



**Chandler • Arizona**

# City of Chandler

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## 2018 Elections

**Primary Election: August 28**

**General Election: November 6**



# Candidate Information Packet

*Office of the City Clerk  
City of Chandler  
175 South Arizona Avenue  
Chandler, Arizona 85225  
480-782-2182*

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# Introduction

Thank you for your interest in becoming a candidate in the 2018 City of Chandler Election. This packet is an important first step in the election process and has been prepared to provide you with information and candidate requirements for the 2018 City of Chandler Election. While every effort was made to provide a comprehensive overview of the election process for the City of Chandler, this candidate information packet and the noted resources are provided with the understanding that City Clerk staff cannot render legal or financial advice; it is the candidate's responsibility to ensure that all legal requirements have been met.

**Please note that the Chandler City Clerk serves as the filing officer for all local election forms.** All forms must be filed with the Chandler City Clerk's Office, within the deadlines noted in the statutes.

Candidates are encouraged to refer to the Arizona State Constitution, the Arizona Revised Statutes, the Chandler City Charter, and Chandler City Code for legal requirements pertaining to candidates for elective office. As state statutes and case law are subject to change and interpretation, it is recommended that you review them with your attorney to ensure compliance and current legal requirements.

Candidates who have provided contact information will be notified via email by the City Clerk's Office of any updated documents or information. In addition, as they become available, updates will be posted to the City Clerk's election webpage at [www.chandleraz.gov/elections](http://www.chandleraz.gov/elections)

The City of Chandler appreciates your interest in the election process. If you need assistance during the nomination period or throughout the election process, please feel free to contact the City Clerk's Office at 175 South Arizona Avenue, Chandler, Arizona; or email to [dana.delong@chandleraz.gov](mailto:dana.delong@chandleraz.gov) or call (480) 782-2182.

Sincerely,

*Dana DeLong*

Dana DeLong, CMC  
City Clerk  
City of Chandler  
P.O. Box 4008, Mail Stop 606  
Chandler, Arizona 85244-4008  
480-782-2182  
[dana.delong@chandleraz.gov](mailto:dana.delong@chandleraz.gov)

# Section 1 – General Information

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## *City Council*

The Chandler City Council consists of a mayor and six councilmembers who are elected from the city at large by the qualified electors of the city. Elections are held every two years in the fall of even-numbered years. [Chandler City Charter, Article II, Section 2.01(a); and Article VII, Section 7.01(a)]

## *Offices to be Filled, Induction, Salaries*

In 2018, qualified electors of the City of Chandler will elect a Mayor and three Councilmembers. Incumbents are Mayor Jay Tibshraeny; and Councilmembers Kevin Hartke; René Lopez, and Terry Roe, with Mayor Tibshraney and Councilmember Hartke having met the term limit.

The newly elected mayor and councilmembers will be inducted into office at the first regular meeting of the Council in January 2019. [Chandler City Charter, Article II, Section 2.01(c)]

The current annual salary of the Mayor is \$55,916.25 and the current annual salary of the Vice Mayor and each Councilmember is \$32,743.75. Each year the salary for the Mayor, Vice Mayor, and each Councilmember is adjusted using the total compensation methodology by the same percentage as provided for non-represented employee groups for that fiscal year. [Chandler City Charter, Article II, Section 2.02; and Chandler City Code, Chapter 2, Section 2.2]

## *Candidate Qualifications*

*A Candidate must be a resident of the City, or an annexed area for at least 2 years immediately preceding the election.*

Only qualified electors of the city shall be eligible to hold the office of mayor or councilmember. Each candidate must have been a resident of the city or an annexed area for at least two years immediately preceding his or her election. The mayor or councilmember shall hold no other elected public office or city employment during the term for which he or she was elected to the council. [Chandler City Charter, Article II, Sections 2.01(b); and 2.05(a)]

## ***Qualified Elector***

Any person who satisfies the requirements for registration prescribed by law and is legally qualified to vote in County and State elections in the State of Arizona shall be qualified to vote in the City of Chandler elections; provided they reside within the Chandler City limits. [Chandler City Charter, Article VII, Section 7.01(b)]

