

PARTISAN, NON-PARTISAN, AND 341 CANDIDATE FILING CHECKLIST

FIRST FILING:

o STATEMENT OF ORGANIZATION OR \$500 THRESHOLD EXEMPTION STATEMENT

A Statement of Organization registering the candidate's campaign committee **OR** a \$500 Threshold Exemption Statement must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions (A.R.S. §16-902.01A & B) **AND BEFORE** the time of filing the nomination paper, the nomination petitions, and Financial Disclosure Statement (if applicable). If the candidate has an exploratory committee open at the time of filing, then the candidate, chairman and treasurer must file an amended Statement of Organization to change the committee to the candidate's campaign committee. (The Statement of Organization or \$500 Threshold Exemption Statement does not apply to Precinct Committee Person (P.C.) positions.

SECOND FILING:

For the Election date and the dates to file the nomination paperwork listed below, see the election dates and filing dates sections near the top of the candidate filing information webpage on the Mohave County Elections website. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come basis. The Elections Department staff processes all nomination papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.

MUST SUBMIT ORIGINALS AT TIME OF FILING:

1. NOMINATION PAPER, AFFIDAVIT OF QUALIFICATION, & CAMPAIGN FINANCE LAWS STATEMENT

(All three of these are on the same one-page form)

- o Make sure to answer every question and fill in every blank.
- o Print the candidate's name exactly how he or she wants it to be printed on the ballot. (The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.)
- o The form must be signed by the candidate and notarized.

2. FINANCIAL DISCLOSURE STATEMENT

- o Covers 12-month period preceding the filing. (This is a different time period from the public officer filing in January).
- o Make sure to answer every question and fill in every blank.
- o The candidate must sign the form and have the signature notarized.
- o Financial Disclosure Statement does not apply to Title 48 Special Taxing Districts, Community College Board members, Justice of the Peace or Precinct Committeeman positions

3. NOMINATION PETITIONS

(Each Circulator must be responsible for witnessing ALL of the signatures on their petitions that they circulate – Please read A.R.S. §16-321)

- o The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number allowed. If there are too few, the Elections Director cannot accept the nomination papers.
- o Before circulating any nomination petition, make sure that **ALL** the spaces on the top of the petition have been completed.
- o Check to see that the signature portion of each petition is complete:
 - o Is there a signature for each signer?
 - o Is there a printed name for each signature?
 - o Have actual residence address, description of place of residence, or Arizona post office box address, city or town
 - o Is there a date for each signature?

- Check to see that the circulator portion on the back of each petition is complete. Did the Circulator:
 - Print his or her name in **both** spaces provided?
 - Print the County in the space provided?
 - Sign his or her name in the space provided?
 - Print the circulator's actual residence address including city, town and zip code?

PLEASE BE AWARE of the disqualification of a candidate or the challenge of nomination petitions as defined in A.R.S. §16-351.

FINAL FILING:
TERMINATION STATEMENT (A.R.S. §16-914)

After the election that you are running for, win or lose, you must file a Termination Statement within 90 days after the election if you filed a \$500 Threshold Exemption Statement (16-904F).

Please be aware §16-904(F) :

§16-904 F (2) 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.

§16-904 F (3) A committee that fails to file its termination statement 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.**