

CITY OF TUCSON ♦ 2013 ELECTIONS

PRIMARY ELECTION
AUGUST 27

GENERAL ELECTION
NOVEMBER 5

CANDIDATE INFORMATION PAMPHLET



PREPARED BY THE OFFICE OF THE CITY CLERK
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TABLE OF CONTENTS

Introduction.....	5
Overview of Election Dates	6
Candidate Qualifications.....	7
“Before You do Anything Else”	8

PART 1 – NOMINATION PROCESS

Nomination Procedures.....	10
Nomination Paper Due Dates.....	10
Nomination Petition Signature Requirements	11
Write-in Candidates for Primary Election	11
Nomination Other Than by Primary	12
Write-in Candidates for General Election.....	12
List of Candidate Forms.....	13
Circulating Petitions – Who Can Circulate – Who Can Sign	14
Practical Tips for Filing Nomination Papers	16
What to Expect When Filing Nomination Papers.....	18
New Party Representation Process	19

PART 2 – CAMPAIGN FINANCING – POLITICAL COMMITTEES

Filing a Statement of Organization.....	22
Duties of the Treasurer.....	23
Mandatory Contribution Limitations	24
Contribution Restrictions	25
Committee Termination Statement.....	26
Surplus Funds.....	26
Identification of Campaign Literature and Advertisements.....	28
Practical Tips for Filing Campaign Finance Reports.....	29
Campaign Finance Reporting Schedule.....	30
Failure to File a Campaign Finance Report on Time.....	31
List of Campaign Finance Forms.....	32

PART 3 – GLOSSARY OF TERMS

Glossary	34
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INTRODUCTION

Welcome to the 2013 City of Tucson Candidate Information Pamphlet. This pamphlet is an important first step in the election process and was prepared by the City Clerk's Office to provide candidates and committees with information regarding state and city election laws.

While every effort was made to provide a comprehensive overview of the election process for the City of Tucson, this pamphlet 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 petition is challenged, it will be the candidate, and not the city, that is required to defend the legal sufficiency of the petition.

The City of Tucson appreciates your interest in the election process. Candidates and political committees should contact the City Clerk's Office with any questions regarding the information contained in this pamphlet. All candidates and political committees are urged to stay in contact with the City Clerk's Office to ensure they are following the most up-to-date regulations.

Please note that underlined terms are defined in the glossary.



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OVERVIEW

In 2013, qualified electors (registered voters) of the City of Tucson will elect Council Members representing Ward 3, Ward 5, and Ward 6. Those elected will take office at 10 a.m. on Monday, December 2, 2013, and will serve for four years.¹ Each Council Member receives a salary of \$2,000 per month.

PRIMARY ELECTION – Tuesday, August 27

Held to allow qualified political parties the opportunity to nominate and place on the General Election ballot candidates for the office of Council Member in Ward 3, Ward 5, and Ward 6. The Democratic, Republican, Libertarian and Green parties are qualified as of the printing of this document. Other political parties may participate in the Primary Election upon meeting qualifications for placement on the 2013 ballot.

Qualified electors may vote for their party's candidate for Council Member in their council ward provided they:

- have resided in Ward 3, Ward 5 or Ward 6 since July 28, 2013, and
- have registered to vote on or before July 29, 2013, (with a qualified political party), and
- will be 18 years of age or older on August 27, 2013.

Qualified electors registered with a party designation other than Democratic, Republican, Libertarian or Green may vote in the Primary Election for one of these qualified parties.

GENERAL ELECTION – Tuesday, November 5

Held to elect Council Members in Ward 3, Ward 5, and Ward 6.

Qualified electors may vote for all offices and on all issues provided they:

- have resided in the City of Tucson (regardless of City Ward) since October 6, 2013, and
- have registered to vote on or before October 7, 2013, (regardless of political party affiliation), and
- will be 18 years of age or older on November 5, 2013.

¹ On May 14, 2012 the Governor signed House Bill 2826, directing cities to hold candidate elections in even-numbered years beginning in 2014. The City of Tucson filed suit against this law. Until it is resolved in court, terms of office cannot be determined.

CANDIDATE QUALIFICATIONS

A candidate for Council Member must have been a qualified elector (registered voter) and resident of the City of Tucson for not less than (3) years immediately prior to becoming a candidate.

Additionally, Council candidates must have resided in the ward for which nomination is sought at least one (1) year immediately prior to becoming a candidate, unless such residence has been shortened by the redistricting of the city as to wards. (Note: Time of residence in any area and being a qualified elector thereof will be counted toward residence and electoral qualifications within the city one (1) year after the area becomes annexed to the city.)

Nomination Procedures (See Page 9)

Procedures regarding the nomination of candidates are set forth in the Nomination Procedures section in Chapter 1, of this pamphlet. Individuals who are members of the Democratic, Republican, Libertarian or Green parties may be nominated to participate in the Primary Election either by obtaining enough signatures of qualified City of Tucson electors to have their names printed on the official Primary Election ballot, or by becoming a Write-in candidate. Candidates nominated in the Primary Election will be placed on the ballot for the General Election.

Pursuant to State Law a write-in candidate in the primary election must get the number of votes equal to the minimum number of signatures required on the nomination petitions for the same office in order to be placed on the General Election ballot.

In addition, individuals who are NOT members of the Democratic, Republican, Libertarian or Green parties may have their names placed on the General Election ballot either by obtaining the required number of signatures for Nomination Other Than by Primary or by becoming Write-in candidates.

State Campaign Financing Laws

All candidates must comply with state laws regarding campaign financing as well as Chapter XVI, Subchapter A of the Tucson Charter. State laws pertain to the organization of exploratory, candidate and other political committees, mandatory limits on campaign contributions, campaign finance reporting, identification of campaign literature and advertisements and other campaign related matters. Candidates, Treasurers and other interested individuals can download the state campaign financing laws, Arizona Revised Statutes, Title 16, Chapter 6, at the Secretary of State's website.

BEFORE YOU DO ANYTHING ELSE

Before you get signatures on petitions, collect contributions or distribute literature, you have to form your political committee:

- *CONTACT THE CITY CLERK'S OFFICE FOR USEFUL INFORMATION.* There are rules you need to know, forms to fill out and deadlines to be aware of.
- File a Statement of Organization form with the City Clerk listing the Chairperson and Treasurer of your committee. It is required by State law prior to circulating petitions, distributing campaign literature, accepting contributions or making expenditures.
- IN LIEU OF a Statement of Organization you can file a \$500 Threshold Exemption Statement which limits you to accepting contributions or making expenditures of \$500 or less, and more than \$250. The \$500 Threshold Exemption Statement must be filed with the City Clerk before you make any expenditures, accept any contributions, distribute any campaign literature or circulate petitions.
- * Candidates planning to except or spend less than \$250 are not required to register a committee with the City of Tucson.

