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2007 ELECTION DATES

Primary	09/11/07
General	11/06/07

Prescott voters will be electing a Mayor and three councilmembers at the above-referenced elections. As candidates file their official papers, their names will be posted on this website.

Voting By Mail Election

In 2001, the City of Prescott began holding Mail Ballot Elections for its primary and general elections. Ballots will be sent to all registered voters in the mail approximately three weeks before the Primary and the General Elections. It is not necessary to request an early ballot; however, if you will be out of town during the time in which the ballots will be mailed, an early ballot may be requested by contacting either the Yavapai County Elections Office or Prescott City Clerk's Office. Early ballots must be ready 33 days prior to the election.

How To Vote Early In Person (if necessary)

Early voting in person may take place at the Yavapai County Elections Office, or Prescott City Hall, **no later than 5:00 P.M., Friday, September 7, 2007**, for the Primary Election, and **Friday, November 2, 2007**, for the General Election. Voting will be permitted Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M.

How To Vote With Assistance

Written or verbal requests for ballot assistance must be received by the Prescott City Clerk's Office **before 5:00 P.M. on Friday, August 31, 2007** for the Primary Election, and **October 26, 2007** for the General Election, in order for assistance to be arranged. When making a request for assistance from the City Clerk's Office, please specify the address of confinement.

Return a voted ballot to the Yavapai County Elections Office, or Prescott City Hall, **no later than 7:00 P.M. on Election Day, Tuesday, September 11, 2007** for the Primary Election, and **Tuesday, November 6, 2007** for the General Election, in order for the ballot to be counted.

**YAVAPAI COUNTY
ELECTIONS OFFICE
1015 Fair Street
Prescott, AZ 873-1
Telephone: (928) 771-3250**

**PRESCOTT CITY HALL
201 South Cortez Street
Prescott, AZ 86301
Telephone: (928) 777-1272 or 777-1313**

CANDIDATE INFORMATION

CANDIDATE QUALIFICATIONS

Article II, Section 5, of the Prescott City Charter states that the mayor and councilmen shall be qualified electors of the city and shall hold no other public office for which they receive compensation except that of a notary public or a member of the National Guard, or

naval or military reserve, and shall have resided in said city for one (1) year next preceding the date of such election or appointment. If the mayor or a councilman shall cease to possess any of these qualifications or shall be convicted of a felony, his office shall immediately become vacant. (Amended January 9, 1979)

QUALIFIED ELECTOR

A qualified elector must meet the requirements of the Constitution and laws of the State of Arizona for state and county electors. A qualified elector of the City is defined as a person whose name appears on the Yavapai County voter registration rolls of the City of Prescott for the last preceding general election, or who has subsequently registered in Prescott, and is otherwise qualified.

ELECTION PACKETS

Each election packet contains the required forms for filing nomination petitions, a Political Committee Statement of Organization form, information on campaign finance laws, and campaign finance forms. These forms are described in more detail below.

PLEASE NOTE: All candidates must file either a political committee Statement of Organization or a \$500 Threshold Exemption Statement BEFORE circulating petitions, receiving or expending money, or distributing campaign literature.

CANDIDATE CHECKLIST

The Candidate Checklist acknowledges receipt of all campaign materials and must be completed when a candidate or candidate's representative picks up an election packet.

FINANCIAL DISCLOSURE STATEMENT

A completed candidate's Financial Disclosure Statement must be filed at the time nomination petitions are filed.

NOMINATION PETITIONS (NONPARTISAN)

The election packet contains 75 nonpartisan nomination petitions. Additional blank petitions may be obtained by photocopying one of the blank petitions in the packet, or by contacting the City Clerk's office during regular business hours.

The earliest date petitions may be filed is Monday, May 14, 2007. **The deadline for filing petitions and nominating papers is 5:00 p.m., Wednesday, June 13, 2007.**

Percentage of Signatures Required

The percentage of signatures required for nomination petitions must be at least 5% and not more than 10% of the total votes cast in the last preceding election at which a Mayor was elected.

The total votes cast at the last preceding (2005) City election was 14,473. The required number of signatures for nomination petitions is between 724 (5%) and 1,447 (10%).

NOMINATION PAPER/AFFIDAVIT OF QUALIFICATION/ CAMPAIGN FINANCE LAWS STATEMENT

The Nomination Paper provides written notification to the City Clerk of an individual's desire to become a candidate for office.

The following information is required on the Nomination Paper:

1. Name of the candidate.
2. Actual place of residence. If you have a post office address please include that **in addition to** your actual place of residence.
3. The office for which the candidate is offering candidacy.
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 candidate's surname and given name or names, an abbreviated version of such names, or appropriate initials. Nicknames are permissible, but in no event may nicknames, abbreviated names, 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. Date of Primary Election.
6. An affidavit containing sufficient information to indicate that, at the time of the election, the candidate will be qualified to hold the office being sought.
7. Candidate's acknowledgment of having read all applicable laws relating to campaign finance and reporting.

