



# Candidate Handbook

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**ROBYN POUQUETTE**  
COUNTY RECORDER

MARY C. FONTES  
ELECTION SERVICES DIRECTOR



**ELECTION SERVICES DIVISION**  
197 South Main Street  
Yuma, Arizona 85364  
Telephone: (928) 373-1014  
[www.yumacountyaz.gov/elections](http://www.yumacountyaz.gov/elections)

August 30, 2019

Dear Prospective Candidate,

Congratulations on your decision to explore the opportunity to run as a candidate in the upcoming 2020 election! Myself and the County Recorder, look forward to working with you as a candidate. This handbook contains valuable information in the areas of candidate filings, campaign finance, voter registration, and elections. We know the process can be complex at times so please utilize the handbook as a resource and guide moving forward with your campaign.

The Yuma County Recorder's Office, Election Services Division is available at any time to answer any questions or concerns you may have as a candidate. The staff looks forward to serving the Yuma County voters to ensure a successful 2020 election cycle!

Respectfully,

A handwritten signature in blue ink that reads "Mary C. Fontes".

Mary C. Fontes  
Yuma County Election Services Director



**ELECTION SERVICES DIVISION**  
197 South Main Street  
Yuma, Arizona 85364  
Telephone: (928) 373-1014  
[www.yumacountyaz.gov](http://www.yumacountyaz.gov)

Dear Candidate:

This informational packet has been prepared to assist you in complying with election filings and requirements as a candidate in the 2020 Yuma County Elections. While we will attempt to assist you in any way we can, this is provided with the understanding that

**Election Services personnel cannot engage in the rendering of legal advice or accounting services.**

All persons desiring candidacy are encouraged to refer to the Arizona Constitution and/or Arizona Revised Statutes that may apply.

All documents will be filed with Yuma County Election Services, excluding documents for school board candidates. This packet contains basic information regarding election requirements, nomination filings, and campaign finance information.

If you need further assistance please contact:

**For School Board  
Candidates Filings**

**Yuma County  
School Superintendent  
210 South First Avenue  
Yuma, AZ 85364  
(928) 373-1006  
FAX: (928) 329-2008  
Monday – Friday  
8:00 a.m. to 5:00 p.m.**

**For all other Candidates and  
Campaign Finance Filings**

**Yuma County  
Election Services  
197 South Main Street  
Yuma, AZ 85364  
(928) 373-1014  
Monday – Friday  
8:00 a.m. to 5:00 p.m.**

Thank you for your participation!

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## 2020 IMPORTANT ELECTION DATES

<u>EVENT</u>	<u>DATE</u>
<b>Primary Election</b> .....	<b>August 4, 2020</b>
Voter Registration Closes .....	July 6, 2020
<b>General Election</b> .....	<b>November 3, 2020</b>
Voter Registration Closes .....	October 5, 2020
<b>Early Voting Begins</b>	
Primary Election .....	March 7, 2020
General Election .....	October 7, 2020

### CANDIDATE NOMINATION PETITIONS

**Primary Election** *Petition signature requirements will be available after January 2, 2020*  
First day to file ..... March 7, 2020  
Last day to file ..... April 6, 2020 at 5:00 p.m.

**General Election**  
First day to file ..... June 6, 2020  
Last day to file ..... July 6, 2020 at 5 p.m.

**Write-In Candidates**  
Primary Election - Last Day to File ..... June 25, 2020 at 5:00 p.m.  
General Election - Last Day to File ..... September 24, 2020 at 5:00 p.m.

**Write-In Candidates for Elections Subject to Cancellation**  
Primary Election - Last Day to File ..... May 20, 2020 at 5:00 p.m.  
General Election - Last Day to File ..... August 19, 2020 at 5:00 p.m.

**“Nomination Other Than by Primary” or “Independent” Candidate Nomination Petition**  
First day to file ..... March 7, 2020  
Last day to file ..... April 6, 2020 at 5:00 p.m.



