday in November, a general election shall be held for the election of candidates for the position of Mayor and members of the City Council, whose terms expire at the first council meeting in January 2007.

State Law Reference A.R.S. §9-821.01

(Ord. No. 94-32, 7/5/94, Enacted)

(Ord. No. 99-109, 12/14/99, Repealed (b))

(Ord. No. 00-119, 8/1/2000, Amended) SUPP 2000-3

(Ord. No. 06-40, 11/14/06, Amended) SUPP 2006-4

CHAPTER 8 – ELECTIONS

Sec. 8-8. Elections; designation of and numbering of polling places.

(a) Not less than forty-five (45) days before a city special or recall election not held in conjunction with a countywide or statewide election, the City Clerk shall designate the place within each council district where the election shall be held.

(1) For City primary, general, special or recall elections held in conjunction with a countywide or statewide election, the polling places used shall be the polling place selected by the county for the countywide or state wide election, unless the City Clerk determines that it is impracticable to use such polling place in which case the City Clerk may select an alternative location.

(b) In the case of a citywide election held in conjunction with a countywide or statewide election, the polling places for each precinct shall be used for rotation purposes.

(c) In the case of a city election, not held in conjunction with a countywide or statewide election, the polling places shall be numbered in the following manner: commencing with the council district starting with the letter "a," the polling places shall be numbered consecutively starting with the number 1. The numbering shall proceed from south to north in each council district based on alphabetical order. If two polling places are located on the same geographical location from south to north, then the polling places within the council district shall be numbered from west to east.

(Ord. No. 90-14, 4/10/90)

(Ord. No. 91-20, 6/1/91)

(Ord. No. 92-11, 3/17/92)

(Ord. No. 94-32, 7/5/94)

(Ord. No. 94-86, 12/20/94, Enacted)

(Ord. No. 99-109, 12/14/99, Amended)

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

CHAPTER 8 – ELECTIONS

Sec. 8-9. Elections; rotation of names of candidates on ballot.

(a) In all municipal elections, including recall elections, the position of names of candidates for any particular office shall be alternated upon the ballots used within the City of Peoria so that the names of each candidate shall appear substantially an equal number of times at the top, at the bottom and in each intermediate place of the list or group of candidates in which they belong insofar as may be practicable. For purposes of this chapter, "names" refers to the last name of candidates

(b) At any election in which there are more candidates for office than seats to be filled, the candidate's names will be listed on the ballot in straight alphabetical order. However, the initial alphabetical order used will be determined by drawing by lot one alphabetic letter out of the total 26 letter alphabet. The drawing will be held by the City Clerk following the deadline for submission of nomination papers to run for office at a city primary, special or recall election.

(c) The alphabet letter that is drawn shall be used as the starting point of the alphabetical listing of all candidates' names on the ballot.

(1) In the case of city elections not held in conjunction with a countywide or statewide election, the initial order of candidates names as determined by the drawing will be listed on the ballot for the polling location designated in section 8-8(b) above as no. 1.

(2) In the case of city elections held in conjunction with the statewide election, the initial order of candidates names as determined by the drawing will be listed on the ballot based on the total number of registered voters in each precinct within each council district as of January 1 in the year that the election is being held in accordance with guidelines as may be established from time to time by the Maricopa County elections department..

(d) Thereafter the names of the candidates for each respective office shall be consecutively rotated in each successive numbered polling place area by moving the candidates name listed in the first position to the last position and by moving up one position the names of each other candidate. Only one form of ballot within each polling place area is necessary.

CHAPTER 8 – ELECTIONS

(e) For city council district elections the same letter drawn by the clerk shall be used to start the rotation of candidates with the rotation proceeding in alphabetical order according to numerical order of designation of polling place locations in accordance with the guidelines as may be established from time to time by the Maricopa County elections department.

(f) The city clerk shall maintain, as part of the official files of the election, any papers or items used for any drawings conducted to determine the rotation of candidates names on the ballot for the primary, general and special elections in the same manner as required by law for other administrative election records. Such papers are deemed a public record and are open for inspection or copying in the same manner as other public records.

(Ord. No. 94-86, 12/20/94, Enacted)

(Ord. No. 99-109, 12/14/99, Amended)

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

CHAPTER 8 – ELECTIONS

Sec. 8-10. Power Reserved; Time of Election.

There is reserved to the qualified electors of the City of Peoria the power of the initiative and referendum as prescribed by the Charter. Any initiative, referendum or matter referred to the qualified electors by the City Council may be voted on at the next ensuing primary or general election, or at a special election called by the Council for such purpose.

(Ord. No. 90-14, 4/10/90)

(Ord. No. 91-02, 1/8/91)

(Ord. No. 91-22, 7/9/91)

CHAPTER 8 – ELECTIONS

Sec. 8-11. Initiatives; number of signatures; method of calculation.

The electors of the City of Peoria, Arizona may initiate a local law or ordinance by securing the signatures of fifteen percent (15%) of the qualified electors of the City of Peoria on a petition.

(a) The total number of qualified electors registered to vote in the City as of the deadline for registration for the most recent regular municipal primary election preceding the filing of a initiative petition shall be the basis upon which the number of qualified electors of the City of Peoria required to file a initiative petition shall be computed.

(b) The basis upon which the number of qualified electors of the City of Peoria required to file a referendum petition shall be as determined by state law.

(Ord. No. 90-14, 4/10/90)

(Ord. No. 91-02, 1/8/91)

(Ord. No. 91-22, 7/9/91)

(Ord. No. 99-109, 12/14/99, Amended (a))

CHAPTER 8 – ELECTIONS

Sec. 8-12. Initiative and referendum petitions; time of filing.

(a) Initiative petitions may be circulated for signature for a period not to exceed one year after the City Clerk has issued the number for such petition. Initiative petitions shall be filed at least one hundred twenty (120) days prior to the election at which they are to be voted upon. In the event that less than one hundred twenty (120) days exist prior to the election, such filed initiative petition shall be placed on the ballot at the next regular election or a special election called by the city or, at the council's discretion.

(b) Referendum petitions shall be filed within thirty (30) days of the adoption of the ordinance, resolution having the effect of an ordinance or the adopted minutes of a meeting where the approval of the proposed action and direction to prepare an ordinance occurred. If the city clerk is unable to provide the petitioners with a copy of the text of the ordinance, resolution having the effect of an ordinance or the approved minutes at the time of application for an official number or on the same business day of the application, the thirty (30) day period shall be calculated from the date the text of such ordinance, resolution having the effect of an ordinance or approved minutes are is available.

(Ord. No. 91-02, 1/8/91)

(Ord. No. 99-109, 12/14/99, Amended)

CHAPTER 8 – ELECTIONS

Sec. 8-13. Elections; ballot format.

(a) Proposed charter amendments shall be numbered consecutively beginning with the number 100, proposed initiative measures shall be numbered consecutively beginning with the number 200 and measures submitted under the referendum shall be numbered beginning with the number 300. All items shall be placed on the ballot in numerical order, unless the election is held in conjunction with a statewide election. In such event the numbering requirements provided by state law shall apply.

(b) The City Clerk shall print the official title, the descriptive title and the number of each measure to be placed on the ballot. A proposed charter amendment shall be designated "proposed charter amendment" and shall indicate whether it was proposed by the initiative or by the council. A proposed initiative measure shall be designated "proposed initiative measure proposed by initiative petition" and a matter submitted under the referendum shall be designated "matter referred to the people" and shall indicate whether it was referred by the council or by order of the people by petition.

(c) There shall be printed on the official ballot immediately below the number of the measure and the official title of each measure a descriptive title containing a summary of the principal provisions of the measure, not to exceed fifty (50) words, which shall be prepared by the City Clerk and approved by the City Attorney. Immediately following the descriptive title of each measure there shall be printed the phrases:

A "yes" vote shall have the effect of_____.

A "no" vote shall have the effect of_____.

The blank spaces shall be filled with a brief phrase prepared by the city clerk and approved by the city attorney stating the essential change in the existing law should the measure receive a majority of the votes cast.

(Ord. No. 91-02, 1/8/91)

(Ord. No. 99-109, 12/14/99, Amended)

CHAPTER 8 – ELECTIONS

Sec. 8-14. Elections; sample ballots and informational/publicity pamphlets.

The following procedures relating to sample ballots and informational pamphlets are hereby adopted for conducting elections at which an initiative, referendum, matter referred to the qualified electors by the City Council or bond election for which an informational/publicity pamphlet is required are to be voted on.

(a) An informational/publicity pamphlet, containing the entire text of the official ballot, shall be mailed by the City Clerk to each household within the City in which a registered voter resides, not less than thirty-three (33) days prior to the election to which the informational/publicity pamphlet pertains.

(b) The pamphlet shall contain the proposition as it will appear on the ballot together with a summary of each proposition. Each summary shall be followed by any arguments supporting the proposition followed by any arguments opposing the proposition.

(c) Arguments supporting and opposing propositions and bond questions appearing on the ballot shall be filed with the office of the City Clerk by 5:00 p.m. not less than seventy-five (75) days prior to the election at which the propositions are to be voted upon. Arguments supporting or opposing propositions and bond questions appearing on the ballot shall meet the following requirements:

1. Arguments must relate to the propositions proposed by initiative; referred by referendum or referred by the City Council which will appear on the ballot. Arguments on bond authorization questions must be specific to a particular question.
2. Arguments must identify the proposition or bond question to which they refer and indicate whether the argument is in support of or opposition to the proposition or bond question.
3. Arguments may not exceed three hundred (300) words in length.
4. Arguments must be signed by the person or all the persons submitting them. Arguments submitted by organizations shall be signed on behalf of the organization by an officer of the organization authorized to take such action. All persons signing documents shall indicate their residence or post office address.
5. No person or organization shall submit more than one argument for each proposition or bond question to be voted upon.
6. Proper spelling, grammar, syntax and language are the responsibility of the person submitting the argument, not the City Clerk.

CHAPTER 8 – ELECTIONS

7. The City Clerk shall have sole discretion over the translation of such submittal.

8. Each argument shall be accompanied by a non refundable fee in the amount of Two Hundred (\$200.00) Dollars to offset proportional costs of printing, paper and translation. This requirement shall not be waived on any account. Each argument shall be accompanied by an electronic version on a media compatible with the City's information systems as determined by the City Clerk.

9. For arguments on bond election questions, any matter not specifically addressed in this code shall be addressed in the manner provided by this code and/or state law for Initiative and Referendum Matters.

(Ord. No. 91-02, 1/8/91)

(Ord. No. 94-86, 12/20/94, Amended subsections (a) and (c))

(Ord. No. 99-109, 12/14/99, Amended)

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

CHAPTER 8 – ELECTIONS

Sec. 8-15. Elections; initiative, referendum and recall; eligibility of circulator.

No person other than a resident who is qualified to register to vote in elections of this state shall circulate an initiative or referendum petition and all signatures verified by any such person shall be void and shall not be counted in determining the legal sufficiency of the petition.

(1) For purposes of this section, the term “resident” is defined as individual having both actual physical presence and intent to remain in the city. The existence of one or more of the following factors shall be deemed to be objective evidence that may rebut the presumption of residency:

- a. Failure to file a change of address with the United States Postal Service, indicating an address within the State of Arizona.
- b. Failure to register a motor vehicle owned or leased to an address within the State of Arizona.
- c. Failure to have an Arizona Driver’s License or state issued identity card with an address within the State of Arizona.
- d. Failure to use on the most recent filed United States or State of Arizona Income Tax return an address in the State of Arizona.
- e. Having a month to month lease for use of a residence within the State of Arizona.
- f. Failure to have water, wastewater, sanitation, telephone, electric, natural gas or cable communications services in their name at an address in the State of Arizona.
- g. Failure to have any accounts with a provider of financial services using an address in the State of Arizona.

(2) The City Clerk shall be under no legal obligation or responsibility to initially investigate the resident status of individual’s signing the petitions, or individual’s circulating petitions other than the verification required by law. It shall be the burden of any qualified elector of the city challenging such signatures to present the evidence provided by this section to the City Clerk.

(3) The existence of three or more of the factors in subsection (1) of this section shall be sufficient grounds for the City Clerk to determine that the individual is not a resident of the State of Arizona and to strike their signature as void and not count in determining the legal sufficiency of the petition.

CHAPTER 8 – ELECTIONS

(b) Signatures obtained on initiative or referendum petitions by a political committee proposing the initiative or referendum or any of its officers, agents, employees or members prior to the filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition.

(c) Signatures obtained on recall petitions, by a political committee or any of its officers, agents, employees or members prior to filing of the committee's statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. Circulators of recall petitions must be a qualified elector for the council district for which the recall of the office holder is sought.

(Ord. No. 91-22, 7/9/91, Enacted)

(Ord. No. 99-109, 12/14/99, Amended)

(Ord. No. 04-175, 6/15/04, Amended) SUPP 2004-2

CHAPTER 8 – ELECTIONS

Sec. 8-16. Elections; initiative and referendum petitions; circulation.

(a) At the time of circulation, each signature sheet of an initiative or referendum petition must have affixed to it a full and correct copy of the proposed initiative measure or ordinance to be referred, including all attachments incorporated into the ordinance. In the case of a zoning ordinance a map identifying the location of the subject property shall be attached in addition to all other attachments. There shall be a rebuttable presumption that such items were not attached during circulation, if they are not attached when signature sheets are presented to the City Clerk for verification.

(b) No county recorder, justice of the peace, county or municipal elections official and no person other than a person qualified to register to vote in the State of Arizona shall circulate an initiative or referendum petition and all signatures verified by any such person shall be void and shall not be counted in determining the legal sufficiency of the petition.

(c) At all times during the circulation of any initiative petition page, the circulator of that page shall be a person qualified to register to vote in the State of Arizona.

(d) Each circulator of any petition page shall personally receive sufficient information from each signer of the page, at the time the signature is obtained, to ensure that the circulator can, as to all signers of that page, depose and state in the affidavit required by the charter that each signature is genuine, and that each signer is a resident and qualified elector of the City of Peoria, Arizona.

(e) The circulator of any petition page shall retain direct custody and control of the page at all times during circulation, except when a signer is signing; personally give the page to, and take it from, each signer; and personally observe each signer of the petition page actually sign the petition. For purposes of this subsection, the term "at all times during circulation" means the entire period from the time the circulator receives any blank initiative or referendum petition page for circulation until the time the circulator's signature on the affidavit for that page is notarized.

(f) Each circulator of any petition page shall cross out and initial any blank signature lines on the page prior to, or at the time, the circulator's signature on the affidavit for that page is notarized. Any signature on a line containing blanks shall not be counted in determining the legal sufficiency of the petition and any petition containing blank signature lines on the page after signed by the circulator in violation of this section shall not be counted in determining the legal sufficiency of the petition.

(h) The provisions of this section shall also apply to the circulation of any recall petition.
(Ord. No. 94-86, 12/20/94, Enacted)
(Ord. No. 99-109, 12/14/99, Renumbered to Section 8-20)
(Ord. No. 04-175, 6/15/04, Enacted) SUPP 2004-2

CHAPTER 8 – ELECTIONS

8-17. Elections; registration, residence in district required.

All persons whose names appear on the register of voters and who are qualified voters of the City and of the district in which they claim the right to vote, shall be entitled to vote in their respective districts at any primary, general, special or recall election, but any person whose name does not so appear shall not be entitled to vote in any city or district election, unless a new resident or ballot to be verified has been filed in the manner provided by law.

(Ord. No. 99-109, 12/14/99, Enacted)

CHAPTER 8 – ELECTIONS

Sec. 8-18. Elections; effect of moving to another district preceding election.

Any duly registered person otherwise qualified to vote in any primary, general, special or recall city election who has moved his or her residence from the District in the City or from any city into the City of Peoria in which their name appears on the register of voters shall be deemed a resident of the prior District or City for purposes of signing or circulating a referendum or recall petition or to vote in a City or District Election, unless they were registered at an address in the District or City on the date of election and such registration is on file with the County Recorder on such date.

(Ord. No. 99-109, 12/14/99, Enacted)

CHAPTER 8 – ELECTIONS

8-19 . Elections; withdrawal of petition signature; payment of remuneration; violation; classification

(a) A person who has signed a petition prescribed by statute for any initiative, referendum may withdraw his signature from the petition not later than 5:00 p.m. on the date set by law for filing of the petition, or if no date is set by law, 5:00 p.m. on the date the petition containing the person's signature is actually filed. A person who has signed a recall petition may withdraw his signature from the petition not later than 5:00 p.m. on the date the petition containing the person's signature is filed pursuant to A.R.S. 19-208.03.A.1.

(b) To withdraw a petition signature, a person may either:

(1) Verify the withdrawal by signing a simple statement of intent to withdraw at the office of the City Clerk.

(2) Deliver or Mail a signed, notarized statement of intent to withdraw to the City Clerk.

(c) A signature withdrawn pursuant to subsection (b) of this section and received by the City Clerk in their office regardless of the method of delivery within the time provided for in subsection (a) of this section shall not be counted in determining the legal sufficiency of the petition.

(d) A person who knowingly gives or receives money or any other thing of value for signing a statement of signature withdrawal pursuant to subsection (b) of this section is guilty of a class 1 misdemeanor.

State Law Reference: Withdrawal of Signatures, A.R.S. §1-261.
(Ord. No. 99-109, 12/14/99, Enacted)

CHAPTER 8 – ELECTIONS

Sec. 8-20. Elections; compensation of boards of election and clerks.

The compensation of members of boards of election and clerks shall be paid out the city's general fund at the prevailing rate paid by Maricopa County.

(Ord. No. 94-86, 12/20/94, Enacted)

(Ord. No. 99-109, 12/14/99, Renumbered from Section 8-16)

(Ord. No. 99-109, 12/14/99, Amended)

CHAPTER 8 – ELECTIONS

Sec. 8-21. Elections, City Clerk; elections officer.

The City Clerk shall be designated the Elections Officer of the City and shall perform all duties assigned to the County Recorder and Secretary of State under the statutes in the conduct of city elections. The City Clerk shall not provide legal advice to any party on election issues, but shall provide such public information and resources to assist the public in participation in the election process.

(Ord. No. 99-109, 12/14/99, Enacted)

ORDINANCE NO. 2011-17

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF PEORIA, ARIZONA AMENDING CHAPTER 8 OF THE PEORIA CITY CODE (1992) BY AMENDING SECTION 8-5, PERTAINING TO DISTRICT BOUNDARIES AND PROVIDING FOR SEVERABILITY AND PROVIDING FOR AN EFFECTIVE DATE.