## ***Primary Election – Tuesday, August 28, 2018***

At the primary election any candidate who receives a majority of all the votes cast shall be declared elected to the office for which he or she is a candidate, and no further election shall be held, provided that if more candidates receive a majority than there are offices to be filled, then those equal in number to the office to be filled, receiving the highest number of votes shall be declared elected. Nothing on the ballot shall indicate the affiliation of any candidate with any other person, party, or group. [Chandler City Charter, Article VII, Section 7.01(d)]

If at any primary election there be any office or offices to which no candidate was elected, then the election shall be considered to be a primary election for the nomination of candidates for such office or offices and a second or regular election shall be held to vote for a candidate to fill such office or offices. [Chandler City Charter, Article VII, Section 7.01(e)]

## ***General Election – Tuesday, November 6, 2018***

The candidates not elected at the first election equal in number to twice the number to be elected to any given office, or less, and who received the highest number of votes for the respective offices at such first election, shall be the only candidates at such second election provided that, if there be any person who would have been entitled to become a candidate for any office except for the fact that some other candidate received an equal number of votes, then all such persons receiving said equal number of votes shall likewise become candidates for such office. [Chandler City Charter, Article VII, Section 7.01(e)]

## ***Majority Vote to Elect in City Elections***

The provisions of the Arizona Constitution, the general laws of the State, and provisions of the Chandler City Charter governing the majority vote to elect shall apply in the City provided that the total of all votes tabulated for the candidates of the office of Mayor constitutes the total number of votes cast at the election and shall be the basis for calculating whether a candidate for Mayor or City Council has received a majority of all votes cast at the election. [Chandler City Code, Chapter 4, Section 4-5]

# Section 2 – Nomination Procedures

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## ***Nomination by Petition***

In Arizona, persons are nominated to run for office in the primary election by a petition procedure for nomination. The petition process allows any qualified voter the opportunity of seeking public office.

## ***Nomination Petition – Filing Period***

To become an official candidate for Council and have your name printed on the 2018 Primary Election ballot the required forms must be filed with the City Clerk during the nomination petition filing period. [A.R.S. §16-311]

***Monday, April 30, 2018 through 5:00 p.m., Wednesday, May 30, 2018***

File all of the following with the City Clerk

- Nomination Paper including Declaration of Qualification
- Financial Disclosure Statement
- Nomination Petitions containing at least **1,000**, but not more than **2,552** signatures

## ***Number of Signatures Required***

Nomination petitions must contain at least **1,000**, and not more than **2,552** valid signatures. [Chandler City Code, Chapter 4, Section 4-6]

A qualified elector may sign one nomination petition for each seat or office to be filled. [A.R.S. §16-321]

In the 2018 election a qualified elector may only sign one candidates' nomination petition for Mayor; and up to three candidates' nomination petitions for Council.

## ***Supplemental Petition Filings***

Nominating petitions must contain at least the minimum number (1,000) of signatures at the time of the initial filing of candidate papers. Candidates may make one supplemental filing of additional petition sheets prior to the candidate filing deadline (5:00 p.m., Wednesday, May 30, 2018).

### ***Note:***

*All candidates must register as a candidate committee by filing a Statement of Organization if the candidate receives contributions or making expenditures, in any combination of at least \$1,100 in connection with the candidacy.*

## ***Legal Sufficiency of Nomination Petitions***

It is the duty of the courts and not the City 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 nomination petitions are qualified electors.

## ***Write-in Candidates for Primary Election***

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. [A.R.S. §16-312]

Write-in votes may only be counted for those persons who have filed required nomination papers.

### ***Write-in Candidate Filing Deadline - Primary: 5:00 p.m., Thursday, July 19, 2018***

File all of the following with the City Clerk

- Nomination Paper including Declaration of Qualification
- Financial Disclosure Statement

A person cannot be a write-in candidate at a primary election if the individual filed a nomination petition for the August 28, 2018, Primary Election and failed to provide a sufficient number of valid petition signatures.

## ***Write-in Candidates for General Election***

An individual may become a write-in candidate for the General Election unless:

- The individual was defeated in the Primary Election; or
- The individual filed nomination petitions for the Primary Election, but did not collect a sufficient number of valid petition signatures

### ***Write-in Candidate Filing Deadline - General: 5:00 p.m., Thursday, September 27, 2018***

File all of the following with the City Clerk

- Nomination Paper including Declaration of Qualification
- Financial Disclosure Statement



## ***CIRCULATING NOMINATION PETITIONS***

Petition forms are available from the City Clerk's Office and available on the City's website; the requirements that such petitions must meet are set forth in A.R.S. §§16-314, 16-315, and 16-321.

