



2020

**PRIMARY AND GENERAL
CANDIDATE HANDBOOK**

Town Clerk's Office
Town of Prescott Valley
7501 E. Civic Circle
Prescott Valley, AZ 86314
(928) 759-3028
Updated May 2020

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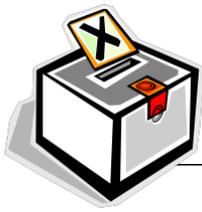
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INTRODUCTION

The Town of Prescott Valley Election Manual provides basic election information to persons interested in running for Town Council. The next Town of Prescott Valley Primary Election (Primary) will be held on August 4, 2020, for the purpose of electing four (4) Councilmembers to four-year terms. The Councilmembers are elected at-large, on a nonpartisan basis. To be elected at the Primary, a candidate must receive a majority of the legal votes cast in that candidate's race. A General Election (General) will be scheduled for November 3, 2020, if any of the seats are not filled at the Primary.

NOTE: Whenever the General Election is referenced in this manual, or in any of the materials in the Candidate Packet, it is implied that a General Election will be held only if necessary.

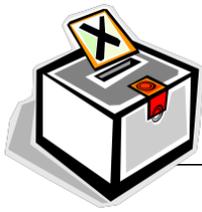
The Town Clerk's Office provides general information to assist all candidates. Individual candidates, however, are ultimately responsible for compliance with election laws. Please take time to thoroughly review the information contained in your Candidate Packet, making sure that you, and those running your campaign, comply with all applicable statutes and ordinances.

Every effort was made to provide you with materials that are current. However, State statutes are subject to constant change and interpretation, and neither the Town Clerk nor the Town Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.

The Town of Prescott Valley appreciates your interest in our election process and welcomes suggestions regarding additional information that would be of assistance to you. Please contact the Prescott Valley Town Clerk's Office if you have questions.

Sincerely,

Town Clerk
Prescott Valley
7501 E. Skoog Blvd
Prescott Valley, AZ 86314
(928) 759-3028
clerk@pvaz.net



GENERAL INFORMATION

FORM OF GOVERNMENT

Prescott Valley Town Code provides that the municipal government of the Town shall be known as the council manager form of government. All powers are vested in an elected council that enacts local legislation, adopts budgets, determines policies, and appoints the Town Manager, Town Attorney, Town Clerk and Town Magistrate. The corporate powers of the Town shall be vested in the Council and shall be exercised only as directed or authorized by law. All powers of the Council shall be exercised by ordinance, resolution, order or motion.

TOWN COUNCIL

The Council consists of a Mayor and six Councilmembers elected from the Town at large to serve four-year terms. Elections are held every two years in the fall of even-numbered years.

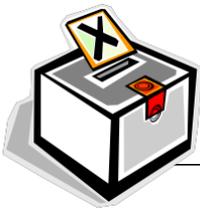
OFFICES TO BE FILLED, INDUCTION, SALARIES

Four Councilmember seats will be filled in 2020.

Newly elected Councilmembers shall assume their duties of office at the regularly scheduled Council meeting next following the date of the canvas of the General Election.

Town Code sets the monthly salary of the Mayor and Council at \$1,050 and \$700, respectively.

Notes . . .



CANDIDATE QUALIFICATIONS [ARS § 9-232]

Arizona Revised Statutes require the Mayor and Councilmembers to be qualified electors of the Town. A Mayor or Councilmember cannot hold any other public office that in any way conflicts with the office of Mayor or Councilmember, and shall have resided in Prescott Valley, or in an area annexed to Prescott Valley, for one year preceding the date of election or appointment to office to fill a vacancy. If the Mayor or a Councilmember ceases to possess any of these qualifications, or is convicted of a crime involving moral turpitude, the office immediately becomes vacant.

Qualified Elector [ARS § 16-121]

A qualified elector of the Town is defined as a person whose name appears on the Yavapai County voter registration rolls in a precinct of the Town of Prescott Valley for the last preceding General Election, or who has subsequently registered in a Prescott Valley precinct, and is otherwise qualified. A qualified elector must meet the requirements of the Constitution and laws of the State of Arizona for state, county and town electors. In addition, a qualified elector must be a resident of the Town for at least twenty-nine days prior to any Primary, General, or Special Town Election.

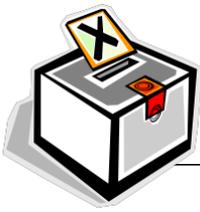
RESIGN TO RUN [Arizona Constitution, Article XXII, Section 18; ARS § 38-296]

An incumbent Mayor or Councilmember, who is not in the final year of his/her term, shall resign from office before offering himself/herself for nomination or election to any salaried local, state, or federal office. An incumbent Mayor or Councilmember, in the final year of a term being served, may offer himself/herself for nomination or election to any salaried local, state, or federal office, without resignation from office.