THEREFORE, it is ordained by the Mayor and Council of the City of Peoria as follows:

SECTION 1. Chapter 8 of the Peoria City Code (1992) is amended by amending Section 8-5 pertaining to District Boundaries and which shall read as follows:

~~ACACIA DISTRICT — LEGAL DESCRIPTION~~

~~ACACIA DISTRICT IS DESCRIBED AS FOLLOWS:~~

~~Beginning at the SE corner of the SW Quarter of Section 36, T3N, R1E, then Westerly along the South Section Line of Section 36, T3N, R1E, and Westerly along the South Section Line of Section 35, T3N, R1E and Westerly along the South Section Line of Section 34, T3N, R1E to the West Quarter Line of the East Quarter of Section 34, T3N, R1E (85th Avenue alignment), then North along the West Quarter Line of the East Quarter of Section 34, T3N, R1E and the West Quarter Line of the East Quarter of Section 27, T3N, R1E, to a point of intersection with the South Quarter Line of the North Quarter of Section 27, T3N, R1E (Monroe Street) then Westerly along the South Quarter Line of the North Quarter of Section 27, T3N, R1E to the West Section Line of Section 27, T3N, R1E, then Northerly to the NW corner of Section 27, T3N, R1E, then Easterly along the North Section Line of Section 27, T3N, R1E to its intersection with the centerline of 88th Drive, then Northeasterly along the centerline of 88th Drive to its intersection with the centerline of U.S. Highway 60 (Grand Avenue) then Southeasterly along the centerline of U.S. Highway 60 (Grand Avenue) to its intersection with the Midsection line of Section 22, T3N, R1E (Varney Road), then easterly along the Midsection line of Section 22, T3N, R1E to the SE Corner of the NE Quarter of Section 22, T3N, R1E, then North along the east Section Line of Section 22, T3N, R1E to the NE Corner of Section 22, T3N, R1E, then Easterly along the North Section Line of Section 23, T3N, R1E to the East Quarter Line of the West Quarter of Section 23, T3N, R1E, (81st Avenue) then South along the East Quarter Line of the West Quarter Line to a point of intersection with the centerline of Cherry Hills Dr. then East along the centerline of Cherry Hills Dr. to the mid section line of Section 23, T3N, R1E, (79th Avenue) then South along the midsection Line~~

~~of Section 23, T3N, R1E to the East West midsection line of Section of Section 23, T3N, R1E (Cholla Avenue) then East along the midsection Line of Sections 23 and 24 T3N, R1E to the SE Corner of the NW Quarter of Section 24 T3N, R1E, then South along the north-south midsection line of Section 24, T3N, R1E to a point of intersection with the centerline of Desert Cove Road, then West along the centerline of Desert Cove Road to a point of intersection with the centerline of 73rd Drive, then South along the centerline of 73rd Drive to the South Section Line of Section 24, T3N, R1E, then Easterly along the South Section Line of Section 24, T3N, R1E to the SE corner of the SW Quarter of Section 24, T3N, R1E, then south along the north-south midsection line of Section 25, T3N, R1E and Section 36, T3N, R1E (71st Avenue Alignment) to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.~~

IRONWOOD DISTRICT -- LEGAL DESCRIPTION

IRONWOOD DISTRICT IS DESCRIBED AS FOLLOWS:

~~Beginning at the intersection of the East Quarter Line of the West Quarter of Section 26, T4N, R1E and the North Section Line of Section 26, T4N, R1E, then Southwesterly along the East boundary of the City of Peoria to a point on the South Section Line of Section 26, T4N, R1E 65 feet east of the SW corner of Section 26, T4N, R1E, then West along the South Section Line of Section 27, T4N, R1E (Union Hills Drive) to the East Quarter Line of the West Quarter of Section 34 T4N, R1E (89th Avenue) then South along the East Quarter Line of the West Quarter of Section 34 T4N, R1E to a point intersecting with the centerline of Meadow Drive, then East along the centerline of Meadow Drive to a point on the North South Midsection line of Section 34, T4N, R1E (87th Avenue), then South along the North South Midsection line to the South Section Line of Section 34, T4N, R1E, then East along the South Section Line of Section 34 T4N, R1E (Bell Road) to the SE Corner of Section 34 T4N, R1E, then South along the East Section Lines of Sections 3 and 10 T3N, R1E to the SE Corner of Section 10, T3N, R1E, then West along the South Section Lines of Sections 10 and 9, T3N, R1E (Thunderbird Road) to the West Boundary of the City of Peoria, Arizona. Then North along the West Boundary of the City of Peoria to a point intersection with the North Right of Way Boundary for Union Hills Drive, then Westerly along the North Right of Way Boundary for Union Hills Drive to the West Section Line of Section 28, T4N, R1E, then North along the West Section line of Section 28, T4N, R1E to the NW corner of Section 28, T4N, R1E, then Easterly along the North Section Line of Section 28 T4N, R1E to the NE corner of Section 28, T4N, R1E (Beardsley Road), then North along the West Section Line of Section 22 T4N, R1E to the NW corner of Section 22, T4N, R1E, then East along the North Section Line of Section 22, T4N, R1E, to the North South Midsection Line, then South along the North South midsection line to a point intersecting with the centerline of Lone Cactus Drive, then East along the centerline of Lone Cactus Drive to its intersection with the centerline of 83rd Avenue as realigned with the Lake Pleasant Parkway, then South along the centerline of 83rd Avenue to a point intersecting with the centerline of the Lake Pleasant Parkway, then Southeasterly along the centerline of the Lake Pleasant Parkway to the South Section~~

~~Line of Section 22, T4N, R1E, then Easterly along the South Section Lines of Sections 22 and 23, T4N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.~~

MESQUITE DISTRICT -- LEGAL DESCRIPTION

MESQUITE DISTRICT IS DESCRIBED AS FOLLOWS:

~~Beginning at a point where the East Quarter Line of the West Quarter of Section 23 T4N, R1E intersects with the South Section Line of Section 23, T4N, R1E, then East to the North-South Midsection Line of Section 23, T4N, R1E which is the East boundary of the City of Peoria, Arizona, then Northeasterly along the East boundary of the City of Peoria, Arizona to the Southeast Corner of Section 14 T4N, R1E, then North along the East Section line of Section 14 T4N, R1E, to the Northeast Corner of Section 14 T4N, R1E, then East along the South Section Line of Section 12 T4N, R1E, to the East boundary of the City of Peoria, Arizona, then North along the East Boundary of the City of Peoria, Arizona to the East-West midsection line of Section 24, T5N, R1E, then West along the midsection line of Section 24 not mid-section line T5N, R1E to a point intersecting the North Right of Way of the Central Arizona Project Canal, then Northwesterly along the North Right of Way of the Central Arizona Project Canal to the New River which is the East Boundary of the City of Peoria, Arizona, then Northeasterly along the East Boundary of the City of Peoria to a point on the East-West midsection line of Section 1, T5N, R1E, then West, Northwest and North along the East boundary of the City of Peoria to the intersection with the Maricopa County Yavapai County Line, then North along the East Section Lines of Sections 33, 28, 21, and 16, T7N, R1E, then West along the North Section Lines of Sections 16, 17 and 18, T7N, R1E, then West along the North Section Line of Section 13, T7N, R1W, then South along the West Section Line of Section 13, T7N, R1W, then West along the North Section Line of Section 23, T7N, R1W, then South along the West Section Lines of Sections 23, 26 and 35, T7N, R1W (Dysart Road Alignment) and South along the West Section Lines of Sections 2, 11, 14, 23 and 26 T6N, R1W to a point intersecting with the South Right of Way Line of State Route 74 (Wickenburg Carefree Highway), then Westerly along the South Right of Way Line of State Route 74 (Wickenburg Carefree Highway) to a point intersecting with the East Section Line of Section 32, T6N, R1W, then North along the East Section Line of Sections 32, 29, 20, 17, and 8, T6N, R1W (Bullard Avenue Alignment), then West along the North Section Lines of Sections 7 and 8, T6N, R1W, then West along the North Section Line of Section 12, T6N, R2W, then South along the West Section Lines of Sections 12, 12, 13, 24, 25, and 36, T6N, R2W (Cotton Lane Alignment) then South along the West boundary of the City of Peoria to the SW corner of Section 12, T5N, R2W, then East along the South Section Line of Section 12, T5N, R2W and East along the South Section Lines of Sections 7 and 8, T5N, R1W, then South along the West Section Lines of Sections 16 and 21, T5N, R1W, then East along the South Section Lines of Sections 21 and 22, T5N, R1W to the North-South midsection Line of Section 22, T5N, R1W, then~~

North along the midsection line to the NW corner of the SE Quarter of Section 22, T5N, R1W, then East along the midsection line to the East Section Line of Section 22, T5N, R1W, then East along the South Section Lines of Sections 14 and 13, T5N, R1W, then North along the East Section Line of Section 13, T5N, R1W, then East along the North Section Lines of Sections 18 and 17, T5N, R1E, then South along the West Boundary of the City of Peoria, Arizona to a point of intersection with the North Section Line of Section 17, T4N, R1E, then West along the North Section Line of Section 17, T4N, R1E, then South along the West Boundary of the City of Peoria, Arizona to the South Section Line of Section 30, T4N, R1E, then East along the South Section Line of Section 30, T4N, R1E, then North along the West Section Line of Section 29, T4N, R1E, then East along the North Section Lines of Sections 29 and 28, T4N, R1E, then North along the West Section Line of Section 22, T4N, R1E, then East along the North Section Line of Section 22, TN, R1E to its intersection with the North South midsection line (87th Avenue Alignment), then South along the North South midsection line to a point of intersection with the centerline of Lone Cactus Drive, then East along the centerline of Lone Cactus Drive to a point of intersection with the centerline of 83rd Avenue as realigned by Lake Pleasant Parkway, then South along the centerline of 83rd Avenue as realigned to the SW Corner of Section 23, T4N, R1E, then East along the South Section Line of Section 23, T4N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

PALO VERDE DISTRICT -- LEGAL DESCRIPTION

PALO VERDE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the NW corner of the East Half of Section 16, T3N, R1E, then Easterly along the North Section Line of Sections 16, 15 and 14 T3N, R1E, to the NE corner of Section 14 T3N, R1E, the South along the East Section Line of Section 14 T3N, R1E (75th Avenue) to the SE corner of said Section 14 T3N, R1E, then Easterly along the North Section Line of Section 24, T3N, R1E (Cactus Road) to the NE corner of the West Half of Section 24, T3N, R1E, then Southerly along the midsection line of Section 24 T3N, R1E to the SE Corner of the NW Quarter of Section 24 T3N, R1E, then Westerly along the Mid Section Line of Sections 24 and 23, T3N, R1E to the SW corner of the NE Quarter of Section 23, T3N, R1E, then Northerly along the midsection line to the center of the intersection with Cherry Hills Dr. then west down the center line of Cherry Hills Dr. to the East Quarter Line of the West Quarter of Section 23, T3N, R1E, which is 81st Avenue, then North along the East Quarter Line to the Intersection with the North Section Line of Section 23, T3N, R1E, then West along the North Section Line to the NW corner of Section 23, T3N, R1E, then South along the West Section Line of Section 23, T3N, R1E to the midsection line of Section 23, T3N, R1E (Varney Avenue), then Westerly along the Midsection line of Section 22, T3N, R1E to the centerline of U.S. Highway 60 (Grand Avenue), then Northwest along the Centerline of U.S. Highway 60 (Grand Avenue) to its intersection with 88th Drive, then South along the centerline of 88th Drive to its intersection with the South Section Line of Section 22, T3N, R1E (Peoria Avenue), then West along the

~~South Section Line of Sections 22 and 21, T3N, R1E, to the West Right of Way Line for State Route 101L (Agua Fria Freeway), the North along the West Right of Way for State Route 101L (Agua Fria Freeway) to an intersection point with the extension of the centerline of the Scotland Avenue Alignment, then West along the Center Line of the Scotland Avenue Alignment to the West boundary of the City of Peoria, Arizona, then North along the West Boundary of the City of Peoria Arizona to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.~~

PINE DISTRICT--LEGAL DESCRIPTION

PINE DISTRICT IS DESCRIBED AS FOLLOWS:

~~Beginning at the NW corner of Section 31 T3N, R1E, then South along the West Boundary of the City of Peoria, Arizona to the South Section Line of Section 31, T3N, R1E, then Easterly along the South Section Lines of Sections 31, 32, 33, and 34, all T3N, R1E to the West Quarter Line of the East Quarter of Section 34, T3N, R1E (85th Avenue Alignment) then North along the West Quarter Line of the East Quarter of Section 34, T3N, R1E and the West Quarter Line of Section 27 T3N, R1E to the intersection with the South Quarter Line of the North Quarter of Section 27 T3N, R1E (Monroe Street), The West along the South Quarter Line of the North Quarter of Section 27 T3N, R1E to its intersection with the West Section Line of Section 27, T3N, R1E, then North along the West Section Line of Section 27, T3N, R1E to the NW corner of Section 27, T3N, R1E, then West along the North Section Line of Section 28, T3N, R1E intersects with the West Boundary of the Right of Way Line of State Route 101L (Agua Fria Freeway), then North along the West Boundary of State Route 101L (Agua Fria Freeway) to a point intersecting the Centerline of the Scotland Avenue alignment, then West along the Scotland Avenue Alignment to the West Boundary of the City of Peoria, Arizona, then Southerly the West Boundary of the City of Peoria Arizona to the SE Corner of the NW Quarter of Section 21, T3N, R1E, then West along the South midsection line of Section 21, T3N, R1 E to the West Boundary of the City of Peoria, Arizona, then South along the West Boundary of the City of Peoria to the North Right of Way Line of Olive Avenue, then West along the North Right of Way line of Olive Avenue to a point intersecting with the realigned West Right of Way Line of 99th Avenue, then South along the West Right of Way Line of 99th Avenue to the South Right of Way Line of Olive Avenue, then West along the South Right of Way Line of Olive Avenue to the point of beginning. boundary of the City of Peoria to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.~~

WILLOW DISTRICT--LEGAL DESCRIPTION

WILLOW DISTRICT IS DESCRIBED AS FOLLOWS:

~~Beginning at a point 65 feet East of the NW Corner of Section 35 T4N, R1E, then South 65 feet to the South Right of Way Line of Union Hills Road, then West to the East Section Line of Section 34, T4N, R1E, Then South to the SE Corner of Section 34, T4N, R1E, then South along the East Section Line 65 feet to the South Right of Way Line of Bell Road, then East along the South Right of Way Line of Bell Road to the East Quarter Line of the West Quarter of Section 1, T3N, R1E, then South along the East Quarter Line of the West Quarter of Section 1, T3N, R1E to a point of intersection with the North Right of Way for the Arizona Canal, then Southeasterly along the North Right of Way for the Arizona Canal to the East Boundary of the City of Peoria, Arizona, being the East Boundary of the Right of Way of 67th Avenue, then South along the East Boundary of the Right of Way of 67th Avenue to the South Section Line of Section 25, T3N, R1E, then South 65 feet to the South Right of Way Boundary of Olive Avenue, then West along the South Right of Way Boundary of Olive Avenue to the North-South Midsection Line of Section 36, T3N, R1E, then North along the North-South Mid Section Lines of Sections 36 and 25 T3N, R1E to the NW corner of the NE Quarter of Section 25 T3N, R1E, then West along the North Section Line of Section 25 T3N, R1E to the intersection with the center line of 73rd Drive, then North along the centerline of 73rd Drive to the intersection with the centerline of Desert Cove Road, then East along the center line of Desert Cove Road to the North-South Midsection line of Section 24 T3N, R1E, then North along the midsection line to the North Section Line of Section 24 T3N, R1E, then West along the North Section Line of Section 24, T3N, R1E to the NW Corner of Section 24, T3N, R1E, then North along the West Section Line of Section 13, T3N, R1E to the NW corner of Section 13, T3N, R1E, then West along the South Section Line of Section 11, T3N, R1E to the SW Corner of Section 11, T3N, R1E, then North along the East Section Lines of Sections 11 and 2, T3N, R1E to the NW Corner of Section 2, T3N, R1E, then West along the South Section Line of Section 34 T4N, R1E to the SW Corner of the SE Quarter of Section 34, T4N, R1E, then North along the MidSection Line of Section 34, T4N, R1E to its intersection with the centerline of Meadow Drive, then West along the centerline of Meadow Drive to its intersection with the East Quarter Line of the West Quarter of Section 34, T4N, R1E (89th Avenue), then North along the East Quarter Line of the West Quarter of Section 34, T4N, R1E to the North Section Line, then Easterly along the North Section Line of Sections 34 and 35 T4N, R1E to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.~~

ACACIA DISTRICT -- LEGAL DESCRIPTION

ACACIA DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the SE corner of the SW Quarter of Section 36, T3N, R1E, then Westerly along the South Section Line of Section 36, T3N, R1E, and Westerly along the South Section Line of Section 35, T3N, R1E and Westerly along the South Section Line of Section 34, T3N, R1E to the North-South Mid Section Line of Section 34, T3N, R1E (87th Avenue alignment), then North along the North-South Mid Section Line of Section 34 and Section 27, all in T3N, R1E, to a point of intersection with the Center Line for Cinnabar Avenue, then West along the Center Line for Cinnabar Avenue to its intersection with the East Line of the SW Quarter of the NW Quarter of Section 27, T3N, R1E (89th Avenue alignment), then North along the East Line of the SW Quarter of the Northwest Quarter of Section 27, T3N, R1E to its intersection with the South Line of the NW Quarter of the NW Quarter of Section 27, T3N, R1E (Monroe Street) then Westerly along the South Line of the NW Quarter of the NW Quarter of Section 27, T3N, R1E to the West Section Line of Section 27, T3N, R1E, then Northerly to the NW corner of Section 27, T3N, R1E, then Northerly along the West Section Line of Section 22, T3N, R1E, to a point of intersection with the Center Line for Yucca Street, then Easterly along the Center Line for Yucca Street to its intersection with the Center Line of 88th Drive, then Northeasterly along the Center Line of 88th Drive to its intersection with the South Right of Way Line of U.S. Highway 60 (Grand Avenue) then Southeasterly along the South Right of Way Line of U.S. Highway 60 (Grand Avenue) to its intersection with the East-West Midsection line of Section 22, T3N, R1E (Varney Road), then easterly along the East-West Midsection line of Section 22, T3N, R1E to the SE Corner of the NE Quarter of Section 22, T3N, R1E, then North along the East Section Line of Section 22, T3N, R1E to the NE Corner of Section 22, T3N, R1E, then Easterly along the North Section Line of Section 23, T3N, R1E to the East Mid Section Line of the West Half of Section 23, T3N, R1E, (79st Avenue) then South along the East Mid Section Line of the West Half of Section 23, T3N, R1E, to a point of intersection with the Center Line of Jenan Drive then East along the Center Line of Jenan Drive to a point of intersection with the Center Line for 77th Drive, then South along the Center Line of 77th Drive to a point of intersection with the East-West mid section line of Section 23, T3N, R1E, (Cholla Street) then East along the midsection Line of Sections 23 and 24 T3N, R1E to the SE Corner of the NW Quarter of Section 24 T3N, R1E, then South along the north-south midsection line of Section 24, T3N, R1E to a point of intersection with South Section Line of Section 24, T3N, R1E, then East along the South Section Line of Section 24, T3N, R1E to the SE corner of Section 24, T3N, R1E, then South along the East Section Line of Section 25, T3N, R1E, to the SE Corner of Section 25, T3N, R1E, Then West along the South Section Line of Section 25 to the SW Corner of the SE Quarter of Section 25, T3N, R1E, then South along the North-South mid section Line of Section 36, T3N, R1E, (71st Avenue Alignment) to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

IRONWOOD DISTRICT -- LEGAL DESCRIPTION

IRONWOOD DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the intersection of the South Section Line of Section 10, T3N, R1E with the West Right of Way Line for State Route 101 (Agua Fria Freeway), then West along the South Section Line of Section 10 T3N, R1E to a point of intersection with West Boundary of the City of Peoria, Arizona, then North along the West Boundary of the City of Peoria, Arizona to a point of intersection with the North Right of Way Line for Union Hills Drive, then Westerly along the North Right of Way Line for Union Hills Drive to the West Section Line of Section 28, T4N, R1E, then North along the West Section line of Section 28, T4N, R1E to a point of intersection with the South Right of Way Line for Beardsley Road, then West along the South Right of Way Line for Beardsley Road to a point of intersection with the West Right of Way Line for Lake Pleasant Road, then Northerly along the extension of the West Right of Way Line for Lake Pleasant Road to a point of intersection with the West Right of Way Line of Lake Pleasant Parkway, then Northerly along the West Right of Way Line of Lake Pleasant Parkway to a point of intersection with the North Section Line of Section 20, T4N, R1E, then East along the North Section Line of Section 20, T4N, R1E to the NE Corner of Section 20, T4N, R1E, then East along the North Section Line of Section 21, T4N, R1E, to the NE Corner of Section 21, then South along the East Section Line of Section 21, T4N, R1E to a point of intersection with the South Right of Way Line for Lake Pleasant Parkway, then Southeasterly along the South Right of Way Line for Lake Pleasant Parkway to a point of intersection with the South Section Line of Section 22, T4N, R1E, then South along the West Right of Way Line for Lake Pleasant Parkway/83rd Avenue to a point of intersection with the North Right of Way Line for Union Hills Drive, then West along the North Right of Way of Union Hills Drive to a point of intersection with the North-South Midsection Line of Section 27 T4N, R1E and Section 34, T4N, R1E, the NW corner of Section 28, T4N, R1E, then South along the North-South Midsection line (87th Avenue) to the South Right of Way Line of Bell Road, then East along the South Right of Way Line of Bell Road to a point of intersection with the West Right of Way Line of State Route 101 (Agua Fria Freeway), then South along the West Right of Way Line of State Route 101 to a point of intersection with the North Section Line of Section 10, T3N, R1E, then West Along the North Section Line of Section 10, T3N, R1E to a point which is 973.88 Feet West of the Northeast Corner of Section 10, then South 659.40 Feet, then East 107.41 feet to a point of intersection with the West Right of Way Line for State Route 101 (Agua Fria Freeway), then South along the West Right of Way Line for State Route 101 to the point of beginning. To the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

MESQUITE DISTRICT -- LEGAL DESCRIPTION

MESQUITE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the SE corner of Section 12, T4N, R1E, then West along the South Section Line of Section 12, T4N, R1E to the SW Corner of Section 12 T4N, R1E, Then North along the West Section Line of Section 12, T4N, R1E to a point of intersection that is 1323.24 feet south of the NW Corner of Section 12, T4N, R1E, then Westerly along said line to a point of intersection with the Centerline of 83rd Avenue, then South along the Centerline of 83rd Avenue to the SW Corner of the NW Quarter of Section 11, T4N,R1E, then West along the East -West Midsection Line of Sections 10, 9 and 8, T4N, R1E (Calle Lejos Drive) to the West Section Line of Section 8, T4N,R1E, then North along the West Section Line of Section 8, T4N, R1E, to a point of intersection with the Centerline of Hatfield Road, then West along the Center line of Hatfield Road to a point of intersection with the Center Line of 109th Avenue, then North along the Centerline of 109th Avenue to a point of intersection with the South Section Line of Section 31, T5N, R1E, then Westerly along the South Section Line of Section 31, T5N, R1E and the South Section Line of Sections 36 and Section 35 all in T5N, R1W to a point of intersection with the South Right of Way Line of the Beardsley Canal, then Westerely along the South Right of Way Line of the Beardsley Canal to a point of intersection with the West Section Line of Section 2, T4N,R1W, then North along the West Section Line of Section 2, T4N, R1W and the West Section Line of Section 35 to a point of intersection with the East-West Midsection Line of Section 34, T5N, R1W, then West along the East-West Midsection Line of Section 34, T5N, R1W to the SW Corner of the NE Quarter of Section 34, T5N, R1W, then North along the North-South Midsection line of Section 34 to the NW corner of the NE Quarter of Section 34, T5N, R1W, then West along the North Section Line of Section 34, to the NW Corner of Section 34, T5N, R1W, then North along the West Section Line of Section 27, T5N, R1W, to the NW corner of Section 27, then West along the South Section Line of Sections 21 and 20, all in T5N, R1W to the SW corner of Section 20, then North along the West Section Line of Sections 20 and 17, all in T5N, R1W to the NW Corner of Section 17, then West along the South Section Line of Section 7, T5N, R1W and West along the South Section Lines of Sections 12 and 11, T5N, R2W, Then North along the West Section Lines of Sections 11 and 2, all in T5N, R2W (Citrus Road Lane Alignment), then North along the West Section Lines of Sections 35 and 26, T6N, R2W to a point of intersection with North Right of Way Line of State Route 74 (Morristown-New River Highway), then Southeasterly along the North Right of Way Line of State Route 74 to a point of intersection with the West Section Line of Section 25, T6N, R2W (Cotton Lane Alignment), then North along the West Section Lines of Section 25, 24, 13 and 12 all in T6N, R2W, to the NW corner of Section 12, then East along the North Section Line of Section 12, T6N, R2W and East along the North Section Lines of Sections 7 and 8 all in T6N, R1W to the NE corner of Section 8, then South along the East Section Lines of Section 8, 17, 20, 29 and 32 all in T6N, R1W to a point of intersection with the North Right of Way of State Route 74, then East along the North Right of Way of State Route 74 to a point of intersection with the West Section Line of