### ***Petition Circulators [A.R.S. §§16-315(B), 16-321(D), 16-341(G)]***

- Each circulator must complete and sign the back of each signature sheet.
- A nomination petition for any candidate may be circulated by a person who is not a resident of this state, but who is otherwise eligible to register to vote in this state if that person registers as a circulator with the secretary of state before circulating petitions.
- A candidate may circulate his or her own petition.
- 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.

### ***Petition Signers***

A nomination petition is signed by qualified electors and supports the candidacy for nomination of the individual whose name appears at the top of the nomination petition in the certificate portion. Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing and must reside in the electoral district in which the candidate is running. [A.R.S. §16-321(B)]

### ***Signature Withdrawal***

A signature may be withdrawn by the person who signed a nomination petition not later than 5:00 p.m. on the date the petition is filed with the City Clerk. (A.R.S. §19-113)

### ***Penalty for Petition Forgery***

All petitions that have been submitted by a candidate who is found guilty of petition forgery shall be disqualified, and the candidate shall not be eligible to seek election to a public office for a period of not less than five (5) years. [A.R.S. §16-351(F)]

## ***PRACTICAL TIPS***

### Nomination Petitions and Papers

While every effort was made to provide a comprehensive overview of the nomination process for the City of Chandler, this handbook is NOT intended to provide legal advice or to eliminate the need for private legal counsel in answering specific election-related questions. For example, in the event a nomination petition is challenged, it will be the candidate, and not the city, that is required to defend the legal sufficiency of the nomination petitions and papers

- Pay attention to the date column of the petition. Incomplete or incorrect dates may result in the disqualification of the signature. Watch for signers who accidentally put phone numbers, zip code, date of birth, etc., in the date column.
- Ditto marks will be accepted and other repeating marks in the address and date columns; just be sure the line being repeated is correct.
- Signatures found in the margins will not be accepted, and no more than 10 signatures per page are accepted.
- Ensure that each circulator has completed and signed the back of each signature sheet. Errors may result in an entire page of petition signatures being disqualified.
- Be sure addresses are complete. Petition signers may use a P.O. Box provided they are still a resident and registered voter of the City.
- DO NOT make corrections to the heading AFTER the petition is circulated.
- PRIOR to filing, review EACH page of the petition as well as all other nomination papers for completeness.
- Be sure to bring the following papers to the City Clerk's Office when filing.
  - Nomination Petitions [A.R.S. §16-311(H)]
  - Nomination Paper including Declaration of Qualifications [A.R.S. §16-311(A)]
  - Financial Disclosure Statement [A.R.S. §16-311 (H)]

*To become an official candidate, these three forms must be filed with the City Clerk during the nomination petition filing period:*

- *Nomination Petitions (containing the required number of signatures)*
- *Nomination Paper*
- *Financial Disclosure Statement*

## ***What to Expect When Filing Nomination Petitions and Papers***

- It is recommended that you contact the City Clerk to set an appointment once you are ready to file your nomination petitions. This will allow the Clerk's Office to be prepared for your arrival, minimizing the amount of time the filing process will take.
- Candidates should plan to spend 20-30 minutes in the City Clerk's Office. On the day of the filing deadline, there may be a longer wait depending on the number of candidates filing at the same time. The City Clerk will process nomination petitions and papers in the order in which they are received.
- The Nomination Paper and the Financial Disclosure Statement must be filed at the time the Nomination Petitions are initially filed.
- Nomination petitions must contain the minimum required number (1,000) of signatures at the time of the initial filing of candidate papers.
- The City Clerk will accept only one supplement filing of additional petition sheets prior to the candidate filing deadline (5:00 p.m., Wednesday, May 30, 2018).
- The City Clerk will not accept more than the maximum number (2,552) of signatures allowed.
- After the City Clerk completes the review and determines the number of signatures on the nomination petition, the candidate will be issued a receipt.
- All documents filed are public record.