A board or commission member appointed by the Council must resign as a member of the board or commission prior to offering himself/herself for nomination or election for any salaried public office, including a town, state, or federal public office.

Resignations required by this section shall be in writing, filed with the Town Clerk, and shall be effective upon filing.

Only qualified electors of Prescott Valley may sign candidate nomination petitions [ARS § 16-321(B)].



ELECTION AT THE PRIMARY (Determining a Majority)
[ARS § 9- 821.01 (D) (E)]

Any candidate who receives at the Primary Election a majority of the votes cast for that candidate's race is declared elected at the Primary to the office for which he or she is a candidate.

A "majority" is calculated by dividing the total number of valid votes cast by the number of seats to be filled, dividing that number in half, and rounding to the next highest whole number.

For example, three candidates are running for Mayor and twelve candidates are running for three Council seats. The results of the Primary Election indicate that 1,000 voters cast 990 valid votes in the Mayor's race. As a result, to be elected Mayor at the Primary, a mayoral candidate must receive at least 495 votes. (The total number of valid votes divided by the number of seats, in this case one, then dividing that number in half and rounding to the next highest whole number.)

Mayor:

990 votes cast

990 divided by 1 = 990

990 divided in half = 495

Those same 1,000 voters cast 2,763 valid votes for Council candidates. As a result, to be elected to a Council seat at the Primary, a Council candidate must receive at least 461 votes. (The total number of legal votes divided by the number of seats, in this case three, then dividing that number in half and rounding to the next highest whole number).

If, due to lack of a majority, there are offices that are not filled at the Primary Election, a General Election must be held to fill those offices. Candidates are qualified for inclusion on the General Election ballot in the order of the total votes received at the Primary Election.

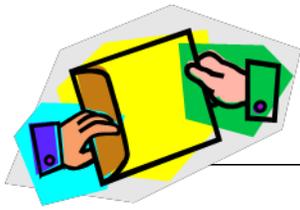
No more than twice the number of candidates for which there are vacancies to be filled may be placed on the General Election ballot. If two Council seats are not filled at the Primary Election, no more than four candidates' names may appear on the General Election ballot. The four candidates receiving the highest number of votes at the Primary Election, excluding those who receive a majority and are declared elected, will have their names placed on the General Election ballot.

Any candidate who receives at the Primary Election the number of votes constituting a majority of the valid votes cast shall be declared to be elected to the office for which he or she is a candidate.



There is one exception to this rule:

If a candidate qualifies to have his or her name placed on the General Election ballot and another candidate receives an equal number of votes at the Primary Election, then all such candidates receiving said equal number of votes would have their names placed on the ballot for the General Election [ARS § 9-821.01 (F)].



CANDIDATE PACKET

Each candidate packet contains the required forms for filing a Candidate Statement of Interest form, nomination petitions, a Statement of Organization form, Financial Disclosure Statement form, and Campaign Finance forms.

NOTE: All candidates must register as a candidate committee by filing a Statement of Organization if the candidate receives contributions or makes expenditures, in any combination, of at least \$500 in connection with that candidacy. [ARS §§ 16-905(B)].

FIRST STEP –STATEMENT OF INTEREST [ARS § 16-341.I]

Prior to collecting signatures on nomination petitions, a person who may be a candidate must file a Statement of Interest Form with the Town Clerk. The Statement of Interest Form contains the name of the person and the office that may be sought. The form must be signed and dated. Signatures collected prior to the Statement of Interest Form is filed are invalid and may be subject to challenge pursuant to ARS § 16-351.

FILING DEADLINE [ARS § 16-311 (B)]

To become an official candidate for Council and have your name printed on the 2020 Primary Election ballot, the following forms must be filed with the Town Clerk no sooner than 8:00 a.m., Monday, March 9, 2020, and no later than 5:00 p.m., Monday April 6, 2020:

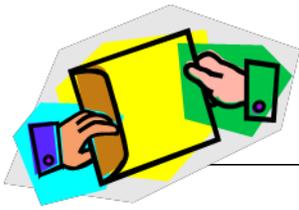
- **Council member Nomination Petitions*** containing at least 337, but not more than 675 valid signatures, OR
- **Mayor Nomination Petitions*** containing at least 337, but not more than 675 valid signatures.
- **Nomination Paper***
- **Financial Disclosure Statement***

CANDIDATE CHECKLIST

The Candidate Checklist identifies the documents and forms that must be properly executed and filed with the Town Clerk's Office by the filing deadline (5:00 p.m., Monday, April 6, 2020) before a candidate can have his or her name printed on the official ballot. The checklist is on the last page of this handbook.

Notes . . .





