

OFFICE OF THE CITY CLERK

One City Plaza
Yuma, AZ 85364-1436
928-373-5035 (phone)
928-373-5036 (fax)
clerk@YumaAz.gov

Dear Candidate:

This informational booklet has been prepared to assist you in complying with election filings and requirements as a candidate in the 2015 City of Yuma elections. While our office will attempt to assist with informational items, this booklet is provided with the understanding that City Clerk's Office personnel cannot render legal, financial or other professional advice.

This booklet contains information regarding election requirements, nomination filing, candidate's financial obligations, and campaign finance information. **Please note that all original signed documents must be filed, within the deadlines noted in the statutes, in the City Clerk's Office located at Yuma City Hall, One City Plaza, Yuma, Arizona.**

Candidates are encouraged to refer to the Arizona State Constitution, the Arizona Revised Statutes, the Yuma City Charter and the Yuma City Code for legal requirements pertaining to candidates for elective office. If you need further assistance during the nomination period or the election process, please feel free to contact the City Clerk's Office, One City Plaza, Yuma, Arizona 85364-1436 or call (928) 373-5035 / TTY (928) 373-5149.

Sincerely,

Lynda L. Bushong
City Clerk



2015 Primary and General Election Information

<u>Primary Election:</u>	Tuesday, August 25, 2015
<i>Voter Registration closes:</i>	Monday, July 27, 2015
<u>General Election:</u>	Tuesday, November 3, 2015
<i>Voter Registration closes:</i>	Monday, October 5, 2015
<u>Offices to be filled:</u>	Three City Councilmembers One Municipal Judge
<u>Term of Offices:</u>	Four year term beginning January 1, 2016 and ending December 31, 2019
<u>Signature Requirements:</u>	Signatures required for nomination petitions - not less than 242 nor more than 403 signatures of qualified electors of the City of Yuma.

CANDIDATE NOMINATION FILING DEADLINES

First day to file nomination papers - Monday, April 27, 2015

Last day to file nomination papers - Wednesday, May 27, 2015 at **5:00 p.m.**

Where to Call for Information on....



- ✓ Candidate filings, candidate requirements, and related election information:

CITY CLERK'S OFFICE

One City Plaza

Yuma, AZ 85364-1436

(928) 373-5035

TTY (928) 373-5149

E-mail: clerk@YumaAz.gov

Website address: www.YumaAz.gov/elections

Monday - Thursday: 7:30 a.m. to 5:30 p.m.

Friday: 8:00 a.m. to 5:00 p.m.; closed every other Friday

- ✓ Voter registration, voter lists and early voting:

YUMA COUNTY RECORDER

410 S. Maiden Lane, Suite B

Yuma, AZ 85364-2311

(928) 373-6020(Recorder)

(928) 373-6034 (Voter Registration or Early Voting)

TDD (928) 373-6033

Website address: www.co.yuma.az.us/recorder

Monday - Friday: 8:00 a.m. to 5:00 p.m.

- ✓ Campaign Finance and other related election questions:

SECRETARY OF STATE

Elections Division

1700 W. Washington Street, 7th Floor

Phoenix, AZ 85007-2808

(602) 542-8683

TDD (602) 255-8683

1-877-THE VOTE

(1-877-843-8683)

Web site address: www.azsos.gov



Candidate Information

Qualifications

A candidate for City office must meet the following qualifications as set forth in Arizona Revised Statutes § 9-232 (at the time of the election):

- be eighteen (18) years of age or older
- be a qualified elector of the City of Yuma
- have resided in the City of Yuma, or in any area annexed to the City, for at least one year prior to the election

A candidate for Municipal Judge must meet the following qualifications for pro tem judges as set forth in Article XI, Section 3(d) of the Yuma City Charter:

- be at least 30 years of age
- be of good moral character with no felony convictions
- have resided in the City of Yuma, or in any area annexed to the City, for at least five years prior to taking office

City of Yuma Elective Offices

Office	Term	Term Expiration	Annual Salary	Incumbents
Councilmember	4 years	December 31, 2019	\$ 3,600	Cody Beeson Leslie McClendon Edward Thomas
Municipal Judge	4 years	December 31, 2019	*\$99,000	Jenny Farmer Umphress

* Salary set through the Yuma City Council by ordinance.