## ***Challenging Nomination Petitions***

In the event a challenge is filed, it will be the person who submitted the petition, and not the City, that will be required to defend the legal sufficiency of the petition. It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The City Clerk need only determine that the nomination petitions substantially comply with the required form and contain the requisite number of signatures. The City Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors.

A candidate may also be challenged on grounds relating to qualifications of office.

## ***Appeals of Validity of Nomination Petitions***

Any elector filing any court action challenging the nomination of a candidate as provided for in this chapter shall do so no later than 5:00 p.m. of the tenth day, excluding Saturday, Sunday and other legal holidays, after the last day for the filing of nomination papers and petitions. Any such action must be heard and a decision rendered by the Superior Court within the ten (10) days after filing the challenge. The Superior Court decision shall be appealable only to the Arizona Supreme Court, and notice of appeal shall be filed within five (5) days after the decision of the Superior Court in the action. All challenges are required to specify in the action the petition

number, line number and basis for dispute for each signature in question. [A.R.S. §16-351(A)]

The City Clerk is statutorily named as a part to the action and automatically receives “service of process” in any action challenging a nomination petition. The City Clerk is the designated agent for the person filing a nomination petition and, therefore, must immediately notify the person of the action.

## Section 3 – Campaign Finance

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A candidate for Mayor or Council must comply with all State campaign finance laws [A.R.S. 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.

To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of their attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process. City staff will not interpret campaign finance law for candidates. Staff will provide candidates with information needed to complete the required forms.

*There are a number of campaign finance reports that must be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or political committee to ensure all deadlines are met. [A.R.S. §16-913]*

### ***Statement of Organization***

Candidates who receive contributions or make expenditures, in any combination, of at least \$1,100 in connection with their candidacy in the 2018 City of Chandler municipal election must designate, in writing, a political committee to serve as the candidate's committee by filing a Statement of Organization with the City Clerk (filing officer). [A.R.S. §16-905(A)]

A candidate may have only one committee in existence for the same office during the same election cycle. Candidates are encouraged to form a new committee for each City election in which they are a candidate. Committees are required to file an amended statement of organization within ten days after any change in committee information. [A.R.S. §§16-906]

## ***Campaign Finance Filing Dates*** ***[A.R.S. §§16-926 - 16-928]***

There are a number of campaign finance reports that **must** be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or the candidate's committee to ensure all deadlines are met. Electronic filing via email is permissible.

Campaign finance reports must be received by the City Clerk on the following dates:

### **2017 Annual/4<sup>th</sup> Quarter Report**

Reporting Period: January 1, 2017 (or opening reporting date) through December 31, 2017

Earliest Filing Date: January 1, 2018      **DEADLINE: January 15, 2018\***

### **2018 1<sup>st</sup> Quarter Report**

Reporting Period: January 1, 2018 (or opening reporting date) through March 31, 2018

Earliest Filing Date: April 1, 2018      **DEADLINE: April 15, 2018\***

### **2018 2<sup>nd</sup> Quarter Report**

Reporting Period: April 1, 2018 (or opening reporting date) through June 30, 2018

Earliest Filing Date: July 1, 2018      **DEADLINE: July 15, 2018\***

### **2018 Pre-Primary Election Report**

Reporting Period: July 1, 2018, through August 11, 2018

Earliest Filing Date: August 12, 2018      **DEADLINE: August 18, 2018\***

### **2018 3<sup>rd</sup> Quarter Report**

Reporting Period: August 12, 2018, through September 30, 2018

Earliest Filing Date: October 1, 2018      **DEADLINE: October 15, 2018**

### **2018 Pre-General Election Report**

Reporting Period: October 1, 2018, through October 20, 2018

Earliest Filing Date: October 21, 2018      **DEADLINE: October 27, 2018\***

### **2018 4<sup>th</sup> Quarter Report**

Reporting Period: October 21, 2018, through December 31, 2018

Earliest Filing Date: January 1, 2019      **DEADLINE: January 15, 2019**

\*If the deadline date for filing a Campaign Finance Report is a Saturday, Sunday, or legal holiday, the filing deadline is **NOT** extended.