## OFFICES TO BE ELECTED IN 2020

### FEDERAL AND STATE OFFICES:

- ▶ U.S. President
- ▶ U.S. Senator
- ▶ U.S. Representative in Congress
- ▶ Corporation Commissioner



### COUNTY OFFICES:

- ▶ Board of Supervisors – District 1-5
- ▶ Recorder
- ▶ Treasurer
- ▶ Assessor
- ▶ County Attorney
- ▶ School Superintendent
- ▶ Sheriff
- ▶ Judge of Superior Court, Div. 1
- ▶ Judge of Superior Court, Div. 4
- ▶ Judge of Superior Court, Div 6
- ▶ Precinct Committeeman (Primary Only)

### CITIES AND TOWNS:

- ▶ City of San Luis
- ▶ City of Somerton
- ▶ Town of Wellton

### GENERAL ELECTION ONLY:

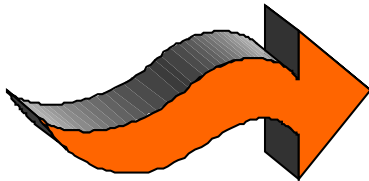
- ▶ Hospital Dist. Governing Board
- ▶ Pest Abatement Governing Board
- ▶ Martinez Lake Fire District Governing Board
- ▶ School District Governing Boards

## WHERE TO CALL



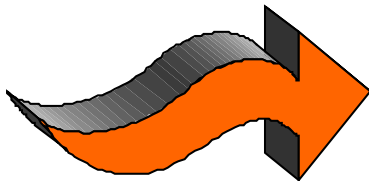
For information on:

***Candidate filings, candidate requirements, campaign finance, related election information***



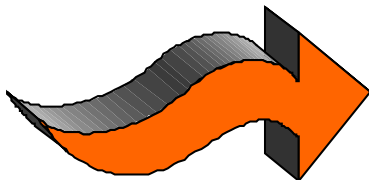
YUMA COUNTY ELECTIONS  
197 SOUTH MAIN STREET (first floor)  
YUMA, AZ 85364  
(928) 373-1014  
Monday-Friday 8:00 a.m. to 5:00 p.m.  
<http://yumacountyaz.gov/elections>

***Voter registration, early voting, voter lists:***



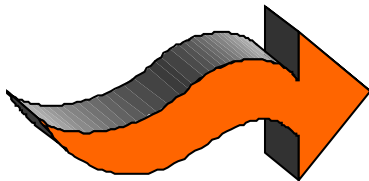
YUMA COUNTY RECORDER  
197 SOUTH MAIN STREET (first floor)  
YUMA, AZ 85364  
(928) 373-6034  
TDD (928) 329-6033  
Monday- Friday 8:00 a.m. to 5:00 p.m.  
<http://yumacountyaz.gov/recorder>

***School district candidate requirements and filings:***



YUMA COUNTY SCHOOL SUPERINTENDENT  
210 S. 1<sup>ST</sup> AVENUE  
YUMA, AZ 85364  
(928) 373-1006  
Monday- Friday 8:00 a.m. to 5:00 p.m.  
<http://www.yumasupt.org/>

***Federal and State candidate requirements and filings:***



THE OFFICE OF THE SECRETARY OF STATE  
Elections Division  
1700 WEST WASHINGTON STREET,  
7TH FLOOR  
PHOENIX, AZ 85007  
(602) 542-8683  
TDD (602) 255-8683  
1-800-458-5842 (AZ only)  
<http://www.azsos.gov>



# CANDIDATE QUALIFICATIONS

## **GENERAL PROVISIONS**

A person shall be eligible for a county office if at the time of the election or appointment the person is eighteen years of age or over, a resident of the state, an elector of the county or precinct in which the duties of the office are to be exercised, and be able to read and write the English language. The board of supervisors shall be the sole judge of such qualifications, subject to review by certiorari in the superior court. [ARS §11-402].

Some offices have specific requirements which are listed below:

## **SUPERIOR COURT JUDGE**

A person is eligible for the office of judge of the superior court who is at least thirty years of age, of good moral character, and admitted to the practice of law in and a resident of the state for five years next preceding their taking office.

## **COUNTY ATTORNEY [A.R.S. § 11-531]**

A person is eligible for the office of county attorney who:

- *Is an attorney at law, licensed and in good standing in this state*
- *Meets the general qualifications for county offices*

## **COUNTY SCHOOL SUPERINTENDENT [A.R.S. § 15-301]**

A person is eligible for the office of county school superintendent who:

- *Holds a basic or standard certificate to teach in the schools of this state*
- *Meets the general qualifications for county offices*

## **SCHOOL DISTRICT GOVERNING BOARD**

A person who is a registered voter of this state and has been a resident of the school district for at least one year immediately preceding the day of election is eligible for election to the office of governing board member.

No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district by which such employee is employed.

A member of one governing board is ineligible to be a candidate for nomination or election or serve simultaneously as a member of any other governing board, except that a member of a governing board may be a candidate for nomination or election for any other governing board if the member is serving in the last year of a term of office. A member of a governing board shall resign the member's seat on the governing board before becoming a candidate

for nomination or election to the governing board of any other school district, unless the member of the governing board is serving in the last year of a term of office. Persons related as immediate family who have the same household of residence within four years prior shall not serve simultaneously on the governing board of the same school district if the governing board is composed of five members.