NOTE: If you exceed \$500 in expenses or contributions, you must file a Statement of Organization with the City Clerk within five business days after exceeding the limit.

SEE PAGES 22-32 FOR MORE INFORMATION ABOUT POLITICAL COMMITTEES

Chapter

1

***NOMINATION
PROCEDURES***

NOMINATION PROCEDURES

Presently there are four (4) political parties (Democratic, Republican, Libertarian and Green) eligible to participate in the 2013 City of Tucson Primary Election. A qualified candidate may seek nomination by one of these political parties through the nomination petition process or as a Write-in candidate in the Primary Election.

Pursuant to A.R.S. § 16-311, the City Clerk shall not accept the nomination paper of a candidate if the person is liable for \$1000 or more in fines, penalties, or late fees that have not been fully satisfied at the time of the attempted filing and the liability arose from failure to comply with or enforcement of A.R.S. Title 16 Chapter 6.

METHODS OF NOMINATION

1. Name Printed on Primary Election Ballot

File: April 29 through 5 p.m. May 29, 2013

File **all** of the following with the City Clerk (leave in annotated) prior to the election:

- Nomination Petitions (the City Clerk will not accept partial filings, late filings, or supplements to petitions already filed);
- A combined form which includes the Nomination Paper, Affidavit of Qualification, and Campaign Finance Laws Statement;
- Financial Disclosure Statement; and
- Political Committee Statement of Organization or the \$500 Threshold Exemption Statement (if not previously filed). The \$500 Threshold Exemption Statement is filed in the event the candidate plans on spending between \$250 and \$500, or accepting between \$250 and \$500 in contributions.

Signature Requirements

The number of valid signatures on the petition must be equal to at least five percent (5%), but not more than ten percent (10%) of the votes cast by the party for Mayor in the ward in the 2011 General Election.

	DEMOCRATIC PARTY		REPUBLICAN PARTY		LIBERTARIAN PARTY		GREEN PARTY	
	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.	MIN.	MAX.
WARD 3	278	554	123	245	4	7	4	7
WARD 5	242	482	69	137	3	4	2	2
WARD 6	425	849	183	365	5	10	7	12

Successful candidates in the Primary Election will have their names placed on the General Election ballot.

2. Write-in Candidates for Primary Election

Filing deadline for Primary Election: 5 p.m. July 18, 2013

An individual who is a member of a qualified party (Democratic, Republican, Libertarian or Green) can become a write-in candidate in the Primary Election unless the individual filed a nomination petition for the August 27 Primary Election and failed to provide a sufficient number of valid petition signatures.

File the following with the City Clerk prior to the Primary Election:

- A combined form which includes the Nomination Paper, Affidavit of Qualification, and Campaign Finance Laws Statement, and
- A Financial Disclosure Statement, and
- A Political Committee Statement of Organization or the \$500 Threshold Exemption Statement (if not previously filed). The \$500 Threshold Exemption Statement is filed in the event the candidate plans on spending between \$250 and \$500, or accepting between \$250 and \$500 in contributions.

Note: Pursuant to State Law a write-in candidate in the Primary Election must get the number of votes equal to the minimum number of signatures required on nomination petitions for the same office in order to be placed on the General Election ballot.

3. Nomination Other Than by Primary for Placement on General Election Ballot

File: April 29 through 5 p.m. May 29, 2013

A candidate who is not a member of a qualified political party may seek election through this method. This process shall *not* be used to place on the general election ballot **the name of:**

- A political party that fails to meet the qualifications specified for new political parties; or
- Any candidate representing such party; or
- An individual who filed a nomination petition as a candidate in the Primary Election, but failed to qualify as the result of an insufficient number of valid signatures.

Signature Requirements

The number of valid signatures on the “Nomination Other Than by Primary” petition must be equal to at least three percent (3%) of the total number of registered voters who are **not** members of a qualified political party (Democratic, Republican, Libertarian or Green). For Council Member candidates, the total is calculated using the total number of registered voters in the ward for which the candidate is seeking office. According to State law, the number of valid signatures required on Nomination Other Than by Primary petitions will be based on the voter registration figures for the City of Tucson as of March 1, 2013. The City Clerk will provide signature requirements after this date.

Any registered voter can sign the petition for an NOP candidate, as long as they have not already signed a petition for another candidate running for the same office. For Council Member candidates, the signer must live in, and be a registered voter of the ward for which the candidate is seeking office.

4. Write-in Candidates for General Election

Filing deadline for General Election: 5 p.m. September 26, 2013

An individual can 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; or
- The individual filed a nomination petition for Nomination Other Than by Primary but did not collect a sufficient number of valid petition signatures.

File the following with the City Clerk prior to the General Election:

- A combined form which includes the Nomination Paper, Affidavit of Qualification, and Campaign Finance Laws Statement, and
- A Financial Disclosure Statement, and
- A Political Committee Statement of Organization or the \$500 Threshold Exemption Statement (if not previously filed). The \$500 Threshold Exemption Statement is filed in the event the candidate plans on spending between \$250 and \$500, or accepting between \$250 and \$500 in contributions.

LIST OF CANDIDATE NOMINATION FORMS

1. COMBINED FORM (includes the following): ***A.R.S. § 16-311 and § 16-341*** ***NOMINATION PAPER***

A candidate must file a nomination paper at the time of filing for office. It must state the candidate's actual residence address, mailing address and political party. It also must include the office and ward for which the candidate is seeking nomination, the exact manner in which his or her name is to be printed on the official ballot, and the date of the election.

The candidate's name as it appears on the official ballot is limited to his or her surname and given name or names. Abbreviated versions of names, appropriate initials or nicknames are permissible and may be printed in quotation marks, but must not suggest reference to professional, fraternal, religious or military titles. The candidate's surname is printed first.

AFFIDAVIT OF QUALIFICATION ***A.R.S. § 16-311; Tucson Charter Ch. XVI***

The affidavit includes facts sufficient to show that the candidate meets the qualification requirements set forth in the Tucson Charter. (See page 5 for candidate qualifications.)

The City Clerk shall not accept the nomination paper of a candidate if the person is liable for one thousand dollars (\$1,000.00) or more in fines, penalties, late fees or administrative or civil judgments, including any interest or costs in any combination, that have not been fully satisfied at the time of filing of the nomination paper.

CAMPAIGN FINANCE LAWS STATEMENT ***A.R.S. § 16-905***

This is a statement that the candidate has read all applicable laws relating to campaign financing and reporting.

2. FINANCIAL DISCLOSURE STATEMENT ***Tucson Code § 12-42***

The financial disclosure is the candidate's statement covering the preceding 12-month period and is on a form prescribed by the City Clerk at the time of filing for office.

