CITY OF TUCSON ♦ 2025 ELECTIONS

PRIMARY ELECTION
AUGUST 5

GENERAL ELECTION
NOVEMBER 4

CANDIDATE INFORMATION PAMPHLET

PREPARED BY THE OFFICE OF THE CITY CLERK

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INTRODUCTION

Welcome to the 2025 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 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 action committees should contact the City Clerk's Office with any questions regarding the information contained in this pamphlet. All candidates and political action 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 2025, qualified electors 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 1, 2025, and will serve for four years. The Mayor receives a salary of $95,750.00 per year and each Council Member receives a salary of $76,600.00 per year. **[A.R.S. § 11-419]**

PRIMARY ELECTION – Tuesday, August 5

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, and Libertarian 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 2025 ballot. **[A.R.S. § 16-801]**

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 6, 2025, and
- have registered to vote on or before July 7, 2025, (with a qualified political party), and
- will be 18 years of age or older on August 5, 2025.

GENERAL ELECTION – Tuesday, November 4

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 5, 2025, and
- have registered to vote on or before October 6, 2025, (regardless of political party affiliation), and
- will be 18 years of age or older on November 4, 2025.

CANDIDATE QUALIFICATIONS

A candidate for Council Member must have been a qualified elector 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 10)

Procedures regarding the nomination of candidates are set forth in the Nomination Procedures section in Chapter 1 of this pamphlet.

Primary Election

Individuals who are members of the Democratic, Republican or Libertarian 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 to be placed on the General Election ballot.

General Election

Individuals who are NOT members of the Democratic, Republican or Libertarian parties may have their names placed on the General Election ballot either by obtaining the required number of Nomination Other Than by Primary petition signatures 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, and Chapter 12 of the Tucson Code. State laws pertain to the organization of candidate and other political action 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 at **https://www.azleg.gov/arsDetail/?title=16.**

BEFORE YOU DO ANYTHING ELSE

CONTACT THE CITY CLERK'S OFFICE FOR INFORMATION such as rules, forms, and deadlines.

When to File a Statement of Organization with the City Clerk [A.R.S.§16-905]

A candidate shall file a Statement of Organization if the candidate receives contributions or makes expenditures, in any combination, of at least five hundred dollars ($500.00) in connection with that candidacy. **[A.R.S. § 16-905]** The Statement of Organization must be filed with the City Clerk within ten (10) days after qualifying as a committee. **[A.R.S. § 16-906(A)]** NOTE: candidates who wish to participate in the City's Public Funding Program are required to file a Statement of Organization prior to accepting contributions, making expenditures, or circulating nomination petitions. **[CFA Rules & Regs 3.4]**

- Contents of the Statement of Organization **[A.R.S. § 16-906]**:
    - Committee name, mailing address, e-mail address, website, if any, telephone number, and type of committee;
    - The name of a candidate's committee must include the candidate's first or last name and, if the candidate has a candidate committee open for more than one office, the office sought;
    - The name, mailing address, e-mail address, website, if any, and telephone number of any sponsor;
    - The names, physical location or street address, e-mail address, telephone number, occupation and employer of the committee's chairperson and treasurer. The candidate may serve as both chairperson and treasurer;
    - The candidate's party affiliation;
    - The names of all banks or other financial institutions used by the committee. The committee does not have to provide account numbers;
    - A statement that the Chairman and Treasurer have read the filing officer's campaign finance and reporting guide, agree to comply with Title 16 Chapter 6 Article 1, and agree to accept all notifications and service of process via the e-mail address provided by the committee.

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

AMENDMENTS TO STATEMENT OF ORGANIZATION

Committees must file an amended Statement of Organization within ten (10) days after any change in the required information. **[A.R.S. § 16-906(C)]**

Chapter

1

NOMINATION PROCEDURES

NOMINATION PROCEDURES

Presently there are three (3) qualified political parties (Democratic, Republican or Libertarian) eligible to participate in the 2025 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(J) and 16-312(D), except in cases where the liability is being appealed, the City Clerk shall not accept the nomination paper of a candidate if the person is liable for an aggregation of $1,000 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 the attempted filing of the nomination paper and the liability arose from failure to comply with or enforcement of A.R.S. Title 16 Chapter 6.

METHODS OF NOMINATION

Statement of Interest

Aspiring candidates must submit a Statement of Interest to the City Clerk **prior** to collecting nomination petition signatures. The Statement of Interest includes the candidate's name, party affiliation, and office sought. **[A.R.S. § 16-311(H)]** Petition signatures collected prior to submission of the Statement of Interest are invalid and subject to challenge pursuant to A.R.S. § 16-351.