FINANCIAL DISCLOSURE STATEMENT [ARS § 16-311 (H)(1); ARS § 38-543]

A completed Financial Disclosure Statement must be filed at the time the candidate's nomination petitions and papers are filed with the Town Clerk.

NOMINATION PETITIONS (NONPARTISAN)

The candidate packet contains one sample nonpartisan nomination petition. Additional blank petitions may be obtained by photocopying the sample petition in your packet, by contacting the Town Clerk's Office during regular business hours (M-F, 8:00am – 5:00pm), or from the Prescott Valley Elections page on the Town website at www.pvaz.net

The earliest date petitions may be filed is 8:00 a.m., Monday, March 9, 2020. *The deadline for filing petitions and nominating papers is 5:00 p.m., Monday, April 6, 2020.*

Number of Signatures Required [ARS § 16- 322 (B)]

Nomination petitions must contain at least 337, and not more than 675 valid signatures.

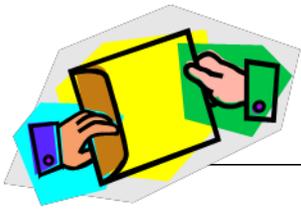
Nominating petitions must contain the minimum number of valid signatures at the time of filing candidate papers. Nominating petitions that do not contain the minimum number of signatures will not be accepted.

A qualified elector (registered Prescott Valley voter) may sign one nomination petition for each seat or office to be filled. In 2020, four Council seats are to be filled; therefore, an elector may sign up to four council candidates' nomination petitions.

Legal Sufficiency of Nomination Petitions

It is the duty of the courts and not the Town Clerk to determine the legal sufficiency of nomination petitions. The Clerk need only determine that the nomination petitions are substantially in regular form and contain the required number of signatures. The Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors.

Only qualified electors of Prescott Valley may sign nomination petitions.



Petition Circulators [ARS § 16-321(D)]

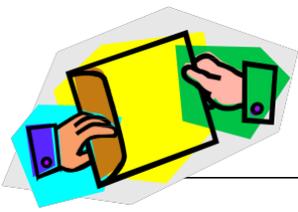
A petition circulator is not required to be an Arizona resident, but otherwise shall be qualified to register to vote in Arizona pursuant to ARS § 16-101 and, if not a resident of Arizona, shall register as a circulator with the Secretary of State. Only one person may circulate a petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

NOMINATION PAPER/DECLARATION OF QUALIFICATION [ARS § 16-311]

The Nomination Paper provides written notification to the Town Clerk of an individual's intent to become a candidate for office. The following information is required on the Nomination Paper:

1. Actual residence address or description of place of residence and post office address.
2. The office for which the candidate is offering candidacy.
3. The date of the election.
4. The exact manner in which a candidate desires to have his/her name printed on the official ballot. This manner is limited to the Candidates' surname and given name or names, an abbreviated version of such names, or appropriate initials of given names. Nicknames are permissible, but in no event may nicknames, abbreviated versions or initials of given names suggest reference to professional, fraternal, religious or military titles. Candidate's abbreviated names or nicknames may be printed within quotation marks. The candidate's surname must be printed first, followed by the given name or names.
5. A declaration that the candidate at the time of the election will be qualified to hold the office being sought.

A Nomination Paper must be filed at the time the candidate's nomination petitions are filed.



WRITE-IN CANDIDATES [ARS § 16-312]

A write-in candidate is not required to file nomination petitions, however, a write-in candidate is required to file all other candidate election forms. In addition, a write-in candidate cannot advance to the General Election or runoff election if the candidate did not receive at least the same number of votes as signatures required for nominating petitions for the same office. To qualify as a write-in candidate, a Nomination Paper, Declaration of Qualification, and Public Officers Financial Disclosure Statement must be filed with the Town Clerk's Office by 5:00 p.m., Thursday, June 25, 2020 (40 days prior to the Primary Election). ***Any person seeking to run as a write-in candidate who does not file a timely nomination paper shall not be counted in the tally of ballots.***





CAMPAIGN FINANCE

A candidate for Mayor or Council must comply with all State campaign finance laws [[ARS Title 16, Chapter 6](#)]. Campaign finance laws are specific and detailed. They establish, among other things, when a candidate is required to form a committee, how a candidate's committee must be constituted, contribution limits, and when campaign finance reports are required and their content. The importance of strict compliance with campaign finance laws cannot be overstated. Timely, accurate compliance with campaign laws is essential to avoid monetary penalties, possible criminal violations, and other negative consequences. Failure to comply with campaign finance laws may be the subject of enforcement actions, as well as civil and criminal penalties.

CAMPAIGN FINANCE LAWS, FORMS AND REPORTS

The Candidate Packet contains:

1. The most current copy of the Secretary of State's *Campaign Contribution Limits for this Election Cycle*; and
2. Copies of required campaign finance forms, along with an instruction manual for completing the forms. Forms are also available from the Town Clerk and on the internet at www.pvaz.net.