3. NOMINATION PETITIONS ***A.R.S. §§ 16-314, 16-315, 16-321 and § 16-341***

Forms of petitions for both Nomination by Primary and Nomination Other Than by Primary are available from the City Clerk in English and Spanish. For candidates who prefer to create their own petitions, the requirements are set forth in A.R.S. §§ 16-314, 16-315, and 16-321 (for Nomination by Primary), and in A.R.S. § 16-341 (for Nomination Other Than by Primary). A photograph of the candidate may appear on the petition.

4. POLITICAL COMMITTEE STATEMENT OF ORGANIZATION or \$500 THRESHOLD EXEMPTION STATEMENT ***A.R.S. § 16-902.01 and § 16-903***

A candidate must file a Statement of Organization with the City Clerk **before** making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions. Each individual or political committee intending to receive contributions or make expenditures of \$500 or less and more than \$250 must file a signed Exemption Statement

which states that intention before making any expenditures, accepting any contributions, distributing any campaign literature or circulating petitions.

CIRCULATING NOMINATION PETITIONS

Petition forms are available from the City Clerk. For candidates who prefer to create their own petitions, the requirements that such petitions must meet are set forth in A.R.S. §§16-314, 16-315, and 16-321 (for Nomination by Primary), and in A.R.S. §16-341 (for Nomination Other Than by Primary).

PETITION CIRCULATORS:

- Each circulator must complete and sign the “Instructions for Circulator” on the back of each signature sheet.

PETITION SIGNERS:

- Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing. If signing a petition for council member, the signer must live in the ward for which the candidate is seeking nomination.

If CANDIDATE PARTY IS	THEN SIGNER PARTY CAN BE	<i>SIGNER PARTY <u>NOT</u> ALLOWED</i>
DEMOCRATIC	Democratic, Independent, Party Not Declared, Any Party Except Those Not Allowed	<i>Republican Libertarian Green</i>
REPUBLICAN	Republican, Independent, Party Not Declared, Any Party Except Those Not Allowed	<i>Democratic Libertarian Green</i>
LIBERTARIAN	Libertarian, Independent, Party Not Declared, Any Party Except Those Not Allowed	<i>Democratic Republican Green</i>
GREEN	Green, Independent, Party Not Declared, Any Party Except Those Not Allowed	<i>Democratic Republican Libertarian</i>
NOMINATION OTHER THAN BY PRIMARY	Any Registered Voter	

-
- An individual may sign only one petition for the same office. If an individual signs more than one nomination petition, the earliest signature will be valid, as determined by the date shown on the petition. If all the signatures are dated the same day, all the signatures are invalid.
 - All signers must be at least eighteen (18) years old on the date of signing the petition.

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.

PENALTY FOR PETITION FORGERY

All petitions that have been submitted by a candidate who is found guilty of petition forgery must be disqualified, and the candidate is not eligible to seek election to a public office for at least five (5) years.

PRACTICAL TIPS

NOMINATION PETITIONS AND PAPERS

While every effort was made to provide a comprehensive overview of the election process for the City of Tucson, this pamphlet 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 petition is challenged, it will be the candidate, and not the city, that is required to defend the legal sufficiency of the petition.

The following is not intended to be a comprehensive listing of all requirements nor will compliance with these requirements or acceptance of petitions by the City Clerk preclude a challenge of the nomination petitions and papers. In the event of any such challenge, it will be the candidate and not the city who will be required to defend the legal sufficiency of the nomination petitions and papers.

- Pay attention to the date column of the petition. Be sure it includes the month, day and year. 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.
- Remember that the City Clerk will accept ditto marks and other repeating marks in the address and date columns; just be sure the line being repeated is correct.
- Keep in mind that the City Clerk will not accept signatures found in the margins.
- Ensure the Instructions to Circulator page is completed correctly prior to filing nomination papers. Errors may result in the 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 (and ward if they are signing a petition for a candidate for council member).
- Avoid making corrections to the heading after the petition is circulated. Any discrepancies in this area could result in the candidate losing an entire page of petition signatures.
- Review each page of the petition as well as all other nomination papers prior to filing.
- Be sure to bring the following papers to the City Clerk's office when filing. (The City Clerk will not accept partial filings of nomination petitions and nomination papers.)

-
- A combined form which includes the Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement
 - Nomination Petitions
 - Financial Disclosure Statement
 - Statement of Organization or \$500 Threshold Exemption Statement (if applicable)

WHAT TO EXPECT WHEN FILING NOMINATION PETITIONS AND PAPERS

- The City Clerk will process nomination petitions and papers in the order in which they are received.
- 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 cannot accept partial filings of nomination papers (i.e., nomination petitions will not be accepted without the Nomination Paper, Financial Disclosure Statement and Statement of Organization or \$500 Threshold Exemption Statement, if applicable). The City Clerk will not accept supplements to nomination petitions previously filed.
- After the City Clerk completes the review and determines the number of signatures on the nomination petitions, the candidate will receive a receipt.
- All documents are filed in the Public Records section of the City Clerk's office. Copies are available for twenty five cents per image.

CHALLENGING NOMINATION PETITIONS

In the event any 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 are substantially in regular 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.

APPEALS OF VALIDITY OF NOMINATION PETITIONS

An elector may file a court action challenging a nomination petition no later than 5 p.m., June 12. Any such action must be heard and a decision rendered by the Superior Court within ten (10) days after the filing. The Superior Court decision is only appealable if notice of appeal is filed within five (5) days with the Supreme Court. All challengers are required to specify in the action the petition number, line number and basis for dispute for each signature in question. The City Clerk is statutorily named as a party 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.

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

NEW PARTY REPRESENTATION

Presently, the Democratic, Republican, Libertarian and Green parties are eligible for representation on the City's primary and general election ballots. Other parties may gain recognition by submitting to the City Clerk a petition signed by a number of qualified electors of not less than two (2%) percent of the votes cast for Mayor at the last preceding Mayoral election.

The petition must be submitted to the City Clerk for signature verification no later than 180 days prior to the primary election (by 5:00 p.m., February 28, 2013).

A party that has gained recognition is eligible to have candidates included on the August and November 2013 ballots.

- The signatures must be those of qualified city electors in not less than one-fourth (1/4) of the election precincts of the city.
 - **Total Signatures Required: 1,707 qualified electors of the City of Tucson**
 - **Minimum Number of Precincts Represented as of November 2012: (40)**
- The petition must be accompanied by an affidavit of ten (10) qualified electors of the City of Tucson asking that the signers of the petition be recognized as a new political party.
- Circulators of the petition are not required to be a resident of the State of Arizona but otherwise must be qualified to register to vote in this state. If they are not a resident of the state, they must register as a circulator with the secretary of state. [A.R.S.16-315(B)(2)]

Acceptance of New Party petitions by the City Clerk does not preclude any qualified elector of the City from challenging the petitions. In the event of any such challenge, it will be the person and/or group who submitted the petition, and not the city, which will be required to defend the legal sufficiency of the petitions.