1. Name Printed on Primary Election Ballot

File: Monday, March 10 through 5 p.m. Monday, April 7, 2025 **[A.R.S. § 16-311(A)]**

File the following with the City Clerk:

- Nomination Paper and Declaration of Qualification and Eligibility **[A.R.S. § 16-311(A)(D)]**
- Financial Disclosure Statement **[A.R.S. § 16-311(I)]**
- Nomination Petitions **[A.R.S. § 16-314(A)]**

NOTE: The City Clerk will not accept partial filings, late filings, or supplements to petitions already filed.

Signature Requirements

Candidates may use the Arizona Secretary of State's online candidate portal (E-Qual) to obtain no more than 110% of the minimum number of required signatures. **[A.R.S. § 16-317]** Instructions are available from the City Clerk's Office.

For candidates for Council Member, 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 designated party vote in the ward in the 2021 General Election. **[A.R.S. § 16-322(A)(9); Tucson Code § 12-65(B)]**

	DEMOCRATIC PARTY		REPUBLICAN PARTY		LIBERTARIAN PARTY	
	MIN.	**MAX.**	**MIN.**	**MAX.**	**MIN.**	**MAX.**
WARD 3	391	780	114	226	4	6
WARD 5	252	503	62	122	3	4
WARD 6	576	1151	145	288	5	9

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

2. Write-in Candidates for Primary Election

An individual who is a member of a qualified party (Democratic, Republican or Libertarian) may become a write-in candidate in the Primary Election unless the individual filed a nomination petition for the August 5 Primary Election and failed to provide a sufficient number of valid petition signatures, withdrew from the primary election after a challenge was filed or was removed from or otherwise determined by court order to be ineligible for the primary election ballot. **[A.R.S. § 16-312(F)(3)]**

File: Monday, March 10 through 5 p.m. Thursday, June 26, 2025 **[A.R.S. § 16-312(B)]**
File the following with the City Clerk:

- Nomination Paper and Declaration of Qualification and Eligibility **[A.R.S. §§ 16-311(D), 16-312 (A)]**
- Financial Disclosure Statement **[A.R.S. § 16-312(C)]**

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 to be placed on the General Election ballot. **[A.R.S. § 16-645(E)]**

3. Nomination Other Than by Primary for Placement on General Election Ballot (I.E. Non-Partisan Nomination Process)

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.R.S. § 16-341(B)]**

- 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.

Statement of Interest

Aspiring candidates must submit a Statement of Interest to the City Clerk **prior** to collecting nomination petition signatures. The Statement of Interest includes the candidate's name, party affiliation, and office sought. **[A.R.S. § 16-311(H)]** Petition signatures collected prior to submission of the Statement of Interest are invalid and subject to challenge pursuant to A.R.S. § 16-351.

File: Monday, March 10 through 5 p.m. Monday, April 7, 2025 **[A.R.S. § 16-341(C)]**

- Nomination Paper and Declaration of Qualification and Eligibility **[A.R.S. §§ 16-311(A), 16-341(K)]**
- Financial Disclosure Statement **[A.R.S. §§ 16-311(A), 16-341(K)]**
- Nomination Petitions

NOTE: The City Clerk will not accept partial filings, late filings, or supplements to petitions already filed.

Signature Requirements **[A.R.S. §§ 16-341(E)(F)]**

Candidates may use the Arizona Secretary of State's online candidate portal (E-Qual) to obtain no more than 110% of the minimum number of required signatures. **[A.R.S. § 16-317]** Instructions are available from the City Clerk's Office.

The number of valid signatures on the "Nomination Other Than by Primary" (NOP) petition must be at least three percent (3%) of the total number of registered voters who are NOT members of a qualified political party (Democratic, Republican or Libertarian). 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 NOP petitions will be based on the voter registration figures for the

City of Tucson as of January 2, 2025. [**A.R.S. § 16-341(F)]** The City Clerk will provide signature requirements after that 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. The petition shall be signed only by voters who have not signed the nomination petitions of a candidate for the same office to be voted for at that primary election. For Council Member candidates, the signer must live in, and be a registered voter of, the ward for which the candidate is seeking office. [**A.R.S. §§ 16-341(C) and (F)]**

4. Write-in Candidates for General Election

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

- The individual was defeated in the Primary Election; or **[A.R.S. § 16-312(F)(1)]**
- The individual filed nomination petitions for the Primary Election but did not collect a sufficient number of valid petition signatures; or **[A.R.S. § 16-312(F)(2)]**
- The individual filed a nomination petition for Nomination Other Than by Primary but did not collect a sufficient number of valid petition signatures. **[A.R.S. § 16-312(F)(4)]**

File: Monday, June 9, 2025, through 5 p.m. September 25, 2025 **[A.R.S. § 16-312(B)]**
File the following with the City Clerk:

- Nomination Paper and Declaration of Qualification and Eligibility **[A.R.S. §§ 16-311(D), 16-312(A)]**
- Financial Disclosure Statement; and **[A.R.S. § 16-312(C)]**

CIRCULATING NOMINATION PETITIONS

Petition forms are available from the City Clerk, and 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: **[A.R.S. §§ 16-315(B), 16-321(D), 16-341(G)]**

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

PETITION SIGNERS:

Each signer of a nomination petition shall be a voter who, at the time of signing, is entitled 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. **[A.R.S. §§ 16-321(B),**

IF CANDIDATE PARTY IS	**THEN SIGNER PARTY CAN BE**		***SIGNER PARTY <u>NOT</u> ALLOWED***
DEMOCRATIC	Democratic Independent Any Party Except Those Not Allowed →	Green Party Not Declared	*Republican* *Libertarian*
REPUBLICAN	Republican Independent Any Party Except Those Not Allowed →	Green Party Not Declared	*Democratic* *Libertarian*
LIBERTARIAN	Libertarian Independent Any Party Except Those Not Allowed →	Green Party Not Declared	*Democratic* *Republican*
NOMINATION OTHER THAN BY PRIMARY	Any Registered Voter (as long as they have not already signed a petition for another candidate running for the same office)		

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. **[A.R.S. § 16-321(C)]**

Candidates may file hard copy petitions in addition to those collected via the Arizona Secretary of State's online portal (E-Qual), however no more than maximum number of signatures may be accepted by the City Clerk.

SIGNATURE WITHDRAWAL [A.R.S. §19-113]

A person who signed a nomination petition may withdraw their signature by filing a signed, written statement not later than 5:00 p.m. on the date the petition is filed with the City Clerk. Forms are available from the City Clerk's Office.

PENALTY FOR PETITION FORGERY [A.R.S. § 16-351(G)]

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 nomination 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 nomination petition is challenged, it will be the candidate, and not the city, that is required to defend the legal sufficiency of the nomination petitions and papers.*

For circulated hard copy petitions:

- Pay attention to the date column of the petition. Incomplete or incorrect dates may result in the disqualification of the signature. Watch for signers who accidentally put phone numbers, zip code, date of birth, etc. in the date column.

- 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 that each circulator has completed and signed the back of each signature sheet. Errors may result in an entire page of petition signatures being disqualified.

- Be sure addresses are complete. Petition signers may use a P.O. Box if there is no actual residence address assigned, provided they are still a resident and registered voter of the City (and of the ward, if they are signing a petition for a candidate for council member). **[A.R.S. § 16-321(E)]**

- DO NOT make 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.

- PRIOR to filing, review EACH page of the petition as well as all other nomination papers for completeness.

Be sure to bring the following papers to the City Clerk's office when filing. (The City Clerk will not accept partial filings of nomination petitions and nomination papers.)

- Nomination Petitions (If petitions were signed using "E-Qual," be sure to close and print petitions for filing)
- Nomination Paper and Declaration of Qualification and Eligibility **[A.R.S. §§ 16-311(A) and (D)]**
- Financial Disclosure Statement **[A.R.S. § 16-311(I)]**

WHAT TO EXPECT WHEN FILING NOMINATION PETITIONS AND PAPERS

- It is recommended candidates make an appointment with the City Clerk's Office to file nomination papers and petitions.
- Candidates should plan to spend at least 30 minutes in the City Clerk's Office. On the day of the filing deadline, there may be a longer wait, depending on the number of candidates filing at the same time. The City Clerk will process nomination petitions and papers in the order in which they are received.
- The City Clerk cannot accept partial filings of nomination papers and petitions.
- After the City Clerk completes the review and determines the number of signatures on the nomination petitions, the candidate will be given a receipt.
- All documents filed are Public Records. Electronic and paper copies are available for purchase from the City Clerk's Office.

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 substantially comply with the required form and contain the requisite number of signatures. The City Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors.

A candidate may also be challenged on grounds relating to the qualifications for office. **[Tucson Charter, Chapter XVI and A.R.S. §16-351(B)]**

APPEALS OF VALIDITY OF NOMINATION PETITIONS (A.R.S. §16-351)

Any elector filing any court action challenging the nomination of a candidate as provided for in this chapter shall do so no later than 5:00 p.m. of the tenth day, excluding Saturday, Sunday and other legal holidays, after the last day for filing nomination papers and petitions. Any such action must be heard, and a decision rendered by the Superior Court within ten (10) days after filing the challenge. The Superior Court decision shall be appealable only to the Arizona Supreme Court, and notice of appeal shall be filed within five days after the decision of the Superior Court in the action. All challengers are required to specify in the action the petition number, line number and basis for dispute for each signature in question**. [A.R.S. § 16-351(A)]** The City Clerk is statutorily named as a 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.R.S. §§ 16-351(C) and (D)]**

NEW PARTY REPRESENTATION

Presently, the Democratic, Republican and Libertarian 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. **[A.R.S. § 16-802]**

The petition must be submitted to the City Clerk for signature verification no later than 250 days prior to the primary election (by 5:00 p.m., Friday, November 29, 2024). [**A.R.S. § 16-803(A)]**

A party that has gained recognition is eligible to have candidates included on the August and November 2025 ballots.