Statement of Organization

Candidates who receive contributions or make expenditures, in any combination, of at least \$500 in connection with their candidacy in the 2020 Town of Prescott Valley municipal elections must designate, in writing, a candidate's committee by filing a Statement of Organization with the Town Clerk (filing officer). [ARS § 16-905(B)] There are no statutory limits on the dollar amount any candidate can spend during the campaign.

Although candidates are required to register a committee when the \$500 threshold is met, there is a two-part test to determine whether an **entity** is required to register as a political action committee:

1. The entity is organized for the primary purpose of influencing the result of an election.
2. The entity knowingly receives contributions or makes expenditures, in any combination, of at least eleven hundred dollars (\$1,200) in connection with any election during a calendar year. [ARS § 16-905(C)]

Notes . . .

To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of an attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.



CAMPAIGN CONTRIBUTION LIMITS [ARS § 16-912]

Campaign contribution limits are listed on the Secretary of State's *Campaign Contribution Limits for the 2019-2020 Election Cycle** chart, which is included in the Candidate Packet. In summary, the limits are:

1. \$6,450 per election cycle from an individual or a political action committee (PAC) without Mega Pac status.
2. \$12,900 per election cycle from a PAC with Mega PAC status.

***Note:** "Election Cycle" is the two-year period beginning on the first day of the calendar quarter after the quarter in which the Town's general election is scheduled, and ending on the last day of the calendar quarter in which the second Town General Election is scheduled. (Current cycle is January 1, 2019 to December 31, 2020.) [ARS § 16-901]

The *Campaign Contribution Limits for the 2019-2020 Election Cycle* chart also contains additional information and regulations regarding campaign finance. Please refer to this document for a comprehensive list of expenditure limitations.

FAILURE TO FILE [ARS § 16-937; ARS § 16-938]

A committee failing to file any of the required campaign finance reports is subject to a penalty of \$10 for each day that the filing is late during the first fifteen days after the filing deadline, and \$25 for each subsequent day that the filing is late. Penalties accrue until the late report is filed. If the committee fails to file a report within 30 days after the filing deadline, the filing officer may, after providing written notice by email to the committee within five days after the filing deadline, refer the matter to the Town Attorney.

Upon request from the filing officer (Town Clerk) or the enforcement officer (Town Attorney), a committee that has filed a statement of organization shall produce any of the records required to be kept pursuant to ARS § 16-907 to the filing officer or enforcement officer.

A person that qualifies as a committee as prescribed by ARS § 16-905 shall report all contributions, expenditures and disbursements that occurred before qualifying as a committee and shall maintain and produce records as prescribed by ARS § 16-907.

Upon request from the filing officer (Town Clerk) or the enforcement officer (Town Attorney), a committee that has filed a statement of organization shall produce any of the records required to be kept pursuant to ARS § 16-907.



TERMINATION OF CANDIDATE COMMITTEES

[ARS § 16-933; ARS § 16-934]

A committee may terminate only when the committee treasurer files a termination statement with the filing officer (Town Clerk) certifying under penalty of perjury that: (1) The committee will no longer receive any contributions or make any disbursements; (2) The committee has either no outstanding debts or obligations, or has outstanding debts or obligations, or both, that are all more than five years old, and that the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee; (3) All surplus monies have been disposed of and that the committee has no cash on hand; and (4) All contributions and expenditures have been reported, including any disposal of surplus monies.

A candidate committee may transfer surplus funds, including the committee's debts and obligations, to a subsequent committee for that individual or candidate, as prescribed by *ARS § 16-913*.

A committee shall dispose of surplus monies only as follows:

1. Return surplus monies to the contributor.
2. Contribute surplus monies pursuant to and within the limits prescribed in *ARS §§ 16-911 through 16-918*.
3. In the case of a candidate committee, contribute surplus monies to a candidate committee for another candidate under the following conditions:
 - (a) The candidate committee makes the contribution after the time period for filing a nomination paper pursuant to *ARS § 16-311(A)*.
 - (b) The candidate associated with the candidate committee that makes the contribution did not file a nomination paper to run for election in the current election cycle.
 - (c) In the case of a candidate committee for legislative office, the candidate committee makes the contribution when the legislature is not in regular legislative session.
 - (d) The candidate committee makes the contribution within the limits prescribed for individuals in *ARS § 16-912*.
4. Donate surplus monies to a nonprofit organization that has tax exempt status under section 501(c) (3) of the internal revenue code.

Surplus monies shall not be used for or converted to personal use.



A Termination Statement is included in the election packet. This form may be used to dissolve a political committee at the end of the election cycle and/or whenever the committee meets the criteria listed above.