Continued Representation

A political party that has previously submitted a valid New Party petition to the City of Tucson is entitled to have candidates on the City's 2013 primary and general election ballots if, one hundred and fifty-five (155) days (March 25, 2013) immediately preceding the 2013 Primary election, the party has registered City voters equal to at least two-thirds of one percent (2/3 of 1%) of the total registered voters of the City. The City Clerk will determine which parties have qualified for the 2013 elections on April 9, 2013.

NEW PARTY CANDIDATES

Candidates representing a new party are subject to the same qualifications and filing requirements as those established for other candidates. In Primary Elections, the signature requirements for new party nominees is at least one-tenth of one percent (1/10 of 1%) of the total vote for the winning candidate for presidential elector on November 6, 2012 within the Ward. Signatures must be obtained from qualified electors who are eligible to vote for the candidate whose nomination petition they are signing. Signature requirements will be available from the City Clerk following the November 6, 2012 election.

NOTES

STATE OF ARIZONA LAWS

CAMPAIGN FINANCING

***FORMING A POLITICAL
COMMITTEE***

BEFORE YOU DO ANYTHING ELSE

Before you get signatures on petitions, collect contributions or distribute literature, you have to form your political committee:

File a Statement of Organization with the City Clerk

- The Statement of Organization must be filed before the candidate and/or the candidate's campaign committee can accept any contributions, make any expenditures or circulate petitions. This is true for every candidate and political committee.
- Contents of the Statement of Organization:
 - Name, address and type of committee;
 - The name of the committee must contain the name of the candidate;
 - The names, addresses, telephone numbers, occupations and employers of the chairperson and treasurer of the committee;
 - In the case of a candidate's campaign committee, the name, address, office sought and party affiliation of the candidate;
 - The name of all banks, used by the committee. The committee does not have to provide account numbers.

Review Arizona Revised Statutes, Title 16, Chapter 6 for further information regarding formation of political committees and campaign financing.

AMENDMENTS TO STATEMENT OF ORGANIZATION

A political committee must file an amended Statement of Organization within five (5) business days after any change in the required information.

- IN LIEU OF a Statement of Organization you can file a \$500 Threshold Exemption Statement which limits you to accepting contributions or making expenditures of \$500 or less, and more than \$250. The \$500 Threshold Exemption Statement must be filed with the City Clerk before you make any expenditures, accept any contributions, distribute any campaign literature or circulate petitions.
- If you plan on spending less than \$250 on your campaign you do not need to file a Threshold Exemption Statement. However, if you exceed the \$250 limit, you must file the Threshold Exemption Statement with the City Clerk.

DUTIES OF THE TREASURER

The duties of the treasurer of a political committee are set forth in A.R.S. § 16-904. Some of the key duties include the following:

- Authorize (or have a designated agent authorize) any expenditure for or on behalf of the political committee, and any petty cash disbursement.
- Deposit all receipts received by the political committee in a designated account.
- Obtain the *original* signature of all contributors to the campaign.
- Segregate all monies of the political committee from, and not commingle them with, the monies of any individual.
- Make (or have a designated agent make) “best efforts” to obtain any missing information for contributions received that are required to be itemized on a campaign finance report.

NOTE: The Best Efforts process cannot be utilized for missing signatures of contributors.

- Report on an amended campaign finance report any information required for the identification of a contributor that is received by the political committee after the contribution has been disclosed on a campaign finance report.
- Be the custodian of the political committee’s books and accounts, keeping an account of all contributions or other monies received, identification of contributors, all expenditures, and all periodic or other statements for each designated account of the political committee.
- Preserve all records and copies of all finance reports required to be filed for three (3) years after the filing of the finance report covering the receipts and disbursements evidenced by the records. Candidates who sign campaign contracts must preserve all financial records, including but not limited to invoices, receipts, canceled checks and other supporting documentation for all contributions received, including those not eligible for receipt of public matching funds, and all expenditures made must be retained for three (3) years following the last day of the campaign period.
- On request of the Attorney General, County Attorney, City Attorney, or City Clerk, provide any of the records the treasurer is required to keep.

A person who violates any requirement set forth in A.R.S. § 16-904 is subject to a civil penalty imposed as prescribed in A.R.S. § 16-924 of three (3) times the amount of money that has been received, expended or promised or three (3) times the value in money for an equivalent of money or other things of value that has been received, expended or promised. Treasurers have personal liability in any case in which a violation occurs.

MANDATORY CONTRIBUTION LIMITATIONS FOR ALL CANDIDATES

There are mandatory state campaign contribution limitations that apply to all candidates. State contribution amounts are adjusted biennially by the Secretary of State pursuant to A.R.S. § 16-905(H). The most recent adjustment was March 2011. Candidates must comply with provisions included in the State Campaign Finance Laws section of this pamphlet. All potential candidates, exploratory committees, political committees and others participating in the City of Tucson 2013 elections should review these laws. Copies are available at the City Clerk's office and online via the Secretary of State's website:

Limitations on contributions from individuals and political committees:

- \$ 430 Maximum contribution from an individual.
- \$ 430 Maximum contribution from most political committees.
- \$2,170 Maximum contribution from a "SuperPAC"

- A "SuperPAC" political committee is one which has received funds from 500 or more individuals in amounts of \$10 or more in the one (1) year period immediately before application to the Secretary of State for certification as a qualified committee.
- An individual's exploratory committee or a candidate's campaign committee cannot make a loan, transfer, or contribute to any other exploratory or campaign committee except as specified in A.R.S. § 16-905(F).
- An exploratory committee may transfer monies to a subsequent candidate's campaign committee of the individual designating the exploratory committee subject to the limits of A.R.S. § 16-905.
- A campaign committee may transfer or contribute monies to another campaign committee designated by the same candidate.

Limitations on aggregate amounts receivable by a candidate:

- \$10,880 Maximum contributions in total from all political committees throughout the entire Primary and General Election campaign period.
- \$6,100 Maximum contribution an individual may make during a calendar year to all state or local candidates, all political committees contributing to state or local candidates, and all political committees advocating the election or defeat of state or local candidates. (Contributions to political parties are not subject to this limitation.)