- **Total Signatures Required:** ***1,918 qualified electors of the City of Tucson***

- 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. **[A.R.S. § 16-801(A)(1)]**
- 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.

NEW PARTY CANDIDATES **[A.R.S. §16-322(C)]**

Candidates representing a new party are subject to the same qualifications and filing requirements as those established for other candidates. For the 2025 Primary Election, 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 electors on November 5, 2024 within the Ward. Signatures must be obtained from qualified electors who are eligible to vote for the candidate whose nomination petition they are signing.

Chapter

2

CAMPAIGN FINANCING LAWS

FORMING A POLITICAL COMMITTEE

Public funding candidates must **ALSO** follow the Campaign Finance Administration Rules and Regulations

DUTIES OF THE TREASURER

The duties of the treasurer of a political committee are set forth in A.R.S. §16-907 and other campaign finance statutes. Some of the key duties include the following:

- Authorize (or have a designated agent authorize) all expenditures for or on behalf of the political committee, and all petty cash disbursements. **[A.R.S. §16-907(A)]**
- Deposit all contributions received by the political committee in a designated bank account. **[A.R.S. §16-907(B)]**
- Segregate all monies of the political committee from monies of any individual, and do not commingle them. **[A.R.S. §16-907(B)(1)]**
- Segregate contributions from individuals, partnerships, candidate committees, political action committees or political parties in different bank accounts from other donors' contributions. **[A.R.S. §16-907(B)(2)]** Corporations, labor organizations, and LLCs may not contribute directly to candidates. **[A.R.S. §16-916(A)]**
- 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. Best effort includes an attempt by e-mail, text message, private message through social media or other similar communication or at least one oral effort that is documented in writing to identify the contributor of an incomplete contribution. **[A.R.S. §16-901(5)]**
- Any information required for the identification of a contributor received by the political committee after the contribution has been disclosed on a campaign finance report shall be reported on an amended report. **[A.R.S. §16-907(C)]**
- Be the custodian of the political committee's books and accounts, keeping an account of all contributions or other monies received, identification of contributors, and all expenditures. **[A.R.S. §16-907(A) and (D)]**
- Preserve all records required to be kept by A.R.S. §16-907 for two years following the end of the election cycle **[A.R.S. §16-907(G)]**
- On request of the City Attorney, or the City Clerk, or an enforcement officer, provide any of the records the treasurer is required to keep. **[A.R.S. §16-907(H)]**

MANDATORY CONTRIBUTION LIMITATIONS FOR ALL CANDIDATES

There are mandatory campaign contribution limitations that apply to all candidates. All potential candidates, political committees and others participating in the City of Tucson 2025 elections must comply with the following limitations on contributions from individuals and political committees: **[A.R.S. §16-905]**

NEW 2025 LIMITS ON CAMPAIGN CONTRIBUTIONS TO CANDIDATES (per Campaign Period*)		
$500	Maximum contribution from an individual	Tucson Charter, Chapter XVI, Subchapter A, Sec. 2
$1,000	Maximum contribution from political committees	Tucson Charter, Chapter XVI, Subchapter A, Sec. 2
$13,500	Maximum contribution from a "Mega PAC" (Per the Tucson Charter, MegaPAC contributions over $1,000 may not be accepted by City of Tucson candidates)	A.R.S. §§ 16-914(B) 16-931(A)
$500	Maximum contribution from a Family Member. Family Contributions are considered "Personal Monies" of the Candidate. Family contributions to Public Funding Candidates are not matched with public funds [CFA Rules & Regs 2.28(H)]	Tucson Charter, Chapter XVI, Subchapter A, Sec. 2; A.R.S. § 16-901 (40)(H)

* Pursuant to the Tucson Charter, Chapter XVI and the Tucson Code, campaign period means the entire time from the date on which an individual becomes a candidate until the election or defeat of the candidate. The campaign period ends on the date the Mayor and Council canvass and declare the results of the election at which the candidate is elected or defeated.

- "Mega PAC Status" means official recognition that a political action committee has received contributions from five hundred (500) or more individuals in amounts of ten dollars ($10.00) or more in the four-year period immediately before application to the Secretary of State.