CAMPAIGNING

PROMOTIONAL MATERIAL [ARS §16925(A)] (A)I

Notes . . .

A person (defined in *ARS § 16-901*) that makes an expenditure for an advertisement or fundraising solicitation, other than an individual, shall include the following disclosure in the advertisement or solicitation:

1. The words “paid for by” followed by the name of the person making the expenditure for the advertisement or fundraising solicitation.
2. Whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

If a disclosure contains any acronym or nickname that is not commonly known, the disclosure shall also spell out the acronym or provide the full name.

If the advertisement is:

1. Broadcast on radio, the disclosure shall be clearly spoken at the beginning or end of the advertisement.
2. Delivered by hand or mail or electronically, the disclosure shall be clearly readable.
3. Displayed on a sign or billboard, the disclosure shall be displayed in a height that is at least four percent of the vertical height of the sign or billboard.
4. Broadcast on television or in a video or film, both of the following requirements apply:
 - (a) The disclosure shall be both written and spoken at the beginning or end of the advertisement, except that if the written disclosure statement is displayed for the greater of at least one-sixth of the broadcast duration or four seconds, a spoken disclosure statement is not required.
 - (b) The written disclosure statement shall be printed in letters that are displayed in a height that is at least four percent of the vertical picture height.

This disclosure requirement exempts:

1. Social media messages, text messages, or messages sent by a short message service.
2. Advertisements placed as a paid link on a website, if the message is not more than 200 characters in length and the link directs the user to another website that complies with the disclosure requirements.



3. Advertisements that are placed as a graphic or picture link, if the disclosures cannot be conveniently printed due to the size of the graphic or picture and the link directs the user to another website that complies with the disclosures requirements.
4. Bumper stickers, pins, buttons, pens and similar small items on which the required statements cannot be conveniently printed.
5. A solicitation of contributions by a separate segregated fund.
6. A communication by a tax-exempt organization solely to its members.
7. A published book or a documentary film or video.

Signage [Prescott Valley Resolution No. 816 & Town Code Article 13-23]

Campaign signs may not be placed in any public right-of-way within the Town of Prescott Valley or in the Commercial Tourism Zones (depicted on the maps linked below). All signs must adhere to the general provisions set forth in Town Code Section 13-23-030 and comply with the standards described in Article 13-23 “Sign Regulations” for each zoning district where the signs will be located.

<https://www.pvaz.net/DocumentCenter/View/5220/Commercial-Tourism-Zones-PDF>

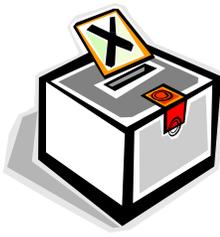
REQUESTS FOR INFORMATION

Requests for public information are processed through the Town Clerk. Until you become a Council candidate (valid petitions and required paperwork have been filed with the Town Clerk), a request for public information will be processed the same as all other public records requests.



Recognizing the Town's responsibility to provide accurate information and equal treatment to all Council candidates, the following procedures will be used to provide information to candidates:

1. All candidates will be treated equally.
2. Requests for public information must be submitted in writing.
3. Information given to one candidate will be made available to all candidates.
4. Documents and reports provided to the Council on a regular basis including Council agendas and minutes are available online at no cost.
5. A copying charge will be assessed for copies of documents that are not routinely provided to the Council.



VOTING INFORMATION

VOTER REGISTRATION

Voters may register or update existing registration at:

<https://servicearizona.com/webapp/evoter/register?execution=e1s1>

Voter registration forms are also available at the Prescott Valley Town Clerk's Office, or by calling Yavapai County Elections, 928-771-3244.

VOTER REGISTRATION DEADLINES

Primary Election, August 4, 2020

Registration Deadline: July 6, 2020

General Election (if necessary), November 3, 2020

Registration Deadline: October 5, 2020

PERMANENT EARLY VOTING LIST

Arizona allows voters to place their names on a permanent early voting list. Once a voter's name is added to the list, an early ballot will automatically be mailed to the voter approximately 26 days prior to an election at which he or she is eligible to vote.

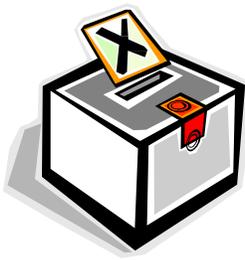
In order to be included on the "Permanent Early Voting List", you must make your request in writing specifically stating that your name be added to the permanent early voter list. This request must include your name, residence address, mailing address (if different than the residence address) and must be within the State of Arizona, unless you are a uniformed services voters or overseas voters, date of birth and your signature.

You may print the request form from Yavapai County's website in the Election section. Print it out, complete, sign and mail to:

**Yavapai County Voter Registration
1015 Fair Street, Room 228,
Prescott, AZ 86305**

A voter's name remains on the permanent early voting list until the voter's registration is cancelled or changed to inactive status, or until the voter requests in writing to be removed from the list.

