

# CITY OF ELOY

## CANDIDATE PACKET



Produced by: Mary Myers, City Clerk

# **TABLE OF CONTENTS**

ELECTION QUESTIONS AND ANSWERS.....	4
CANDIDATE NOMINATION FORMS.....	9
FORMING A CANDIDATE COMMITTEE.....	11
CAMPAIGN FINANCE REPORTS AND CAMPAIGN CONTRIBUTION LIMITS.....	12
MISCELLANEOUS INFORMATION.....	14
DOCUMENT LINKS.....	15



Dear Candidate:

This candidate packet has been prepared to assist you in complying with election filings and requirements as a candidate in the 2020 City of Eloy elections. While the City Clerk's Office will assist with procedural questions, this candidate packet is provided with the understanding that the City Clerk's Office staff cannot render legal, financial or other professional advice.

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, all updates will be posted to the City Clerk's elections webpage as they become available.

The candidate packet contains a checklist of filing requirements and information to assist you in preparing for your candidacy, including:

Section 1: Candidate Nomination Forms

Section 2: Forming a Candidate Committee

Section 3: Campaign Finance Reports and Campaign Contributions Limits

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

Candidates are encouraged to refer to the Arizona State Constitution, the Arizona Revised Statutes, and Eloy 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 with the current legal requirements.

If you need further assistance during the nomination period or throughout the election process, please contact the City Clerk's Office at 595 North C Street, Suite 104, or email Mary Myers, City Clerk at [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov) or call (520)466-9201.

Sincerely,

Mary Myers, CMC, CPM

City Clerk

**City of Eloy, 595 North C Street, Suite 104, Eloy, Arizona 85131, 520-466-9201**

# CITY OF ELOY

## ELECTION QUESTIONS AND ANSWERS

### **What are the 2020 Candidate Election dates?**

Primary – August 4, 2020  
General – November 3, 2020

### **What offices are to be filled?**

One (1) Mayoral seat  
Three (3) City Council seats

### **How do you get elected in the Primary Election?**

At the primary election, any candidate who shall receive the majority of all votes cast at such election shall be declared elected to the office for which he or she is a candidate, and no further election shall be held as to said candidate.

### **How do you determine majority of all the votes cast at the primary election to be declared elected to the office for which he or she is a candidate?**

[City Ordinance No. 14-825](#) – Adopted the below Methodology for calculating the majority of all votes cast:

1. Calculating the total number of actual votes cast for all candidates for an office whose names were lawfully on the ballot for that office.
2. Dividing the sum reached above by the number of seats to be filled for that office.
3. Dividing the number reached pursuant to paragraph 2 by two and rounding that number to the highest whole number.

### **What happens if a candidate does not receive a majority of all the votes cast at the primary election to be declared elected to the office for which he or she is a candidate?**

If at any primary election there be any office or offices to which no candidate therefor was elected, then, said election shall be considered to be a primary election for nomination of candidates for such office or offices, and a second or general election shall be held to vote for candidates to fill such office or offices. The candidates, not elected at such first election, equal in number to twice the number to be elected to any given office, or less if so there be, 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.

### **When does the term of office begin for the Mayor and Council Members?**

Candidates receiving the necessary number of votes (as previously described) to be elected to office in the primary election will be sworn into office in the same manner and within the same time period as candidates elected during the general election. In other words, unless prescribed by charter or ordinance, all newly elected council members and directly-elected mayors must assume their new office within twenty days after the canvassing of the general election votes. As a best practice, if no general election is necessary because all offices are filled at the primary, candidates are sworn in after the date of the general election would have been held so there is a fixed term of office for all council members. All successful candidates should be sworn in at the same time.

### **What is the current salary for the Mayor and Council Members?**

Mayor: \$650.00 per month

Vice-Mayor: \$550.00 per month

Council Members: \$450.00 per month

### **What are the qualifications to seek the position of Mayor?**

- 18 years of age or older at the time of filing nomination papers.
- Qualified registered voter of the City of Eloy at the time of filing nomination papers.
- Resident of the City of Eloy for one year preceding the election.
- Able to speak, write and read the English language.
- A person convicted of a felony cannot serve as a Mayor until he has been restored his civil rights.
- City employees are not eligible to serve as Mayor.
- An “incapacitated person” cannot be a candidate; as such, a person does not possess voter qualifications.