Signature Requirements

The nonpartisan nomination petition must contain the signatures of not less than three percent (3%) nor more than five percent (5%) of the total number of valid ballots cast at the last preceding General Municipal Election (November 2013). The required number of signatures to qualify for the 2015 Primary Election ballot is no less than 242 valid signatures and no more than 403 valid signatures.

Majority to elect in primary election

Any candidate who receives, in the Primary Election (August 25, 2015), a majority of votes of all the ballots cast (50% + 1), will be declared elected to the office for which he/she is a candidate, as of the date of the General Election (November 3, 2015). If more candidates receive a majority of votes of all the ballots cast than there are offices to be filled, those candidates, equal to the number of offices to be filled, receiving the highest number of votes shall be declared elected as set forth in Article IV, Section 5 of the Yuma City Charter.



Write-in candidates

State election law allows an individual to file as a write-in candidate for an elective office by filing a **Nomination Paper** with the City Clerk's Office, **no later than 5:00 p.m.**, 40 days prior to the election.

A Nomination Paper is a written notification to the City Clerk of the individual's desire to become a candidate for office. Nomination Paper's are available at the City Clerk's Office.

~Filing Deadlines~

- Primary Election Thursday, July 16, 2015
- General Election Thursday, September 24, 2015

For additional information pertaining to write-in candidates, please refer to Arizona Revised Statutes §16-312.

Candidate Filing Information



Nonpartisan Nomination Paper

(a combined form including an Affidavit of Qualification and a Campaign Finance Laws Statement)

The Nomination Paper contains basic information about the candidate and must be notarized upon submission. The Affidavit of Qualification includes sufficient information to indicate that the person will be qualified to hold the office. The Campaign Finance Statement portion includes a statement indicating that the candidate has read all applicable laws relating to campaign finance and reporting.

Nonpartisan Nomination Petitions

A Nonpartisan Nomination Petition is signed by qualified electors who support the nomination of the individual whose name appears in the certificate portion. Only those persons who are qualified electors of the State of Arizona and the City of Yuma may sign a nomination petition. A person may sign a nomination petition for only one candidate for each office. For this election, an individual may sign up to three nomination petitions for City Councilmember and one nomination petition for Municipal Judge.

The petition circulator must be qualified to register to vote in the State of Arizona and, if not a resident of this State, shall register as a circulator with the Secretary of State. Each petition must be signed by the circulator who circulated that petition. The circulator's name shall be typed or printed under his/her signature. The circulator shall verify that, in his/her belief, each signer was a qualified elector who resides at the address given as the signer's residence on the date indicated.

Financial Disclosure Statement

A Financial Disclosure Statement must be filed by any candidate running for public office. The statement shall cover the preceding twelve-month period and shall be filed at the same time as the Nomination Paper and Nonpartisan Nomination Petitions are filed.

Political Action Committee

A Statement of Organization or \$500 Threshold Exemption Statement must be submitted either prior to submission of the nomination packet or at the same time.

✓ Checklist for Filing

The following forms with original signatures must be filed at the same time in the City Clerk's Office, Yuma City Hall, One City Plaza, Yuma, Arizona no later than 5:00 p.m., Wednesday, May 27, 2015, for the official filing of a candidate:

1. Nonpartisan Nomination Paper
2. Nonpartisan Nomination Petitions
3. Financial Disclosure Statement
4. Political Action Committee - Statement of Organization or \$500 Threshold Exemption Statement (if not already filed)



Voter Registration and Early Voting

Voter Registration

Voter Registration is conducted by the Yuma County Recorder's Office, located at 410 S. Maiden Lane, Yuma, Arizona. Mail-in registration forms (postage paid) are available at the City Clerk's Office, One City Plaza, and at other locations throughout the community such as banks, post offices, and the public library. In addition, individuals may register to vote at www.servicearizona.com.

Deadlines for voter registration are as follows:

<i>Primary Election</i>	Monday, July 27, 2015
<i>General Election</i>	Monday, October 5, 2015

Early Voting

Early voting is conducted by the Yuma County Recorder's Office, 410 S. Maiden Lane, Yuma, Arizona. Early voting for the Primary Election begins on July 30, 2015. For the General Election, early voting begins on October 8, 2015.