Section 26, T6N, R1W, then North along the West Section Lines of Sections 26, 23, 14, 11 and 2 all in T6N, R1W, to a point of intersection with the Maricopa-Yavapai County Line, then North along the West Section Line of Sections 35, 26 and 23, all in T7N, R1W to the NW Corner of Section 23, T7N, R1W, then East along the North Section Line of Section 23, T7N, R1W to the NE Corner of Section 23, T7N, R1W, then North along the West Section Line of Section 13, T7N, R1W to the NW Corner of Section 13, Then East along the North Section Line of Section 13, T7N, R1W to the NE Corner of Section 13, T7N, R1W, then North along the West Section Line of Section 18, T7N, R1E to the NW Corner of Section 18, T7N, R1E, then East along the North Section Line of Sections 18, 17 and 16, all in T7N, R1E to the NE Corner of Section 16, T7N, R1E, then South along the East Section Lines of Sections 16, 21, 28 and 33, all in T7N, R1E to a point of intersection with the Maricopa-Yavapai County Line, then South along the Maricopa-Yavapai County Line to a point of intersection with the North Section Line of Section 4, T6N, R1E, then East along the North Section Lines of Sections 4, 3 and 2, all in T6N, R1E to the NE corner of Section 2, T6N, R1 E, then South along the East Section Line of Sections 2, 11, 14, 23 and 26 all in T6N, R1E to a point of intersection with the Centerline of New River Road, then Southerly along the Centerline of New River Road to a point of intersection with South Section Line of Sections 26 and 27, T6N,R1E, then West along the South Section line of Sections 26 and 27, T6N, R1E, then West along the South Section line of Sections 26 and 27 T6N, R1E to a point of intersection with the East City Boundary of the City of Peoria, Arizona, then Southeasterly along the East City Boundary of the City of Peoria, Arizona in Section 34, T6N, R1E to a point of intersection with the South Section Line of Section 34 T06N R01E (intersection being referenced as a point on the south section line of Section 34 T06N R01E that is ½ Mile EAST of the centerline of Lake Pleasant Road (now known as State Route 74), then East to the SW corner of Section 35, T6N, R1E then South along the West Section Line of Section 2, T5N, R1E, to a point of intersection with the SW Corner Lot 4 of Section 02 T05N R01E, then East along the South Line of Lot 4 to the SE Corner of Lot 4 of Section 02 T05N R01E, then South along the East Line of the SW ¼ NW ¼ of Section 02 T05N R01E to a point of intersection with the East-West Midsection Line of Section 2, T5N, R1E, then East along the midsection line of Sections 2 and 1, T5N, R1E, to a point of intersection with the West Bank of the New River, then Southerly along the West Bank of the New River to a point of intersection with the North Right of Way of the Central Arizona Project Canal, then Southeasterly along the North Right of Way of the Central Arizona Project Canal to a point of intersection with East-West mid section line of Section 24, T5N,R1E, then East along the East-West midsection line to a point of intersection with East Section Line of Section 24, T5N, R1E, then Southerly along the East Section Line of Sections 24, 25 and 36, all T5N, R1E and the East Section Line of Sections 1 and 12, T4N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

PALO VERDE DISTRICT -- LEGAL DESCRIPTION

PALO VERDE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the SE corner of Section 24, T3N, R1E, then Westerly along the South Section Line of Section 24 to the SW corner of the SE Quarter of Section 24, T3N, R1E, then North along the North-South Midsection Line (71st Avenue) to the NW corner of the SE Quarter of Section 24, T3N, R1E, then West along the East-West Midsection Line (Cholla Street) of Sections 24 and 23, T3N, R1E, to a point of intersection with the Center Line of 77th Drive, then North along the Center Line of 77th Drive to a point of intersection with the Center Line of Jenan Drive, then West along the Center Line of Jenan Drive to a point of intersection with the North-South Midsection Line of Section 23, T3N, R1E (79th Avenue), then North along the North South Midsection Line of Section 23, T3N, R1E to a point of intersection with the North Section Line of Section 23, T3N, R1E (Cactus Road), then West along the North Section Line of Sections 23 and 22, T3N, R1E to the NW corner of Section 22, T3N, R1E, then South along the West Section Line of Section 22, T3N, R1E (91st Avenue) to a point of intersection with the South Right of Way Line of US 60 (Grand Avenue), then Northwesterly along the South Right of Way Line of US 60 to a point of intersection with the West Right of Way Line of State Route 101 (Agua Fria Freeway), then Northeasterly along the West Right of Way Line of State Route 101 (Agua Fria Freeway) to a point of intersection with the South Bank of Skunk Creek, then Northeasterly along the South Bank of Skunk Creek to a point of intersection with the West extension of the North Right of Way Line of Tierra Buena Lane. Then East along the North Right of Way Line of Tierra Buena Lane to a point of intersection with the East Section Line of Section 2, T3N, R1E (75th Avenue), then North along the East Section Line of Section 2, T3N, R1E, to a point of intersection with the Center Line of Paradise Lane, then Westerly along the Center Line of Paradise Lane to a point of intersection with the Center Line of 83rd Avenue, then North along the Center Line of 83rd Avenue to a point of intersection with the South Right of Way Line of Bell Road, then East along the South Right of Way Line of Bell Road to a point of intersection with the East Line of Lot 4 of Section 1, T3N, R1E, which is the East Boundary of the City of Peoria, Arizona, then Southerly along the East Boundary of the City of Peoria to a point of intersection with the North Right of Way of the Arizona Canal, then Southeasterly along the North Right of Way of the Arizona Canal to a point of intersection with the East Section Line of Section 12, T3N, R1E, then South along the East Section Line of Sections 12, 13, and 24 T3N, R1E (67th Avenue) to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.

PINE DISTRICT--LEGAL DESCRIPTION

PINE DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at the SE corner of the SW Quarter of Section 34 T3N, R1E, then West along the South Section Line of Section 34, T3N, R1E to the SW corner of Section 34, Then West along the South Section Lines of Sections 33, 32, and 31 all T3N, R1E to the SW corner of Section 31, T3N, R1E, then North along the West Section Line of Section 31, T3N, R1E to a point of intersection with the South Right of Way Line for Olive Avenue, then East along the South Right of Way line for Olive Avenue to a point of intersection with the West Right of Way Line for 99th Avenue, as realigned, then North along the West Right of Way Line for 99th Avenue, as realigned to a point of intersection with the North Right of Way Line for Olive Avenue, then East along the North Right of Way Line for Olive Avenue to a point of intersection with the West Section Line of Section 28 T3N, R1E, then North along the West Section Line of Section 28, T3N, R1E and the West Section Line of Section 21 T3N, R1E, to a point of intersection with the NW Corner of the SW Quarter of Section 21, T3N, R1E, then East along the East-West Midsection Line of Section 21, T3N, R1E, to the NE corner of the SW Quarter of Section 21, T3N, R1E, then North along the North South Midsection Line of Sections 21 and 16, T3N, R1E to a point of intersection with the South Section Line of Section 9, T3N, R1E, then East along the South Section Line of Sections 9 and 10, T3N, R1E to a point of intersection with the West Right of Way Line of State Route 101 (Agua Fria Freeway) then South along the West Right of Way Line of State Route 101 to a point of intersection with the South Right of Way of US 60 (Grand Avenue), then Southerly along the South Right of Way of US 60 to a point of intersection with the West Section Line of Section 22, T3N, R1E, then North along the West Section Line of Section 22, T3N, R1E, to the NW corner of Section 22, then East along the North Section Line of Section 22, T3N, R1E, to the NE corner of Section 22, then South along the East Section Line of Section 22, T3N, R1E, to the SE corner of the NE quarter of Section 22, T3N, R1E, then West along the East-West midsection line of Section 22 to a point of intersection with the South Right of Way Line of US 60 (Grand Avenue), then Northwesterly along the South Right of Way Line of US 60 to a point of intersection with the Center Line of 88th Drive, then Southerly along the Center Line of 88th Drive to a point of intersection with the Center Line of Yucca Street, then West along the Center Line of Yucca Street to a point of intersection with the West Section Line of Section 22, T3N, R1E, then South along the West Section Lines of Sections 22 and 27, T3N, R1E to a point of intersection with the SW corners of the NW Quarter of the NW Quarter of Section 27, T3N, R1E, then East along the South Line of the NW Quarter of the NW Quarter Section 27, T3N, R1E (Monroe Street), to a point of intersection with the SE Corner of the NW Quarter of the NW Quarter of Section 27, T3N, R1E, then South along the East Line of the SW Quarter of the NW Quarter of Section 27, T3N, R1E(89th Avenue) to a point of intersection with the Center Line of Cinnabar Avenue, then East along the Center Line of Cinnabar Avenue to a point of intersection with the North South Midsection Line of Section 27, T3N, R1E (87th

Avenue), then South along the North-South Midsection Line of Sections 27 and 34, T3N, R1E to the point of beginning. Excluding those areas which are not incorporated within the City of Peoria.

WILLOW DISTRICT--LEGAL DESCRIPTION

WILLOW DISTRICT IS DESCRIBED AS FOLLOWS:

Beginning at a point at the intersection of the North Right of Way Line of Tierra Buena Lane and the East Section Line of Section 2, T3N, R1E (75th Avenue), then West along the North Right of Way Line of Tierra Buena Lane as extended to its intersection with the South Bank of Skunk Creek, then Southwesterly along the South Bank of Skunk Creek to a point of intersection with the West Right of Way of State Route 101), then North along the West Right of Way Line of State Route 101 to a point of intersection with the South Right of Way Line of Bell Road, then West along the South Right of Way Line of Bell Road to a point of intersection with the North-South Midsection Line of Section 3, T3N, R1E (87th Avenue Alignment), then North along the North-South Midsection Line of Section 3, T3N, R1E, and the North-South Midsection Line of Sections 34 and 27 all in T4N, R1E to a point of intersection with the North Right of Way Line of Union Hills Drive, then East along the North Right of Way Line of Union Hills Drive to a point of intersection with the West Right of Way Line for 83rd Avenue/Lake Pleasant Parkway, then North and West along the West Right of Way Line for 83rd Avenue/Lake Pleasant Parkway to a point of intersection with the East Section Line of Section 21, T4N, R1E, then North along the East Section Line of Section 21, T4N, R1E to the NE Corner of Section 21, then West along the North Section Line of Sections 21 and 20, all in T4N, R1E to a point of intersection with the West Right of Way Line of Lake Pleasant Parkway, then South along the West Right of Way Line of Lake Pleasant Parkway to a point of intersection with the West Right of Way Line of Lake Pleasant Road, then South along the West Right of Way Line of Lake Pleasant Road to a point of intersection with the South Right of Way Line of Beardsley Road, then West along the South Right of Way Line of Beardsley Road to a point of intersection with the East Right of Way Line of 107th Avenue, then South along the East Right of Way Line of 107th Avenue to a point of intersection with the South Section Line of Section 29, T4N, R1E, then West along the South Section Line of Sections 29 and 30, all in T4N, R1E to a point of intersection with the SW Corner of the SE Quarter of the SW Quarter of Section 30 T4N, R1E, then north along the West line of the SE Quarter of the SW Quarter of Section 30 as extended to a point of intersection with the North Section Line of Section 30, T4N, R1E, then West along the North Section Line of Section 30, T4N, R1E to a point of intersection with the centerline of 112th Avenue, then North along the centerline of 112th Avenue to a point of intersection with the East-West Midsection Line of Section 19, T4N, R1E, then East along the East-West Midsection line of Section 19 to a point of intersection with the SW Corner of the SE Quarter of the NE Quarter of Section 19, T4N, R1E, then North along the West Line of the SE Quarter of the NE Quarter of Section 19, T4N, R1E and continuing North along the West Line of

the NE Quarter of the NE Quarter of Section 19 T4N, R1E to the SW Corner of the SE Quarter of the SE Quarter Section 18, T4N, R1E, then continuing North along the West line of both the SE Quarter of the SE Quarter and the NE Quarter of the SE Quarter all in Section 18, T4N, R1E to a point of intersection with the East-West Midsection Line of Section 18, which is the NW Corner of the NE Quarter of the SE Quarter of Section 18, T4N, R1E, then East following the East-West Midsection Line, to a point of intersection with the East Section Line of Section 18, T4N,R1E, then North along the East Section Line of Section 18, T4N, R1E to the NE Corner of Section 18, then East along the North Section Line of Section 17, T4N, R1E to a point of intersection with the center line extension of the 101st Avenue Alignment,(intersection corresponding to the NE Corner for the NW Quarter of the NE Quarter of Section 17, T4N, R1E) then North along the extension of the 101st Avenue alignment to a point of intersection with the West extension of the center line of the Camino Del Oro Alignment, then East along the Camino Del Oro alignment to a point of intersection with the West Right of Way Line for Lake Pleasant Parkway, then South along the West Right of Way Line for Lake Pleasant Parkway to a point of intersection with the extension of the center line for Electra Lane, then East along the extension of the Center Line of Electra Lane to the West Boundary of the City of Peoria, then North along the West Boundary of the City of Peoria to the East-West Midsection Line of Section 8, T4N, R1E, then East along the East-West Midsection Line of Sections 8, 9 and 10 all in T4N, R1E to a point of intersection with the Centerline of 83rd Avenue, then North along the Centerline of 83rd Avenue to a point which is 1323.24 feet south of the North Section Line of Section 11, T4N,R1E, then East along this line to a point of intersection with the East Section line of Section 11, T4N, R1E, then South along the East Section Lines of Sections 11 and 14, all in T4N, R1E to the SE Corner of Section 14, Then East along the South Line of Section 14 to the East Boundary of the City of Peoria, Arizona, Then Southwesterly along the East Boundary of the City of Peoria, Arizona to a point of intersection with the North-South Midsection Line of Section 23, T4N, R1E, then South along the North-South Midsection Line of Section 23, T4N, R1E to the SE corner of the SW Quarter of Section 23, T4N, R1E, then West along the South Section Line of Section 23, T4N, R1E to a point of intersection with the West bank of the New River, then Southwesterly along the West Bank of the New River to a point of intersection with the East –West Midsection Line of Section 26, T4N, R1E, then West along the East-West Midsection Line of Section 26, T4N, R1E to a point of intersection with the East Boundary of the City of Peoria, Arizona, then South along the East Boundary of the City of the City of Peoria, Arizona to a point of intersection with the South Right of Way Line for Union Hills Drive, then West along the South Right of Way Line for Union Hills Drive to a point of intersection with the East Section Line of Section 34, T4N, R1E, then South along the East Section Line of Section 34, T4N, R1E to a point of intersection with the SE Corner of the NE Quarter of the SE Quarter of Section 34, T4N, R1E, then West along the South Line of the NE Quarter of the SE Quarter of Section 34, T4N, R1E to a point of intersection with the West Bank of the New River, then South along the West Bank of the New River to a point of intersection with the North Right of Way Line of Bell Road, then East along the North Right of Way Line of Bell Road to a point of intersection with the West Right of Way Line of State Route 101

(Agua Fria Freeway), then North along the West right of way line to a point of intersection with the East Section Line of Section 34, T4N, R1E, then South along the East Section line of Section 34, T4N, R1E and Section 3, T3N, R1E to a point of intersection with the South Right of Way Line for Bell Road, then East along the South Right of Way Line for Bell Road to a point of intersection with centerline of 83rd Avenue, then South along the centerline of 83rd Avenue to a point of intersection with the Centerline of Paradise Lane, then East along the Centerline of Paradise Lane to a point of intersection with the East Section Line of Section 2, T3N, R1E (75th Avenue) then South along the East Section Line of Section 2, T3N, R1E to the point of beginning. Excluding those areas, which are not incorporated within the City of Peoria.

SECTION 2. If any section, subsection, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any Court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 3. This Ordinance shall become effective in the manner provided by law.

PASSED AND ADOPTED by the Mayor and Council of the City of Peoria, Arizona, this 6th day of September, 2011.

Dated: 9/11/2011

Bob Barrett
Bob Barrett, Mayor

ATTEST:
Wanda Nelson
Wanda Nelson, City Clerk



APPROVED AS TO FORM:
Stephen M. Kemp for
Stephen M. Kemp, City Attorney

Ordinance No. 2011- 17

Page 16 of 16

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CHAPTER 2 - ADMINISTRATION

Sec. 2-36. Financial Disclosure; definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Business includes any enterprise, organization, trade, occupation or profession, whether or not operated as a legal entity or for profit, including any business trust, corporation, partnership, joint venture or sole proprietorship.

Compensation means anything of value or advantage, present or prospective, including the forgiveness of debt.

Controlled business means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a fifty (50) percent interest.

Dependent business means any business in which the local public officer or any member of his household has an ownership or beneficial interest, individually or combined, amounting to more than a ten (10) percent interest, and during the preceding calendar year the business received from a single source more than ten thousand dollars (\$10,000.00) and more than fifty (50) percent of its gross income.

Gift includes any gratuity, special discount, favor, hospitality, service, economic opportunity, loan or other benefit received without equivalent consideration and not provided to members of the public at large.

Local public officer means a person holding an elective office of the city.

Member of household means a local public officer's spouse and any minor child of whom the local public officer has legal custody.

Cross reference(s)--Definitions and rules of construction generally, § 1-2.

State law reference(s)--Similar provisions, A.R.S. § 38-541.

(Code 1977, § 2-1-2(2))

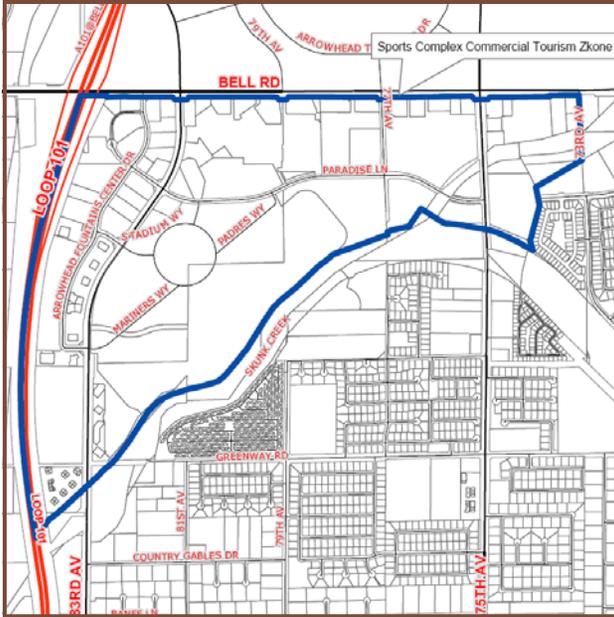
City of Peoria – Zoning Ordinance

Article 14-34; SIGNS

29. Political Signs. Except as otherwise provided by ARS §16-1019, a temporary sign used to support or oppose the candidacy of an individual or ballot proposition/issue, or to encourage citizens to vote. Such signs shall be permitted within all zoning districts. (Ord. No. 97-40, Ord. No. 2012-06)
- a. Such signs may be located within the City right-of-way provided they are not:
 - i. hazardous to public safety;
 - ii. within a required visibility triangle, or clear vision area;
 - iii. within a roadway median or traffic circle;
 - iv. affixed to any City-owned utility pole, traffic control device or safety barrier;
 - v. located in a manner that interferes with the requirements of the Americans with Disabilities Act;
 - vi. located in any designated commercial tourism, commercial resort, and hotel sign-free zones designated by the City Council pursuant to ARS §16-1019; and
 - vii. otherwise in violation of a requirement found in this Section. (Ord. No. 04-02, Ord. No. 2012-06)
 - b. Except as provided herein, such signs shall not be located on City-owned property, buildings, or structures;
 - c. Such signs shall be located on property with the owner's permission. It shall be presumed the property owner has given permission unless the property owner notifies the city otherwise; (Ord. No. 04-02)
 - d. Such signs shall be installed no sooner than ninety (90) days prior to a primary election day. For candidates not advancing to the general election, such signs shall be removed within fifteen (15) days after the primary election day. For candidates advancing to the general election, such signs shall be removed within fifteen (15) days following the general election day;
 - e. Signs shall not exceed thirty-two (32) square feet in area or eight (8') feet in height, except for signs located in the right-of-way along Local or Rural classified roadways in residential zoning districts, which shall not exceed 16 square feet in area or eight (8) feet in height. When free-standing, political signs shall be constructed to Arizona Sign Association Sign Standards;
 - f. Such signs shall contain the name and telephone number of the candidate or campaign committee contact person. The person, party or parties responsible for the erection or distribution of any such signs shall be jointly and severally liable for the removal of such signs;
 - g. Such signs which are deemed to be unsafe, defective or which create an immediate hazard to persons or property or are not in compliance with the provisions of this section shall be declared to be a public nuisance and shall be subject to removal by the City in accordance with state statutes; (Ord. No. 04-02, Ord. No. 2012-06)
 - h. No sign permit required.