A Nomination Paper must be filed at the time the candidate's nomination petitions are filed. There is a statement on the bottom of the form indicating: "I have read all applicable laws relating to campaign financing and reporting." The material referred to

in this statement (ARS Title 16, Chapter 6) is included in the election packet and is required reading before petition papers are filed.

PETITION CIRCULATORS

A petition circulator must be qualified to register to vote. A candidate may circulate his or her own petition. Only one person may circulate each petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

WRITE-IN CANDIDATES

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. To qualify as a write-in candidate, a Nomination Paper **must be filed with the City Clerk's Office by 5:00 P.M., 40 days prior to the election (August 2, 2007 for the Primary and September 27, 2007 for the General)**. The following information is required on the Nomination Paper:

1. Actual place of residence. If you have a post office address please include that in addition to your actual place of residence.
2. Length of residence in the state.
3. Age.
4. Date of birth.
5. Signature of candidate.

A person cannot be a write-in candidate at a general election if he or she ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election, with one exception: When a candidate who is scheduled to appear on the general election ballot dies, withdraws, or is disqualified, a candidate who ran for the same office in the immediately preceding primary election and failed to be nominated may run as a write-in candidate. Furthermore, a person cannot be a write-in candidate in the primary or general election if they did not collect enough valid signatures to be placed on the ballot for current year's primary election.

WRITE-IN VOTES MAY ONLY BE COUNTED FOR THOSE PERSONS WHO HAVE FILED REQUIRED NOMINATION PAPERS.

CAMPAIGN FINANCE

Campaign finance laws are complex and highly technical. City staff will not interpret campaign finance law for candidates. Staff will provide candidates with information needed to complete the required forms. The election packet contains:

1. ARS Title 16, Chapter 6, Campaign Contributions and Expenses;
2. A copy of the 2006 - 207 Election Cycle Campaign Contribution Limits; and
3. Copies of required campaign finance forms, along with an instruction manual for completing the forms.

For a legal interpretation of campaign finance law, and to insure compliance with state law, candidates may wish to consult with an attorney.

FORMS AND REPORTS

NOTE: All candidates must file either a political committee Statement of Organization or a \$500 Threshold Exemption Statement **BEFORE** circulating petitions, receiving or expending money, or distributing campaign literature.

Political Committee Statement Of Organization

Any candidate receiving contributions or making expenditures totaling more than \$500 in connection with a campaign for public office must designate, in writing, a political committee to serve as the candidate's campaign committee by completing a Political Committee Statement of Organization within five days of receiving such contributions or making such expenditures.

Political committees are required to file an amended statement of organization within five days of a change of information contained on the form.

\$500 Threshold Exemption Statement

If a political committee does not anticipate spending or collecting \$500 during the election period, a \$500 Threshold Exemption Statement may be filed. A copy of the form is included in the election packet. Upon filing the statement, the political committee will not be required to file any additional campaign finance reports. However, if the committee's expenditures or contributions exceed \$500, all required campaign finance reports must be filed with the City Clerk within five business days.

Political Committee Campaign Finance Report

Political and candidate committees are required to file campaign finance reports on six separate occasions throughout the election period. One set of Political Committee Campaign Finance Report forms is included in the election packet.

The six required reports and respective dates for filing are:

June 30 Report: Covers 01/01/07 or the opening reporting date (the date the first expenditure is made or the first contribution is received), through 05/31/07.

FILE: Earliest Date – 06/01/07 **DEADLINE:** 06/30/07

Pre-Primary Finance Report: Covers the period from 06/01/07, or the opening reporting date (the date that the first expenditure is made or the first contribution is received), through 08/22/06.

FILE: Earliest Date – 08/23/07 ***DEADLINE:*** 08/30/07

Post-Primary Finance Report: Covers 08/23/07 through 10/01/07

FILE: Earliest Date – 10/02/07 ***DEADLINE:*** 10/11/07

Pre-General Finance Report: Covers 10/02/07 through 10/17/07

FILE: Earliest Date – 10/18/07 ***DEADLINE:*** 10/25/07

Post-General Finance Report: Covers 10/18/07 through 11/26/07

FILE: Earliest Date – 11/27/07 ***DEADLINE:*** 12/06/07

January 31 Report*: Covers 11/27/07 through 12/31/08

FILE: Earliest Date – 01/01/09 ***DEADLINE:*** 01/31/09

*Other reports will be due before this reporting period if a special or recall election is held prior to the next general election.

The committee treasurer (or the candidate, if the treasurer is unavailable) must sign each report listed above.

The information required for each campaign finance report can be found in detail under ARS Section 16-915(A) of the Title 16 Manual found in the election packet. In summary, the information required includes:

1. The amount of cash on hand at the beginning of the reporting period.
2. The total amount of all receipts and an itemized list of all receipts for the reporting period and the election.
3. The identification of each individual who makes a contribution exceeding \$25, together with the date and amount of the contribution.
4. The total amount of all disbursements and an itemized list and total of certain disbursements in categories listed in ARS Section 16-915(A)(4) for the reporting period and the election.