A person related as immediate family who has the same household of residence within four years prior to a member of the governing board of the same school district is ineligible to be a candidate for nomination or election to that governing board if the governing board is composed of five members, except that a person related as immediate family who has the same household of residence within four years prior to a member of a governing board may be a candidate for nomination or election to the governing board of the same school district if the member is serving in the last year of a term of office. [A.R.S. § 15-421].

### **PEST ABATEMENT GOVERNING BOARD**

A person is eligible for the Pest Abatement Governing Board who is a landowner within the district. If, during the member's term of office, the member sells or otherwise disposes of the land the member owned within the district, the member's term automatically expires and a vacancy exists in the board. [A.R.S. § 48-2107].

### **MARTINEZ LAKE FIRE DISTRICT GOVERNING BOARD**

A person eligible for Martinez Lake Fire Governing Board must be, and during incumbency must remain, qualified electors of the fire district. [A.R.S. § 48-802].

### **HOSPITAL DISTRICT GOVERNING BOARD**

A person eligible for the Hospital District Governing Board must be a resident real property owner within the district, and must not be an elective or appointive state, county or city official. [A.R.S. § 48-1908].



## CANDIDATE INFORMATION

### Candidate packets, include the following documents:

- Statement of Interest\*
- Nomination Paper\*
- Nomination Petition\*
- Financial Disclosure Form\*
- Financial Disclosure Form Instructions
- **Unofficial** signature requirements



\*Required - Candidates must file required documents on time or their names will not appear on the ballot. [ARS §§ 16-311(H), 16-312(B), 16-341(I)].

### STATEMENT OF INTEREST \*NEW\*

All candidates are required to file a “Statement of Interest” for the office they may seek by January 2, 2020. The exceptions are candidates for President and Vice President, certain Title 48 special districts (Chapters 2, 3, 11, 12, 15, 17, 18, 19, 20, 22, 27, and 32) and precinct committeeman. This is the first document to be filed with the filing officer.

Information required on the statement consists of:

- Name
- Political party, if applicable
- Office you are interested in running for
- Signature

*Recommended* additional information:

- The date of the election
- Residential address
- Mailing address, if applicable
- Phone number
- Email address

Any nomination petition signatures collected before the date of the “Statement of Interest” is filed are considered **invalid and subject to challenge**. If a candidate started collecting signatures prior to August 27, 2019 the signatures on those nomination petitions will be considered valid. Any signatures collected **on or after** August 27, 2019 will be invalid unless the “Statement of Interest” is filed.

## NOMINATION PAPER

The candidate's nomination paper, affidavit of qualification, and campaign finance laws statement are combined in one document.

The nomination paper must state the candidate's actual residence address or description of location, mailing address, political party, the office and district or precinct, the **EXACT** manner in which the candidate's name is to be printed on the official ballot, and the date of the Primary and General Elections. A candidate at the Primary Election for a political party must be a qualified elector of the political party. [ARS § 16-311(A), (B)].

At the time of filing, a candidate for public office must be a qualified elector and must reside in the county, district or precinct that the candidate proposes to represent. A candidate must file an affidavit of qualification (Included on the Nomination Paper) that includes facts sufficient to show that, other than the residency requirement, the candidate will be qualified at the time of election to hold the office sought and has no final, outstanding judgments of more than an aggregate of \$1,000 that arose from failure to comply with or enforcement of ARS Title 16, Chapter 6. [Ariz. Const., Art. VII, § 15; ARS § 16-311(A)].

Candidates are prohibited from filing documents to run for more than one office at the same election if they cannot serve in both positions. [ARS § 38-296.01].

A candidate's name, as it appears on the official ballot, is limited to the candidate's surname (last name) and given name or names (first name). Abbreviated versions of names, initials, or nicknames are permissible. Quotation marks are permitted. A nickname may not suggest reference to professional, fraternal, religious or military titles. The candidate's printed name on the ballot will indicate the candidate's last name first. [ARS § 16-311(G)].

Also included on the Nomination Paper is the Campaign Finance Laws Statement. You must sign the statement that you have read all applicable laws relating to campaign financing and reporting.

After the close of the filing period, a candidate will be sent a proof to verify that their name will be listed on the ballot the same way it was listed on the nomination paper. This is **NOT** an opportunity to change the way your name will be on the ballot, only to correct any errors Election Services may have made.