A candidate committee may not make a contribution to another candidate's committee. If the receiving candidate is participating in the Public Matching Funds program, additional limits apply. **[Tucson Charter, Chapter XVI, Subchapter A, Sec. 2 and A.R.S. § 16-913]**

CONTRIBUTION RESTRICTIONS

All committees should refer to state and local provisions for complete statutory information regarding limitations. The Tucson Charter and Tucson Code govern contribution limits to all City candidates, regardless of whether they participate in the Public Matching Funds program. See separate publication for guidelines concerning the political activities of City employees – available online at https://www.tucsonaz.gov/files/sharedassets/public/v/1/government/city-clerks-office/elections/documents/pag.pdf

COMMITTEE TERMINATION STATEMENT **[A.R.S. §§ 16-933 AND 16-934]**

A political action committee may terminate only when the treasurer files a Termination Statement with the City Clerk. The committee treasurer must certify under penalty of perjury that it will no longer receive any contributions or make any disbursements, that the committee either has no outstanding debts or obligations, or that a creditor has agreed to discharge debts and obligations more than five (5) years old, and that any surplus monies have been disposed of pursuant to A.R.S. § 16-934and the committee has no cash on hand.

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.

The City Clerk may reject the Termination Statement if it appears that the requirements listed in A.R.S. 16-934 (B) have not been met.

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

A political action committee that is not a public matching funds candidate committee can dispose of surplus monies only as follows:

- Donate the surplus monies to the City of Tucson Election Campaign Account (to be used in the future as public matching funds). Political action committees may be eligible to make additional contributions consistent with appropriate federal, state and local laws.
- Return surplus monies to the contributor. **[A.R.S. §16-933(A)(1)]**
- Contribute surplus monies within the limits prescribed in State Law. **[A.R.S. Title 16, Chapter 6, Article 1.2 or any successor provisions]**
- Donate surplus monies to a nonprofit organization that has tax exempt status under section 501(c)(3) of the internal revenue code. **[A.R.S. §16-933(A)(4)]**

Surplus monies cannot be used for or converted to personal use. **[A.R.S. §16-933(B)]**

This does NOT preclude the repayment of a loan to a committee. **[A.R.S. §16-933(C)]**

IDENTIFICATION OF CAMPAIGN LITERATURE AND ADVERTISEMENTS

GENERAL DISCLOSURE REQUIREMENTS

- "Advertisement" means information or materials, other than non-paid social media messages, that are mailed, e-mailed, posted, distributed, published, displayed, delivered, broadcasted or placed in a communication medium and that are for the purpose of influencing an election. **[A.R.S. §16-901(1)]**

The following reporting and disclosure requirements are found in A.R.S. § 16-925 "Advertising and fundraising disclosure statements".

A. A person that makes an expenditure for an advertisement or fundraising solicitation, other than an individual, shall include the following disclosures in the advertisement or solicitation:
   1. The words "paid for by", followed by the name of the person making the expenditure for the advertisement or fundraising solicitation.
   2. Whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

B. In addition to the disclosure required above, a political action committee that makes an expenditure for an advertisement shall include a disclosure stating:
   1. The names of the three political action committees making the largest aggregate contributions to the political action committee making the expenditure and that exceed twenty thousand dollars ($20,000) during the election cycle, as calculated at the time the advertisement was distributed for publication, display, delivery or broadcast.
   2. The aggregate percentage of out-of-state contributors as calculated at the time the advertisement was produced for publication, display, delivery or broadcast. The disclosure shall state "paid for by" as noted in Section A., above, followed by "with _____% from out-of-state contributors" with the blank to be filled by the aggregate percentage prescribed by this paragraph.

C. If a disclosure contains any acronym or nickname that is not commonly known, the disclosure shall also spell out the acronym or provide the full name.

D. If the advertisement is:
   1. Broadcast on radio, the disclosure shall be clearly spoken at the beginning or end of the advertisement.
   2. Delivered by hand or mail, the disclosure shall be clearly readable. If the advertisement is paid for by a political action committee, the disclosure shall be

displayed in a height that is at least ten percent (10%) of the vertical height of the advertisement.

3. Delivered electronically, the disclosure shall be clearly readable.
4. Displayed on a sign or billboard, the disclosure shall be displayed in a height that is at least four percent (4%) of the vertical height of the sign or billboard, except that if the advertisement is paid for by a political action committee, the disclosure shall be displayed in a height that is at least ten percent (10%) of the vertical height of the sign or billboard.
5. Broadcast on television or in a video or film, both of the following requirements apply:
    (a) the disclosure shall be both written and spoken at the beginning or end of the advertisement, except that if the written disclosure statement is displayed for the greater of at least one-sixth of the broadcast duration or four seconds, a spoken disclosure statement is not required.
    (b) the written disclosure statement shall be printed in letters that are displayed in a height that is at least four percent (4%) of the vertical picture height, except that if the advertisement is paid for by a political action committee, the written disclosure statement shall be displayed in a height that is at least ten percent (10%) of the vertical picture height.