5. The name and address of each recipient of an expenditure made during the reporting period covered by the report, including the date, amount of the expenditure, and a clear description of the items or services purchased.
6. An itemized account of the outstanding campaign debts and extensions of credit owed by the candidate or political committee, including the name and address of the obligee or creditor, the amount owed, whether the amount is certain or estimated, and on what basis, and the purpose of the obligation.
7. The total sum of all receipts, together with the total receipts less offsets, and the total sum of all disbursements, together with the total disbursements less offsets, for both the reporting period and the election.

No Activity Statement

If a political committee receives no contributions and makes no expenditures during a period in which it is required to file a campaign finance report, the committee treasurer or candidate may, in lieu of filing a report, sign and file a Political Committee No Activity Statement. One copy of the form is included in the election packet and may be photocopied if an additional quantity is needed.

CAMPAIGN CONTRIBUTION LIMITS

Campaign contribution limits are listed on the 2006 - 2007 Election Cycle Campaign Contribution Limits chart contained in the election packet. The Campaign Contribution Limits Chart contains additional information and regulations regarding campaign finance.

FALSE REPORTS AND FAILURE TO FILE STATEMENTS

A political committee failing to file any of the required campaign finance reports is subject to a civil penalty of \$10 for each day the violation continues, up to a total of \$450. If the political committee fails to file a report fifteen days after receipt of written notice from the City Clerk that such report is due, the City Clerk must notify the City Attorney of the committee's failure to file the report, and the committee becomes liable for a civil penalty of \$25 for each subsequent day the filing is late.

Civil penalties imposed for failure to file timely reports are set by state law and cannot be waived. **The City Clerk cannot accept a campaign finance report unless all late penalties owed by the committee are paid.**

A candidate who knowingly refuses or fails to file a campaign finance report may not offer himself for nomination or election to any salaried state or local office for a period of five years.

TERMINATION OF POLITICAL COMMITTEES

A political committee may terminate only if all of the following conditions have been met:

1. The committee chairman and treasurer file a Political Committee Termination Statement form with the City Clerk certifying that the committee will no longer receive any contributions or make any disbursements.
2. The committee has no outstanding debts or obligations.
3. All surplus monies have been disposed of together with a statement of the manner in which the surplus monies were disbursed, including the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies.

A political committee must dispose of surplus monies as follows:

1. Retain surplus monies for use in a subsequent election, which includes a transfer by a candidate's campaign committee to that candidate's campaign committee designated for a subsequent election.
2. Return surplus monies to the contributor to the extent records are available permitting such return.
3. Contribute surplus monies to a state, county, or local committee of a political party.
4. Donate the surplus monies to a charitable organization qualified under Section 501(c)(3) of the United States Internal Revenue Code.
5. In the case of a political committee other than a candidate's committee, contribute surplus monies to a candidate's campaign committee, if the contribution is within the contribution limits set by law.
6. Donate surplus monies to a political committee other than a candidate's campaign committee.

CAMPAIGNING

PROMOTIONAL MATERIAL

A political committee that makes an expenditure for campaign literature or advertisements that expressly advocate the election or defeat of any candidate, or that makes any solicitation of contributions to any political committee, must be registered when it distributes or places literature or advertisements or when it solicits contributions. With a few exceptions that are noted below, all campaign literature or advertisements must disclose who has paid for the literature or advertisement.

If the literature or advertisement has been authorized or paid for by the candidate, the candidate's committee, or an agent of either of them, it must be noted on the documents. If not authorized or paid for by the candidate or candidate's committee, then the name of the committee that paid for the ad and the name, address, and phone number of the chairman of that committee must be included, plus a notation that the literature is not authorized by the candidate or committee. This disclosure requirement exempts bumper stickers, campaign buttons or similar small items, as well as signs paid for by a candidate with campaign monies or by a candidate's campaign committee, or to a solicitation of contributions by a separate segregated fund from corporations or labor organizations.

If the expenditure for the literature or advertisements is an independent expenditure, the political committee, in addition to the disclosures required above, must include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions to the committee making the independent expenditure. If an acronym is used to name any political committee, the name of any sponsoring organization of the committee must also be printed or spoken.

A political committee that makes independent expenditures for literature or an advertisement relating to any one candidate or office within ten days of the election, must send by certified mail a copy of the literature or advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty-four hours before depositing it at the post office for mailing, or twenty-four hours before submitting it to a telecommunications system for broadcast, or twenty-four hours before submitting it to a newspaper for printing.

Persons who violate the laws pertaining to campaign literature and advertisements are subject to a civil penalty of up to three times the cost of the literature or advertisement.

SIGNS

Political signs that meet the size and height criteria for temporary signs are permitted. Where a primary election is followed by a general election, signs related to the general election may remain in place.

In accordance with Sec. 6.12.5C of the Prescott Land Development Code, temporary political signs are permitted in all zoning districts, and shall not exceed 24 square feet. Such signs are allowable up to 30 days preceding start of early voting in the primary election (07/10/07) and must be removed within ten days after the election. Signs may not be placed in the right-of-way.