## NOMINATION PETITIONS

All candidates must file nomination petitions, which contain signatures of qualified electors for the office being sought. This form is prescribed by statute. Nomination petitions may be circulated at any time during the election cycle. Signature requirements for candidates are based on the number of registered voters on January 2, 2020. You have been furnished with one nomination petition; this may be reproduced as required for your signatures. **REMEMBER, IT MUST BE REPRODUCED EXACTLY, FRONT AND BACK.** [ARS § 16-322(B)].

Signature requirements will be posted on the Election Services website, <http://yumacountyaz.gov/elections> before the end of **January 2020**.

The candidate must file at least the minimum number of signatures required for the office sought and no more than the maximum number. If there are too few, Election Services cannot accept the nomination papers. [ARS § 16-322(B)].

The nomination petition caption must be in substantially the same language as the one provided in your packet. A photograph of the candidate may appear on the nomination petition. The signature portion, circulator instructions, and statement must be in the form provided by law. [ARS §§ 16-314, 16-315].

The nomination petition of a person seeking to fill an unexpired vacant term for any public office shall designate the expiration date of the term following the name of the office being sought. [ARS § 16-314D].

### ⇒ Signers -

Each signer of a nomination petition shall be a registered voter in the electoral district the office the candidate is seeking at the time of signing the petition. [ARS § 16-321(B) & 16-322].

Individuals who sign partisan nomination petitions must be qualified to vote for the candidate. Individuals who are eligible to vote for the candidate include voters who are registered as:

- Members of the candidate's political party
- Independents
- No party preference
- Members of political parties that are not qualified for representation on the ballot.



Individuals who sign non-partisan nomination petitions must be qualified to vote for the candidate. [ARS § 16-322]. Individuals who are eligible to vote for the candidate include voters who:

- reside in the county, district or precinct that the candidate proposes to represent

A person may sign a nomination petition for only one candidate for each office unless there is more than one vacancy to be filled. For example, if five candidates are running for County Supervisor in District 2, an elector can only sign a petition for one candidate, as there is only one seat to be filled.

A person may sign a nomination petition for Independent or Nomination Other Than by the Primary Election candidates. The petition may be signed by any qualified elector --- regardless of political party affiliation --- who has not signed a nomination petition of another candidate for the office to be voted for at the Primary or General Election.



#### ⇒ **Circulators -**

All petitions must be signed by the person that circulated that petition. A petition that does not have the circulator's name signed on the back is invalid, and those signatures will not count. A circulator's name must be typed or printed under such person's signature and include the circulator's residence address, or, if no street address, a description of residence location. The elector must sign the petition, print their name, and give their residence address or describe the residence location, and the date the petition was signed. [ARS § 16-315(B)].

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. Non-resident circulators must register with the Secretary of State and indicate an address at which they agree to accept service of process as well as the company they are working for. Circulators are not required to be a member of the candidate's political party or a voter in the district the candidate proposes to represent.



## SIGNATURE REQUIREMENTS

Signature requirements for candidates are based upon the number of registered voters on January 2, 2020. [ARS § 16-322(B)].

Signature requirements will be posted on the Yuma County Election Services website, <http://yumacountyaz.gov/elections>, by January 2020.

**Recognized Parties' Candidates [ARS § 16-311]**- The signature requirement is based on a percentage of active voters registered in the applicable district in the candidate's party as reported pursuant to ARS § 16-168(G) & 16-322.

- Candidates for a county office or superior court judge - at least one percent but not more than ten percent of active registrants in the county or district.
- Candidates for a community college district - at least one-quarter of one percent but not more than ten per cent of active registrants in the precinct as established pursuant to ARS § 15-1441, not to exceed 1,000 signatures.
- Candidates for county precinct committeeman - at least two per cent but not more than ten percent of active party registrants in the precinct or 10 signatures, whichever is less.
- Candidates for justice of the peace or constable - at least one percent but not more than ten percent of the number of active registrants in the precinct.

### **Non-Partisan Candidates [ARS § 16-311(B)]**

- Candidates for a governing board of a school district or a joint technical education district - at least one-half of one per cent of active registrants in the district, not to exceed 400.
- Candidates for a governing body of a special district as described in title 48 - at least one-half of one per cent of the vote in the special district but not more than 250 and not fewer than five signatures.

### **Independent or Third Party Candidates [ARS § 16-341]**

- The signature requirement for Independent or Nomination Other Than by Primary Candidates is three percent of the qualified electors of the county, subdivision or district for which the candidate is nominated who are not members of a political party that is qualified to be represented by an official party ballot at the next ensuing primary election and accorded representation on the general election ballot.