Sports Complex Commercial Tourism Zone

Within the designated Sports Complex Commercial Tourism Zone, political signs may not be placed within City right-of-ways. Political Signs may still be placed on private property within this zone, with the property owner's permission.



City of Peoria Planning Division

Development and Community Services
Building
9875 N. 85th Ave.
Peoria, AZ 85345

Phone: 623-773-7601

Fax: 623-773-7233

E-mail: planning@peoriaaz.gov

City of Peoria

Planning & Community
Development Department

Guidelines for Political & Campaign Signs



The City of Peoria's Planning Division has provided the following guidance regarding the placement of political signs.

Complete sign regulations are described in Article 14-34 of the City of Peoria Zoning Ordinance. The Zoning Ordinance may be viewed online at www.peoriaaz.gov/planning.

Political Sign Standards

DEFINITION

Political signs are signs used to support or oppose a candidate or ballot measure, or to encourage citizens to vote.

LOCATION

Political signs are allowed in all zoning districts, but there are limitations on where they may be placed. Political Signs are **NOT PERMITTED** in the following locations:

- Sites that are **hazardous to public safety**, e.g. obscuring traffic control signs, limiting road visibility, blocking sidewalks, hanging over or placed in the roadway
- In City rights-of-way within the Sports Complex Commercial Tourism Zone
- Within 30 feet of the curbs at an intersection (**site visibility triangles**)
- In **medians or traffic circles** within roadways
- On **City-owned structures** such as traffic signals, light poles, and municipal buildings

SIZE

- When located on in the City right-of-way along Local or Rural classified roadways in Residential Zoning Districts , political signs may be a maximum of **16 square feet** in sign area. The City's Street Classification Map is available at www.peoriaaz.gov/engineering under the "Engineering Downloads" link.
- Political signs in all other locations may be a maximum of **32 square feet** in sign area.

HEIGHT

- Political signs may be a maximum of **8 feet** in height. All free-standing political signs shall be constructed to meet Arizona Sign Association sign standards.

INSTALLATION & REMOVAL

- Political signs may be installed up to **90 days** before the Primary Election Day, and must be removed within 15 days after the General Election Day. Signs for candidates not advancing to the General Election must be removed within **15 days** after the Primary Election Day.

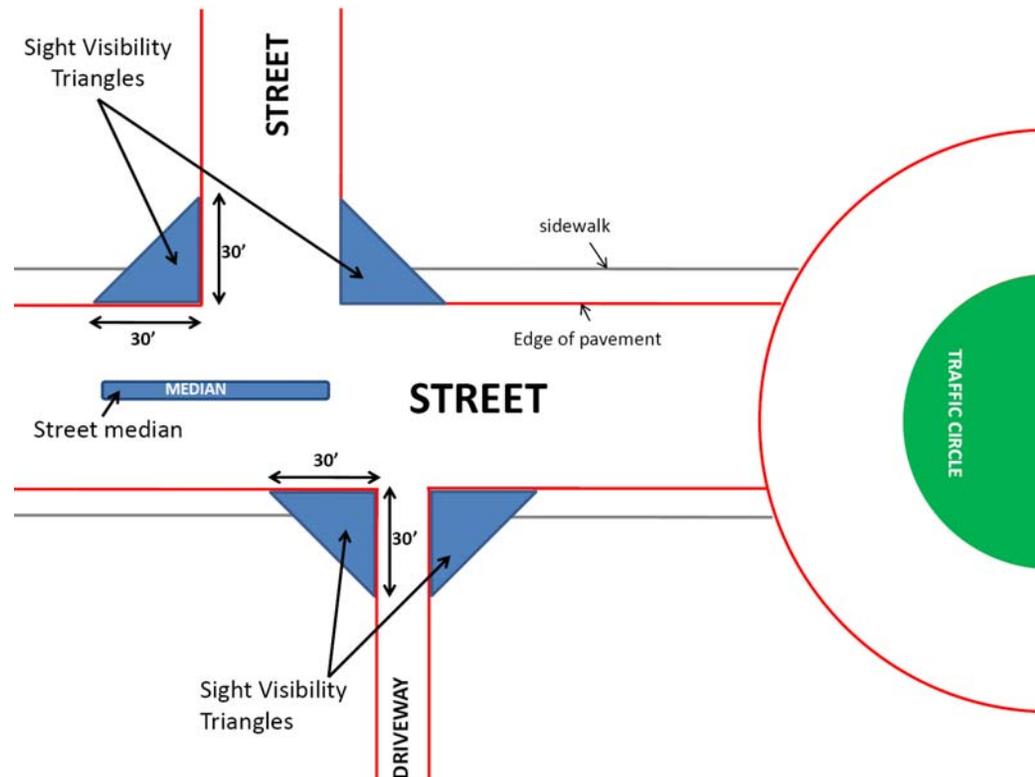
RESPONSIBLE PARTIES

- The parties responsible for the installation or distribution of a political sign are jointly and severally liable for its removal.
- All political signs must contain the **name and telephone number** of the candidate or campaign committee contact person on the sign itself.

QUESTIONS?

CONTACT THE PLANNING DIVISION AT
623-773-7601

The City right-of-way is the City controlled area in and along roadways. It contains the paved portion of the road and curbs and often includes some or all of the sidewalk, where present.



APPLICATION FOR INITIATIVE OR REFERENDUM PETITION SERIAL NUMBER

TO: CITY/TOWN CLERK

The undersigned intends to circulate and file an INITIATIVE or a REFERENDUM (circle the appropriate word) petition and hereby makes application for the issuance of an official serial number to be printed in the lower right-hand corner of each side of each signature sheet of such petition. Pursuant to Arizona Revised Statutes § 19-111, attached hereto is the full text, in no less than eight point type, of the MEASURE or CONSTITUTIONAL AMENDMENT (circle appropriate word) intended to be INITIATED or REFERRED (circle appropriate word) at the next general election.

SUMMARY: A description of no more than one hundred words of the principal provisions of the proposed law, constitutional amendment or measure that will appear in no less than eight point type on the face of each petition signature sheet to be circulated.

Signature of Applicant

Printed Name of Applicant

Address

City State Zip

Telephone Number

Name of Organization (if any)

Address

City State Zip

Telephone Number

Name of Officer and Title

Address

City State Zip

Telephone Number

Name of Officer and Title

Address

City State Zip

Telephone Number

Date of Application _____
Signatures Required _____
Deadline for Filing _____
Serial Number Issued _____
FOR OFFICE USE ONLY

APPLICATION FOR RECALL PETITION SERIAL NUMBER

TO: CITY/TOWN CLERK

The undersigned intends to circulate and file a recall petition demanding the recall of:

(Name)

(Title of Office Held)

The grounds of the recall are as follows: (State in not more than 200 words the grounds of the demand.)

I hereby make application for the issuance of an official serial number to be printed on each side of each signature sheet of the petition (please affix to lower right-hand corner).

Signature of Applicant

Printed Name of Applicant

Address

City State Zip

Telephone Number

Name of Organization (if any)

Address

City State Zip

Telephone Number

Name of Officer and Title

Address

City State Zip

Telephone Number

Name of Officer and Title

Address

City State Zip

Telephone Number

Date of Application _____
Signatures Required _____
Deadline for Filing _____
Serial Number Issued _____
FOR OFFICE USE ONLY

CITY TOWN OF
POLITICAL COMMITTEE
STATEMENT OF ORGANIZATION

Titles 16 & 19 Arizona Revised Statutes

Definitions, statutory references and important information on reverse.

Initial Registration Out of State Committee Amended Statement

ID#

NAME OF POLITICAL COMMITTEE		DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE ZIP
MAILING ADDRESS (If different from above)		CITY	STATE ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	

DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? YES NO
 If yes, please provide the following information:

NAME OF SPONSORING ORGANIZATION	TYPE OF ORGANIZATION
ADDRESS OF SPONSORING ORGANIZATION	RELATIONSHIP TO POLITICAL COMMITTEE

TYPE OF POLITICAL COMMITTEE - Please check only one box:

<input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE Petition Serial Number _____ Support <input type="checkbox"/> Oppose <input type="checkbox"/> <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL ELECTION <input type="checkbox"/> POLITICAL PARTY see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825)	<input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES <input type="checkbox"/> POLITICAL ORGANIZATION (see A.R.S. § 16-823) <input type="checkbox"/> EXPLORATORY COMMITTEE <input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe) _____
--	---

CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01.
 (You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)

EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).

NAME OF COMMITTEE CHAIRMAN	CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS	CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER	TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS	CITY	STATE	ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION (A.R.S. § 16-902(C)). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

1. _____ 2. _____ 3. _____

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:
(Office sought is optional for an Exploratory Committee.)

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE		CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS	
OFFICE SOUGHT			
DI'S OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP

CANDIDATE'S (or DESIGNATING INDIVIDUAL'S) STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: _____ Candidate's or D/I's signature: _____

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(B6) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: _____ Chairman's signature: _____

Date: _____ Treasurer's signature: _____

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual acting alone, unless that individual is a candidate, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must register the committee pursuant to A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee.

**POLITICAL COMMITTEE
\$500 THRESHOLD EXEMPTION STATEMENT
(REGISTRATION OR TERMINATION)**

Election Cycle (year)				Election Cycle Dates		COMMITTEE ID #	
Name of Committee							
Address							
City		State	Zip Code	Phone Number	E-Mail Address		

<input type="checkbox"/> Candidate Committee or Exploratory Committee	Name of Candidate	Office Sought
<input type="checkbox"/> Other Political Committee	Committee Type	

COMMITTEE REGISTRATION

The above named committee hereby asserts the following:

- The committee has heretofore neither accepted any contributions nor made any expenditures.
- The committee intends to receive or expend less than \$500.
- The committee will file a Statement of Organization within five business days after expending or receiving monies over the \$500 limit pursuant to A.R.S. §§ 16-902.01 and 16-903(A).

I, _____ certify that this Exemption Statement
Printed Name of Candidate or Committee Officer
 registering the above-named committee is true and complete.

Signature

Date

COMMITTEE TERMINATION

This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above did not exceed \$500 for the named election cycle, 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 pursuant to A.R.S. § 16-915.01. (Deadline to file termination is xx/xx/xxxx)

Signature

Date

POLITICAL COMMITTEE
CITY/TOWN OF _____
CAMPAIGN FINANCE REPORT
2012 August/November Regular Election

FOR OFFICE USE ONLY

1. _____
 Full Name of Committee

Address

City ZIP Code County Phone

2. _____
 Sponsoring Organization or Candidate and office

Name of Candidate and Office Sought (if applicable)

E-Mail Address Fax #

3A. ID#

4. **REPORTING PERIOD** (Please check appropriate box) **DUE BETWEEN**

- January 31 Report - For Period of _____* thru December 31, 2011 January 1, 2012 and January 31, 2012
- June 30 Report - For Period of January 1, 2012 thru May 31, 2012 June 1, 2012 and June 30, 2012
- Pre-Primary Election Report - For Period of June 1, 2012 thru August 16, 2012 August 17, 2012 and August 24, 2012
- Post-Primary Election Report - For Period of August 17, 2012 thru September 17, 2012 September 18, 2012 thru September 27, 2012
- Pre-General Election Report - For Period of September 18, 2012 thru October 25, 2012 October 26, 2012 and November 2, 2012
- Post-General Election Report - For Period of October 26, 2012 thru November 26, 2012 November 27, 2012 and December 6, 2012
- **January 31, Report - For Period of November 27, 2012 thru December 31, 2013 January 1, 2014 and January 31, 2014

5. SUMMARY	Column A Total This Reporting Period	Column B Election Period Total To Date
5a Surplus from Previous Campaign (or at time Statement of Organization was filed for the new committee)		
5b Cash on Hand at the Beginning of this Reporting Period		
5c Total Receipts (from corresponding columns on Detailed Summary Page, Line 8)		
5d Subtotal [add Lines b and c for Column A and add lines a and c for Column B]		
6a Total Debts and Obligations from Previous Campaign Committee at Beginning of this Election Period (or at time Statement of Organization was filed for the new committee) [Do not add or subtract this line from the other lines]		
6b Total Disbursements (from corresponding columns on Detailed Summary Page, Line 18)		
7. Cash on Hand at Close of Reporting Period [Subtract Line 6b from Line 5d]		

*Insert date which is 21 days after date of last election (A.R.S. §16-913).

**Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

**DETAILED SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS**

1. Committee Name: _____
 3. Report covering period from _____ Thru _____

2. ID#

RECEIPTS	<i>COLUMN A THIS PERIOD</i>	<i>COLUMN B CAMPAIGN TO DATE</i>
4. Contributions other than loans and in-kind:		
(a) Individuals - more than \$25 (Total from Schedule A)		
(b) Individuals - aggregate \$25 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
QUALIFYING CONTRIBUTION RECEIPTS		
Qualifying Contributions of \$5 from Individuals (Total from Schedule A2).		
DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		

20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type or Print Name of Treasurer

Signature of Treasurer or Candidate or Designating Individual

Date

CONTRIBUTIONS more than \$25 - from INDIVIDUALS*

SCHEDULE A

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR			
4a.	LAST FIRST MI			
	STREET ADDRESS			
	CITY STATE ZIP			
	OCCUPATION EMPLOYER			
b.	LAST FIRST MI			
	STREET ADDRESS			
	CITY STATE ZIP			
	OCCUPATION EMPLOYER			
c.	LAST FIRST MI			
	STREET ADDRESS			
	CITY STATE ZIP			
	OCCUPATION EMPLOYER			
d.	LAST FIRST MI			
	STREET ADDRESS			
	CITY STATE ZIP			
	OCCUPATION EMPLOYER			
e.	LAST FIRST MI			
	STREET ADDRESS			
	CITY STATE ZIP			
	OCCUPATION EMPLOYER			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A [If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]			

*If contributions of \$25 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

CONTRIBUTIONS of \$25 or less - AGGREGATE TOTAL*

SCHEDULE A-1

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4. Aggregate Total of Contributions of \$25 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
5. TOTAL THIS PERIOD [Transfer total to Detailed Summary Page, Line 4(b), Column A]		6. CUMMULATIVE TOTAL THIS CAMPAIGN TO DATE [Transfer total to Detailed Summary Page, Line 4(b), Column B]	

*If contributions of \$25 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

CONTRIBUTIONS FROM POLITICAL COMMITTEES

SCHEDULE B

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
IDENTITY OF CONTRIBUTOR AND DATE RECEIVED				
4a	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B <i>[If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]</i>			

CANDIDATE LOANS

SCHEDULE C

1.	Committee Name	2. ID #		
3.	Report covering period from _____ thru _____			
4.	LOANS MADE OR GUARANTEED BY CANDIDATE	DATE RECEIVED	AMOUNT RECEIVED	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS FROM WHOM RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C [If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]			

OTHER LOANS

SCHEDULE C1

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	ALL OTHER LOANS	DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OR LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.			
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(a), Column A]			

EXPENDITURES FOR OPERATING EXPENSES*

SCHEDULE D

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
b.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
c.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
d.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
e.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
f.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D <i>[If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]</i>		

*Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit

LOANS MADE BY REPORTING COMMITTEE

SCHEDULE **D-2**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	LOANS MADE BY THE REPORTING COMMITTEE	DATE LOAN MADE	AMOUNT OF THE LOAN
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 [Transfer total to Detail Summary Page Line 12, Column A]		

OFFSETS TO OPERATING EXPENSES *

SCHEDULE D-3

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES		DATE REFUND RECEIVED	AMOUNT OF THE REFUND
NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
	DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 <i>[If last page of Schedule D-3, transfer total to Detailed Summary Page Line 17 Column A]</i>		
*	Includes return of contributions made by reporting committee		

REPAYMENT OF CANDIDATE LOANS

SCHEDULE **D-4**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

	REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detail Summary Page, Line 13(a), Column A]		

REPAYMENT OF ALL OTHER LOANS

SCHEDULE D-5

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REPAYMENT OF ALL OTHER LOANS	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 [Transfer total to Detailed Summary Page, Line 13(b), Column A]		

TRANSFERS TO OTHER POLITICAL COMMITTEES

SCHEDULE **D-6**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	TRANSFERS MADE BY THE REPORTING COMMITTEE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]

ANY OTHER DISBURSEMENT

SCHEDULE **D-7**

1. Committee Name _____

2. ID # _____

3. Report covering period from _____ thru _____

ANY OTHER DISBURSEMENTS		DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION			
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 [Transfer total to Detailed Summary Page Line 15 Column A]			

IN-KIND CONTRIBUTIONS and EXPENDITURES

SCHEDULE E

1. Committee Name _____

2. ID # _____

3. Report covering period from _____ thru _____

4	IN-KIND CONTRIBUTIONS and EXPENDITURES	DATE	FAIR MARKET VALUE						
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN								
4a.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;"> CONTRIBUTION 9 EXPENDITURE 9 </td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
b.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;"> CONTRIBUTION 9 EXPENDITURE 9 </td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
c.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;"> CONTRIBUTION 9 EXPENDITURE 9 </td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
d.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;"> CONTRIBUTION 9 EXPENDITURE 9 </td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]</i>								
6.	ENTER TOTAL IN-KIND EXPENDITURES ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]</i>								

DIVIDENDS, INTEREST, AND OTHER RECEIPTS

SCHEDULE F-1

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID# DESCRIPTION OF RECEIPT		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 *(If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A)*

OFFSETS TO CONTRIBUTIONS RECEIVED *

SCHEDULE F-2

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED	DATE REFUND MADE	AMOUNT OF THE REFUND
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE		
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 [If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(E), Column A]			

* Includes return of contributions received by reporting committee

DEBTS AND OBLIGATIONS (Excluding Loans)

SCHEDULE F-3

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	DEBTS AND OBLIGATIONS	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED				
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
5.	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 [Transfer total to Detail Summary Page Line 19, Column A]				

Campaign Finance Reports Handbook of Instructions

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NOTICES

This instruction handbook is intended to be a useful guide to campaign finance reports. Every effort has been made to present accurate and reliable information; however, this handbook may contain some inadvertent errors. The League would appreciate your kindness in notifying our office of any inaccuracies by calling us at 602-258-5786, or by sending an e-mail to us at league@azleague.org.

Users should take note that the information in this handbook should not be considered as having the same weight and authority as Arizona Revised Statutes and established court decisions or attorney general opinions. In the event any information conflicts, this handbook is not controlling, and users must instead follow relevant legal authority.

Additionally, the information contained in this handbook is not a satisfactory substitute for legal counsel. If you believe that you or your organization could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

Quick Alphabetical Index to Campaign Finance Forms by Subject

Subject Heading	Secondary Subject Heading	Form
Cash on hand, total		Front, Detailed Summary
Contributions	Contributions, \$25 or less	Schedule A-1
	Contributions, from political committees	Schedule B
	Contributions, over \$25	Schedule A
	Contributions, refunds	Schedule F-2
	Contributions to other political committee	Schedule D-7
	Contributions, total	Front, Detailed Summary
	Cumulative contributions, over \$25	Schedule A
	Cumulative contributions, \$25 or less	Schedule A-1
Debts	Debt forgiven	Schedule A, Schedule B, or Schedule E
	Debts from a previous campaign	Front, Detailed Summary
	Debts, unpaid	Schedule F-3
Disbursements	Disbursements, Miscellaneous	Schedule D-7
	Disbursements, total	Front, Detailed Summary
Discounted or reduced price for goods		Schedule E, Schedule D
Dividends and interest receipts		Schedule F-1
Expenditures	For operating expenses	Schedule D
	Independent expenditures	Schedule D-1
Forgiven loans		Schedule F-2, Schedule A or Schedule B
Independent expenditures		D-1, Detailed Summary
In-Kind contributions and expenditures		Schedule E
Joint fundraising		Schedule D-6
Loans	Forgiven by contributor	Schedule F-2, Schedule A or Schedule B
	Loans by a candidate/family	Schedule C
	Other loans received from individuals/political committees	Schedule C-1
	Repayment of all other loans	Schedule D-5
	Repayment of loans by candidate	Schedule D-4
Offsets to contributions received		Schedule F-2
Operating expenses		Schedule D
Outstanding debts owed by committee		Schedule F-3
Personal monies	Personal monies, Loans of received from candidate/family	Schedule C
Political Committees	Contributions from	Schedule B
	Political Committees, Loans from	Schedule C-1
Receipts		Front, Detailed Summary
Rebates and other offsets		Schedule D-3
Refunds to contributors		Schedule F-2
Repayment of loans by candidate		Schedule D-4
Repayment of all other loans		Schedule D-5
Returning in-kind goods		Schedule F-2
Surplus from a previous campaign		Schedule D-6
Surplus funds to charity		Schedule D-7
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Questions & Answers

Who must file Campaign Finance Reports?