### **What are the qualifications to seek the position of Council Member?**

- 18 years of age or older at the time of filing nomination papers.
- Qualified registered voter of the City of Eloy at the time of filing nomination papers.
- Resident of the City of Eloy for one year preceding the election.
- Able to speak, write and read the English language.
- A person convicted of a felony cannot serve as a Council Member until he has been restored his civil rights.
- City employees are not eligible to serve as Council Member.
- An “incapacitated person” cannot be a candidate; as such, a person does not possess voter qualifications.

### **How many signatures are required on the nomination petitions?**

At least **70** and not more than **139** signatures of qualified registered voters of the City of Eloy.

**When will candidate information and forms be available?**

Complete candidate packets will be made available on December 11, 2019, online at [www.loyaz.gov](http://www.loyaz.gov) and in hardcopy upon request in the City Clerk’s Office, 595 North C Street, Suite 104, Eloy, Arizona.

**What is the first date that individuals can file candidate paperwork?**

**March 9, 2020, at 8:00 a.m.** in the City Clerk’s Office, 595 North C Street, Suite 104, Eloy, Arizona.

**What is the last date that individuals can file candidate paperwork?**

**April 6, 2020, at 5:00 p.m.** in the City Clerk’s Office, 595 North C Street, Suite 104, Eloy, Arizona.

**What candidate paperwork must be filed at the same time?**

**\*Note: A Statement of Interest Form must be filed at the City Clerk’s office, prior to collecting Nomination Petition signatures.**

- Nomination Papers
- Nomination Petitions
- Financial Disclosure Statement

**What are the deadlines for voter registration?**

**July 6, 2020** – last day to register to vote in the Primary Election.  
**October 5, 2020** – last day to register to vote in the General Election.

**When does early voting begin?**

**July 8, 2020** – first day that early ballots are mailed for the Primary Election.  
**October 7, 2020** – first day that early ballots are mailed for the General Election.

**Who conducts voter registration and early voting for City of Eloy elections?**

Voter registration and early voting is conducted by the Pinal County Recorder’s Office/Elections Department. For information on voter registration, please contact the Pinal County Recorder’s Office at 520-866-6830, email [recorder@pinalcountyaz.gov](mailto:recorder@pinalcountyaz.gov), or access the below links for assistance:

[Register to Vote in Pinal County](#)

[Update Existing Voter Registration](#)

[Frequently Asked Questions](#) related to voting in Pinal County.

### **What is the Permanent Early Voting List (PEVL)?**

Registered voters may place their name on the [Permanent Early Voting List \(PEVL\)](#).

An early ballot will automatically be mailed to voters on the PEVL approximately 27 days prior to the city's August and November elections. For further information, please contact the Pinal County Recorder's Office at 520-866-6830, or visit the website at [Pinal County Recorder's Office](#).

### **What type of Candidate Committee/Campaign Finance forms do I need to file?**

To register a new candidate committee, file a Statement of Organization within 10 days after qualifying as a candidate committee. A candidate qualifies as a Candidate Committee if the candidate receives contributions or makes expenditures, in any combination, of at least \$500 in connection with that candidacy.

Campaign finance reports must be filed in accordance with campaign finance laws as long as the candidate committee is active. All committees are subject to late filing penalties. Once a Committee Termination Statement is filed, campaign finance reports are no longer required to be filed.

### **Where can I find information on Candidate Committees and Campaign Finance?**

- [Arizona Revised Statutes §16-901-16-938](#)
- [Arizona Secretary of State Campaign Finance Handbook for Candidate Committees](#)

### **What are the current campaign contribution limits?**

In 2019, contribution limits increased and an individual, partnership or political action committee may give **\$6,450.00** to a local candidate.

**What are the Campaign Finance Filing Deadlines and Reporting Periods for Candidate Committees?**

A.R.S. § 16-927. Campaign finance reporting period:

<b>Reporting Period</b>	<b>Report Due</b>
4 <sup>th</sup> Quarter: (varies) – December 31, 2019	January 1, 2020 – January 15, 2020
1 <sup>st</sup> Quarter: January 1, 2020 – March 31, 2020	April 1, 2020 – April 15, 2020
2 <sup>nd</sup> Quarter: April 1, 2020 – June 30, 2020	July 1, 2020 – July 15, 2020
July Pre-Election: July 1, 2020 – July 18, 2020	July 19, 2020 – July 27, 2020
3 <sup>rd</sup> Quarter: July 19, 2020 – September 30, 2020	October 1, 2020 – October 15, 2020
October Pre-Election: October 1, 2020 – October 17, 2020	October 18, 2020 – October 26, 2020
4 <sup>th</sup> Quarter: October 18, 2020 – December 31, 2020	January 1, 2021 – January 15, 2021

**What if I miss a Campaign Finance filing deadline?**

The committee is liable for a late penalty fee of \$10.00 for each day the filing is late during the first 15 days after the deadline and \$25 for each subsequent day that the filing is late. Penalties accrue until the late report is filed.