*Signature requirements for other offices are found in ARS § 16-322.*



## DEADLINE TO FILE NOMINATION PAPERS

- Primary Election Candidate filing is between:
  - March 7, 2020 through April 6, 2020 at 5:00 p.m.
- General Election Candidate filing is between:
  - June 6, 2020 through July 6, 2020 at 5:00 p.m.
- “Nomination Other Than by Primary” or “Independent” Candidate filing is between:
  - March 7, 2020 through April 6, 2020 at 5:00 p.m.

## FINANCIAL DISCLOSURE STATEMENT

At the time the nomination papers are filed, a candidate for public office must file a personal financial disclosure statement on a form prescribed by the Secretary of State. [ARS § 18-444]. Go to the Arizona Secretary of State website (<https://azsos.gov>) for the Financial Disclosure Handbook. The handbook will guide a candidate on how to complete the Financial Disclosure Statement.

## WRITE-IN CANDIDATES

Except for elections subject to cancellation, no later than **40** days prior to the Primary or General Election, a write-in candidate must file all the documents that are required for other candidates, except nomination petitions. [ARS § 16-312, 16-410].

- Primary Election Deadline for Write-in Candidates is June 25, 2020 at 5:00 p.m.
- General Election Deadline for Write-in Candidates is September 24, 2020 at 5:00 p.m.

Write-in Candidates for elections subject to cancellation must be filed **76 days** before the election ARS § 16-312(B)(2). These offices include:

- School District Candidates [ARS § 15-424]
- Precinct Committeeman [ARS § 16-822]

- Pest Abatement District Candidates [ARS § 48-2107]
- Hospital District Candidates [ARS § 48-1908]
- Community College District Candidates [ARS § 15-1442]
- Other Special District Candidates [ARS §§ 48-802, 48-1208, 48-1012, 48-1404, 48-2010, 48-2208]

- Primary Election Deadline for Write-in Candidates for elections subject to cancellation is May 20, 2020 at 5:00 p.m.
- General Election Deadline for Write-in Candidates for elections subject to cancellation is August 19, 2020 at 5:00 p.m.

Only candidates who file complete, timely documents will be considered “Official Write-in Candidates.” Only Official Write-in Candidates will have their names posted in the polling places and their votes counted. [ARS § 16-312(C)].

### **Number of Votes Required for Election**

A write-in candidate for a party entitled to continued representation on the ballot will not be issued a certificate of nomination to be a candidate on the General Election ballot unless the candidate receives a number of votes equivalent to at least the same number of signatures required by ARS § 16-322 for nominating petitions for the same office. [ARS § 16-645(E)].

A write-in candidate for a party which has not qualified for continued representation will not be issued a certificate of nomination unless the candidate receives a plurality of the votes of the party for the office sought. [ARS § 16-645(D)].

### **Ineligibility**

A person cannot file as a write-in candidate in the General Election if the person ran for the same office in the Primary Election and failed to be nominated.

A candidate whose nomination petitions are successfully challenged for lack of a sufficient number of signatures cannot run as a write-in candidate for the same office in the Primary or General Election in the same year. [ARS § 16-312].

A candidate in the General Election, who filed a nomination petition for Nomination Other Than by Primary for the office sought and failed to provide a sufficient number of valid petition signatures as prescribed by ARS § 16-341, cannot run as a write-in candidate. [ARS § 16-312].

Yuma County Elections will notify the appropriate election precinct inspector of candidates properly filed as write-in candidates. No other write-ins shall be counted. The election board inspector shall post the notice of Official Write-in Candidates in a conspicuous location within the polling place.

### **NOMINATION OTHER THAN BY PRIMARY**

Candidates for public office may be nominated other than by primary election or by party committee. A special nomination petition has been prepared for collection of signatures. The petition shall be signed only by voters who have not signed the nomination petitions of a candidate for the office to be voted for at that primary election and who are not members of a political party that is qualified to be represented by an official party ballot at the next ensuing primary election and accorded representation on the general election ballot ARS § 16-341. These forms are available from Yuma County Election Services.



## **CAMPAIGN FINANCE**

### **IMPORTANT CAMPAIGN FINANCE REQUIREMENTS**

State law requires candidates to account for all monies or things of value received and expended by them, their campaign committee or individuals on behalf of a person's candidacy for public office.

Once a candidate or committee receives or expends more than \$1,200 they must file a Statement of Organization **within 10 DAYS** after receiving or expending money over the \$1,200 limit and are then required to complete campaign finance reports.