Once you file a Statement of Organization to register a political committee, the committee must file Campaign Finance Reports. In some situations, the committee may file a No Activity Statement. (See related question.)

What is a political committee?

Any time two or more people work together to try to get an issue on the ballot, to recall a public official, or to influence the result of an election, they are a “political committee” under Arizona law. In addition, a candidate is considered a political committee. All committees must register with each jurisdiction in which they are active. There is an exemption from registration for a religious assembly or institution that does not spend a substantial amount of time or assets on influencing any federal, state or local legislation or any ballot issues. The exemption does not apply if such a group is formed for a candidate election.

How do I register my committee?

Each political committee must file either a Statement of Organization or a \$500 Threshold Exemption Statement with the filing officer (for cities and towns, the city or town clerk) in each jurisdiction in which the committee will be active before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. If the committee intends to accept contributions or make expenditures of more than five hundred dollars, the committee must file a Statement of Organization and file campaign finance reports; if the committee does not intend to accept contributions or make expenditures in excess of \$500, the committee may file the \$500 Threshold Exemption Statement. If you file the \$500 Threshold Exemption Statement, you do not need to file any Campaign Finance Reports unless you later receive or spend more than \$500. If you do receive or spend more than \$500, you must file a Statement of Organization within 5 business days of the day you first received or spent more than \$500, and you will have to start filing Campaign Finance Reports.

Committees active in more than one jurisdiction in this state that meet the requirements of A.R.S. §16-901 and §16-902.01 may file a Statement of Organization with the Secretary of State and apply for status as a standing political committee. Standing political committees file campaign finance reports only with the Secretary of State’s office.

Does a candidate who does not raise any money have to file a campaign finance report?

A candidate who raises or spends more than \$500 must designate a political committee. A.R.S. §16-903(A). Each political committee must file campaign finance reports, setting forth receipts and disbursements. A.R.S. §16-913(A). If a candidate does not intend to raise or spend more than \$500, the candidate may file a \$500 Threshold Exemption Statement (see related question).

When must I start filing Campaign Finance Reports? When can I stop?

When you have to begin filing reports depends on when you file your Statement of Organization. Your first Campaign Finance Report will be the required report for the reporting period during which you filed your Statement of Organization. The filing officer can provide you with the reporting and filing periods that are applicable for your jurisdiction. Also, the schedule of reporting periods is on the front page of the Campaign Finance Report form. Even if your committee was only in existence for a few days in a reporting period you still must file the next report. The law sets the time periods—you cannot change them for your own convenience. A.R.S. §16-913.

When you can stop filing Campaign Finance Reports depends on the date you file your Termination Statement. You must file Campaign Finance Reports that cover every day between the date your Statement of Organization was filed and the date your Termination Statement is filed. Your committee is not terminated by filing a report with a zero balance or by losing an election.

Who has to fill out the Campaign Finance Report? Who can sign it?

Anybody can fill out the Campaign Finance Report, but the treasurer is responsible for making sure it is filled out correctly, and the treasurer must sign it. For a candidate's campaign committee or an exploratory committee, the candidate or the designating individual is also responsible for making sure the report is filled out correctly, and can sign instead of the treasurer. The treasurer who signs must be the treasurer you listed on the most recent Statement of Organization. **Filing an unsigned report, or a report signed by the wrong person, is considered a failure to file, according to Arizona law.**

Do I have to file all of the schedules?

If you have a report to file, but nothing to report on a particular schedule, do not include that schedule with your report. The detailed summary page tells the filing officer that nothing has changed on that schedule since your last report, and it's a waste of paper and filing space to send in blank schedules.

What if I have nothing to report?

The law allows the following statements to be filed in place of Campaign Finance Reports, in limited situations.

- No Activity Statement: If you filed a Statement of Organization for your political committee, but you did not receive any contributions and did not spend any money (not even your own) during the reporting period, you can file a No Activity Statement instead of the Campaign Finance Report. But you still have to file one for every reporting period – by the deadline – just as if you were filing Campaign Finance Reports. And you have to keep filing those No Activity Statements, if they are applicable, until you file your Termination Statement. A.R.S. §16-913(D).
- Annual No Activity Report: This report is only for candidate campaign committees. If you have a candidate's campaign committee that remains open after an election because of outstanding debts, you can file an Annual No Activity Report stating that your committee does not intend to receive any contributions or make any expenditures during the coming year. The Report must be filed by January 31 of each year for which it applies. If you receive any contributions or make any expenditures during the year, you must file Campaign Finance Reports. A.R.S. §16-913(E).

What is a contribution?

A contribution is anything of value that your committee receives. When you report contributions, they fall in the following categories.

- Monetary: This category includes cash, checks, money orders, and payroll deduction contributions. The money can be given under any circumstance, including as part of a fundraising event, such as a pancake breakfast, ice cream social, or cocktail party, or in return for a campaign memento, such as a tee shirt or coffee mug. When your committee receives a monetary contribution, you report receiving it on Schedule A, A-1 or B. When your committee gives a monetary contribution to another committee, you report giving it on Schedule D-7.
- Loans: This category includes loans of money, credit or advances that are contributed to your committee, and your committee has agreed to pay back to the contributor. Only the unpaid balance of a loan is considered a contribution, so as you pay the loans back, make sure you report the payments made. When your committee receives a loan, you report it on Schedule C or C-1 (depending on who gave you the loan). When you pay back all or part of the loan, you report it on Schedule D-4 or D-5. When your committee makes a loan to another committee, you report that on Schedule D-2.
- In-kind goods and services: This category includes such things as wood for signs, printing, paper products, mailing lists, or designing your campaign logo. In-kind contributions must be reported at their fair market value -- the price it would cost someone else (like your opponent) to purchase the same thing. If, instead of getting the whole thing, you get a special discount (a discount no one else gets), the amount you saved is an in-kind contribution. When your committee receives an in-kind contribution, report it on Schedule E. When your committee gives an in-kind contribution (such as giving a candidate a mailing list), report it on Schedule D-7.

Can a candidate accept contributions from foreign nationals?

Federal law prohibits the acceptance of campaign contributions made by foreign nationals. It also prohibits acceptance of contributions in the name of another. 2 U.S.C. §§ 441e and 441f.

Can a candidate accept contributions from a corporation or labor organization?

It is unlawful for a corporation, limited liability company, or a labor organization to make any contribution of money or anything of value to a candidate's campaign committee or exploratory committee. In addition, candidate campaign and exploratory committees are prohibited from accepting money from corporations, limited liability companies or labor organizations. However, a 2010 law allows corporations and labor unions to make independent campaign expenditures to support or oppose candidates or to contribute to an independent expenditure committee.

Is everything my committee receives considered a contribution?

If you are a candidate's campaign committee or an exploratory committee, some of the money, loans, or in-kind goods and services you receive are not considered contributions, and do not have to be reported. The following are the most common examples. For a complete listing, please look at A.R.S. §16-901(5)(b).

- The professional services of an accountant or lawyer that are donated to a political committee are exempt from reporting only if the services are paid for by the regular employer of the individual rendering the services (*i.e.* the law firm or accounting firm; a client is not an "employer") and the services are given solely for the purpose of compliance with Arizona election law (all of Title 16 "Elections and Electors," not just campaign finance).
- The time your volunteers spend working on your campaign – stuffing envelopes, knocking on doors, calling voters, etc.
- The use of meeting places that are usually used for free, such as church recreation halls
- Up to \$100 of expenses for invitations, food and beverages, spent by an adult having a fundraiser for you only if the fundraiser is held at the person's home or in a church or community room. If two adults who live in the same house host a fundraiser, each can spend up to \$100 for invitations, food and beverages.
- Bank loans made in the ordinary course of business, such as overdrafts or credit reserve on your committee account

How do I know if contribution limits apply to my committee?

Limits on the contributions your committee can receive only apply to candidate campaign committees and exploratory committees. In other words, Arizona law sets a maximum amount that individuals and political action committees (PACs) can give to candidates and people exploring whether to run for office. The law sets one amount for local offices, which includes municipal, county, school and special district, and legislative offices, and a different amount for statewide offices. The limits are changed by the Secretary of State every two years, usually early in the odd-numbered years. The current Election Cycle Campaign Contribution Limits chart is included in this packet.

Contributions given by a minor are considered made by the child's parents.

Who has access to campaign finance reports?

All filings are public records and are open to examination once they are filed.

So, if contribution limits apply to my committee, what does that mean?

First of all, it means that your committee can only receive contributions from individuals (who are U.S. citizens) and from other PACs. For example, you can receive contributions from your next-door neighbor, from people at your child's school, from people you don't even know. And you can receive contributions from other PACs, such as a committee organized to support "good government," a committee formed for "clean air," District 25 Republicans – the possibilities are endless.

Second, it means that the amount you receive from individuals and other PACs is limited. The current Election Cycle Campaign Contribution Limits chart lists who can contribute to your committee (the column on the left) and how much (the second column from the left – “Local”). How much depends on whether your committee is about getting someone elected to a local office or a statewide office. The first three rows show you how much you can receive from an individual, another PAC, or an “upper limit” political committee (often called a SuperPAC). If you are not sure who the SuperPACs are, you can check the list on the Secretary of State’s Internet website (www.sosaz.com).

Third, it means that the total amount you can receive from some categories of contributors is limited. Look again at the current Contribution Limits chart. The fourth row down sets a limit on how much, overall, your committee can receive from all PACs except political parties. Once you have received that much, you can’t take another dollar from another PAC.

This can get complicated, because contributions from political organizations [defined in A.R.S. §16-901(20)] – which are registered political committees – count toward both the total that all PACs can give at any time during the campaign, and the total that political parties and organizations can give after the primary.

There is no limit on the total amount, overall, you can receive from all individuals combined.

But what about using my own or my family’s money?

If you are a candidate, or a member of the candidate’s family, there is no limit on the contributions of money, loans or in-kind goods and services that you can make to your candidate’s campaign committee. The same thing is true for a designating individual and his or her family, making contributions to his or her exploratory committee – no limits on their contributions.

If you are going to contribute your own or your family’s money, watch out for two things. First, the law limits which family members can give contributions without limit. For campaign finance purposes, the law considers your “family members” to be your parents, your grandparents, your spouse, your children, your siblings, and the parents and spouses of those people.

Second, keep track of the total amount of the contributions that come from you and the specified family members. (And remember – a loan is a contribution!)

Okay! My campaign finance report is done! Where do I file it?

City or town candidates and political committees file with the city or town clerk in each jurisdiction in which the committee is registered. County candidates and political committees, as well as school board and special district candidates, file with the county elections officer. Standing Political Committees file only with the Secretary of State.

If you are using the Secretary of State’s software program, print the report for the treasurer to sign, and then submit the signed report.

What are the deadlines for filing my report?

The filing officer can provide you with the filing deadlines. The deadlines for filing your Campaign Finance Report also are listed on the Front Summary Page of the Report form. The filing officer is not required to send reminder notices before the deadlines.

What if the filing deadline is on a Saturday, Sunday or legal holiday?

If the legal filing deadline falls on a weekend or holiday, then your report is due on the next working day. For example, January 31, 2004 is on a Saturday, so reports are due on the next working day, February 2, 2004.

What is "on-time" filing?

Your campaign finance report is considered "on time" if:

- it is received by the filing officer by 5:00 p.m. on the due date for that report. It can be received through U.S. mail, by private delivery or courier service, or hand delivery.
- you send the report certified U.S. Mail, and the postmark is on or before the filing deadline or for private delivery or courier service, the date of receipt or confirmation is on or before the deadline. There are no substitutions for this: you cannot use your private postage meter instead of getting a U.S. post office postmark, nor can you use the date of acceptance by a private sector delivery or courier service.

Reports submitted by facsimile will not be accepted as filed until the signed original is received.

How is an infraction of the campaign finance law enforced?

The filing officer will send one "Failure to File Notice" for any report which is due. A.R.S. §16-918(A). The notice will be mailed via certified mail within fifteen days after the filing deadline. A committee is liable for a late penalty of ten dollars for each business day the report is filed late. The filing officer cannot accept a late report unless it is accompanied by the late penalty. A.R.S. §16-918(B). In addition, a committee may be liable for additional penalties up to \$25 a day for each day the report is late. A.R.S. §16-918(C).

Additionally, a candidate could potentially be disqualified from being a candidate for nomination or election, including state, county, city, town, school or special districts, paid or unpaid offices [A.R.S. §§16-918(F) and 16-942(C)], for five years from the date the campaign finance report was due. Failure to File violations will be referred to the appropriate county, city or town attorney for enforcement.

Can an extension of the due date be granted for a campaign finance report filing?

No. Arizona law does not provide filing officers any authority to give extensions. It is recommended that those individuals responsible for preparing and filing campaign finance reports collect financial records and keep the records of receipts and expenditures current, and not wait until the last moment.

What must a candidate do when he or she mistakenly accepts a contribution that is over the limit?

A candidate who mistakenly accepts a campaign contribution (monetary or in-kind) that exceeds the statutory limit must reimburse the donor.

Is it necessary to report whenever a candidate accepts free or discounted use of office space for campaign headquarters?

The donation of property at no cost or at a cost which is less than its fair rental value must be reported as an in-kind contribution by the candidate. The value of the contributions of free or discounted office space is its fair rental value. Corporation, limited liability companies and labor organizations are not permitted to make contributions; therefore, a candidate is unable to accept free or discounted use of office space owned by a corporation, limited liability companies or labor organizations. A.R.S. §16-919.

Can a candidate's campaign committee transfer a debt or surplus monies to a subsequent campaign committee and terminate that committee?

Yes. A.R.S. §§16-914(A) and 16-915.01.

CAMPAIGN FINANCE FORMS

- ✓ Statement of Organization
- ✓ \$500 Threshold Exemption Statement
- Campaign Finance Report Summary Pages and Schedules
 - ✓ Front Summary Schedule
 - ✓ Detailed Summary Schedule
 - ✓ Schedule A - Individual Contributions Over \$25
 - ✓ Schedule A-1 - Aggregated Individual Contributions of \$25 or Less
 - ✓ Schedule B - Contributions from Other Political Committees
 - ✓ Schedule C - Candidate Loans
 - ✓ Schedule C-1 - Other Loans
 - ✓ Schedule D - Expenditures for Operating Expenses
 - ✓ Schedule D-1 - Independent Expenditures
 - ✓ Schedule D-2 - Loans Made By The Reporting Committee
 - ✓ Schedule D-3 - Offsets to Operating Expenses
 - ✓ Schedule D-4 - Repayment of Candidate Loans
 - ✓ Schedule D-5 - Repayment of Other Loans
 - ✓ Schedule D-6 - Transfers to Other Political Committees
 - ✓ Schedule D-7 - Any Other Disbursements
 - ✓ Schedule E - In-kind Contributions and Expenditures
 - ✓ Schedule F-1 - Dividends, Interest, and Other Receipts
 - ✓ Schedule F-2 - Offsets to Contributions Received
 - ✓ Schedule F-3 Obligations
- ✓ Period No Activity Statement
- ✓ Annual No Activity Report
- ✓ Termination Statement
- ✓ Independent Expenditure Notification Form

STATEMENT OF ORGANIZATION

✓ What to report on this form:

This statement must be filed by all political committees that intend to receive or spend more than \$500. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-903(A). Any change in the information contained on the Statement requires the filing of an amended Statement of Organization within five business days after the change.

✓ How to complete this schedule:

- 1 At the top, complete the name and address and other identifying information pertaining to the committee.
- 2 In the appropriate block, give the name and address of the sponsoring organization, if applicable, along with the type of organization and the relationship to the committee. A.R.S. §16-902(B).
- 3 The type of committee must be indicated.
- 4 Each committee must have a chairman and a treasurer. Complete all information requested for each of these committee officers. Note: In the case of a candidate's campaign committee, the chairman and treasurer may be the candidate.
- 5 On the back of the form, the committee must list all banks, safety deposit boxes or other depositories used by the committee.
- 6 The statement must be signed and dated by the candidate, or designating individual, the chairman and the treasurer.

✓ Practical tip:

- ◆ 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, pursuant to A.R.S. §16-903).
- ◆ Remember that in the case of a ballot measure committee, the committee's name must include the petition serial number and whether the committee supports or opposes the measure. If the petition serial number is not available at time of filing, an amended statement of organization must be filed within 5 days of receiving the petition serial number.
- ◆ Remember that if a committee has a sponsoring organization, the committee's name must include the name of the sponsoring organization.
- ◆ The committee ID will be assigned by the filing officer when the Statement is filed.
- ◆ The notary section of the statement is only used when registering a standing political committee with the Secretary of State.

CITY / TOWN OF _____

POLITICAL COMMITTEE

STATEMENT OF ORGANIZATION

Titles 16 & 19 Arizona Revised Statutes

Definitions, statutory references and important information on reverse.

Initial Registration

Out of State Committee

Amended Statement

ID#

NAME OF POLITICAL COMMITTEE			DATE	
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP
MAILING ADDRESS (If different from above)		CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS		

DOES THE POLITICAL COMMITTEE HAVE A SPONSORING ORGANIZATION? YES NO
If yes, please provide the following information:

NAME OF SPONSORING ORGANIZATION	TYPE OF ORGANIZATION
ADDRESS OF SPONSORING ORGANIZATION	RELATIONSHIP TO POLITICAL COMMITTEE

TYPE OF POLITICAL COMMITTEE - Please check only one box:

- | | |
|---|--|
| <input type="checkbox"/> CANDIDATE'S CAMPAIGN COMMITTEE | <input type="checkbox"/> COMMITTEE ORGANIZED FOR THE PURPOSE OF MAKING INDEPENDENT EXPENDITURES |
| <input type="checkbox"/> SEPARATE SEGREGATED FUND ESTABLISHED BY A CORPORATION OR LABOR ORGANIZATION | <input type="checkbox"/> COMMITTEE ORGANIZED IN SUPPORT OF OR OPPOSITION TO ONE OR MORE CANDIDATES |
| <input type="checkbox"/> COMMITTEE IN SUPPORT OF OR OPPOSITION TO THE QUALIFICATION, PASSAGE OR DEFEAT OF A BALLOT MEASURE
Petition Serial Number _____ Support <input type="checkbox"/> Oppose <input type="checkbox"/> | <input type="checkbox"/> POLITICAL ORGANIZATION (see A.R.S. § 16-823) |
| <input type="checkbox"/> COMMITTEE ORGANIZED TO CIRCULATE OR OPPOSE A RECALL PETITION OR TO INFLUENCE THE RESULT OF A RECALL ELECTION | <input type="checkbox"/> EXPLORATORY COMMITTEE |
| <input type="checkbox"/> POLITICAL PARTY see A.R.S. §§ 16-801, 16-804, 16-821 and 16-825) | <input type="checkbox"/> OTHER TYPE OF COMMITTEE (please describe)
_____ |

CHECK HERE IF REGISTERED WITH THE SECRETARY OF STATE AS A STANDING POLITICAL COMMITTEE PURSUANT TO A.R.S. § 16-902.01.
(You must provide a copy of the statement of organization filed with the Secretary of State designating standing committee status)

EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. §16-902(A).

NAME OF COMMITTEE CHAIRMAN	CHAIRMAN'S TELEPHONE #	CHAIRMAN'S FAX #	
CHAIRMAN'S ADDRESS	CITY	STATE	ZIP
CHAIRMAN'S OCCUPATION	CHAIRMAN'S EMPLOYER	CHAIRMAN'S E-MAIL ADDRESS	
NAME OF COMMITTEE TREASURER	TREASURER'S TELEPHONE #	TREASURER'S FAX #	
TREASURER'S ADDRESS	CITY	STATE	ZIP
TREASURER'S OCCUPATION	TREASURER'S EMPLOYER	TREASURER'S E-MAIL ADDRESS	

BEFORE A POLITICAL COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION (A.R.S. § 16-902(C)). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)

5

1. _____ 2. _____ 3. _____

FOR AN EXPLORATORY COMMITTEE OR A CANDIDATE'S CAMPAIGN COMMITTEE, PROVIDE THE FOLLOWING INFORMATION:
(Office sought is optional for an Exploratory Committee.)

NAME OF DESIGNATING INDIVIDUAL (DI) OR CANDIDATE		CANDIDATE'S OR DESIGNATING INDIVIDUAL'S E-MAIL ADDRESS	
OFFICE SOUGHT			
DI'S OR CANDIDATE'S ADDRESS	CITY	STATE	ZIP

CANDIDATE'S (or DESIGNATING INDIVIDUAL'S) STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.

Date: _____ Candidate's or D/I's signature: _____

6

CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, pursuant to A.R.S. § 16-902.01(B6) have read all the applicable laws relating to campaign finance and reporting and have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.

Date: _____ Chairman's signature: _____

Date: _____ Treasurer's signature: _____

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19) "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Examples of types of political committees are listed on the front of this form.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES: An individual acting alone, unless that individual is a candidate, is not a political committee under Arizona law and need not file a statement of organization. If any additional person or persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must register the committee pursuant to A.R.S. § 16-902.01(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS: Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency of the petition. A.R.S. §§ 19-114(B) and 19-202(C). Even though an individual, acting alone, may begin the initiative, referendum or recall effort, as soon as other persons join the effort, the association of persons must register as a political committee.