Notes . . .



Yavapai County will accept requests for early ballots for the August 4 Primary Election beginning July 8, 2020, and beginning October 7, 2020, for the November 6 General Election.

Citizens may request an early ballot by:

- Calling Yavapai County Elections at 928-771-3248
- Applying online
- Mailing a written request to Yavapai County Elections, 1015 Fair St. Prescott, AZ 86305. Written requests must include the voter's name, residence address, date of birth, election for which the ballot is being requested, address where the ballot is to be mailed (if different from the residence address), and the signature of the requestor.

EARLY VOTING

How to Vote Early by Mail or With Assistance

For an early ballot to be valid and counted, the voted early ballot and signed affidavit must be returned to the Yavapai County Elections Office, or any polling place within Yavapai County, no later than 7:00 p.m. on Election Day.

Voting assistance may be requested by contacting the Town Clerk at (928) 759-3028 or Yavapai County Elections, (928) 771-3250

How to Vote Early in Person

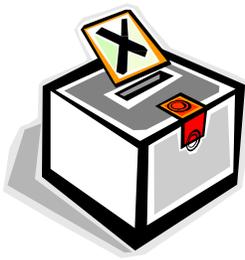
Voters may cast an early ballot in person by appearing at the Yavapai County Elections office listed below, or any other designated early voting site, no later than 5:00 p.m., Friday, July 31, 2020, for the August 4 Primary Election, and Friday, October 30, 2020, for the November 3, 2020 General Election.

County Offices Designated for Early Voting in Person

1015 North Fair St., Prescott

Early voting hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.

Voters who request an early ballot for the 2020 Primary Election will automatically receive an early ballot for the General Election.



VOTING AT THE POLLS

Polling places will be open from 6:00 a.m. to 7:00 p.m. on Election Day. Any qualified elector who at the moment of closing is in the line of waiting voters shall be allowed to prepare and have his ballot deposited by the election board official in the presence of the election board and himself [ARS § 16-565(D)].

Any registered voter, at the voter’s option, may be accompanied by a minor; be accompanied and assisted by a person of the voter’s own choice; or be assisted by two election officials, one from each major political party, during any process relating to voting or during the actual process of voting on a paper ballot, machine or electronic voting system. A person who is a candidate for an office in that election is not eligible to assist any voter [ARS § 16-580(G)].

For additional information, please call the Town of Prescott Valley, (928)759-3028.

Important Dates to Remember

Last Day to Register to Vote in Primary Election	Monday, July 6, 2020
Last Day to Request a Ballot to be Mailed (Primary)	Friday, July 24, 2020
Last Day to Vote Early in Person (Primary)	Friday, July 31, 2020
Last Day to Return Early Ballots (Primary) by 7:00 p.m.,	Tuesday, August 4, 2020

PRIMARY ELECTION..... Tuesday, August 4, 2020

Last Day to Register to Vote in General Election	Monday, October 5, 2020
Last Day to Request a Ballot to be Mailed (General)	Friday, October 23, 2020
Last Day to Vote Early in Person (General)	Friday, October 30, 2020
Last Day to Return Early Ballots (General) by 7:00 p.m.,	Tuesday, November 3, 2020

