



## CANDIDATE CHECKLIST

The attached materials are provided in an effort to assist you in the preparation of your endeavor. The Office of the Town Clerk has attempted to provide you with current materials. Please note that the Clerk is responsible only for the conduction of elections. Since statutes and cases are subject to constant change and interpretation, we highly recommend that you review the material with your attorney to ensure compliance with current legal requirements. ***Town staff is not permitted under any circumstance to provide legal advice. You are urged to thoroughly review the enclosed material and related election statutes.***

Please note that failure to ***strictly comply*** with statutes could result in the rejection of your petitions and/or further civil or criminal action. You may find the most current statutory election information (Titles 16 and 19) on the Secretary of State's website at <http://www.azsos.gov> (select elections).

The following checked items appear in your packet:

- Nomination Paper, Affidavit of Qualification, Campaign Finance Laws Statement (If you are running for a Council position, you must indicate whether you are running for the **two year** term or the **four year** term.)
- Petition forms for the signatures required (If you are running for a Council position, you must indicate whether you are running for the **two year** term or the **four year** term)
- Political Committee Statement of Organization (If you do not anticipate expenditures and/or contributions in excess of \$500, you may file the \$500 Threshold Exemption Statement.)
- \$500 Threshold Exemption Statement (The Political Committee Statement of Organization or the \$500 Threshold Exemption Statement must be filed before circulating petitions, distributing campaign literature of spending or receiving \$250 or more)
- Local Public Officers Financial Disclosure Statement
- Campaign Contributions and Expenses (Title 16, Chapter 6)
- Master Copies of Campaign Finance Report Schedules
- Campaign Finance Reports Handbook of Instructions

Other Documents included for your convenience:

- Town Code
- General Information
- Sign Regulations

The following properly executed forms must be submitted to the Town Clerk for the official filing of your candidacy no earlier than **November 13, 2012** and no later than **5:00 p.m. on December 12, 2012.**

1. Petitions containing no less than **76** and no more than **151** signatures.
2. A Nomination paper, Affidavit of Qualification (notarized), and statement that you have read the Campaign Finance and reporting statues (signed)
3. The Local Public Officer's Financial Disclosure Statement (notarized)

Received by: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_