\$500 THRESHOLD EXEMPTION STATEMENT

✓ What to report on this form:

This statement must be filed by all political committees that intend to receive or spend \$500 or less. The Statement must be filed before the committee begins accepting contributions, making expenditures, distributing any campaign literature or circulating petitions. A.R.S. §16-902.01(A). Any change in the information contained on the Statement requires the filing of an amended \$500 Threshold Exemption Statement within five business days after the change. A.R.S. §16-902.01(D).

✓ How to complete this schedule:

- 1 The election cycle and election cycle dates will be supplied by the election officer.
- 2 Complete the committee ID that was assigned by the jurisdiction with which the committee is filing.
- 3 In the appropriate block, complete the name and address and other identifying information pertaining to the committee.
- 4 Identify whether the committee is a candidate committee, exploratory or other political committee as well as the candidate name and office sought or for other political committees the committee type.
- 5 Mark the box indicating that you have read the committee requirements.
- 6 Print the candidate name or committee officer's (chairman or treasurer) name.
- 7 The statement must be signed and dated by the committee officer.
- 8 This form is also used to terminate your committee. Check the box if termination applies and sign and date.

✓ Practical tips:

Remember that personal monies must be included when calculating the amounts received or spent to stay within the \$500 threshold.

A candidate or committee filing a \$500 threshold exemption statement must file a termination statement within 90 days after the end of the election cycle or face a \$100 civil penalty.

You must maintain a record of all expenditures and contributions. This information is not required to be filed but must be available if you exceed the \$500 limit and must file regular campaign finance reports.

You must file a Statement of Organization within five business days after receiving or spending more than the \$500 limit. A.R.S. §§16-902.01 and 16-903(A).

FRONT SUMMARY SCHEDULE

✓ What to report on this schedule:

The Front Summary Schedule reports an overview, by major category, of a political committee's financial activities in the current reporting period and the cumulative activity for the election cycle. [A.R.S. §§ 16-913(A) and 16-913(D)]

✓ Application of contribution limits:

Contribution limits may apply to the amount reported as "Surplus from Previous Campaign" on this Schedule. See instructions for completing Line 5(a), below. (A.R.S. § 16-905(H))

✓ How to complete this schedule:

Lines 1 and 2. Complete the committee and candidate or sponsoring organization information.

Line 3A. Include the committee ID for the jurisdiction with which the Statement is being filed.

Line 4. Reporting Period: Identify the reporting period by checking or marking the appropriate box.

5

Line 5(a). Surplus from Previous Campaign Committee (Column B): If you have an exploratory or candidate's campaign committee, but did not have either one during the previous election cycle, put a zero in the "Surplus" box. If you transferred any surplus from a previous candidate's campaign or exploratory committee, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of money you can transfer from your old committee to your new committee.

If you have any other kind of committee that continues from the last cycle, on the first report for the current election cycle put in the "Surplus" box the same amount listed as "Cash on Hand at Close of Reporting Period" from the most recent Report that you filed. If your committee is new, put a zero in this box. If you are a new out-of-state political committee, in "Surplus" enter the amount of money (if any) you deposited into your designated bank or financial institution to begin activity in Arizona. For all committees, the amount you put in "Surplus" stays the same on every report you file for the entire election cycle. A.R.S. § 16-915(A)(4)(b)(1).

6

Line 5(b). Cash on Hand at Beginning of this Reporting Period: On the first report you file, put the same amount here that you put into the "Surplus" box. After that, put the ending balance (Line 7) of the last report you filed. A.R.S. § 16-915(A)(1).

7

Line 6(a). Debts from Previous Campaign Committee (Column B): For an exploratory or candidate's campaign committee put a zero in the "Debts" box *unless* you transferred any debts or obligations from a previous candidate's campaign or exploratory committee. If you transferred any debts, put the amount of money you transferred from the old committee here on the first Campaign Finance Report you file for the current election cycle. (On the last Campaign Finance Report for your previous committee, put this amount on Schedule D-6 and terminate the old committee.) There are no limits on the amount of debt you can transfer from your old committee(s) to your new committee.

Do not add or subtract this line from any other line in the front summary schedule. For all committees, the amount you put in "Debts" stays the same on every report you file for the entire election cycle. A.R.S. § 16-915(A)(4)(b)(1).

8

Line 7. Cash on Hand at Close of Reporting Period: You should have the same amount in both columns here. If you don't, re-check the amounts you copied from the Detailed Summary Schedule, and re-check your addition on the other schedules. If your committee is in debt, put the amount in parentheses. If you are filing this report with your Termination Statement, you must have zeroes in both columns unless you certify that the committee will remain active in other jurisdictions.

DETAILED SUMMARY SCHEDULE

✓ What to report on this schedule:

The Detailed Summary Schedule reports the compilation of totals of the amounts reported on the supporting schedules submitted for the current reporting period, and adds those current period amounts to the cumulative activity for the election cycle. (A.R.S § 16-915)

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4 – 29. On the first campaign finance report you file, the amounts in Column A “This Period” will be the same as the amounts in Column B “Campaign to Date.” For the rest of the reports, fill in Column A by putting in the totals from all the other schedules. Then, add those new Column A amounts to what you had in Column B from the last report that you filed, to get the new Column B amounts.

Line 20. Print (or type) the name of the person signing the report. If your committee is a candidate’s campaign or an exploratory committee, the candidate or designating individual can sign the campaign finance report instead of the treasurer. For all other committees, only the treasurer can sign the report. A.R.S. § 16-913(I).

✓ Practical tips:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

**DETAILED SUMMARY PAGE
OF RECEIPTS AND DISBURSEMENTS**

1. Committee Name: _____
 3. Report covering period from _____ Thru _____

2. ID#

RECEIPTS	<i>COLUMN A THIS PERIOD</i>	<i>COLUMN B CAMPAIGN TO DATE</i>
4. Contributions other than loans and in-kind:		
(a) Individuals - more than \$25 (Total from Schedule A)		
(b) Individuals - aggregate \$25 or less (Total from Schedule A-1)		
(c) Political Committees (Total from Schedule B)		
(d) Subtotal Contributions [add 4(a), 4(b), and 4(c)]		
(e) Refund of contributions (Total from Schedule F-2)		
(f) Total Contributions Other than Loans and In-kind [subtract 4(e) from 4(d)]		
5. (a) Loans made or guaranteed by candidate (Total from Schedule C)		
(b) All other loans (Total from Schedule C-1)		
(c) Total Loans [add 5(a) and 5(b)]		
6. In-kind contributions (Total from Schedule E)		
7. Dividends, interest, and other forms of receipts (Total from Schedule F-1)		
8. Total Receipts [add 4(f), 5(c), 6, and 7]		
QUALIFYING CONTRIBUTION RECEIPTS		
Qualifying Contributions of \$5 from Individuals (Total from Schedule A2).		
DISBURSEMENTS		
9. Expenditures for operating expenses (Total from Schedule D)		
10. Independent Expenditures (Total from Schedule D-1)		
11. Value of In-kind expenditures (Total from Schedule E)		
12. Loans made by reporting committee (Total from Schedule D-2)		
13. (a) Repayment of loans made or guaranteed by candidate (Total from Schedule D-4)		
(b) Repayment of all other loans (Total from Schedule D-5)		
(c) Total Loan Repayments [add 13(a) and 13(b)]		
14. Transfers to other political committees (Total from Schedule D-6)		
15. Any other disbursement (Total from Schedule D-7)		
16. Subtotal disbursements [add lines 9, 10, 11, 12, 13(c), 14, and 15]		
17. Rebates, refunds and other offsets to operating expenses (Total from Schedule D-3)		
18. Total disbursements [subtract line 17 from line 16]		
19. Total Outstanding Debts owed by Reporting Candidate or Political Committee (Schedule F-3)		

20. I certify, under penalty of perjury, that I have examined the contents of this campaign finance report and to the best of my knowledge and belief it is true and complete.

Type or Print Name of Treasurer

Signature of Treasurer or Candidate or Designating Individual

Date

SCHEDULE A

Individual Contributions Over \$25

✓ What to report on this schedule:

On Schedule A list each monetary contribution your committee received from an individual if that contribution is more than \$25, or if that contribution (no matter how small) made the cumulative contribution your committee received from that individual total more than \$25. Use Schedule B to list contributions from political committees.

If it is lawful for your committee to accept contributions from corporations, list each monetary contribution on Schedule A if that contribution is more than \$25, or if the contribution (no matter how small) made the cumulative amount your committee received from that contributor total more than \$25. Remember that corporations may not contribute to a candidate or exploratory individual.

Examples of monetary contributions include cash, checks, money orders, or payroll deduction deposits.

✓ Application of contribution limits:

For candidate's campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. For contributions you received from a political party or organization, limits also depend on whether you are the party's nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook for the amounts. There are no limits on the amount of money you or certain members of your family can contribute to your candidate's campaign or exploratory committee, but if those contributions exceed amounts listed on the current Election Cycle Campaign Contribution Limits chart, you need to notify the filing officer, and, if you are a candidate, you need to notify all other candidates for that office and those candidates' political committees for each instance that the limits are exceeded. A.R.S. §16-905(F) and (G). If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you received from the date you received the notice equals the amount of personal money contributed by your opponent. A.R.S. §16-905(F)(3).

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions received are not subject to limits.

✓ Instructions for completing this schedule:

Lines 4a – 4e. Contributors: Use a separate box for each check, money order or receipt for cash contribution your committee received. List the name of the person who signed the check or money order, or who the receipt is made out to. If the check is drawn on a joint account, list only the name of the person who signed the check, not both (all) the names on the account. If you receive a contribution that says, in writing, it is from "Mr. and Mrs." put the names of the husband and wife on separate lines and show the amount the written instructions say each contributed. Be sure to fill in addresses, occupations and employers for each contributor. A.R.S § 16-915(A)(2)(a); § 16-915(A)(3)(a); § 16-915(D).

✓ Practical tips:

If you get a contribution of \$25 or less from a contributor who might later give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

Do not assume that a husband and wife will always split a contribution half and half. Ask!

Put an asterisk (*) by the name of an individual if the individual is contributing personal monies.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of each page.

CONTRIBUTIONS more than \$25 - from INDIVIDUALS*

SCHEDULE A

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	CONTRIBUTIONS	DATE RECEIVED	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE											
	NAME, ADDRESS, OCCUPATION AND EMPLOYER OR CONTRIBUTOR														
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CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
e.	<table border="1"> <tr> <td>LAST</td> <td>FIRST</td> <td>MI</td> </tr> <tr> <td colspan="3">STREET ADDRESS</td> </tr> <tr> <td>CITY</td> <td>STATE</td> <td>ZIP</td> </tr> <tr> <td>OCCUPATION</td> <td colspan="2">EMPLOYER</td> </tr> </table>	LAST	FIRST	MI	STREET ADDRESS			CITY	STATE	ZIP	OCCUPATION	EMPLOYER			
LAST	FIRST	MI													
STREET ADDRESS															
CITY	STATE	ZIP													
OCCUPATION	EMPLOYER														
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE A [If last page of Schedule A, transfer total to Detailed Summary Page Line 4(z), Column A]														

*If contributions of \$25 or less are listed with contributor's name, address, occupation and employer on Schedule A, do not include them on Schedule A-1. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

SCHEDULE A-1

Aggregated Individual Contributions of \$25 or Less

✓ What to report on this schedule:

On Schedule A-1, list how much money, total, your committee received from individual contributors whose contributions are \$25 or less and whose cumulative contributions to your committee are \$25 or less.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to contributions reported on this schedule in the same manner that the limits apply to contributions you reported on Schedule A. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contribution exceeds \$25.

For other types of political committees, the contributions received are not subject to contribution limits. However, Schedule A-1 has its own limit in that you cannot list on this schedule any contribution from a contributor whose total contributions exceed \$25.

The cumulative contribution made to a candidate's campaign committee or exploratory committee by an individual includes the total of money, outstanding loans, and in-kind goods and services contributed.

✓ How to complete this schedule:

Line 4. In the left column of the schedule write a description of the contribution. In the middle column write the amount of all the monetary contributions of this kind that your committee received this period. In the right column write the cumulative amount of all the monetary contributions of this kind that your committee has received. A.R.S. § 16-915(A)(3)(a).

Lines 5 – 6. Total the two amount columns and then be sure to move the "Total this period" and the "Cumulative Total this Campaign to Date" to the Detailed Summary Schedule.

✓ Practical tips:

If you get a contribution of \$25 or less from a contributor who later might give more, it's a good idea to list that contribution on Schedule A rather than on Schedule A-1. It is much easier to keep track of multiple contributions from one contributor on Schedule A.

If you are reporting a large lump sum of small contributions from a fundraiser, it's a good idea to put in a brief description of the event (e.g. 100 people at pancake breakfast at \$15 per person) in case you are asked to explain it later.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule A page numbers in the bottom right-hand corner of each page.

CONTRIBUTIONS of \$25 or less - AGGREGATE TOTAL*

SCHEDULE A-1

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4. Aggregate Total of Contributions of \$25 or less

DESCRIPTION	AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE	
5. TOTAL THIS PERIOD [Transfer total to Detailed Summary Page, Line 4(b), Column A]		6. CUMMULATIVE TOTAL THIS CAMPAIGN TO DATE [Transfer total to Detailed Summary Page, Line 4(b), Column B]	

*If contributions of \$25 or less are listed with contributor's name and address on Schedule A, do not include them on this schedule. List \$5 Clean Election qualifying contributions separately on Schedule A-2.

SCHEDULE B

Contributions from Other Political Committees

✓ **What to report on this schedule:**

On Schedule B, list the monetary contributions your committee received from other political committees. Do not use this schedule to list loans or in-kind contributions your committee received from other political committees. List those instead on Schedules C-1 or E.

✓ **Application of contribution limits:**

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from each political committee (except political parties) that contributes to your committee, and to how much you can receive from all political committees. The amounts depend on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. A.R.S. § 16-901(B)(C) and (D).

If you are an opponent of a candidate whose contribution of personal money has exceeded the limit, the contributions you receive from political committees are not subject to limits until the amount of money you have received (from individuals or political committees) equals the amount of personal monies contributed by your opponent from the date you received the notice. A.R.S. §16-905(F)(3).

The cumulative or total contribution made to a candidate's campaign or exploratory committee by a political committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, contributions your committee receives are not subject to limits.

✓ **How to complete this form:**

Lines 4a – 4i. Contributions: Use a separate box for each contribution made by a political committee. To be considered complete, all of the identifying information, including the ID#, must be given. A.R.S. §§16-902.01(C); 16-904(E)(3); 16-915(A)(2)(b); 16-915(A)(3)(b); 16-915(D).

Line 5. On the last page of Schedule B total the "Amount Received This Period" and the "Cumulative Total this Campaign to Date" columns. Then be sure to include these totals on the Detailed Summary Schedule.

✓ **Practical tip:**

Put an asterisk (*) by the committee name if the contributing committee is certified by the Secretary of State to give at the upper limit. A candidate's campaign committee must receive a copy of the Secretary of State's certification from the contributing committee. A.R.S. §16-905(I).

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule B page numbers at the bottom of each page of this schedule.

CONTRIBUTIONS FROM POLITICAL COMMITTEES

SCHEDULE B

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	CONTRIBUTIONS		AMOUNT RECEIVED THIS PERIOD	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
IDENTITY OF CONTRIBUTOR AND DATE RECEIVED				
4a	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
b.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
c.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
d.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
e.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
f.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
g.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
h.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
i.	ID #	NAME, ADDRESS, CITY, STATE AND ZIP		
	DATE RECEIVED			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE B <i>[If last page of Schedule B, transfer total to Detailed Summary Page, Line 4(c), Column A]</i>			

SCHEDULE C

Candidate Loans

✓ **What to report on this schedule:**

Use Schedule C to report loans of personal money your candidate campaign or exploratory committee received from your candidate, designating individual, or a family member as defined. A.R.S § 16-901(10). This schedule is to be used only by candidate's campaign and exploratory committees. A.R.S. §16-915(A)(1)(c).

✓ **Application of contribution limits:**

Limits do not apply to contributions made by a candidate and certain family members of the candidate to his or her candidate's campaign committee.

✓ **How to complete this schedule:**

Lines 4a – 4f. Loans Made or Guaranteed by Candidate: In each box, enter the name of the candidate, designating individual or family member making the loan, and that person's address. Enter the date the loans were made, the amount given this period, and the cumulative amount.

Line 5: On the last page of Schedule C, enter the total of loans made or guaranteed by the candidate.

✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C page numbers at the bottom of each page of this schedule.

CANDIDATE LOANS

SCHEDULE C

1.	Committee Name	2. ID #		
3.	Report covering period from _____ thru _____			
4.	LOANS MADE OR GUARANTEED BY CANDIDATE	DATE RECEIVED	AMOUNT RECEIVED	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS FROM WHOM RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
b.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
c.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
d.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
e.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
f.	NAME, ADDRESS, CITY, STATE, AND ZIP			
	DESCRIPTION			
5.	ENTER TOTAL OF LOANS MADE OR GUARANTEED BY CANDIDATE ONLY IF LAST PAGE OF SCHEDULE C [If last page of Schedule C, transfer total to Detailed Summary Page, Line 5(a), Column A]			

SCHEDULE C-1

Other Loans

✓ What to report on this schedule:

Use Schedule C-1 to report contributions in the form of loans your committee received from individuals and political committees. "Other Loans" are loans or advances of money (other than personal monies) made to your committee with an expectation of repayment prior to the termination of the committee.

✓ Application of contribution limits:

For a candidate's campaign or exploratory committee, limits apply to how much you can receive from individuals and other political committees (except political parties), as well as an overall limit on how much your committee can receive from political committees. If you become your party's nominee, limits also apply to how much you can receive from political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. If you are an opponent of a candidate whose contribution of personal money has exceeded the personal money limits, the contributions you receive from political committees are not subject to limits until the amount you receive from the date you received the notice (from individuals or political committees) equals the amount of personal monies contributed by the candidate.

The cumulative contribution made by an individual or a political committee to a candidate's campaign committee or exploratory committee includes the total of money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ How to complete this schedule:

Lines 4a – 4c. Other Loans: In each box, enter the name and address of the individual making the loan, or name, ID# and address of the political committee making the loan, as well as the name and address of the endorser or guarantor of the loan. Enter the date the loan was made, the amount given this period, and the cumulative amount. A.R.S. §§ 16-915(A)(2)(d); 16-915(A)(3)(c).

Line 5. On the last page of Schedule C-1 enter the total of the "Amount of Loan" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule C-1 page numbers at the bottom of each page of this schedule.

OTHER LOANS

SCHEDULE C1

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	ALL OTHER LOANS	DATE LOAN RECEIVED	AMOUNT OF LOAN	CUMULATIVE TOTAL THIS CAMPAIGN TO DATE
	NAME AND ADDRESS OF EACH INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) OR LOAN, AND ANY ENDORSER OR GUARANTOR OF LOAN.			
4a	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4b	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4c	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
4d	NAME OF PERSON OR COMMITTEE MAKING LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	NAME OF ENDORSER OR GUARANTOR OF LOAN, ADDRESS, CITY, STATE, ZIP, AND ID#			
	DESCRIPTION			
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE C-1 [If last page of Schedule C-1, transfer total to Detailed Summary Page, Line 5(a), Column A]			

SCHEDULE D

Expenditures for Operating Expenses

✓ **What to report on this schedule:**

On Schedule D, list each payment you made to a business, an employee, or a person doing contract services for you. List only the payments you made during the current reporting period. If you got the bill and paid the bill in this reporting period, this is the only schedule you need to use. But, if you got the bill in this period but didn't pay it, you need to list the bill on Schedule F-3 (which lists unpaid debts and obligations). If you paid part of the bill, but not all, put only the amount you paid on Schedule D. The unpaid amount will show up on Schedule F-3.

Examples of payments that go on Schedule D include, but are not limited to, monthly rent payment for office space, salary to an employee, cost of signs or literature, purchase of stamps.

Do not use Schedule D to show payment of bills for making Independent Expenditures; instead use Schedule D-1. Do not use Schedule D to show re-payments of loans; instead use Schedule D-4 or D-5.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

Lines 4a – 4f. Expenditures: Give the name and address of the vendor (business or person) to whom you wrote the check or paid money. Put in the amount and the date you paid it, and a description of what you bought. A.R.S. §§ 16-915(A)(4)(a); 16-915(A)(5).

Line 5. On the last page of Schedule D enter the total of the "Amount of the Expenditure" column.

✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D page numbers at the bottom of each page of this schedule.

EXPENDITURES FOR OPERATING EXPENSES*

SCHEDULE D

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	EXPENDITURES	DATE EXPENDITURE MADE	AMOUNT OF THE EXPENDITURE
	NAME AND ADDRESS TO WHOM EXPENDITURE (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
b.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
c.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
d.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
e.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
f.	NAME, ADDRESS, CITY, STATE AND ZIP		
	DESCRIPTION OF ITEMS OR SERVICES PURCHASED		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D [If last page of Schedule D, transfer total to Detail Summary Page Line 9, Column A]		

*Expenditures, other than a contract, promise or agreement to make an expenditure resulting in credit

SCHEDULE D-1 Independent Expenditures

✓ What to report on this schedule:

Schedule D-1 is a special schedule to use when your committee made an Independent Expenditure. On Schedule D-1, list the payments you made to a person or business for goods or services your committee used to make an "Independent Expenditure," the candidate the expenditure was meant to support or oppose, and who contributed the most to your committee.