## ***Campaign Contribution Limits [A.R.S. §16-912]***

Campaign contribution limits are listed on the Secretary of State's Campaign Contribution Limits for 2017-2018 Election Cycle chart, and are included at the end of this packet. The Campaign Contribution Limits for the 2017-2018 Election Cycle chart also contains additional information and regulations regarding campaign finance. Please refer to this document for comprehensive list of expenditure limitations.

In summary the limits are:

1. \$6,350 per election cycle from an individual or a political action committee (PAC) without Mega Pac status.
2. \$12,600 per election cycle from a PAC with Mega PAC status.

### ***Failure to File [A.R.S. §§16-937 and 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 City Attorney.

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

A person that qualifies as a committee as prescribed by A.R.S. §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 A.R.S. §16-907.

#### ***Note:***

*“Election Cycle” is the two-year period beginning on the first day of the calendar quarter after the quarter in which the City’s general election is scheduled, and ending on the last day of the calendar quarter in which the second City general election is scheduled.*

*Current election cycle is November 8, 2016 to November 6, 2018. [A.R.S. §16-901]*

## ***Termination of Candidate Committees [A.R.S. §§16-933 and 16-934]***

A committee may terminate only when the committee treasurer files a termination statement with the filing officer (City 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 A.R.S. §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 A.R.S. §§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 A.R.S. §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 A.R.S. §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.

The Termination Statement form is used to dissolve a political committee at the end of the election cycle and/or whenever the committee meets the criteria listed above. After a Termination Statement is filed, a committee is not required to file any subsequent campaign finance reports and shall have no further receipts and disbursements without filing a new Statement of Organization.



# Section 4 – Campaigning

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## *Promotional Materials [A.R.S. §§16-925]*

A person (defined in A.R.S. §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.

Campaign advertisements or fundraising solicitations must include a disclaimer that indicates it was paid for and authorized by the candidate’s committee. For example, a proper disclaimer would read:

Paid for by Smith for House  
Authorized by Smith for House

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 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 disclosure 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.

## ***Signs***

Campaign signs are included in a category of "Temporary Signs". All temporary signs, including signs supporting or opposing a candidate for office or urging action on a ballot issue, are required to contain the name and telephone number or website address of the candidate or campaign committee contact person. [A.R.S. §16-1019]

The Chandler City Code, Chapter 39, Section 39-10 contains information about Temporary Signs in the City of Chandler, and is available online at [https://library.municode.com/az/chandler/codes/code\\_of\\_ordinances?nodeId=PTVIPL\\_CH39SICO\\_39-10TESI](https://library.municode.com/az/chandler/codes/code_of_ordinances?nodeId=PTVIPL_CH39SICO_39-10TESI)

Arizona Revised Statute §16-1019(C)and(H) prohibits the removal of campaign signs during the period commencing sixty days before a primary election and ending fifteen days after the general election, except that for a sign for a candidate in a primary election who does not advance to the general election, the period ends fifteen days after the primary election.

June 29, 2018	60 days before the 2018 Primary Election
September 12, 2018	15 days after the 2018 Primary Election
November 21, 2018	15 days after the 2018 General Election

## ***Maricopa County Election Files***

The City Clerk's Office receives a number of election files from Maricopa County Elections and makes them available to candidates on compact disc (CD) at a cost of \$10.00.

Everyone who purchases a CD is required to sign a form declaring that the information will not be used for commercial purposes; that it will not be bought, sold, or transferred for any purpose (except those authorized by A.R.S. §16-168) unless approved by the Maricopa County Recorder; and that it will only be used for purposes relating to a political or political party activity, a political campaign or an election, for revising

election district boundaries, or purposes specifically authorized by law. The signed form will be kept on file in the City Clerk's Office and will apply to all election CDs obtained by the candidate or candidate's committee for the 2018 elections.

### **Early Ballot Requests File (EV-32)**

The Early Ballot Requests File (EV-32) contains a list of voters who have requested early ballots and typically covers the one-week period prior to the date of issue. The files are usually available each Tuesday afternoon. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

Ev-32 files are not cumulative. The names that are in each file are unique to that week's requested early ballot activity. However, the latest CD will always include all the EV-32 files our office has received to date.