State law also provides for an exemption from the campaign finance laws for a candidate who does not receive contributions or make expenditures totaling more than \$1,200 in connection with an election. State statutes do not limit the dollar amount a candidate can spend during the campaign. Campaign contributions are, however, limited pursuant to state law.

## 2020 FILING DATES FOR CAMPAIGN FINANCE REPORTS

*Pursuant to ARS §§ 16-913(B), (C) and 16-916(D) and 16-916.01*

<b>NAME OF REPORT</b>	<b>TIME PERIOD COVERED IN REPORT</b>	<b>REPORT DUE BETWEEN</b>
<b>1<sup>st</sup> Quarter Report</b>	January 1, 2020 through March 31, 2020	April 1, 2020 to April 15, 2020
<b>2<sup>nd</sup> Quarter Report</b>	April 1, 2020 through June 30, 2020	July 1, 2020 to July 15, 2020
<b>Pre-Primary Report</b>	July 1, 2020 through July 18, 2020	July 19, 2020 to July 27, 2020
<b>3<sup>rd</sup> Quarter Report</b>	July 19, 2020 through September 30, 2020	October 1, 2020 to October 15, 2020
<b>Pre-General Report</b>	October 1, 2020 through October 17, 2020	October 18, 2020 to October 26, 2020
<b>4<sup>th</sup> Quater Report</b>	October 18, 2020 through December 31, 2020	January 1, 2021 to January 15, 2021

### CAMPAIGN FINANCE FILING PENALTIES

If your campaign finance reports are not filed by the deadlines listed above you must pay the late filing fee.

The late filing fee starts out at \$10 for each **BUSINESS** day the report is late from the date the report is due until the 15th day after you received notice that you did not file on time. Then the fine increases to \$25 a day until it reaches a maximum of \$1,000.

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. [ARS §16-916].

### TERMINATION OF A COMMITTEE

A termination statement may be filed if all of the following apply:

1. The committee will no longer receive any contributions or make any disbursements.
2. The committee either:
  - a. Has no outstanding debts or obligations
  - b. Has outstanding debts or obligations, or both, that are all more than five years old and the committee's creditors have agreed to discharge the debts or obligations and have agreed to the termination of the committee.
3. Any surplus monies have been disposed of and the committee has no cash on hand.
4. All contributions and expenditures have been reported, including any disposal of surplus monies.



## **CAMPAIGN SIGNS**

Yuma County Elections not responsible in any way for candidates' political signs. Any candidate/political committee wishing to post temporary political signs within a city limits must first check with each city on any ordinance or regulations for posting political signs. In counties & cities, campaign signs must contain the name and telephone number or website address of the candidate or campaign committee contact person. [ARS § 16-1019(C)(5)].

An authority having jurisdiction over the highways may remove or cause a sign to be removed, which could be considered a public nuisance, without notice [ARS § 28-648(D)].

### **Criminal penalties**

It is a Class 2 misdemeanor to remove, alter, deface or cover any candidate' political signs from 45 days before the Primary Election to 7 days after the General Election. Exception: If a sign is posted on private property, the property owner or an agent of the property owner is permitted to remove the signs at any time, regardless of whether previous permission was given to post the signs. [ARS § 16-1019].

Regulations on political sign placement vary according to the jurisdiction in which the sign is posted. Candidates and political committees should contact the county, city or town for information on posting of political signs. For further information on political sign regulations contact:

**CITY OF YUMA  
PLANNING AND ZONING  
1 W. CITY PLAZA  
YUMA 85364  
373-5174**

**YUMA COUNTY  
PLANNING AND ZONING  
2351 W. 26TH STREET  
YUMA 85364  
817-5000**

## **MAPS**

As you begin your campaign, you may wonder where the boundaries of your election precinct are. We have published online maps to assist you in this.

<http://yumacountyaz.gov/elections>.

## **PUBLIC RECORDS REQUESTS**

A person may request copies or to inspect a candidate's nomination paper, petitions and financial disclosure at a cost of \$.25 per page. Request forms may be found at

<https://www.yumacountyaz.gov/government/county-administrator>.

Voter registration lists are available also. Costs vary by the number of voters on the list. In most cases it will cost *a minimum* of \$93.75. [ARS § 16-168(E)].



# VOTER REGISTRATION

## **HOW TO REGISTER TO VOTE**

Arizona residents may register to vote 1) Online at [www.servicearizona.com](http://www.servicearizona.com) (*must have state issued driver license or non-operating license*) 2) In person at the County Recorder's office or 3) by mail. Forms are available at government offices and public locations throughout the county, may be requested from the County Recorder at 928-373-6034, or can be downloaded from the Secretary of State's website [www.azsos.gov](http://www.azsos.gov).