GENERAL ELECTION Tuesday, November 3, 2020

ELECTION CALENDAR *Exhibit A*
August 4, 2020 Primary; November 3, 2020 General

Date/Event	Deadline	Action Required	Authority
SEPTEMBER 2019		Candidate Packets Available in City Clerk's Office.	Traditional
4 TH QUARTER/ANNUAL REPORT	Wednesday, January 1-15, 2020	Annual/Fourth Quarter Campaign Finance Report Due.	ARS 16-927
150 DAYS PRIOR TO PRIMARY ELECTION	Monday, March 9, 2020 *	Earliest date to file candidate nominating papers & petitions.	ARS 16-311-B
120 DAYS PRIOR	Monday, April 6, 2020	Deadline for filing nominating papers & petitions.	ARS 16-311-B
1 ST QUARTER REPORT	Wednesday, April 1-15, 2020	First Quarter Campaign Finance Report Due.	ARS 16-927
40 DAYS PRIOR	Thursday, June 25, 2020	Receive write-in candidate papers by 5 p.m.	ARS 16-312-B
29 DAYS PRIOR	Monday, July 6, 2020	Voter registration closes (Primary).	ARS 16-120
27 DAYS PRIOR	Wednesday, July 8, 2020	Early ballots must be ready for distribution (Primary).	ARS 16-542-C
2 ND QUARTER REPORT	Wednesday, July 1-15, 2020	Second Quarter Campaign Finance Report due.	ARS 16-927
11 DAYS PRIOR	Friday, July 24, 2020	Final day to request early ballots by mail (Primary).	ARS 16-542-E
10 DAYS PRIOR	Monday July 27, 2020	* Pre-election Campaign Finance Report due.	ARS 16-927
4 DAYS PRIOR	Friday, July 31, 2020	Last day to vote early at an offsite location (Primary).	ARS 16-542-E
Candidate Information Statement updates due. Printing Deadline			
ELECTION DAY Tuesday, August 4, 2020 (PRIMARY)			
29 DAYS PRIOR TO GENERAL ELECTION	Monday, October 5, 2020	Voter registration closes (General).	ARS 16-120
27 DAYS PRIOR	Wednesday, October 7, 2020	Early ballots must be ready for distribution (General).	ARS 16-542-C
3 RD QUARTER REPORT	Thursday, October 1-15, 2020	Third Quarter Campaign Finance Report Due.	ARS 16-927
10 DAYS PRIOR	Monday, October 29, 2020	* Pre-election Campaign Finance Report due.	ARS 16-927
4 DAYS PRIOR	Friday, October 30, 2020	Last day to vote early at offsite location (General).	ARS 16-542-E
ELECTION DAY Tuesday, November 3, 2020 (GENERAL)			
FIRST REGULAR MEETING IN JANUARY (Tentative)	Thursday, December 12, 2019	New Council members seated.	
4 TH QUARTER/ANNUAL REPORT	Friday, January 1-15, 2021	Annual/Fourth Quarter Campaign Finance Report Due.	ARS 16-927-B

***If a filing date falls on a weekend or holiday, the deadline shifts to the next business day.**

**TOWN OF PRESCOTT
VALLEY
2020 ELECTIONS
CANDIDATE INFORMATION PAGE
GUIDELINES FOR FILING CANDIDATE STATEMENTS**

WHO MAY FILE A STATEMENT

Any candidate who has filed the documents required by law to have his or her name printed on the 2020 Primary Election ballot may file a statement to be printed on the Town website (www.pvaz.net) *Candidate Information Page* for that election. In the event that a General Election is necessary, any candidate who is eligible to have his or her name printed on the General Election ballot may file a statement for inclusion on the Candidate Information Page for that election.

DEADLINE FOR SUBMITTING STATEMENTS

For the Primary Election, the candidate, or candidate's representative, must file the statement with the Town Clerk no later than 5:00 p.m., Monday, April 6, 2020, the last day for filing documents required to become a candidate.

In the event that a General Election is necessary, the candidate, or candidate's representative, must file the statement with the Town Clerk no later than 5:00 p.m., Thursday, August 27, 2020.

FORM OF STATEMENT

Statements shall be limited to 300 words and will not be edited by the Town Clerk's Office. The 300-word limit is in addition to brief biographical information (***biographical information is limited to name, age (optional), occupation, and education only***).

The 300-word statement shall only address the following:

1. Years of residency in Prescott Valley
2. Reason for running for Council
3. Community involvement
4. Non political affiliations
5. Volunteer service

A 2" x 2" photo of the candidate will be posted if presented at the same time as the statement. If no photo is submitted, or is untimely submitted, only the biographical information and 300-word statement will be printed. An empty box will appear where the picture would have been.

If no statement is received from a qualified candidate, a statement will be placed on the website page to the effect that, "***No statement was received from this candidate.***"

FORMAT

A legal disclaimer will be printed on the page indicating: "***The statements on this candidate information page were reproduced as submitted and were not edited for spelling, grammar, or punctuation. These statements represent the opinions of the candidates and have not been checked for accuracy of content.***"

CONSISTENCY FOR EFFICIENT PREPARATION

The following rules apply to the preparation of statements that are submitted for inclusion on the 2020 Election Candidate Information Page.

- Statements must be typed or printed, and signed by the candidate. While not required, in addition to a signed, hard copy of the candidate statement, candidates are encouraged to submit statements in electronic format in an editable Word document compatible electronic format (CD, DVD, flash drive or via an e-mail addressed to: drussell@pvaz.net).
- Statements must be provided in English.
- For the Primary Election, the candidate, or the candidate's representative, must file the statement with the Town Clerk no later than 5:00 p.m., Monday, April 6, 2020, the deadline for filing the required documents for becoming a candidate.
- If a General Election is held, the candidate or the candidate's representative must file the statement with the Town Clerk no later than 5:00 p.m., Monday, July 6, 2020.

The Town Clerk will determine a uniform type size, font, style, and format for the statements.

The Town Clerk will delete any words in excess of the 300-word allowance from the end of the statement.

The Town Clerk will not edit the content of the statements, other than the deletion of words in excess of 300.

The statements will not be released for public review until after the filing deadline. A candidate may withdraw or amend a statement, or provide a substitute statement, at any time before the filing deadline.