### **Early Ballot Returns File (EV-33)**

Every week, beginning with the first full week after early voting begins, Maricopa County issues an Early Ballot Returns File (EV-33). The EV-33 contains a list of voters who have returned their early ballots and typically covers the previous week's returns. The files are usually available each Tuesday afternoon. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

EV-33 files are not cumulative. The names that are in each file are unique to that week's returned early ballot activity. However, the latest CD will include all of the EV-33 files our office has received to date.

### **Voted File (VM-55)**

Approximately two weeks after each election, Maricopa County issues a Voted File (VM-55), which contains the names and addresses of the Chandler registered voters who cast ballots in that election, or who requested an early ballot but did not vote. Each entry is coded to indicate the manner in which the ballot was cast (e.g., at a polling location, by mail, or an early voting site, etc.).

### **Registered Voter File**

Maricopa County also provides a file containing the names and addresses of registered voters in Chandler. Their file is issued at various times throughout the election process, usually in June and at the close of voter registration for the Primary and General Elections.

# Section 5 – Voting Information

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## *Voter Registration*

Voters may register or update existing registration at:  
<http://recorder.maricopa.gov/elections/registrationform.aspx>  
or [www.servicearizona.com](http://www.servicearizona.com).

Voter registration forms are available at all Chandler public libraries, or by calling Maricopa County Elections, 602-506-1511 or 602-506-2348 (TDD).

## *Voter Registration Deadlines*

Primary Election, August 28, 2018  
**Registration Deadline: July 30, 2018**

General Election (if necessary), November 6, 2018  
**Registration Deadline: October 9, 2018**

## *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.

Requests to be added to Maricopa County's Permanent Early Voting List must be made in writing to:

Maricopa County Elections Department  
ATTN: PEVL  
510 S. Third Avenue  
Phoenix, AZ 85003

Or online at [www.servicearizona.com](http://www.servicearizona.com)

All requests must include the voter's name, residence address, mailing address (if different from the residence address), date of birth, and signature.

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.

## ***Early Voting***

For the August 28, 2018, Primary Election, early voting begins Wednesday, August 1, 2018, and ends Friday, August 24, 2018.

For the November 6, 2018, General Election, early voting begins Wednesday, October 10, 2018, and ends Friday, November 2, 2018.

Maricopa County will accept requests for early ballots for the August 28, 2018, Primary Election beginning Sunday, May 27, 2018, and beginning Sunday, August 5, 2018, for the November 6 General Election.

Citizens may request an early ballot by:

- Calling Maricopa County Elections at 602-506-1511 or 602-506-2348 (TDD)
- Applying online: [www.recorder.maricopa.gov/EVRequest](http://www.recorder.maricopa.gov/EVRequest)
- Mailing a written request to Maricopa County Election, 510 S. Third Avenue, Phoenix, AZ 85003. Written request 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.

## ***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 Maricopa County Elections Office, or any polling place within Maricopa County, no later than 7:00 p.m. on Election Day.

Voting assistance may be requested by contacting Maricopa County Elections, 510 S. Third Avenue, Phoenix, AZ 85003, 602-506-1511, or 602-506-2348 (TDD), before 5:00 p.m., on Friday, August 17, 2018, for the August 28 Primary Election, and by Friday, October 26, 2018, for the November 6 General Election. Verbal or written requests must specify the address of confinement.

## ***How to Vote Early in Person***

Voters may cast an early ballot in person by appearing at any of the Maricopa County Elections offices listed below, or any other designated early voting site, no later than 5:00 p.m., Friday, August 24, 2018, for the August 28 Primary Election, and Friday, November 2, 2018, for the November 6 General Election.

## ***County Offices Designated for Early Voting in Person***

510 S. Third Avenue, Phoenix (MCTEC Facility)

111 S. Third Avenue, Phoenix (Downtown Facility)

222 E. Javelina, Mesa (Mesa Facility)

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

## ***City Offices Designated for Early Voting in Person***

Chandler City Hall

175 S. Arizona Avenue, Chandler

## ***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 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. [A.R.S. §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. [A.R.S. §16-580(G)]

# Section 6 – Forms & Additional Information

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Links to the Election forms are located on the City's website at [www.chandleraz.gov/elections](http://www.chandleraz.gov/elections)

## Election Forms

Nomination Petition in English and Spanish

Nomination Paper / Declaration of Qualification

Financial Disclosure Statement Form

Statement of Organization (Political Action Committee)