CONTRIBUTION RESTRICTIONS

Candidates and political committees should refer to state and local provisions for complete statutory information regarding limitations. Following are several examples:

- An individual or political committee may not use economic influence to induce members of an organization to make contributions to a candidate, collect contributions from members of an organization for transmittal to a candidate, make payments to candidates for public appearances or services which are ordinarily uncompensated, or use any similar device to circumvent any of the limitations of A.R.S. § 16-905(I)(6).
- Any person who makes a contribution in the name of another person or who knowingly permits their name to be used to effect such a contribution and any person who knowingly accepts a contribution made by one person in the name of another person is guilty of a class 6 felony.
- If an anonymous contribution is accepted because it is received in a non-returnable form, it must be segregated from other funds and not be spent on the candidate's campaign. These funds must be disposed of pursuant to A.R.S. § 16-915.01. Candidates who signed campaign contracts must deposit the contribution with the Campaign Finance Administrator.
- A contribution by an individual or a political committee to two or more candidates in connection with a joint fund-raising effort shall be divided among the candidates in direct proportion to each candidate campaign committee's share of the expenses for the fund-raising effort.
- A standing political committee shall not act as a campaign committee or a sponsoring organization for any candidate, initiative, referendum or recall but may contribute to other political committees as provided by law.
- See separate publications for guidelines concerning the political activities of City employees and Independent Expenditure Committees.

COMMITTEE TERMINATION STATEMENT

A political committee may terminate only when the chairperson and treasurer file a Termination Statement with the City Clerk. The committee must certify under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01.

The committee must also file a Campaign Finance Report stating the manner of disposition of the surplus, the name and address of each recipient of surplus monies, and date and amount of each disposition of surplus monies.

A committee that has filed a \$500 Threshold Exemption Statement must terminate at the end of the election cycle for which the committee was formed. A committee that fails to file its termination statement within (90) days of the end of the election cycle shall pay a civil penalty of \$100.

After the filing of the above reports, no subsequent reports are necessary, and no further receipts or disbursements may occur without filing a new Statement of Organization.

DISPOSITION OF SURPLUS FUNDS

The use of funds is governed primarily by A.R.S. §§ 16-905(H) and 16-915.01. A political committee that is not a public matching funds candidate committee can dispose of surplus monies only as follows:

- Keep surplus monies for use in a subsequent political election. This includes a transfer by an individual's exploratory committee or a candidate's campaign committee to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.
- Return surplus monies to the contributor to the extent records are available permitting such return.
- Donate the surplus monies to the City of Tucson Election Campaign Account (to be used in the future as public matching funds), or to the county, state or local committee of a political party. Political committees may be eligible to make additional contributions consistent with appropriate federal, state and local laws.
- Donate surplus monies to a charitable organization that qualifies under Section 501(c)(3) of the United States Internal Revenue Code.
- In the case of a political committee other than an individual's exploratory committee or a candidate's committee, contribute surplus monies to a candidate's campaign committee if the contribution is within the limitations of A.R.S. § 16-905.
- Donate surplus monies to a political committee other than an individual's exploratory committee or a candidate's campaign committee.
- Dispose of the surplus monies in any other lawful manner.

Surplus monies cannot be used for or converted to the personal use of the designating individual, in the case of an individual's exploratory committee or a candidate, in the case of a candidate's

campaign committee, or any person related to the candidate by blood or marriage. This does not preclude the repayment of a loan made by the designating individual or candidate to their own campaign.

IDENTIFICATION OF CAMPAIGN LITERATURE AND ADVERTISEMENTS

GENERAL DISCLOSURE REQUIREMENTS

- 1) "Literature or advertisement" is defined as information or materials that are mailed, distributed or placed in some medium of communication for the purpose of influencing the outcome of an election.
 - If authorized or paid for by a candidate, a candidate's campaign committee or an agent of either, the literature or advertisement must clearly state the words "paid for by" followed by the name of the committee that appears on the Statement of Organization or \$500 Threshold Exemption Statement.
- 2) Except as specified in Paragraph 5 below, 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, shall at the time of distribution, placement or solicitation, be registered with the City Clerk. The literature or advertisement must include the disclosures required by statute.
- 3) The disclosures shall be printed clearly and legibly in a conspicuous manner or, if the advertisement is broadcast on a telecommunications system, the disclosure shall be spoken. For printed material that is delivered or provided by hand or by mail, the disclosure shall be printed in a font that is at least 3/32 inches tall in dark type on light background surrounded by a dark box. For communications that are broadcast on a telecommunications system or other medium that can provide a viewable disclosure and a spoken disclosure, the disclosure may be made in printed format only and a spoken disclosure is not required.
- 4) If an acronym is used to name any political committee whose disclosure is required, the name of any sponsoring organization of the political committee must also be printed or spoken.
- 5) No disclosure requirements apply in the case of:
 - Bumper stickers, pins, buttons, pens and similar small items on which the disclosure cannot be conveniently printed;
 - Signs paid for by a candidate with campaign monies or by a candidate's campaign committee; or
 - A solicitation of contributions by a separate segregated fund from those persons it may solicit pursuant to A.R.S. §16-920 and §16-921.

PRACTICAL TIPS

for FILING CAMPAIGN FINANCE REPORTS

- ✓ The City Clerk can not accept electronic filings.
- ✓ Contact the City Clerk before submitting a report to discuss any questions.
- ✓ Make sure that signatures of the treasurer, or in the absence of the treasurer, the candidate of the political committee are included.
- ✓ A “Political Committee No Activity Statement” must be filed when there are no contributions or expenditures during a required reporting period.
- ✓ Reports must be filed until a Termination Statement is filed with the City Clerk.
- ✓ Make sure reports are filed on time. There are no provisions for exceptions or time extensions and state law requires that penalties be assessed for late filings. This includes reports that are not properly signed. For candidates participating in the Public Matching Funds program all reports must be signed and signatures notarized: candidate, chairperson, treasurer and the person who prepared the report.
- ✓ Under state law, the committee treasurer must retain a copy of the reports for a period of three (3) years after the date of filing.
- ✓ Reports are filed in the public record’s section of the City Clerk’s office. Copies are available for twenty-five cents per image.
- ✓ Reports may be viewed on the City Clerk’s website www.tucsonaz.gov/clerks.

CAMPAIGN FINANCE REPORTING SCHEDULE

For Candidates who are NOT Participating in Public Matching Funds Program

(Candidates who sign City of Tucson Campaign Finance Contracts, must file state and city reports according to the schedule outlined in the Public Matching Funds Pamphlet.)