Frequently Asked Questions

What do I have to do before I start collecting signatures?

You must file a Statement of Interest Form prior to collecting signatures. Any signatures collected prior to filing the Statement of Interest Form are invalid and may be subject to challenge.

What do I need to bring with me?

- Candidate petitions containing a minimum of 337 valid signatures.
- A ***completed*** Local Public Officer's Financial Disclosure Statement.
- A ***completed*** Nomination Paper

Do I need an appointment to file my nomination papers?

Appointments are encouraged, but not required. Petitions are processed on a first-come, first-served basis. So, it is possible to have an appointment and still have to wait a few minutes if there is someone ahead of you.

If you choose not to make an appointment, it is very helpful to the Clerk's Office if you can let us know in advance of your intent to file, even if it is only by a few hours.

Do my petitions need to be numbered or in a particular order?

No. The Clerk's Office can process your petitions much quicker if you follow these simple steps:

1. Count the number of petition sheets and the number of signatures you have. Write both numbers on a piece of paper and bring the paper with you when you file your petitions (e.g., 98 petition sheets containing 1,381 signatures).
2. Sort your petition sheets according to the number of signatures on them. For example, all of the sheets with ten signatures, followed by all of the sheets with nine signatures, then all of the sheets with eight signatures, etc.

May I file my candidate papers earlier than March 9, 2020?

No. By State law, candidate papers may only be filed between March 9 and April 6, 2020 for the 2020 election cycle.

Am I required to file a 300-word (maximum) candidate statement and photo?

No, the candidate statement and photo are optional.

What if I do not have my 300-word candidate statement and photo with me when I file my nomination papers?

The 300-word candidate statement and photo are optional; therefore, candidates are not required to file the statement and photo. However, for a candidate to be included on the Candidate Information Page, the statement and photo must be filed with the Clerk's Office by 5:00 p.m. on Monday, April 6, 2020.

If no statement is received from a qualified candidate, a statement will be placed on the web page to the effect that, "***No statement was received from this candidate.***"

What is the required format for the candidate statement and photo?

The candidate statement must be in typed format, must be legible, and must be signed and dated by the candidate. Submitted statements must be in an editable (Word document compatible) electronic format (e-mail or CD), as well as written. Statements are limited to 300 words in length, and will not be edited by the Clerk's Office. The 300-word limit is in addition to brief biographical information (name, age (optional), occupation, and education).

The photo should be a 2" x 2" black and white photo in JPEG format (e-mailed or on CD).

May other people accompany me when I file my papers?

Yes, as long as they do not interfere with the counting process.

Is it permissible to take photographs while I am filing my papers?

Yes.

TOWN OF PRESCOTT VALLEY

August 4, 2020 Primary Election
November 3, 2020 General Election (if necessary)

CANDIDATE CHECKLIST

As a candidate, you must:

1. File a Statement of Interest prior to collecting any nomination petition signatures. Any nomination petition signatures collected before the date you submit the Statement of Interest are invalid and may be subject to challenge [ARS§16-351, unless the signatures were collected prior to August 27, 2019 and the Statement of Interest was filed before January 2, 2020.

2. File a Statement of Organization for Political Committees within ten days of meeting the committee criteria. (For additional requirements and restrictions refer to A.R.S. § 16-905.)

INITIAL REQUIRED FILING FOR CANDIDACY

The following properly executed forms must be filed with the Town Clerk's Office for official filing of your candidacy. All three must be submitted at the same time. The filing period for the required documents is no earlier than 8:00 a.m., Monday, March 9, 2020, and **no later than 5:00 p.m., Monday April 6, 2020.**

- Candidate petitions containing not less than 337 signatures or more than 675 signatures [ARS § 16-311(B)].
- A completed and signed Local Public Officer's Financial Disclosure Statement.
- A completed and signed Nomination Paper/Declaration of Qualification form.

If you have questions, please call.
Town Clerk
928-759-3028

THIS INFORMATION IS BEING PROVIDED TO ASSIST YOU IN PREPARING YOUR CANDIDATE PAPERS. WHILE WE HAVE PROVIDED YOU WITH THE MOST CURRENT INFORMATION, STATE STATUTES AND ELECTION CASES ARE SUBJECT TO CONSTANT CHANGE AND INTERPRETATION. WE RECOMMEND THAT YOU REVIEW THEM WITH YOUR ATTORNEY TO ENSURE COMPLIANCE WITH CURRENT LEGAL REQUIREMENTS. IT IS NOT APPROPRIATE FOR TOWN STAFF TO GIVE LEGAL ADVICE TO CANDIDATES FOR OFFICE. PLEASE TAKE TIME TO THOROUGHLY REVIEW THESE ELECTION MATERIALS AND COMPLY WITH ALL CURRENT STATUTES.