✓ Application of contribution limits:

Contribution limits do not apply to this schedule.

✓ How to complete this schedule:

Lines 4a – 4c. Independent Expenditures: First, give the name and address of the "recipient of expenditure" (business or person) to whom you wrote the check or paid money. Enter that person's or business' address, the amount you paid, and the date you paid it. (Remember, do not list this payment on Schedule D, only list it here.) Second, write a description of what your committee did with the purchase, and check either the "benefited" or "opposed" box. Third, fill in the information about the candidate you are trying to benefit or oppose. A.R.S. §16-901(14); 16-915(A)(4)(h); 16-915(F).

Line 5. On the last page of Schedule D-1 enter the total of the "Amount of the Expenditure" column.

6

Treasurer's certification: The committee treasurer must sign this schedule. A.R.S. §16-915(F)(6).

7

Top Contributors: List the name, occupation, employer, and amount contributed by each of the three contributors who gave the most to your committee within the six months before the date the committee made the Independent Expenditure. If any other contributor gave the same amount during this time period as any of the top three contributors, the information must be provided for that contributor as well. Remember that the total amount of "contributions" includes money, outstanding loans and the value of in-kind goods and services. If any of the listed contributors is a political committee, then list the name of the political committee, ID#, and the names, occupations and employers of that committee's chairman and treasurer. A.R.S. §16-915(F)(5).

✓ Practical tip:

Not many committees will use this schedule, because not many committees can legally make Independent Expenditures. For example, candidates' campaign committees and exploratory committees can never make Independent Expenditures, so those committees never use this schedule. A.R.S. §16-901-14 and 16-917.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-1 page numbers at the bottom of each page of this schedule.

SCHEDULE D-2

Loans Made by the Reporting Committee

✓ What to report on this schedule:

Use Schedule D-2 if your committee made a loan to another political committee.

✓ Application of contribution limits:

For political organizations [defined in A.R.S. § 16-901(20)], you can contribute (including loans) to candidate campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate's campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee's committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate's campaign or exploratory committees, you cannot make contributions to another candidate's campaign or exploratory committee.

For other types of committees, limits apply to the amount your committee can give to a candidate's campaign or exploratory committee. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate's campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ How to complete this form:

Lines 4a – 4i. Loans Made by the Reporting Committee: In each box, give the name, ID# and address of each committee that your committee gave a loan to during the current reporting period. Put in the date the loan was made and the amount of the loan. You do not need to report the cumulative amount your committee has given the other committee.

Line 5. On the last page of Schedule D-2 enter the total of the "Amount of the Loan" column.

✓ Practical tip:

When the other committee repays your committee, list that repayment on Schedule F-1 (Dividends, Interest and Other Receipts). But do not use Schedule D-2 to show any changes in the loan amount because of a re-payment; Schedule D-2 only shows new loans being made.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-2 page numbers at the bottom of each page of this schedule.

LOANS MADE BY REPORTING COMMITTEE

SCHEDULE D-2

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	LOANS MADE BY THE REPORTING COMMITTEE	DATE LOAN MADE	AMOUNT OF THE LOAN
	NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM LOAN (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
g.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
h.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
i.	NAME, ADDRESS, CITY, STATE, ZIP, AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-2 [Transfer total to Detail Summary Page Line 12, Column A]		

SCHEDULE D-3

Offsets to Operating Expenses

✓ **What to report on this schedule:**

On Schedule D-3, you list money you got back from a business or a person whose bill you already paid.

Examples include, but are not limited to: getting money back from the Post Office for unused postage on your meter, getting a refund for returning unused supplies, or selling back equipment to a store or getting a full or partial refund for its rental.

If what your committee returned was an in-kind contribution when you received it, you not only have to list the money here - on Schedule D-3 - you also have to use Schedule F-2 and Schedule A to move the amount of the contribution to the right schedule. The instructions for moving contributions from one schedule to another are on Schedule F-2.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

Lines 4a – 4f. Rebates, Refunds and Other Offsets to Operating Expenses: Give the name and address of the person or the business who is giving you money, and a description of what it was that you returned or got a rebate on. Fill in the amount of the refund, and the date you got it. A.R.S. §§16-915(A)(3)(d) and 16-915(A)(4)(e).

Line 5. On the last page of Schedule D-3 enter the total of the “Amount of the Refund” column.

✓ **Practical tip:**

When your committee gets a refund, you do not have to change any amount on Schedule D. After you put the totals from Schedule D-3 on the Detailed Summary Schedule, then add and subtract on that schedule, you can see that your “Campaign to Date” expenses have gone down.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-3 page numbers at the bottom of each page of this schedule.

OFFSETS TO OPERATING EXPENSES *

SCHEDULE D-3

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

REBATES, REFUNDS AND OTHER OFFSETS TO OPERATING EXPENSES		DATE REFUND RECEIVED	AMOUNT OF THE REFUND
NAME AND ADDRESS FROM WHOM REFUND OR REBATE WAS RECEIVED			
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP DESCRIPTION OF REFUND		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-3 [If last page of Schedule D-3, transfer total to Detailed Summary Page Line 17 Column A]		
* Includes return of contributions made by reporting committee			

SCHEDULE D-4

Repayment of Candidate Loans

✓ **What to report on this schedule:**

On Schedule D-4 list each loan re-payment your committee made to the candidate, designating individual, or members of his or her family. Use Schedule D-4 only to repay loans you previously listed on Schedule C.

Do not use Schedule D-4 to show that a loan (or any part of a loan) was forgiven by the candidate or family member. Instead, list the amount forgiven on Schedule F-2, Offsets to Contributions Received, then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

Lines 4a – 4f. Repayment of Loans Made or Guaranteed by Candidate: List the name and address of the candidate, designating individual or family member, the day the committee paid the person back, and how much was paid back.

Line 5. On the last page of Schedule D-4 enter the total of the “Amount of the Repayment” column.

✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-4 page numbers at the bottom of each page of this schedule.

REPAYMENT OF CANDIDATE LOANS

SCHEDULE **D-4**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

	REPAYMENT OF LOANS MADE OR GUARANTEED BY CANDIDATE	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, AND ZIP		
b.	NAME, ADDRESS, CITY, STATE, AND ZIP		
c.	NAME, ADDRESS, CITY, STATE, AND ZIP		
d.	NAME, ADDRESS, CITY, STATE, AND ZIP		
e.	NAME, ADDRESS, CITY, STATE, AND ZIP		
f.	NAME, ADDRESS, CITY, STATE, AND ZIP		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-4 [Transfer total to Detail Summary Page, Line 13(a), Column A]		

SCHEDULE D-5

Repayment of Other Loans

✓ What to report on this schedule:

On Schedule D-5, list each repayment your committee made to an individual or political committee that loaned money to your committee.

Do not use Schedule D-5 to list any loan (or part of a loan) that is forgiven by the contributor. Instead, report the amount forgiven on Schedule F-2, Offsets to Contributions Received. Then report that same amount as a monetary contribution on Schedule A if the contributor is an individual or on Schedule B if the contributor is a political committee.

✓ Application of contribution limits:

Contribution limits apply to the unpaid amount of these loans. If the loan is forgiven, the amount that is forgiven is still a contribution and is subject to limits.

✓ How to complete this schedule:

Lines 4a – 4f. Repayment of Other Loans: List the name and address of the contributor who loaned the money to your committee, the day the committee paid the individual back, and how much was paid back. If the contributor was a political committee, also list that committee's ID#.

Line 5. On the last page of Schedule D-5 enter the total of the "Amount of the Repayment" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-5 page numbers at the bottom of each page of this schedule.

REPAYMENT OF ALL OTHER LOANS

SCHEDULE D-5

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REPAYMENT OF ALL OTHER LOANS	DATE REPAYMENT MADE	AMOUNT OF THE REPAYMENT
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
5.	ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-5 [Transfer total to Detailed Summary Page, Line 13(b), Column A]		

SCHEDULE D-6

Transfers to Other Political Committees

✓ What to report on this schedule:

Schedule D-6 is a special schedule that you use only to transfer money between committees when that money is not a contribution. Schedule D-6 is only used in the following special situations:

- ◆ When your committee and another committee has had a joint fundraising event, and you are cleaning up the books between the two of you. Be sure to review the law on the specifics of how you do that. A.R.S. § 16-901(5) (b)(xi).
- ◆ When your committee is a candidate's campaign committee, and you are terminating the committee from the last election cycle and moving the surplus money to the candidate's campaign committee that the candidate has set up for the next election year.
- ◆ When your committee is an exploratory committee and you are moving the surplus money to an exploratory or candidate's campaign committee that the designating individual has set up for the next election year. A.R.S. § 16-905(H).

Do not use Schedule D-6 to report refunds to contributors upon the termination of the reporting committee. Use Schedule F-2 to report those refunds to individuals.

✓ Application of contribution limits:

For candidate's campaign and exploratory committees, limits apply to some transfers of surplus funds. A.R.S. § 16-905(H).

✓ How to complete this schedule:

Lines 4a – 4f. Transfers: In each block, give the name, ID# and address of the political committee receiving the transfer, the amount transferred, and the date it occurred.

Line 5. On the last page of Schedule D-6 enter the total of the "Amount of the Transfer" column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-6 page numbers at the bottom of each page of this schedule.

TRANSFERS TO OTHER POLITICAL COMMITTEES

SCHEDULE **D-6**

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	TRANSFERS MADE BY THE REPORTING COMMITTEE	DATE TRANSFER MADE	AMOUNT OF THE TRANSFER
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ID# AND ADDRESS OF THE POLITICAL COMMITTEE) TO WHOM REPAYMENT (DISBURSEMENT) WAS MADE		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-6 [Transfer total to Detailed Summary Page, Line 14, Column A]

SCHEDULE D-7

Any Other Disbursement

✓ What to report on this schedule:

On Schedule D-7 list the monetary and in-kind contributions your committee gave to other political committees. This schedule is also a “catchall” for disbursements. If your committee gave surplus funds to a 501(C)(3) charity, report that donation on this schedule.

Examples include, but are not limited to, checks, money orders or cash given to another committee, or in-kind goods or services given to other committees, such as mailing lists, postage, or long distance telephone time.

Do not use this schedule to report loans made to other political committees. Instead, use Schedule D-2.

✓ Application of contribution limits:

For political organizations [defined in A.R.S. § 16-901(20)], you can make contributions, including loans, to candidate’s campaign committees at any time during the campaign. How much you can give is limited in two ways – how much you can give each committee, and how much, overall, a candidate’s campaign committee or exploratory committee can receive from all political committees, including political organizations. After the primary, the amount you can give a nominee’s committee is limited by the overall amount given by both political parties and organizations to the nominee. Please refer to the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For political parties recognized in Arizona [defined in A.R.S. § 16-901(21)], the amount you can give to a nominee after the primary election is subject to an overall limit that includes the amount the candidate / nominee received from political organizations during the campaign cycle. See the current Election Cycle Campaign Contribution Limits chart for the amounts of these limits.

For candidate’s campaign or exploratory committees, you cannot make contributions to another candidate’s campaign or exploratory committee.

For any other type of committee, limits apply to the amount your committee can give to candidate campaign or exploratory committees. Limits do not apply to amounts your committee gives to any other type of committee.

Contribution limits apply to the total amount your committee contributes to a candidate’s campaign committee or exploratory committee, including monetary, outstanding loans and in-kind contributions.

✓ How to complete this form:

Lines 4a – 4e. Other Disbursements: List the name, ID# and address of the political committee that your committee made a contribution to, the amount of the contribution and the date it was made.

Line 5. On the last page of Schedule D-7 enter the total of the “Amount of the Disbursement” column.

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule D-7 page numbers at the bottom of each page of this schedule.

ANY OTHER DISBURSEMENT

SCHEDULE **D-7**

1. Committee Name _____

2. ID # _____

3. Report covering period from _____ thru _____

ANY OTHER DISBURSEMENTS		DATE DISBURSEMENT MADE	AMOUNT OF THE DISBURSEMENT
NAME, ADDRESS AND ID# OF COMMITTEE TO WHOM DISBURSEMENT WAS MADE; DESCRIPTION			
a.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</div> <div style="border: 1px solid black; padding: 2px;">DESCRIPTION</div>		
b.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</div> <div style="border: 1px solid black; padding: 2px;">DESCRIPTION</div>		
c.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</div> <div style="border: 1px solid black; padding: 2px;">DESCRIPTION</div>		
d.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</div> <div style="border: 1px solid black; padding: 2px;">DESCRIPTION</div>		
e.	<div style="border: 1px solid black; padding: 2px; margin-bottom: 2px;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</div> <div style="border: 1px solid black; padding: 2px;">DESCRIPTION</div>		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE D-7 <i>[Transfer total to Detailed Summary Page Line 15 Column A]</i>			

SCHEDULE E

In-kind Contributions and Expenditures

✓ What to report on this schedule:

Use Schedule E to report contributions of in-kind goods and services (anything of value that is not money) your committee received. In-kind contributions must be reported at their fair market value - the cost that would be charged to any other person for the same goods or services. For almost every in-kind contribution, Schedule E uses a single entry to report both the contribution and the expenditure side of in-kind contributions (see “How to complete this schedule” for exception). If the contributor reduced (or discounted) the price charged to the reporting committee, the difference between the fair market price and the reduced price must be reported as an in-kind contribution. Report the discounted amount (the savings) on Schedule E, as both contribution and expenditure. Report the amount paid on Schedule D.

Examples include, but are not limited to, design of campaign logo, wood for signs, mailing lists, stationery and envelopes.

✓ Application of contribution limits:

For candidate campaign or exploratory committees, limits apply to how much you can receive from individual contributors, other political committees, and political parties and organizations. The amount of the limit depends on whether you are (or are exploring to be) a local or statewide candidate. Please refer to the current Election Cycle Campaign Contribution Limits chart on the last page of this handbook. There are no limits on the amount of money you or certain members of your family can contribute to your candidate’s campaign or exploratory committee, but if those contributions exceed the amount on the current Election Cycle Campaign Contribution Limits chart, you need to notify the filing office, and, if you are a candidate, you need to notify all other candidates and their committees. If you are an opponent of a candidate whose personal monies contributions have exceeded the limit, contributions you receive (from individuals and political committees) are not subject to limits until the amount you have received equals the amount of personal money contributed by your opponent.

The cumulative or total contribution made to a candidate’s campaign committee or exploratory committee by an individual includes the total of all money, outstanding loans, and in-kind goods and services contributed.

For other types of political committees, the contributions your committee receives are not subject to limits.

✓ How to complete this schedule:

Lines 4a – 4d. In-Kind Contributions and Expenditures: In each box, enter the name and address of the individual contributor. Describe the goods or services contributed and enter the date and fair market value (or discount) of the goods and services. Check off both the contribution and expenditure boxes, unless the entry is one of the following exceptions: 1) an in-kind contribution that was received at the end of a reporting period, but not expended until the next reporting period, or 2) an in-kind contribution that was expended as part of an activity reported on Schedule D-1, Independent Expenditures.

Lines 5 & 6. Totals: On the last page of Schedule E enter the total amount separately for contributions and expenditures. These totals will match, unless one of the entries fell into an exception category. A.R.S. §§16-915(A)(2)(g), 16-915(A)(4)(g) and 16-915(B).]

✓ Practical tip:

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule E page numbers at the bottom of each page of this schedule.

IN-KIND CONTRIBUTIONS and EXPENDITURES

SCHEDULE E

1. Committee Name _____

2. ID # _____

3. Report covering period from _____ thru _____

4	IN-KIND CONTRIBUTIONS and EXPENDITURES	DATE	FAIR MARKET VALUE						
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIVED OR TO WHOM GIVEN								
4a.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
b.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
c.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
d.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">NAME, ADDRESS, CITY, STATE, ZIP AND ID#</td> <td style="width: 60%;">CONTRIBUTION 9 EXPENDITURE 9</td> </tr> <tr> <td colspan="2">DESCRIPTION</td> </tr> <tr> <td>OCCUPATION</td> <td>EMPLOYER</td> </tr> </table>	NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9	DESCRIPTION		OCCUPATION	EMPLOYER		
NAME, ADDRESS, CITY, STATE, ZIP AND ID#	CONTRIBUTION 9 EXPENDITURE 9								
DESCRIPTION									
OCCUPATION	EMPLOYER								
5.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 6, Column A]</i>								
6.	ENTER TOTAL IN-KIND CONTRIBUTIONS ONLY IF LAST PAGE OF SCHEDULE E <i>[If last page of Schedule E, transfer total to Detailed Summary Page Line 11, Column A]</i>								

SCHEDULE F-1

Dividends, Interest, and Other Receipts

✓ **What to report on this schedule:**

Use Schedule F-1 to report money your committee received that is not a contribution, such as interest or dividends paid on contributed money, or money received in repayment of loans the reporting committee made to other committees.

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

Lines 4a – 4f. Dividends, Interest, and Other Forms of Receipts: List the name and address of the bank or financial institution paying the interest or dividend, or the name and ID# of the political committee re-paying the loan. Give a description of the money received, the date and amount received. A.R.S. §§ 16-915(A)(2)(f) and 16-915(A)(3)(e).

Line 5. On the last page of Schedule F-1 enter the total of the “Amount of the Receipt” column.

✓ **Practical tip:**

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-1 page numbers at the bottom of each page of this schedule.

DIVIDENDS, INTEREST, AND OTHER RECEIPTS

SCHEDULE F-1

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	DIVIDENDS, INTEREST AND OTHER FORMS OF RECEIPTS	DATE AMOUNT RECEIVED	AMOUNT OF THE RECEIPT
	NAME AND ADDRESS FROM INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) FROM WHOM RECEIPT WAS RECEIVED		
4a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF RECEIPT		

5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-1 *[[If last page of Schedule F-1, transfer total to Detailed Summary Page Line 7 Column A]]*

SCHEDULE F-2

Offsets to Contributions Received

✓ **What to report on this schedule:**

On Schedule F-2, list changes you want to make to correct or somehow change any contribution that you listed on Schedule A, A-1, B, C, C-1, or E on a prior report.

Examples of when you may want to change the amount include, but are not limited to:

- ✓ *refunding money to a contributor who contributed over the limits;*
- ✓ *deducting a contribution when the check bounced, or returning in-kind goods (remember to also use Schedule D-3 to change the expenditure, too).*

Examples of when you may want to change the schedule on which a contribution is listed include but are not limited to:

- ✓ *when a contributor forgives a loan made to your committee instead of your committee repaying the loan;*
- ✓ *when a contributor who made smaller contributions in the past now makes a contribution that puts his or her cumulative contribution over \$25.*

✓ **Application of contribution limits:**

Contribution limits do not apply to this schedule.

✓ **How to complete this schedule:**

Lines 4a – 4f. Name and address to whom refund was made: For each contribution that you are going to change, list the name and address of the contributor (and ID# if the contributor is a political committee). Where it says “description of refund,” describe the change you are making.

Line 5. On the last page of Schedule F-2 enter the total of the “Amount of the Refund” column.

✓ **Practical tip:**

When you use Schedule F-2 to change the schedule on which a contribution is listed, remember that you not only have to list the contributor and the amount on F-2, you also have to list the contributor and the amount on the new schedule where you want the contribution to show up.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

Be sure to put the Schedule F-2 page numbers at the bottom of each page of this schedule.

OFFSETS TO CONTRIBUTIONS RECEIVED *

SCHEDULE F-2

2. ID #

1. Committee Name _____

3. Report covering period from _____ thru _____

4	REFUNDS AND OTHER OFFSETS TO CONTRIBUTIONS RECEIVED	DATE REFUND MADE	AMOUNT OF THE REFUND
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM REFUND WAS MADE		
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
f.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#		
	DESCRIPTION OF REFUND		
5. ENTER TOTAL ONLY IF LAST PAGE OF SCHEDULE F-2 [If last page of Schedule F-2, transfer total to Detailed Summary Page, Line 4(E), Column A]			

* Includes return of contributions received by reporting committee

SCHEDULE F-3

Debts and Obligations (Excluding Loans)

✓ **What to report on this schedule:**

On Schedule F-3, list any bills your committee receives or contracts your committee signs that your committee is not going to pay off before the end of the current reporting period. Once you put a bill or contract on Schedule F-3, you must keep sending in a Schedule F-3 for each report period until your committee has finished paying off all the debts and obligations. Once your committee pays off each debt or contract, you do not have to list it anymore.

Examples include, but are not limited to: a year's lease on office space, a contract for consultant's services, the cost of stationery you ordered.

If the person or business to whom your committee owes the debt forgives any part of debt rather than your committee having to pay it, you have to list the amount that was forgiven as a contribution on either Schedule A, B or E. (Remember that corporations cannot give to candidate campaign or exploratory committees.)

✓ **Application of contribution limits:**

For candidate campaign or exploratory committees, if a debt or obligation is forgiven rather than re-paid, any amount forgiven becomes a contribution and is subject to contribution limits.

For any other types of political committees, if a debt or obligation is forgiven rather than re-paid, the amount forgiven becomes a contribution but is not subject to contribution limits.