ALL candidates and political committees must file Campaign Finance Reports with the City Clerk as required by state law. The only exceptions are for those candidates who filed a \$500 Threshold Exemption Statement and for standing political committees, who must file campaign finance reports with the Secretary of State. Reports must be filed pursuant to the schedule outlined below until the political committee has filed a termination statement. Committees formed with a \$500 Threshold Exemption Statement are required to terminate within (90) days of the end of the election cycle. The committee treasurer or the candidate must sign reports (if the treasurer is unavailable) and provide certification of the signer under penalty of perjury that the report is true and complete. *There are penalties for filing incomplete or late campaign finance reports.*

Campaign finance reports must be received by the City Clerk by 5 p.m. on the following dates:

<u>REPORTING PERIOD</u>	<u>FILING DEADLINE</u>
Consolidated City/State January 31 Report For Period of November 29, 2011 through December 31, 2012	January 31, 2013
Consolidated City/State June 30 Report For Period of January 1, 2013 through May 31, 2013	July 1, 2013
Consolidated City/State Pre-Primary Election Report For Period of June 1, 2013 through August 15, 2013	August 23, 2013
State Post-Primary Election Report For Period of August 16, 2013 through September 16, 2013	September 26, 2013
Consolidated City/State Pre-General Election Report For Period of September 17, 2013 through October 24, 2013	November 1, 2013
State Post-General Election Report For Period of October 25, 2013 through November 25, 2013	December 5, 2013
Other Reports - January 31 Report For Period of November 26, 2013 through December 31, 2014	February 2, 2015

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- If a political committee receives no contributions and makes no expenditures during a required reporting period, the committee must file a Political Committee No Activity Statement instead of a report.
 - If a candidate's campaign committee remains active after the election due to outstanding debts, the committee may file a Political Committee No Activity Statement no later than January 31, 2014 stating that the committee does not intend to receive any contributions or make any expenditures during the year. If the committee does receive a contribution or make an expenditure during that year, the committee must file reports as required above.
 - **A.R.S. § 16-918** specifies significant penalties for failure to file the State Campaign Finance Reports and/or false reporting.
 - There is a late penalty of ten dollars (\$10) for each business day the report is late up to a maximum of four hundred and fifty dollars (\$450). By law, the City Clerk cannot accept a late report unless any penalties owed are paid when the report is filed.
 - If the report is not received by the City Clerk within fifteen (15) days after receiving a notice of delinquency, the committee, candidate or designating individual is liable for a penalty of twenty-five (\$25) for each additional day that the filing is late.
 - There is a failure to make and file a report by the treasurer, the chairperson, the designating individual, or the candidate if any of the following occur:
 - the report is not filed in a timely manner; *or*
 - the report is not properly signed; *or*
 - a good faith effort is not made to substantially complete the report.
 - If a political committee fails to file three consecutive Campaign Finance Reports, the City Clerk shall send the committee chairman and treasurer a written Notice of Intent to Suspend the Political Committee.
 - The Notice of Intent to Suspend the Political Committee shall state that failure of the political committee to fully comply with all filing requirements for that committee, including any required payments, within thirty days of the date of the notice, shall result in suspension of the political committee's authority to operate in the City of Tucson.
 - a. The City Clerk is no longer required to provide any further Notice of Delinquency to the political committee.
 - b. This does not reduce or eliminate the political committee's continuing obligation to make campaign finance filings and pay any fines, penalties, civil penalties or other sanctions that may continue to accrue as otherwise provided by law.

LIST OF STATE CAMPAIGN FINANCE FORMS

\$500 THRESHOLD EXEMPTION STATEMENT

A.R.S. § 16-903

Each political committee that intends to accept contributions or make expenditures of \$250 -- \$500 or less must file a \$500 Threshold Exemption Statement with the City Clerk before accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions. If the candidate receives contributions of more than \$500 or makes more than \$500 in expenditures, the candidate must designate in writing a candidate's political committee pursuant to A.R.S. § 16-903. The Statement of Organization must be filed within five days after the \$500 limit is exceeded.

NO ACTIVITY STATEMENT

A.R.S. § 16-913(D)

In the event a political committee receives no contributions and makes no expenditures during a reporting period, the committee treasurer or candidate may, instead of filing a report, sign and file the applicable form.

STATE CAMPAIGN FINANCE REPORTS

A.R.S. § 16-913; Tucson Code, Ch. 12

All candidates must file the campaign finance reports required by the State of Arizona with the City Clerk. Candidates who participate in the City of Tucson's public matching funds program must also file the campaign finance reports required by the Campaign Finance Administrator.

STATEMENT OF ORGANIZATION

A.R.S. § 16-902.01

Each political committee that intends to accept contributions or make expenditures of more than \$500 must file a Statement of Organization with the City Clerk before accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions. The Statement of Organization filed by a standing political committee must also include a statement with the notarized signature of the chairman or treasurer that declares the committee's status as a standing political committee.

TERMINATION STATEMENT

A.R.S. § 16-914

A political committee may terminate only when the chairperson and treasurer file a Termination Statement with the City Clerk. The committee must certify under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. The committee must also file a written statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies, and date and amount of each disposition of surplus monies.

After the filing of the above reports, no subsequent reports are necessary, and no further receipts or disbursements may occur without filing a new Statement of Organization.

GLOSSARY

GLOSSARY

ANONYMOUS CONTRIBUTION

CFA Rules & Regs 2.2

Contribution missing information which will not allow the individual to be adequately identified; mailing or residence address, original signature.

BEST EFFORTS

A.R.S. §16-904(D)

A process by which a committee must use their best efforts to get all required information for any incomplete contribution. At least one effort must be made to obtain the missing information by a written request sent to the contributor or by oral contact with the contributor, and it must be documented in writing.

CAMPAIGN COMMITTEE

A.R.S. § 16-901

A Political committee designated and authorized by a candidate (see “political committee”)

CAMPAIGN CONTRACT

Tucson Charter XVI Subchapter B

A signed agreement between a candidate and the City wherein the candidate agrees to abide by limitations on candidate’s contributions, limitations on campaign expenditures, and limitations on the use of all contributions as specified in the City Charter, in exchange for public matching funds.

CAMPAIGN FINANCE REPORTS

A.R.S. § 16-913; Tucson Code, Ch. 12

All candidates must file the campaign finance reports required by the State of Arizona with the City Clerk. Candidates who participate in the City of Tucson’s public matching funds program must also file the campaign finance reports required by the Campaign Finance Administrator.

CAMPAIGN PERIOD (CAMPAIGN)

CFA Rules & Regs 2.4

Encompasses the entire time from the date on which an individual becomes a candidate until the election or defeat of the candidate.

CANDIDATE

A.R.S. § 16-903 & CFA Rules & Regs 2.9

An individual who receives or gives consent for receipt of a contribution for his nomination for or election to any office in this state other than a federal office.

An individual is deemed to be a candidate at such time as the first of any of the following events occur: 1) The individual receives a contribution or make an expenditure for a specified election, with the exception of contributions received or expenditures made by an exploratory committee formed for the purpose of determining whether the individual will become a candidate; or 2) The individual circulates or files nomination papers for a specified election; or 3) The individual publicly or formally declares candidacy for a specified election.