This section (items A through D) does not apply to:

1. Social media messages, text messages or messages sent by a short message service.
2. Advertisements that are placed as a paid link on a website, if the message is not more than two hundred characters in length and the link directs the user to another website that complies with this section.
3. Advertisements that are placed as a graphic or picture link, if the statements required in this section cannot be conveniently printed due to the size of the graphic or picture and the link directs the user to another website that complies with this section.
4. Bumper stickers, pins, buttons, pens and similar small items on which the statements required in this section cannot be conveniently printed.
5. A solicitation of contributions by a separate segregated fund.
6. A communication by a tax-exempt organization solely to its members.
7. A published book or a documentary film or video.

PRACTICAL TIPS
for FILING CAMPAIGN FINANCE REPORTS

- ✓ Contact the City Clerk before submitting a report to discuss any questions.

- ✓ Make sure that signature of the treasurer of the political action committee is included.

- ✓ Reports must be filed until a Termination Statement is filed with the City Clerk. **[A.R.S. §§16-933 and 16-934]**

- ✓ 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. **[A.R.S. §16-937]**

- ✓ Under state law, a committee shall preserve all records required to be kept by A.R.S. §16-907 for two years following the end of the election cycle. **[A.R.S. §16-907(G)]**

- ✓ Reports may be viewed on the City Clerk's Campaign Finance website https://www.tucsonaz.gov/Departments/Clerks/Campaign-Finance-Information.

CAMPAIGN FINANCE REPORTING

For Candidates who are NOT Participating in Public Matching Funds Program

[A.R.S. §16-927]

ALL candidates and political action committees must file Campaign Finance Reports with the City Clerk as required by state law. Standing political action committees must file campaign finance reports with the Secretary of State. Reports must be filed pursuant to the schedule outlined below until the political action committee has filed a termination statement. Reports for candidate committees must be cumulative for the current election cycle. The committee treasurer must sign reports and provide certification of the signer under penalty of perjury that the report is true and complete. **[A.R.S. 16-926 (B)(5)]** *There are penalties for filing incomplete or late campaign finance reports.*

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

REPORTING PERIOD	**FILING DEADLINE**
A. Quarterly Report – For period of October 1, 2024 through December 31, 2024	January 21, 2025*
B. March Pre-Election Report – For Period of January 1, 2025, through February 22, 2025	March 1, 2025
C. March Post-Election Report – For Period of February 23, 2025 through March 31, 2025	April 15, 2025
D. Quarterly Report – For period of April 1, 2025 through June 30 2025	July 21, 2025
E. Pre-Primary Election Report – For Period of July 1, 2025 through July 19, 2025	July 26, 2025
F. Post-Primary Election Report – For Period of July 20, 2025 through September 30, 2025	October 15, 2025
G. Pre-General Election Report – For Period of October 1, 2025 through October 18, 2025	October 25, 2025
H. Post-General Election Report – For Period of October 19, 2025 through December 31, 2025	January 15, 2026

***Reporting deadline extended to next business day if deadline is a holiday or Sunday. A.R.S. §§ 1-243(A), 1-301 and 1-303**

The reporting period for a candidate committee's first campaign finance report must be for the entire election period to the last day of the current reporting period for which the first report is due. **[A.R.S. 16-927(B)]**

Failure to File

- A.R.S. § 16-937 specifies significant penalties for failure to file the State Campaign Finance Reports.
- If a committee fails to timely file a complete report as required by A.R.S. Title 16, Chapter 6, Articles 1 through 1.6, the City Clerk shall send a written notice by e-mail to the committee within five (5) days after the filing deadline that identifies the late report, describes how fines accrue and identifies methods of payment. **[A.R.S. §16-937(A)]**
- There is a late penalty of ten dollars ($10) for each day the report is late during the first fifteen (15) days after the filing deadline and twenty-five dollars ($25.00) for each subsequent day the report is late. Penalties accrue until the late report is filed. **[A.R.S. §16-937(B)]**
- If a committee fails to file a complete report within thirty (30) days after the filing deadline and after providing the five-day notice the City Clerk may contact the City Attorney for enforcement. **[A.R.S. 16-937(C)]**
- If a political action committee fails to file three consecutive Campaign Finance Reports, the City Clerk shall e-mail the committee a Notice of Temporary Suspension and the following will apply:

    1. On receipt, the committee's authority to operate in the City of Tucson is temporarily suspended.
    2. The notice shall state that failure to comply with all filing and payment requirements within thirty (30) days after the date of the notice shall result in permanent suspension of the committee's authority to operate in the City of Tucson. **[A.R.S. §16-937(D)]**

    After notifying the committee of the intent to suspend, the City Clerk may permanently suspend the committee and shall notify the committee by e-mail and is not required to provide any further notice. Permanent or temporary suspension does not eliminate a committee's continuing obligation to file reports and pay any outstanding and accruing penalties provided by law. **[A.R.S. §16-937(E)]**

Chapter

3

GLOSSARY

GLOSSARY

ADVERTISEMENT **A.R.S. § 16-901**

Information or materials, other than non-paid social media messages, that are mailed, e-mailed, posted, distributed, published, displayed, delivered, broadcasted or placed in a communication medium and that are for the purpose of influencing an election.