This information is provided as a courtesy by the Eloy City Clerk’s Office. It is intended to assist in meeting the requirements for candidacy. However, **it is the candidate’s responsibility to ensure that all legal requirements have been met.** The City Clerk’s Office cannot render legal, financial or other professional advice.



# SECTION 1

## CANDIDATE NOMINATION FORMS

Select the below to download files containing fillable **MAYOR** Nomination forms:

- [Statement of Interest](#) (\*\*Must be filed with the Eloy City Clerk, prior to circulating nomination petitions)
- [Nonpartisan Nomination Paper](#) (MAYOR), including an Affidavit of Qualification
- [Nonpartisan Nomination Petition \(MAYOR\)](#)
- [Local Financial Disclosure Statement Form](#)-Revised 12/17/2019
  - [Instruction Guide for Local Financial Disclosure Statement](#)

Select the below to download files containing fillable **COUNCIL MEMBER** Nomination forms:

- [Statement of Interest](#) (\*\*Must be filed with the Eloy City Clerk, prior to circulating nomination petitions)
- [Nonpartisan Nomination Paper](#) (COUNCIL MEMBER), including an Affidavit of Qualification
- [Nonpartisan Nomination Petition \(COUNCIL MEMBER\)](#)
- [Local Financial Disclosure Statement Form](#)-Revised 12/17/2019
  - [Instruction Guide for Local Financial Disclosure Statement](#)

To better serve candidates by providing updates through email, please complete the attached Contact Information Form and email to the City Clerk at [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov).

- [Contact Information Form](#)

### Documents to file:

- To be a candidate for Mayor or Council Member, candidates must file: Statement of Interest (**Must be filed with the Eloy City Clerk, prior to circulating nomination petitions**), Nomination Paper; Nomination Petitions, and Local Financial Disclosure Statement Form.

**Where to file:**

- File these original documents in person at the City Clerk's Office during normal business hours beginning at **8:00 a.m. on Monday, March 9, 2020** until **5:00 p.m. on Monday, April 6, 2020**.

**Nomination Petitions:**

The number of signatures required in the nomination petition is at least **70** and not more than **139** signatures of qualified registered voters of the City of Eloy.

All candidates must file nomination petitions at the time of filing the nomination paper. 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 (**City limits of Eloy**) in which the candidate is running. A photograph of the candidate may appear on the nomination petition.

**Instructions to circulators:**

1. All petitions must be signed by circulators.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the Secretary of State.
3. Circulator's name must be typed or printed under the circulator's signature.
4. Circulator's residence address or a description of residence location.

The nomination petition includes a certification, stating that each of the names on the petition was signed in the presence of the circulator on the date indicated and that in the petition circulator's belief, all signers of the nomination petition are qualified electors who reside at the address given. A person may sign a nomination petition for only one candidate for each office unless there is more than one vacancy to be filled at the election. For the City of Eloy's election, a person may sign up to three (3) nomination petitions for Council Member and one (1) for Mayor. The signer of the nomination petition must possess the qualifications to vote for the candidate.

If an elector signs more nomination petitions than permitted by law, the earlier signatures of the elector are deemed valid as determined by the signature date. If the signatures in question are on the same day and exceed the allowable number then all signatures from that day, and any day after, are invalid.

## SECTION 2

### FORMING A CANDIDATE COMMITTEE

A candidate or prospective candidate who has received contributions or made expenditures (in any combination) of at least \$500 in connection with his or her candidacy is required to register as a Candidate Committee within 10 days of reaching that threshold.

#### **How to register as a Candidate Committee:**

**Select the below form:**

#### [Statement of Organization Form](#)

- Print the completed Statement of Organization and obtain the signatures of the Chairperson, Treasurer, and Candidate.
- File the signed Statement of Organization in the Eloy City Clerk's Office, by email to [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov) or in person to:

Mary Myers, City Clerk  
City of Eloy  
595 North C Street, Suite 104  
Eloy, Arizona 85131

#### **Notes:**

- The committee's name must contain the candidate's first or last name and the name of the office the candidate is seeking.
- The candidate may serve as the chairperson and/or treasurer.
- If there is a change to any of the information in the Statement of Organization, an Amended Statement of Organization must be filed within 10 days after the change.