CIRCULATOR PAGE AKA INSTRUCTIONS TO CIRCULATOR

A.R.S. § 16-311

Located on the back side of the nomination petition, includes both instructions to circulators as well as a certification for the circulator to sign verifying that they have fulfilled their duty as circulator as defined in A.R.S. §16-321

COMBINED FORM (includes the following):

A.R.S. §§ 16-311 and 16-341

NOMINATION PAPER

A candidate must file a nomination paper at the time of filing for office. It must state the candidate’s actual residence address, mailing address and political party. It also must include the office and ward for which the candidate is seeking nomination, the exact manner in which his or her name is to be printed on the official ballot, and the date of the election.

The candidate’s name as it appears on the official ballot is limited to his or her surname and given name or names. Abbreviated versions of names, appropriate initials or nicknames are permissible and may be printed in quotation marks, but must not suggest reference to professional, fraternal, religious or military titles. The candidate’s surname is printed first.

AFFIDAVIT OF QUALIFICATION

A.R.S. § 16-311; Tucson Charter Ch. XVI

The affidavit includes facts sufficient to show that the candidate meets the qualification requirements set forth in the Tucson Charter. (See page 5 for candidate qualifications.)

CAMPAIGN FINANCE LAWS STATEMENT

A.R.S. § 16-905

This is a statement that the candidate has read all applicable laws relating to campaign financing and reporting.

CONTINUED REPRESENTATION

A.R.S. §16-804(E)

A political party that has gained recognition by the City of Tucson is entitled to have candidates in the City’s 2013 primary and general election, if 155 days preceding the 2013 Primary election, the party has registered City voters equal to at least two-thirds of one percent of the total registered voters of the City.

CONTRIBUTIONS

A.R.S. 16-901

Any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election including supporting or opposing the recall of a public officer or supporting or opposing the circulation of a petition for a ballot measure, question or proposition or the recall of a public officer

See the Campaign Finance Administration Rules and Regulations 2.14 regarding: Uncompensated Internet Activity

DAYS

Calendar days unless otherwise specified

DESIGNATING INDIVIDUAL

The individual designating an exploratory political committee or a candidate's campaign committee.

ELECTIONS CAMPAIGN ACCOUNT

CFA Rules & Regs 2.17

The account established by the Mayor and Council in the City's general fund into which is deposited such sums as may be appropriated from time to time in the annual budget, gifts and donations made to the City for the support of public election campaign financing, and such sums as may otherwise be appropriated to said account. Money will be expended for the purpose of assisting the financing of public election campaigns.

EXPENDITURES

As defined by ARS 16-901(8), "expenditure" is any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made by a person for the purpose of influencing an election. The term includes a contract, promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution.

See Campaign Finance Administration Rules & Regulations 2.14 regarding uncompensated internet activity

EXPLORATORY COMMITTEE

A.R.S. § 16-901

Exploratory committee" means a political committee that is formed for the purpose of determining whether an individual will become a candidate and that receives contributions or makes expenditures of more than five hundred dollars in connection with that purpose.

FINANCIAL DISCLOSURE STATEMENT

Tucson Code § 12-42

The financial disclosure is the candidate's statement covering the preceding 12-month period and is on a form prescribed by the City Clerk at the time of filing for office.

INDEPENDENT EXPENDITURE

A.R.S. § 16-901

An expenditure by a person or political committee, other than a candidate's campaign committee, that expressly advocates the election or defeat of a clearly identified candidate, that is made without cooperation or consultation with any candidate or committee or agent of the candidate and that is not made in concert with or at the request or suggestion of a candidate, or any committee or agent of the candidate. Independent expenditure includes an expenditure that is subject to the requirements of section 16-917, which requires a copy of campaign literature or advertisement to be sent to a candidate named or otherwise referred to in the literature or advertisement.

LITERATURE OR ADVERTISEMENT

A.R.S. §16-901

Information or materials that are mailed, distributed or placed in some medium of communication for the purpose of influencing the outcome of an election.

NEW PARTY

A.R.S. §16-802

A new political party that has gained recognition by successfully submitting a petition to the City Clerk using the process outlined on pg. 19.

NO ACTIVITY STATEMENT

A.R.S. § 16-913(D)

In the event a political committee receives no contributions and makes no expenditures during a reporting period, the committee treasurer or candidate may, instead of filing a report, sign and file the applicable form.

NOMINATION PETITIONS

A.R.S. §§ 16-314, 16-315, 16-321 and 16-341

The form or forms used for obtaining the required number of signatures of qualified electors, which is circulated by or on behalf of the person wishing to become a candidate for a political office. (ARS 16-314(B))

Forms of petitions for both Nomination by Primary and Nomination Other Than by Primary are available from the City Clerk in English and Spanish. For candidates who prefer to create their own petitions, the requirements are set forth in A.R.S. §§ 16-314, 16-315, and 16-321 (for Nomination by Primary), and in A.R.S. § 16-341 (for Nomination Other Than by Primary). A photograph of the candidate may appear on the petition.

NOMINATION OTHER THAN BY PRIMARY

A.R.S. § 16-341

A candidate who is not a member of a qualified political party may seek election through this method. The number of valid signatures must be equal to 3% of the total number of registered voters who are not members of a qualified political party.

NOTICE OF DELINQUENCY AKA "FAILURE TO FILE"

A.R.S. § 16-918(A)

A written notice of delinquency issued pursuant to A.R.S. 16-918, detailing the nature of the failure to file and the potential penalties for the committee. This notice is sent via certified mail within fifteen days after the filing officer determines there may be a failure to file a campaign finance report.

NOTICE OF INTENT TO SUSPEND THE POLITICAL COMMITTEE

A.R.S. § 16-918(H)

A written notice sent to a political committee that has failed to file three consecutive campaign finance reports with the filing officer. This notice shall state that failure of the political committee to comply within thirty days of the date of the notice shall result in suspension of the political committee's authority to operate in that jurisdiction.

PETITION CIRCULATOR

A.R.S § 16-321 (D)

The person before whom the signatures were written on the signature sheet. This individual is not required to be a resident of this state but otherwise shall be qualified to register to vote in this

state. If the person is not a resident of this state, they shall register as a circulator with the secretary of state.

Circulators are responsible for verifying that each of the names on the petition was signed in his presence on the date indicated, and that in his belief each signer was a qualified elector who resides at the address given as the signer's residence on the date indicated and, if for a partisan election, that each signer is a member of the party from which the candidate is seeking nomination, or the signer is a member of a political party that is not entitled to continued representation on the ballot pursuant to section 16-804 or the signer is registered as independent or no party preferred.