BEST EFFORTS **A.R.S. §16-901**

"Best effort" means that a committee treasurer or treasurer's agent makes at least one written effort, including an attempt by e-mail, text message, private message through social media or other similar communication, or at least one oral effort that is documented in writing to identify the contributor of an incomplete contribution.

CANDIDATE COMMITTEE **A.R.S. §16-901**

A Political committee designated and authorized by a candidate (see "political committee"). Includes the candidate.

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. § 16-926; 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. § § 16-901, 16-311(A) & CFA Rules & Regs 2.9**

An individual who receives contributions or makes expenditures or who gives consent to another person to do so on their behalf in connection with the candidate's nomination, election or retention for any public office. A person is deemed a candidate on the filing of a nomination paper.

CIRCULATOR PAGE AKA INSTRUCTIONS TO CIRCULATOR **A.R.S. § 16-315**

Located on the back side of the nomination petition, includes both instructions to circulators as well as a statement 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.

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

The affidavit includes facts sufficient to show the candidate meets the qualification requirements set forth in the Tucson Charter. (See page 7 for candidate qualifications.)

CONTRIBUTION **A.R.S. § 16-901**

Means any money, advance, deposit or other thing of value that is made to a person for the purpose of influencing an election. See A.R.S. § 16-901 for further information on what that includes.

DAYS

Calendar days unless otherwise specified.

ELECTION CAMPAIGN ACCOUNT **CFA Rules & Regs 2.16**

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.

E-QUAL **A.R.S. § 16-317**

Arizona permits qualified electors to securely sign City candidates' nomination petitions. Candidates may use the Arizona Secretary of State's online portal (E-Qual) to create an electronic nomination petition and electronically collect signatures from eligible voters.

Beginning in 2025, candidates may collect up to 110% of the minimum number of signatures required. Instructions are available from the City Clerk's Office.

EXPENDITURE **A.R.S. § 16-901 AND CFA Rules & Regs 2.20**

Any purchase, payment or other thing of value that is made by a person for the purpose of influencing an election.

FINANCIAL DISCLOSURE STATEMENT **Tucson Code § 12-54**

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.

INCOMPLETE CONTRIBUTION **A.R.S. § 16-901 and CFA Rules & Regs 2.23**

Any contribution that is received by a committee for which the contributor's complete identification has not been obtained.

"Identification" or "identify" means: (a) For an individual, the individual's first and last name, residence location or street address and occupation and the name of the individual's primary employer. (b) For any other person, the person's full name and physical location or street address.

For public funding candidates, this includes the original signature.

INDEPENDENT EXPENDITURE **A.R.S. § 16-901 and Tucson Charter Ch. XVI**

An expenditure by a person, other than a candidate committee that complies with both of the following: Expressly advocates the election or defeat of a clearly identified candidate and that is not made in cooperation or consultation with or at the request or suggestion of the candidate or the candidate's agent. [A.R.S. § 16-901]

An expenditure by a person for a communication expressly advocating the support of or opposition to a clearly identified candidate which is not made with the cooperation or with the prior consent of a candidate or his agent or a controlled committee of a candidate. [Tucson Charter Ch. XVI, Subchapter A, Section 2(b)(3)]

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 page 18.

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. (A.R.S. §16-314(B))

Forms of petitions for both Nomination by Primary and Nomination Other Than by Primary are available from the City Clerk. 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 registered 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. § 16-937**

A written notice sent by e-mail to the committee within five days after the filing deadline that identifies the late report, describes how fines accrue and identifies methods of payment.

NOTICE OF TEMPORARY SUSPENSION **A.R.S. § 16-937**

A written notice sent by e-mail to the committee that fails to file three consecutive complete reports.

PETITION CIRCULATOR **A.R.S. § 16-321(D) and (E)**

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 ACTION COMMITTEE **A.R.S. § 16-901**

An entity that is required to register as a political committee pursuant to A.R.S. § 16-905.

"MEGA PAC STATUS" AKA "QUALIFIED" POLITICAL COMMITTEE ("SUPERPAC") **A.R.S. §§16-901, 16-905**

A committee that has received funds from 500 or more individuals in amounts of $10 or more in the four-year period immediately before application to the Secretary of State for certification as "Mega PAC" status.