## **QUALIFICATIONS FOR REGISTERING** [ARS § 16-101]

To be qualified to register to vote the following applies:

- Must be a United States citizen
- Must be 18 years of age on or before the date of the next regular General Election
- Must be a resident of the state for at least 29 days prior to the election
- Must be able to write your name or make a mark unless prevented from doing so by physical disability
- Must not be a convicted felon unless restored to civil rights
- Must not be adjudicated incapacitated as defined in ARS § 14-5101

## **REGISTERING or RE-REGISTERING A VOTER**

Required fields on the voter registration form are:

- Name
- Residential address
- Date of birth
- Check boxes
  - Are you a citizen of the United States of America?
  - Will you be at least 18 years old by Election Day?
- Signature

NOTE: For a person who is registering for the **first time** he/she must provide proof of citizenship with their voter registration form. A list of documentary proof of citizenship is on the back of the voter registration form. If proof of citizenship is not included on or with a person's voter registration form it is still accepted. However, they will only be eligible to receive a ballot with federal races on it, not state or local races.

A person should re-register if their residential address has changed, if they wish to change their party affiliation or if their name has changed.

If the registrant is unable to complete a registration form, another person may assist in completing the form. The person assisting must also sign the registration form.

## **REGISTRATION DEADLINES**

We require voter registration forms returned within five days. The voter registration deadlines are:

- Primary Election Deadline: July 6, 2020
- General Election Deadline: October 5, 2020

## **UNIFORMED AND OVERSEAS CITIZENS**

Uniformed and overseas citizen are covered by the Uniformed and Overseas Citizens Absentee Voting Act of 1986. (UOCAVA). [P.L. 99-410; 52 U.S.C. 201310]. UOCAVA citizens are United States citizens who are Uniformed Service members, their families, and citizens residing outside of the United States.

A UOCAVA citizen may register up to 7:00 p.m. on Election Day by completing a Federal Postcard Application (FPCA). The FPCA allows a UOCAVA voter to, not only register, but to request an early ballot. FPCA forms are available at the County Recorder's office and the Recorder's [website](#).

## **EARLY VOTING**

Any registered voter may vote early in Arizona elections. Arizona does not require justification for voting early. With the exception of UOCAVA voters, early voting begins 27 days before an election. There are different ways to vote early.

**On-Site Early Voting.** On-site early voting is available at the Recorder's office beginning the 27<sup>th</sup> day before an election through the Friday before the election.

**Early Voting by Mail.** A voter may request to be placed on the Permanent Early Voting List (PEVL). To do so a voter may contact the County Recorder for a request form, select "Yes" in the PEVL box on a voter registration form or they may go to [www.servicearizona.com](http://www.servicearizona.com). Voters who are on the PEVL automatically receive a ballot by mail for any election they are eligible to vote in. A voter who is on PEVL and is not affiliated with a party will receive a notice 90 days before a Primary Election asking them what party or non-partisan ballot they would like to receive.

A voter not on PEVL may request a ballot be mailed to them beginning 93 days before an election. The last day to request a ballot be mailed is 5:00 p.m. the second Friday before the election (11 days prior). To request an early ballot a voter can call the County Recorder

at (928)373-6034 or by mailing in a written request for a given election providing the Recorder permission to send the specified early ballot. The written request must include:

- Full name
- Date of Birth
- Yuma County Residence Address
- Mailing address, if applicable
- Signature

An early ballot may be dropped off at the County Recorder’s office beginning the 27 days before the election until 7:00 p.m. Election Day. An early ballot may also be dropped off at any vote center on Election Day between 6:00 a.m. and 7:00 p.m.

**Early Voting Dates:**

	Early Voting Begins	Early Voting Ends	Last Day to Request an Early Ballot to be mailed
Primary Election	July 8, 2020	August 4, 2020 @ 7:00 p.m.	July 24, 2020
General Election	October 7, 2020	November 3, 2020 @ 7:00 p.m.	October 23, 2020

**NOTE:** The County Recorder recommends that if an early ballot is being mailed, it should be mailed six days prior to the election.

**EMERGENCY VOTING**

Emergency voting is permitted if an unforeseen circumstance occurs after 5:00 p.m. the Friday before an election through 5:00 p.m. the Monday before the election. The voter must provide proper identification and sign a statement that the person is experiencing or experienced an emergency.

**SPECIAL ELECTION BOARD**

If a voter is disabled, ill, or unable to physically get to a vote center, the voter may send a written request to or call the County Recorder’s office to have a Special Election Board come to the voter’s home or place of confinement.