POLITICAL COMMITTEE

A.R.S. § 16-901

A candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in behalf of or against a candidate for election or retention or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures of more than two hundred fifty dollars in connection therewith, notwithstanding that the association or combination of persons may be part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state. Political **committee** includes the following types of committees:

- (a) A candidate's **campaign committee**.
- (b) A separate, segregated fund established by a corporation or labor organization pursuant to section 16-920, subsection A, paragraph 3.
- (c) A **committee** acting in support of or opposition to the qualification, passage or defeat of a ballot measure, question or proposition.
- (d) A **committee** organized to circulate or oppose a recall petition or to influence the result of a recall election.
- (e) A political party.
- (f) A **committee** organized for the purpose of making independent expenditures.
- (g) A **committee** organized in support of or opposition to one or more candidates.
- (h) A political organization.
- (i) An exploratory **committee**.

“QUALIFIED” POLITICAL COMMITTEE (“SUPERPAC”)

A.R.S. § 16-905(G)

committee that has received funds from 500 or more individuals in amounts of \$10 or more in the one year period immediately before application to the Secretary of State for certification as a qualified committee.

QUALIFIED ELECTOR

A.R.S. §16-121

A person who is both qualified to register to vote, pursuant to A.R.S. §16-101 and has properly registered to vote.

PUBLIC MATCHING FUNDS

TUCSON CHARTER CHAPTER XVI

A voter approved program, by which candidates who sign a contract with the Campaign Finance Administrator (City Clerk) agree to abide by limitations to their use of personal monies, campaign expenditures and use of all contributions, in exchange for public matching funds.

REPORTING PERIOD

The period of time covered in a campaign finance report, as prescribed in 16-913 (B-C)

STANDING POLITICAL COMMITTEE

A.R.S. § 16-901

"Standing political committee" means a political committee that satisfies all of the following:

- (a) Is active in more than one reporting jurisdiction in this state for more than one year.
- (b) Files a statement of organization as prescribed by section 16-902.01, subsection E.
- (c) Is any of the following as defined by paragraph 19 of this section;
 - (i) A separate, segregated fund.
 - (ii) A political party.
 - (iii) A committee organized for the purpose of making independent expenditures.
 - (iv) A political organization.

STATEMENT OF ORGANIZATION

A.R.S. § 16-902.01

Each political committee that intends to accept contributions or make expenditures of more than \$500 must file a Statement of Organization with the City Clerk before accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions. The Statement of Organization filed by a standing political committee must also include a statement with the notarized signature of the chairman or treasurer that declares the committee’s status as a standing political committee.

SURPLUS FUNDS (MONIES)

A.R.S. §16-901

Monies of a political committee remaining after all of the committee's expenditures have been made and its debts have been extinguished.. For non-Public Matching Funds committees, these funds must be disposed of in accordance with 16-915.01

TERMINATION STATEMENT

A.R.S. § 16-914

A political committee may terminate only when the chairperson and treasurer file a Termination Statement with the City Clerk. The committee must certify under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee has no

outstanding debts or obligations, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-915.01. The committee must also file a written statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies, and date and amount of each disposition of surplus monies.

After the filing of the above reports, no subsequent reports are necessary, and no further receipts or disbursements may occur without filing a new Statement of Organization.

WRITE-IN CANDIDATE

A.R.S. § 16-312

A candidate who is a member of a qualified party whose name does not appear on the ballot, and therefore must be written in. Pursuant to state law a write-in candidate must receive the number of votes equal to the minimum number of signatures required on nomination petitions for the same office in order to be placed on the General Election ballot.

2013 ELECTIONS CALENDAR OF EVENTS

Primary – August 27, 2013

General – November 5, 2013

<p>JANUARY 1 <i>First date candidates who sign campaign contracts may request public matching funds.</i></p>	<p>JANUARY 31 (5 p.m.) Last day to file a Campaign Finance Report for November 29, 2011 through December 31, 2012.</p>	<p>APRIL 29 – MAY 29 Candidates file nomination papers with the City Clerk: <ul style="list-style-type: none"> • For the Primary Election ballot, or • For Nomination Other than by Primary Election </p>	<p>*JUNE 30 (5 p.m.) All candidates and political committees must file a Campaign Finance Report for January 1, 2013 through May 31, 2013.</p>
<p>JULY 18 (5 p.m.) Last day to file as a write-in candidate for Primary Election.</p>	<p>JULY 29 Voter registration cutoff date for Primary Election.</p>	<p>AUGUST 23 (5 p.m.) All candidates and political committees must file a State Pre-Primary Election Campaign Finance Report (<i>consolidated City/State report may be filed by candidates who sign contracts</i>).</p>	<p>AUGUST 19 (5 p.m.) <i>Last day for candidates who sign Campaign Contracts to file a Statement to Establish Eligibility.</i></p>
<p>AUGUST 27 ELECTION DAY</p>	<p>SEPTEMBER 2 Mayor and Council canvass and declare results of the Primary Election (<i>end of Campaign Period for unsuccessful Primary Election candidates who sign Campaign Contracts</i>).</p>	<p>SEPTEMBER 6 (5 p.m.) <ul style="list-style-type: none"> • Candidates who sign Campaign Contracts must file City Post-Election Report by this date. • Last day candidates participating only in the Primary may request funds. </p>	<p>SEPTEMBER 26 (5 p.m.) Last day to file as a write-in candidate for General Election</p>
<p>SEPTEMBER 26 (5 p.m.) All candidates and political committees in the Primary Election must file a State Post-Primary Election Campaign Finance Report.</p>	<p>OCTOBER 7 Voter registration cutoff date for November Election.</p>	<p>NOVEMBER 1 (5 p.m.) All candidates/political committees must file a State Pre-General Election Campaign Finance Report (<i>consolidated City/State report may be filed by candidates who sign contracts</i>)</p>	<p>OCTOBER 28 (5 p.m.) <i>Last day to file a Statement to Establish Eligibility for candidates participating in the General Election</i></p>
<p>NOVEMBER 5 ELECTION DAY</p>	<p>NOVEMBER 11 Mayor and Council canvass and declare the results of the General Election (<i>end of Campaign Period for all candidates who sign Campaign Contracts</i>).</p>	<p>NOVEMBER 15 (5 p.m.) <ul style="list-style-type: none"> • Candidates who sign Campaign Contracts must file a City Post-Election Report by this date. • Last day for candidates participating in the General Election to request funds. </p>	<p>DECEMBER 2 Elected officials assume office at 10:00 a.m.</p>
<p>DECEMBER 5 (5 p.m.) All candidates in the General Election and political committees must file a State Post-General Election Campaign Finance Report by this date.</p>			

Type printed in Italics applies only to candidates who sign a campaign contract with the City of Tucson.

***IF THE DEADLINE FALLS ON A SATURDAY, SUNDAY OR LEGAL HOLIDAY, THE REPORT MUST BE FILED BY THE NEXT BUSINESS DAY**