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, Subchapter B**

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 **A.R.S. § 16-927**

The period of time covered in a campaign finance report.

STANDING COMMITTEE **A.R.S. § 16-901**

A political action committee or political party that is active in more than one reporting jurisdiction in this state and that files a statement of organization in a format prescribed by the Secretary of State.

STATEMENT OF INTEREST **A.R.S. §§ 16-311, 16-341**

The form filed by any person who may be a candidate for office. Must be filed no later than the date of the first petition signature.

SURPLUS FUNDS (MONIES) **A.R.S. § 16-901**

Monies of a political committee remaining after all of the committee's expenditures have been made, its debts have been extinguished, and the committee ceases accepting contributions. These funds must be disposed of in accordance with A.R.S. § 16-933. Public Matching Funds committees must follow the Campaign Finance Administration Rules and Regulations.

WRITE-IN CANDIDATE **A.R.S. §§ 16-312, 16-645(E)**

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 in the Primary Election equal to the minimum number of signatures required on nomination petitions for the same office to be placed on the General Election ballot.

2025 ELECTIONS – IMPORTANT DATES

Special – March 11 | Primary – August 5 | General – November 4

Text in Italics applies only to candidates who sign a campaign contract with the City.

*** IF THE DEADLINE FALLS ON A SATURDAY, SUNDAY OR LEGAL HOLIDAY, THE DUE DATE WILL BE EXTENDED**

***JANUARY 1**
First date candidates who sign campaign contracts may request public matching funds.

JANUARY 21
All candidates and political committees must file a Quarterly Campaign Finance Report for October 1, 2024 through December 31, 2024.

MARCH 1
All candidates and political committees must file a Pre-Election Campaign Finance Report for January 1, 2025, through February 22, 2025

***MARCH 8 – APRIL 7 (5 p.m.)**
Candidates file nomination papers:
- For the Primary Election ballot, or
- For Nomination Other than by Primary Election.

Nomination Papers include:
Nomination paper, declaration (of qualification), Financial Disclosure Statement, and Petitions

APRIL 15
All candidates and political committees must file a Post-Election Campaign Finance Report for February 23, 2025, through March 31, 2025.

JUNE 26 (5 p.m.)
Last day to file as a write-in candidate for Primary Election.

JULY 7
Voter registration cutoff date for Primary Election.

JULY 21
All candidates and political committees must file a Quarterly Campaign Finance Report for April 1, 2025 through June 30, 2025.

JULY 26
All candidates and political committees must file a Pre-Election Campaign Finance Report for July 1, 2025 through July 19, 2025 *(consolidated City/State report may be filed by candidates who sign contracts).*

JULY 28 (5 p.m.)
Last day to file a Statement to Establish Eligibility for candidates participating only in the Primary Election.

AUGUST 5 - ELECTION DAY

AUGUST 11
Mayor and Council canvass and declare results of the Primary Election *(end of Campaign Period for unsuccessful Primary Election candidates who sign Campaign Contracts).*

AUGUST 15
- *Candidates who sign Campaign Contracts must file a City Post-Election Report by this date.*
- *Last day candidate participating only in the Primary Election may request matching funds.*

SEPTEMBER 25 (5 p.m.)
Last day to file as a write-in candidate for General Election.

OCTOBER 6
Voter registration cutoff date for General Election

OCTOBER 15
All candidates and political action committees in the Primary election must file a Post-Primary Election Campaign Finance Report for July 20, 2025 through September 30, 2025.

OCTOBER 25
All candidates and political committees must file a State Pre-General Election Campaign Finance Report for October 1, 2025 through October 18, 2025 (*consolidated City/State report may be filed by candidates who sign contracts).*

OCTOBER 27 (5 p.m.)
Last day to file a Statement to Establish Eligibility for candidates participating in the General Election.

NOVEMBER 4 - ELECTION DAY

NOVEMBER 10
Mayor and Council canvass and declare the results of the General Election *(end of Campaign Period for all candidates who sign Campaign Contracts).*

NOVEMBER 14
- *Candidates who sign Campaign Contracts must file a City Post-Election Campaign Finance Report by this date.*
- *Last day for candidates participating in the General Election to request public matching funds.*

DECEMBER 1
Elected officials assume office at 10:00 a.m.
Elected candidates who sign Campaign Contracts must file a Termination Statement by this date.

DECEMBER 9
Unsuccessful Primary Election candidates who sign Campaign Contracts must file a Termination Statement by this date.

JANUARY 15, 2026
All candidates and political action committees must file a State Post-General Election Campaign Finance Report for October 19, 2025 through December 31, 2025.

MARCH 10, 2026
Unsuccessful General Election candidates who sign Campaign Contracts must file a Termination Statement by this date.