**For related information, see Section 3 of this packet, Campaign Finance and Campaign Contribution Limits.**

## SECTION 3

# CAMPAIGN FINANCE REPORTS AND CAMPAIGN CONTRIBUTION LIMITS

Select the below forms:

- [Campaign Finance Report Forms](#) – Revised 12/12/2019
- [Campaign Finance Termination Form](#)

Below is following handbook:

- [Arizona Secretary of State Campaign Finance Handbook for Candidate Committees](#) – Revised 12/2019

Candidate Committees are required to file Campaign Finance Reports as follows:

Reporting Period	Report Due
4th Quarter: (varies) – December 31, 2019	January 1, 2020 – January 15, 2020
1st Quarter: January 1, 2020 – March 31, 2020	April 1, 2020 – April 15, 2020
2nd Quarter: April 1, 2020 – June 30, 2020	July 1, 2020 – July 15, 2020
July Pre-Election: July 1, 2020 – July 18, 2020	July 19, 2020 – July 27, 2020
3 <sup>rd</sup> Quarter: July 19, 2020 – September 30, 2020	October 1, 2020 – October 15, 2020
October Pre-Election: October 1, 2020 – October 17, 2020	October 18, 2020 – October 26, 2020
4 <sup>th</sup> Quarter: October 18, 2020 – December 31, 2020	January 1, 2021 – January 15, 2021

Candidate Committees are required to file Campaign Finance Reports until they are terminated.

### How to file Campaign Finance Reports and a Termination Statement:

- **Campaign Finance Reports:** City of Eloy, City Clerk Office, 595 North C Street, Suite 104 or email to [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov).
- **Termination Statement:** File a Final Campaign Finance Report showing the disposal of all surplus funds and a zero balance. Then, complete and print the Termination Statement and obtain the signatures of the Chairperson, Treasurer and Candidate. File the signed Termination Statement in the Eloy City Clerk’s Office, by email to [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov), mail to or in person at 595 North C Street, Suite 104, Eloy, Arizona 85131.

Candidate Committees are liable for a late penalty of \$10 for the first 15 days, and then \$25 per day for each subsequent day that a Campaign Finance Report is late.

**Candidate Contribution Limits**

In 2019, contribution limits increased and an individual, partnership or political action committee may give **\$6,450.00** to a local candidate.

[State of Arizona Campaign Contribution Limits Sheet - Per Cycle 2019-2020 Election Cycle.](#)

## SECTION 4

### MISCELLANEOUS INFORMATION

To make a request for public information, please complete a “Public Records Request Form,” and submit to the City Clerk’s Office.

This form may also be emailed to [mmyers@eloyaz.gov](mailto:mmyers@eloyaz.gov).

- [Public Records Request Form](#)

**Note:** The following list is intended to provide a reference for candidates. It is not intended to be an exhaustive list. Additional case law may apply. City Clerk staff may not provide legal or other professional advice, and candidates are highly encouraged to consult with their attorney or campaign advisor for assistance.

- [City of Eloy Code](#)
- [Arizona State Constitution](#)
- [Arizona Revised Statutes](#)

## **SECTION 5**

### **DOCUMENT LINKS**

#### **Mayor**

[Candidate Statement of Interest – Mayor](#)  
[Nonpartisan Nomination Paper – Mayor](#)  
[Nonpartisan Nomination Petition – Mayor](#)  
[Financial Disclosure Statement](#)-Revised 12/17/2019  
[Financial Disclosure Handbook](#)-Revised 12/2019  
[Candidate Contact Information](#)  
[Committee Statement of Organization](#)  
[Committee Campaign Finance Report](#)-Revised 12/12/2019  
[Committee Termination Statement](#)  
[Campaign Finance – Candidate Guide](#)  
[Campaign Contribution Limits 2019-2020 Election Cycle](#)  
[City of Eloy – Public Records Request](#)

#### **Council Member**

[Candidate Statement of Interest – Council Member](#)  
[Nonpartisan Nomination Paper – Council Member](#)  
[Nonpartisan Nomination Petition – Council Member](#)  
[Financial Disclosure Statement](#)-Revised 12/17/2019  
[Financial Disclosure Handbook](#)-Revised 12/2019  
[Candidate Contact Information](#)  
[Committee Statement of Organization](#)  
[Committee Campaign Finance Report](#)-Revised 12/12/2019  
[Committee Termination Statement](#)  
[Campaign Finance – Candidate Guide](#)  
[Campaign Contribution Limits 2019-2020 Election Cycle](#)  
[City of Eloy – Public Records Request](#)