## OPEN PRIMARY SYSTEM

Arizona's Open Primary Law allows voters registered as independent, no party preference or members of a party without ballot recognition to vote in the partisan Primary. The voter has a choice of one of the recognized political parties ballots or may select the non-partisan ballot for local issues only. [Arizona Constitution art. VII, § 10]. Only names of candidates of state recognized parties appear on a partisan Primary Election ballot. Voters registered in a recognized political party may vote only the Primary Election ballot for their political party. [ARS § 16-467(B)].

Recognized parties are parties which have achieved Primary ballot status through petition process pursuant to ARS §§ 16-244, 16-801, 16-802, and 16-803 or by qualifying for continued representation on the Primary Election ballot through ballots cast or voter registration, as provided is ARS § 16-804. New political parties' status will be determined by the petition process in October 1, 2019.

## ELECTIONEERING

Electioneering occurs when a person knowingly, intentionally, verbally expresses support for or opposition to a candidate who appears on the ballot in that election, a ballot question that appears on the ballot in that election or a political party with one or more candidates who appear on the ballot in that election in order to induce or compel another person to vote in a particular manner or to refrain from voting.

It is a class 2 misdemeanor for any person to attempt to influence a person's votes within 75 feet of a vote center or early voting site. A person shall not be allowed to remain inside the 75 foot limit while the polls are open, except for the purpose of voting, and no electioneering materials may occur within the 75 foot limit.

Except in the case of an emergency, electioneering is permitted outside the 75 foot limit at any facility designated as a vote center or early voting site.

An election official, an appointed political party representative or a challenger shall not wear, carry or display materials that identify or express support for or opposition to a candidate, a political party or organization, a ballot question or any other political issue and shall not electioneer within the 75 foot limit of a polling place. [ARS §§ 16-515, 16-1018].

## **VOTER ASSISTANCE**

Any registered voter may be accompanied and assisted by a person of their own choice in the voting booth or be assisted by two election officials, one from each major political party. A person who is a candidate for an office in that election, other than the office of precinct committeeman, is not eligible to assist any voter. To avoid the appearance of impropriety, undue influence on the voter or a violation of ARS § 16-1013, in no instance shall any person, other than an election official, approach prospective voters in line or in a vote center to offer unsolicited assistance.



## **PROOF OF IDENTIFICATION AT THE POLLS**

According to ARS § 16-579(A), every qualified elector shall show proof of identity at the polling place before receiving a ballot.

### **List 1 - Acceptable forms of identification with photograph, name, and address of the elector:**

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

An identification is “valid” unless it can be determined on its face that it has expired.

### **List 2 - Acceptable forms of identification without a photograph that bear the name and address of the elector (two required):**

- Utility bill of the elector that is dated within 90 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
- Valid Arizona vehicle insurance card
- Indian census card
- Property tax statement of the elector’s residence
- Tribal enrollment card or other form of tribal identification
- Recorder’s Certificate
- Valid United States federal, state, or local government issued identification, including a voter registration card issued by the County Recorder

- Any mailing to the elector’s residence marked “Official Election Material”

An identification is “valid” unless it can be determined on its face that it has expired.

**List 3 - Acceptable forms of identification, one identification with name and photo of the elector accompanied by one non-photo identification with name and address:**

- Any valid photo identification from List 1 in which the address does not reasonably match the precinct register accompanied by a non-photo identification from List 2 in which the address does reasonably match the precinct register.
- U.S. passport without address and one valid item from List 2
- U.S. military identification without address and one valid item from List 2

An identification is “valid” unless it can be determined on its face that is has expired.

**NOTE:** Acceptable forms of tribal identification include (but are not limited to): a tribal identification or enrollment card issued under the authority of a federally recognized Indian tribe, nation, community, or band (“tribe”), a tribal subdivision or the Bureau of Indian Affairs; or a Certificate of Indian Blood issued to a tribal member under the authority of a tribe or by the Bureau of Indian Affairs; or a voter registration card for tribal elections issued under the authority of a tribe; or a home site assignment lease, permit or allotment issued under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs; or a grazing permit or allotment issued to a tribal member under the authority of a tribe, tribal subdivision, or by the Bureau of Indian Affairs.

**IF YOU DO NOT HAVE THE PROPER ID, YOU WILL BE ABLE TO VOTE A PROVISIONAL BALLOT. ALL VOTERS WILL RECEIVE A BALLOT WHEN GOING TO THE POLLING PLACE.**



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**2019 – 2020 CANDIDATE HANDBOOK**