Voters may request an early ballot by completing a *Request for Early Ballot* form, which will be mailed to each registered voter prior to the start of early voting for the Primary Election. Any registered voter may also request an early ballot by contacting the Yuma County Recorder's Office at (928) 373-6034 or TTY (928) 373-6033. Requests to receive an early ballot by mail must be received by the Yuma County Recorder's Office **by 5:00 p.m. on the second Friday preceding each election (Friday, August 14, 2015 for the Primary Election and Friday, October 23, 2015 for the General Election).**

Disabled or ill electors may send a written request or call the Yuma County Recorder to have a ballot personally delivered to their place of confinement by a Special Election Board. The request for special assistance must be received by the Yuma County Recorder's Office **by 5:00 p.m. on the second Friday prior to each election (Friday, August 14, 2015 for the Primary Election and Friday, October 23, 2015 for the General Election).**

Campaign Finance Information



State law requires a candidate to account for all monies or things of value received and expended by him/her, the candidate's campaign committee or individuals on behalf of a person's candidacy for public office. It is important that candidates and campaign committees remember that it is their responsibility to comply with all campaign finance laws as set forth in Arizona Revised Statutes § 16-913.

City staff may provide guidance regarding filing forms and answer questions for those who are filing campaign finance reports. However, because candidates and campaign committees are responsible for the content of their reports, all candidates/committees are encouraged to seek legal counsel when necessary.

Persons who fail to timely file required campaign finance reports are subject to a mandatory late filing penalty of \$10 per business day, up to a maximum of \$450. The City Clerk's Office shall not accept a late campaign report unless accompanied by the penalties owed. In addition, if the report is not filed within 15 days after receiving a notice of delinquency, the penalty may increase to \$25 per day for each subsequent day that the filing is late, up to a maximum of \$1,000, as well as further penalties as set forth in Arizona Revised Statutes §§ 16-918(B) and 16-924.

Registration of Political Committees

Each political committee that intends to accept contributions or make expenditures of more than five hundred dollars (\$500) shall file a *Statement of Organization* with the City Clerk's Office before accepting contributions, making expenditures, distributing any campaign literature or circulating petitions.

Each political committee that intends to accept contributions or make expenditures of \$500 or less, and more than \$250, shall file a *\$500 Threshold Exemption Statement* with the City Clerk's Office 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 \$500 Threshold Exemption Statement receives contributions or makes expenditures of more than \$500, that political committee shall file a *Statement of Organization* with the City Clerk's Office within five business days after exceeding the five hundred dollar limit.

\$500 Threshold Exemption Committees must file a *Termination Statement* no later than 90 days after the election cycle or be subject to a penalty of \$100.

Filing Dates for Campaign Finance Reports

June 30 Report

Filing Deadline: Tuesday, June 30, 2015 at 5:30 p.m.
Reporting Period: January 1, 2015 through May 31, 2015

Pre-Primary Election Report

Filing Deadline: Friday, August 21, 2015 at 5:30 p.m.
Reporting Period: June 1, 2015 through August 13, 2015

Post-Primary Election Report

Filing Deadline: Thursday, September 24, 2015 at 5:30 p.m.
Reporting Period: August 14, 2015 through September 14, 2015

Pre-General Election Report

Filing Deadline: Friday, October 30, 2015 at 5:30 p.m.
Reporting Period: September 15, 2015 through October 22, 2015

Post-General Election Report

Filing Deadline: Thursday, December 3, 2015 at 5:30 p.m.
Reporting Period: October 23, 2015 through November 23, 2015

January 31 Report

Filing Deadline: January 31, 2017 at 5:30 p.m.
Reporting Period: November 24, 2015 through December 31, 2016



Late Penalties

Political Action Committees are liable for a late penalty of ten dollars (\$10.00) for each business day the report is filed late. The City Clerk's Office cannot accept a late report unless it is accompanied by the penalties imposed by Arizona Revised Statutes §§ 16-918 (B) and 16-924.