Nomination Paper for Write-in Candidate

Campaign Finance Report Forms

Campaign Contribution Limits, 2017-2018 Election Cycle

Voter Data Request Form

Political Action Committee Termination Statement

Link to the Arizona Secretary of State Campaign Finance Handbook – Candidate Committees

[https://www.azsos.gov/sites/azsos.gov/files/rev\\_2017\\_campaign\\_finance\\_handbook\\_candidate\\_committees.pdf](https://www.azsos.gov/sites/azsos.gov/files/rev_2017_campaign_finance_handbook_candidate_committees.pdf)

Link to Arizona Revised Statutes – Title 16

<https://www.azleg.gov/arsDetail/?title=16>

**CITY OF CHANDLER**  
August 28, 2018 Primary Election  
November 6, 2018 General Election

***CANDIDATE CHECKLIST***

As a candidate, you must 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.)

The following properly executed forms must be filed with the City 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, April 30, 2018, and **no later than 5:00 p.m., Wednesday, May 30, 2018.**

- A. Nomination Petitions containing not less than 1,000 signature or more than 2,552 signatures
- B. Completed and signed Nomination Paper/Declaration of Qualification form
- C. Completed and signed Financial Disclosure Statement for Local Public Officers.

If you have questions, please call:

Dana DeLong  
City Clerk  
City of Chandler  
480-782-2182





## *Important Dates to Remember*

Last Day to Register to Vote in Primary Election	Monday, July 30, 2018
Last Day to Request a Ballot to be Mailed (Primary)	Friday, August 17, 2018
Last Day to Vote Early in Person (Primary)	Friday, August 24, 2018
Last Day to Return Early Ballots (Primary)	by 7:00 p.m. Tuesday, August 28, 2018

### **PRIMARY ELECTION**

**Tuesday, August 28, 2018**

Last Day to Register to Vote in General Election	Monday, October 9, 2018
Last Day to Request a Ballot to be Mailed (General)	Friday, October 26, 2018
Last Day to Vote Early in Person (General)	Friday, November 2, 2018
Last Day to Return Early Ballots (General)	by 7:00 p.m. Tuesday, November 6, 2018

### **GENERAL ELECTION**

**Tuesday, November 6, 2018**



## ***2018 Campaign Finance Filing Deadlines***

Campaign finance reports must be received by the City Clerk on the following dates:

### **2017 Annual/4<sup>th</sup> Quarter Report**

Reporting Period: January 1, 2017 (or opening reporting date) through December 31, 2017

Earliest Filing Date: January 1, 2018      **DEADLINE: January 15, 2018**

### **2018 1<sup>st</sup> Quarter Report**

Reporting Period: January 1, 2018 (or opening reporting date) through March 31, 2018

Earliest Filing Date: April 1, 2018      **DEADLINE: April 15, 2018\***

### **2018 2<sup>nd</sup> Quarter Report**

Reporting Period: April 1, 2018 (or opening reporting date) through June 30, 2018

Earliest Filing Date: July 1, 2018      **DEADLINE: July 15, 2018\***

### **2018 Pre-Primary Election Report**

Reporting Period: July 1, 2018, through August 11, 2018

Earliest Filing Date: August 12, 2018      **DEADLINE: August 18, 2018\***

### **2018 3<sup>rd</sup> Quarter Report**

Reporting Period: August 12, 2018, through September 30, 2018

Earliest Filing Date: October 1, 2018      **DEADLINE: October 15, 2018**

### **2018 Pre-General Election Report**

Reporting Period: October 1, 2018, through October 20, 2018

Earliest Filing Date: October 21, 2018      **DEADLINE: October 27, 2018\***

### **2018 4<sup>th</sup> Quarter Report**

Reporting Period: October 21, 2018, through December 31, 2018

Earliest Filing Date: January 1, 2019      **DEADLINE: January 15, 2019**

\*If the deadline date for filing a Campaign Finance Report is a Saturday, Sunday, or a legal holiday, the filing deadline is **NOT** extended.

CITY OF CHANDLER  
2018 Candidate Information Packet



City Clerk's Office  
175 South Arizona Avenue  
Chandler, Arizona 85225  
(480) 782-2181