✓ **How to complete this schedule:**

Lines 4a – 4e. Debts and obligations: In each block, give the name, address and ID# (if a political committee) of the vendor or contractor with whom the committee has contracted for goods or services to be paid off in subsequent reporting period(s). Describe the goods or services that engendered the debt. List the following amounts in the appropriate column:

- ✓ the outstanding debt at the beginning of the reporting period;
- ✓ the portion of debt that was incurred in the current reporting period;
- ✓ the payment made in the current reporting period; and
- ✓ the outstanding balance at the close of the reporting period. A.R.S. § 16-915(A)(6).

Line 5. On the last page of Schedule F-3 enter the total of the "Outstanding Balance at Close of This Period" column.

✓ **Practical tip:**

Don't worry that you had to list on both Schedule D and Schedule F-3 the amount your committee paid on each debt this period. The only reason you put it on Schedule F-3 was to figure out the "Outstanding Balance at Close of this Period." Since you don't put the total of "Payment This Period" on the Detailed Summary Sheet" it won't affect the balance.

Be sure that you include the committee name, committee ID number and the beginning and ending dates of the reporting period at the top of the page.

DEBTS AND OBLIGATIONS (Excluding Loans)

SCHEDULE F-3

1. Committee Name _____

2. ID #

3. Report covering period from _____ thru _____

4	DEBTS AND OBLIGATIONS	OUTSTANDING BALANCE BEGINNING THIS PERIOD	AMOUNT INCURRED THIS PERIOD	PAYMENT THIS PERIOD	OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD
	NAME AND ADDRESS OF INDIVIDUAL (OR NAME, ADDRESS AND ID# OF THE POLITICAL COMMITTEE) TO WHOM DEBT IS OWED				
a.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
b.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
c.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
d.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
e.	NAME, ADDRESS, CITY, STATE, ZIP AND ID#				
	DESCRIPTION OF DEBT				
5.	ENTER TOTAL OUTSTANDING BALANCE AT CLOSE OF THIS PERIOD ONLY IF LAST PAGE OF SCHEDULE F-3 [Transfer total to Detail Summary Page Line 19, Column A]				

PERIOD NO ACTIVITY STATEMENT

✓ What to report on this schedule

This Statement is filed when your political committee has had no receipts and no expenditures during the reporting period. This Statement may be filed instead of the Campaign Finance Report.

✓ How to complete this schedule:

1. Complete the committee information.
2. Complete the information about the sponsoring organization, if applicable.
3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.
4. Identify the reporting period covered by the Statement.

5

Print the name of the person signing the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

✓ Practical tip:

The treasurer signing the Statement must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

Be sure the date the form is signed is entered on the appropriate line.

SAMPLE

FOR OFFICE USE ONLY

CITY/TOWN OF _____
POLITICAL COMMITTEE
NO ACTIVITY STATEMENT

1. Full Name of Committee
Address
City ZIP Code County Phone Number
2. Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. REPORTING PERIOD
(Please check appropriate box)

DUE BETWEEN

- January 31 Report - For Period of ... January 1, 20XX and January 31, 20XX
Pre-Primary Election Report - For Period of ... February 19, 20XX and February 6, 20XX
Post-Primary Election Report - For Period of ... March 31, 20XX and April 9, 20XX
Pre-General Election Report - For Period of ... April 30, 20XX and May 7, 20XX
Post-General Election Report - For Period of ... June 9, 20XX and June 18, 20XX
**January 31, Report - For Period of ... January 1, 20XX and January 31, 20XX

*Insert date which is 21 days after date of last election (A.R.S. §16-913).

**Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

5

I, _____, upon my oath and under penalty of perjury, say that this political committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and complete.

Date

Signature of Candidate or Treasurer

ANNUAL NO ACTIVITY REPORT

✓ What to report on this schedule

This Report may only be used by a candidate campaign committee that cannot terminate because the committee has outstanding debt. If a committee files this Report, which is due by January 31 of each year, the committee will not be required to file additional campaign finance reports *unless* the committee has additional receipts or expenditures.

✓ How to complete this schedule:

1. Complete the committee information.
2. Complete the information about the sponsoring organization, if applicable.
3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

4 You must enter the calendar year for which this report is applicable.

5 Print the name of the person signing the Report, who also must sign the Report. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the treasurer must sign.

✓ Practical tip:

The treasurer signing the Report must be the treasurer who is named on the most recent Statement of Organization that has been filed with the filing officer.

CITY / TOWN OF _____
CANDIDATE POLITICAL COMMITTEE
ANNUAL NO ACTIVITY STATEMENT

1.

Full Name of Committee

Address

City State ZIP Code Phone Number Email Address

2.

Candidate and Office

3. ID#

The above named candidate's political committee will remain active due to outstanding debts and does not intend to receive any contributions or make any expenditures during the year _____. If the candidate's political committee does receive any contributions or make any expenditures during the year indicated above, the committee shall report as prescribed by A.R.S. § 16.913(B)(C).

5

I, _____, certify under penalty of perjury, that this
(Name of Treasurer or Candidate – Printed)
statement pursuant to A.R.S. § 16-913(E) is true and complete.

Signature of Treasurer or Candidate

THIS REPORT MAY BE FILED NO LATER THAN JANUARY 31 BY A CANDIDATE'S POLITICAL COMMITTEE THAT REMAINS ACTIVE AFTER AN ELECTION DUE TO OUTSTANDING DEBTS.

TERMINATION STATEMENT

✓ What to report on this schedule

This Statement is filed when your political committee will no longer be active in a jurisdiction in which it is registered. Once the Termination Statement is filed, the committee will not be required to file additional campaign finance reports.

✓ How to complete this schedule:

1. Complete the committee information.
2. Complete the information about the candidate or sponsoring organization.
3. Include the committee ID that was assigned for the jurisdiction with which the Statement is being filed.

4 You must check all applicable boxes in this section. All Receipts and Expenditures must have been reported, and if there was surplus monies, the disposition of those monies must be reported. Check the applicable box to indicate how the disposition was reported.

5 If the committee intends to remain active in other jurisdictions, and to use the surplus monies in those other jurisdictions, check this box.

6 If the committee has transferred surplus monies to a subsequent candidate's campaign committee or exploratory committee, check this box.

7 Print the name of the chairman and treasurer, who also must sign the Statement. In the case of a candidate's campaign committee or exploratory committee, the candidate or designating individual may sign the Statement. For all other committees, the chairman and treasurer must sign.

✓ Practical tip:

The chairman and treasurer signing the Statement must be the chairman and treasurer who are named on the most recent Statement of Organization that has been filed with the filing officer.

CITY / TOWN OF _____
POLITICAL COMMITTEE
TERMINATION STATEMENT

A.R.S. §§ 16-914 and 16-915.01

ID#

NAME OF POLITICAL COMMITTEE			
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	
NAME OF SPONSORING ORGANIZATION OR CANDIDATE AND OFFICE			
ADDRESS OF SPONSORING ORGANIZATION		EMAIL ADDRESS AND FAX #	

Select the boxes that apply:

A. This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. § 16-913. We further certify that the political 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 pursuant to A.R.S. § 16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

- 4** The disposition of surplus monies was submitted on the campaign finance report filed on: _____
- The disposition of surplus monies is reported on the attached campaign finance report.

- 5** **B.** This committee has terminated its activities in the above-named jurisdiction. The undersigned chairman and treasurer hereby attest that it is the intent of this committee to remain active in other jurisdictions and that all remaining monies of this committee shall be used in other jurisdictions.
- 6** **C.** This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

Name of Committee: _____ ID # _____

7 We, _____, _____, certify under
 Printed name of Chairman and Printed name of Treasurer

penalty of perjury that this statement of termination pursuant to A.R.S. § 16-914 is true and complete.

 Signature of Chairman

 Signature of Treasurer

INDEPENDENT EXPENDITURE NOTIFICATION FORM

✓ What to report on this form

This form is filed by independent expenditure committees formed by corporate or labor groups to support or oppose candidates. All expenditures of these committees that are made to influence a candidate election must be reported on this form. You must also indicate the candidate who is being supported or opposed by the expenditure. The notification form must be filed within one day of the expenditure.

✓ How to complete this schedule:

- 1 Complete the election cycle information.
- 2 Complete the information about the sponsoring organization.
- 3 Complete the information on the expenditure amount.
- 4 Check one of the communication types. Choose the type that most closely matches the kind of expenditure.
- 5 Choose one of the descriptions of expenditures from the attached list of descriptions and enter it here.

CITY/TOWN OF _____
**INDEPENDENT EXPENDITURE NOTIFICATION FORM FOR
 CORPORATIONS, LIMITED LIABILITY COMPANIES, AND LABOR ORGANIZATIONS**

1		Election Cycle: _____		Committee ID: _____		Expenditure Status:	
<input type="checkbox"/> Initial Expenditure <input type="checkbox"/> Additional Expenditure		Total Amount of Expenditures this Notification: _____		Verified: _____		Unverified: _____	
						Delinquent: _____	

2				
Full Name of Organization				
Address		City	State	Zip Code
Phone Number		E-mail Address		

3	Expenditure Date:		Expenditure Amount:	
	Vendor/Payee Name:			
	Candidate Name:	<input type="checkbox"/> Supports <input type="checkbox"/> Opposes		
4	Communication Type:	<input type="checkbox"/> Communications <input type="checkbox"/> Travel <input type="checkbox"/> Professional Services <input type="checkbox"/> Event Expenses <input type="checkbox"/> Overhead <input type="checkbox"/> Administration <input type="checkbox"/> Miscellaneous		
5	Description of Purchase:	Please use a description from the list of subcategories provided.		

Expenditure Date:		Expenditure Amount:	
Vendor/Payee Name:			
Candidate Name:	<input type="checkbox"/> Supports <input type="checkbox"/> Opposes		
Communication Type:	<input type="checkbox"/> Communications <input type="checkbox"/> Travel <input type="checkbox"/> Professional Services <input type="checkbox"/> Event Expenses <input type="checkbox"/> Overhead <input type="checkbox"/> Administration <input type="checkbox"/> Miscellaneous		
Description of Purchase:	Please use a description from the list of subcategories provided.		

See other side or attached form for additional expenditures for this notification.

Signature

Date

2011-2012 ELECTION CYCLE CAMPAIGN CONTRIBUTION LIMITS

CONTRIBUTION LIMITS ADJUSTED MARCH 3, 2011, PURSUANT TO A.R.S. § 16-905(H)

**A.R.S. § 16-905(H) REQUIRES CAMPAIGN CONTRIBUTIONS
LIMITS BE ADJUSTED BIENNIALLY. [CLICK HERE](#) TO VISIT
THE SECRETARY OF STATE'S WEBSITE FOR THE
UPDATED LIMITS.**

CAMPAIGN CONTRIBUTION LIMITS	NON-STATEWIDE OFFICES Candidate or Authorized Candidate's Committee		STATEWIDE OFFICES Candidate or Authorized Candidate's Committee
	LOCAL	LEGISLATIVE	
Individual's contribution to a candidate A.R.S. §16-905(A)(1) A.R.S. §16-905(A)(2) A.R.S. §16-905(B)(1)	\$430	\$424	\$872
Political Committee's contribution to a candidate A.R.S. §16-905(A)(3) A.R.S. §16-905(A)(4) A.R.S. §16-905(B)(2)	\$430	\$424	\$872
Committees certified by the Secretary of State to give at the upper limit "Super PAC" A.R.S. §16-905(G) A.R.S. §16-905(A)(5) A.R.S. §16-905(B)(3)	\$2,170	\$1,736	\$4,352
Combined total from all Political Committees other than political parties A.R.S. §16-905(C)	\$10,880	\$14,032	\$86,952
Nominee's total from political party and all political organizations combined A.R.S. §16-905(D)	\$10,880	\$8,704	\$86,952
Total contributed by an individual to candidates and committees who give to candidates A.R.S. §16-905(E)	\$6,100 in a calendar year		

**CITY/TOWN OF _____
POLITICAL COMMITTEE
NO ACTIVITY STATEMENT**

1. _____
Full Name of Committee

Address

City ZIP Code County Phone Number

2. _____

Sponsoring Organization or Candidate and office E-mail address Fax #

3. ID#

4. **REPORTING PERIOD** **DUE BETWEEN**
(Please check appropriate box)

- January 31 Report - For Period of _____ * thru December 31, 2011 January 1, 2012 and January 31, 2012
- June 30 Report - For Period of January 1, 2012 thru May 31, 2012 June 1, 2012 and June 30, 2012
- Pre-Primary Election Report - For Period of June 1, 2012 thru August 16, 2012 August 17, 2012 thru August 24, 2012
- Post-Primary Election Report - For Period of August 17, 2012 thru September 17, 2012 September 18, 2012 thru September 27, 2012
- Pre-General Election Report - For Period of September 18, 2012 thru October 25, 2012 October 26, 2012 and November 2, 2012
- Post-General Election Report - For Period of October 26, 2012 thru November 26, 2012 November 27, 2012 and December 6, 2012
- January 31, Report - For Period of November 27, 2012 thru December 31, ____** January 1, ____** and January 31, ____**

*Insert date which is 21 days after date of last election (A.R.S. §16-913).

**Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

I, _____, upon my oath and under penalty of perjury, say that this political
(name of treasurer or candidate- printed)
 committee received no contributions and made no expenditures for the period indicated above, and therefore is filing a
 No Activity Statement pursuant to A.R.S. §16-913 (D), and this statement, pursuant to A.R.S. §16-913 (E) is true and
 complete.

Date

Signature of Candidate or Treasurer

**CITY TOWN OF
POLITICAL COMMITTEE
TERMINATION STATEMENT**

A.R.S. §§ 16-914 and 16-915.01

ID#

NAME OF POLITICAL COMMITTEE			
ADDRESS (NUMBER & STREET)	CITY	STATE	ZIP
MAILING ADDRESS (IF DIFFERENT FROM ABOVE)	CITY	STATE	ZIP
COMMITTEE TELEPHONE #	COMMITTEE FAX #	COMMITTEE E-MAIL ADDRESS	
NAME OF SPONSORING ORGANIZATION OR CANDIDATE AND OFFICE			
ADDRESS OF SPONSORING ORGANIZATION	EMAIL ADDRESS AND FAX #		

Select the boxes that apply:

A. This is to certify that all contributions received and all expenditures made on behalf of the political committee indicated above have been reported as required by A.R.S. § 16-913. We further certify that the political 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 pursuant to A.R.S. § 16-915.01.

Please mark the appropriate statement below to indicate which campaign finance report states the disposition of any surplus monies.

The disposition of surplus monies was submitted on the campaign finance report filed on: _____

The disposition of surplus monies is reported on the attached campaign finance report.

B. This committee has terminated its activities in the above-named jurisdiction. The undersigned chairman and treasurer hereby attest that it is the intent of this committee to remain active in other jurisdictions and that all remaining monies of this committee shall be used in other jurisdictions.

C. This committee has transferred the committee's debts and obligations to a subsequent committee.

Please enter the full name and ID# of the committee into which debts and obligations have been transferred.

Name of Committee: _____ ID # _____

We, _____, _____, certify under
Printed name of Chairman and Printed name of Treasurer

penalty of perjury that this statement of termination pursuant to A.R.S. § 16-914 is true and complete.

 Signature of Chairman

 Signature of Treasurer

Nomination Petition Instructions

Secretary of State Instructions

1. Print the Petition form on 8½ X 14 inch paper.
2. The second page (instructions for circulator) must be copied on the reverse side of the petition.

Instructions to print the PDF document:

NOTE: The following PDF document represents what the Petition forms should look like for Initiative, Referendum and Recall. Errors can be made when printing the document, so it is important to make sure you follow certain guidelines when printing.

1. Click “print” icon from the Adobe Product, not your browser.
2. Check the printer “properties”
3. Paper size - Select “legal” size paper (8.5 x 14)
4. Orientation - Select “landscape”
5. Make sure that “fit to page” is NOT checked
6. When you have printed the petition, make sure that it complies with the form of petition requirements found in the statutes for the specific type of petition you are printing. See Arizona Revised Statutes §§ 19-101, 19-102, 19-112, 19-121, 19- 204 and 19-205.

City of Peoria Code - Eligibility of Circulator

Pursuant to Peoria City Code, Section 8-15, 3(c) "circulators of recall petitions must be a qualified elector for the council district for which the recall of the office holder is sought." For a complete listing of circulator eligibility requirements, please refer to Peoria City Code, Section 8-15.

Initiative Description

“ _____ **PAID CIRCULATOR**” “ _____ **VOLUNTEER**”

(Insert a description of no more than one hundred words of the principal provisions of the proposed measure or constitutional amendment.)

Notice: This is only a description of the proposed measure (or constitutional amendment) prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Initiative Measure to be Submitted Directly to Electors

We, the undersigned, citizens and qualified electors of the state of Arizona, respectfully demand that the following proposed law (or amendment to the constitution, or other initiative measure), shall be submitted to the qualified electors of the state of Arizona (county, city or town of _____) for their approval or rejection at the next regular general election (or county, or city or town election) and each for himself says: I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of _____ (or city or town and county of, as the case may be)_____.

“Warning

It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector.”

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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 such person's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

Affidavit of Circulator

State of Arizona)
County of _____) ss.:
(Where notarized)

I, _____, a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of _____ (Print Name)

in the state of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to Section 19-115, Arizona Revised Statutes, each individual printed the individual's own name and address and signed this sheet of the foregoing petition in my presence on the date indicated, and I believe that each signer's name and residence address or post office address are correctly stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the measure proposed to be initiated or referred to the people) and that at all times during circulation of this signature sheet a copy of the title and text was attached to the signature sheet.

(Signature of affiant) _____
(Typed or Printed Name) _____
(Residence address, street and number of affiant, or if no street address, a description of residence location) _____

Subscribed and sworn to before me on _____ (Date)

_____, Notary Public
_____, Arizona.

My commission expires on _____ (Date)

Referendum Description

“ _____ PAID CIRCULATOR” “ _____ VOLUNTEER”

(Insert a description of no more than one hundred words of the principal provisions of the measure sought to be referred.)

Notice: This is only a description of the measure sought to be referred prepared by the sponsor of the measure. It may not include every provision contained in the measure. Before signing, make sure the title and text of the measure are attached. You have the right to read or examine the title and text before signing.

Petition for Referendum

To the secretary of state: (or to the corresponding officer for or on local county, city, or town measures)

We, the undersigned citizens and qualified electors of the state of Arizona, respectfully order that the senate (or house) bill No. _____ (or other local county, city, or town measure) entitled (title of act or ordinance, and if the petition is against less than the whole act or ordinance then set forth here the item, section, or part, of any measure on which the referendum is used), passed by the _____ session of the legislature of the state of Arizona, at the general (or special, as the case may be) session of said legislature, (or by county, city or town legislative body) shall be referred to a vote of the qualified electors of the state, (county, city or town) for their approval or rejection at the next regular general election (or city or town election) and each for himself says: I have personally signed this petition with my first and last names. I have not signed any other petition for the same measure. I am a qualified elector of the state of Arizona, county of (or city or town and county of, as the case may be) _____.

“WARNING

It is a class 1 misdemeanor for any person to knowingly sign an initiative or referendum petition with a name other than his own, except in a circumstance where he signs for a person, in the presence of and at the specific request of such person, who is incapable of signing his own name because of physical infirmity, or to knowingly sign his name more than once for the same measure, or to knowingly sign such petition when he is not a qualified elector.”

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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 such person's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

Affidavit of Circulator

State of Arizona)
County of _____) ss.:
(Where notarized)

I, _____, a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of _____, in the state of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to Section 19-115, Arizona Revised Statutes, each individual printed the individual's own name and address and signed this sheet of the foregoing petition in my presence on the date indicated, and I believe that each signer's name and residence address or post office address are correctly stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the measure proposed to be initiated or referred to the people) and that at all times during circulation of this signature sheet a copy of the title and text was attached to the signature sheet.

(Signature of affiant) _____
(Typed or Printed Name) _____
(Residence address, street and number of affiant, or if no street address, a description of residence location) _____

Subscribed and sworn to before me on _____ (Date)

_____, Notary Public
_____, Arizona.

My commission expires on _____ (Date)

Recall Petition

We, the qualified electors of the electoral district from which _____ was elected, demand his recall.
 The grounds of this demand for recall are as follows: _____
 (Name and title of office)

(State in two hundred words or less the grounds of the demand)

Signature	Name (first and last name printed)	Actual address (street & no. and if no street address, describe residence location)	Arizona post office address & zip code	City or town (if any)	Date signed
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

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 such person's signature.
- 4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

Affidavit of Circulator

State of Arizona)
) ss.:
 County of _____)
 (Where notarized)

I, _____, a person who is not required to be a resident of this state but who is otherwise qualified to register to vote in the county of _____ (Print Name)

_____, in the state of Arizona at all times during my circulation of this petition sheet, and under the penalty of a class 1 misdemeanor, depose and say that subject to Section 19-115, Arizona Revised Statutes, each individual printed the individual's own name and address and signed this sheet of the foregoing petition in my presence on the date indicated, and I believe that each signer's name and residence address or post office address are correctly stated and that each signer is a qualified elector of the state of Arizona (or in the case of a city, town or county measure, of the city, town or county affected by the recall) and that I am qualified to register to vote and all signers of this petition are qualified to vote in the recall election.

(Signature of affiant) _____

(Typed or Printed Name) _____

(Residence address, street and number of affiant, or if no street address, a description of residence location) _____

Subscribed and sworn to before me on _____ (Date)

 Notary Public

_____, Arizona.

My commission expires on _____ (Date)

Number _____