Campaign Contribution Limits

Pursuant to ARS 16-905(H), campaign contribution limits are adjusted biennially (usually in odd numbered years) by a percentage change in the consumer price index and published by the Secretary of State's Office. Campaign Contribution Limits were revised pursuant to 2013 laws, Chapter 98¹ that include contribution limit increases and separation of the Primary and General campaign finance requirements. Please be advised the limits may change.

2014 PRIMARY ELECTION

	Local candidate per election	Legislative candidate per election ²	Statewide candidate per election ³
Individual may give ⁴	\$2,500	\$2,000	\$2,000
Political Committee may give ⁵	\$2,500	\$2,000	\$2,000
Committee certified by the Secretary of State to give at increased limit ("Super PAC") may give ⁶	\$5,000	\$4,000	\$4,560

2014 GENERAL ELECTION

	Local candidate per election	Legislative candidate per election ²	Statewide candidate per election ³
Individual may give ⁴	\$2,500	\$2,000	\$2,000
Political Committee may give ⁵	\$2,500	\$2,000	\$2,000
Committee certified by the Secretary of State to give at increased limit ("Super PAC") may give ⁶	\$5,000	\$4,000	\$4,560
Nominee's may accept a total from political party & all political organizations combined ⁷	\$11,390	\$9,112	\$91,040

¹ Laws 2013, Chapter 98 removed the limit popularly known as "PAC-ed out" and the individual aggregate contribution limit from statute. These were previously in A.R.S. §§16-905(C) and 16-905(E).

² Reduced by 20% pursuant to A.R.S. §16-941(B).

³ Reduced by 20% pursuant to A.R.S. §16-941(B).

⁴ A.R.S. §16-905(A)(1), (A)(2), (B)(1).

⁵ A.R.S. §16-905(A)(3), (A)(4), (B)(2).

⁶ A.R.S. §16-905(A)(5), (B)(3), (G).

⁷ A.R.S. §16-905(D)-Partisan elections only.



2015 POLITICAL AND CAMPAIGN SIGNS

CITY OF YUMA
COMMUNITY DEVELOPMENT DEPARTMENT

Political signs for candidates and election issues need to comply with the City of Yuma Sign Code. For further information, please contact the Community Development Department at One City Plaza, Second Floor or call 373-5000, ext. 3003.

Sign Registration and Sign Permit Requirements

The size of the sign dictates whether the sign is exempt from registration, whether the sign is required to be registered with the City or whether the sign requires a building permit. The following table summarizes the City requirements:

Sign Size	Exempt from registration with the City of Yuma	Requires owner's phone number (waterproofed) on the sign	Requires sign locations to be registered with the City of Yuma	Requires a sign permit from the City of Yuma
Less than 10 square feet (3'x3' sign or smaller)	X	X		
10-32 square feet		X	X	
Over 32 square feet or taller than 6 feet in height (larger than 4'x8' – the size of a standard sheet of plywood)				X

Maximum Sign Sizes and Sign Locations

The table below summarizes the number and size of temporary political and campaign signs allowed by zoning district:

Zoning District	Maximum Size	Maximum Number	Maximum Height		
			In the setback	Outside setback	
Agriculture	32 sq ft	As long as the sign contains a non-commercial message, there is no maximum number of political or campaign signs for any given lot.	6'	12'	
Residential:					
▪ Less than an acre	10 sq ft		6'	6'	
▪ More than an acre	32 sq ft		6'	8'	
Transitional	32 sq ft		6'	8'	
All Other Zones:					
▪ Freestanding	100 sq ft		6'	12'	
▪ Wall mounted	32 sq ft	Refer to sign code			

The signs can be installed on **private property**, with the property owner's permission. Installing a sign on **public land** requires the permission of the agency that controls the land. Political signs are **not allowed** on City-owned property. However, in accordance with ARS 16-1019 the following applies to City rights-of-way:

The City of Yuma will 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 the City.
2. The sign is about a candidate for public office or 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.
4. The sign has a maximum area of sixteen (16) square feet, if the sign is located in an area zoned for residential use, or a maximum area of thirty-two (32) 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.

Signs may be posted **no earlier than sixty (60) days** before a primary election. All signs must be **removed within fifteen (15) days** after the election. If signs have been installed for a primary election, they may be left in place if the primary candidate is also a candidate in the general election.