



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 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:

- ☐ Statement of Interest (Must be filed with Clerk's Office before gathering any signatures)
- ☐ Nomination Paper, Declaration of Qualification, Campaign Finance Laws Statement
- ☐ Petition forms for the signatures
- ☐ Local Public Officers Financial Disclosure Statement
- ☐ Statement of Organization is required within 10 days of a city or town candidate receiving contributions or making expenditures, **in any combination, of a least \$500**, therefore the Statement of Organization may not be required at the time of candidate filing.
- ☐ Master Copies of Campaign Finance Report Schedules
- ☐ Campaign Finance Reports Handbook of Instructions

Other Documents included for your convenience:

- ☐ Town Code
- ☐ Sign Regulations

The following properly executed forms must be submitted to the Town Clerk for the official filing of your candidacy no earlier than **March 9, 2024** and no later than **5:00 p.m. on April 8, 2024.**

1. Petitions containing no less than **110** and no more than **220** signatures.
2. A Nomination paper, Affidavit of Qualification.
3. The Local Public Officer's Financial Disclosure Statement

Received by: _____

Address: _____

Date: _____

Phone: _____