CITY OF TUCSON
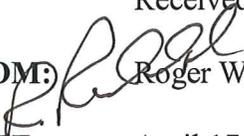**2009 PRIMARY AND GENERAL ELECTIONS**
CAMPAIGN FINANCE ADMINISTRATION

INFORMATION UPDATE 2009-03

TO: Candidates, Political Parties, Political Committees and Individuals Who Have
Received Candidate Information Packets

FROM: Roger W. Randolph, City Clerk/Campaign Finance Administrator

DATE: April 17, 2009

From time to time, this office distributes information regarding campaign finance and other
election related issues that may be of interest to you. We encourage you to contact the City
Clerk's Office with any questions you have regarding these issues.

QUALIFIED POLITICAL PARTIES

Attached is the notice of political parties qualified for the September 1 Primary Election Ballot.

NOMINATION PETITION FILING PERIOD APPROACHING

It would improve the efficiency of the filing process if a candidate or their representative would
contact Suzanne Mesich, Assistant City Clerk or Carrie Fairchild, Management Assistant at 791-
4213, with the date and time you expect to file. In addition, you may also email this information
to cityclerk@tucsonaz.gov.

Dates to File: May 4 through June 3

Office Hours: Monday through Friday, 8 a.m. – 5 p.m. (Office will be closed
Monday, May 25 in observance of the Memorial Day Holiday.)

Where to File: City Clerk's office
City Hall, 9th Floor
255 W. Alameda Street

CANDIDATE CHECKLIST FOR
FILING NOMINATION PETITIONS AND PAPERS

Attached is a checklist for filing nomination petitions and papers with the City Clerk.

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| CORRECTION OF TYPOGRAPHICAL ERROR |
| IN THE 2009 CANDIDATE PAMPHLET |

Attached is a an updated page 35 for the Candidate Pamphlet correcting a typographical error. The correct filing deadline for the Pre-Primary Election Report for the period of June 1, 2009 through August 12, 2009 is August 20, 2009.

Attachments: Notice of Qualified Political Parties
Candidate Checklist for Filing Nomination Petitions and Papers
Candidate Information Pamphlet - Updated page 35

CANDIDATE CHECKLIST FOR

FILING NOMINATION PETITIONS AND PAPERS

√ A Political Committee **Statement of Organization** or **a $500 Threshold Exemption Statement** must be filed **BEFORE** accepting contributions, making expenditures, distributing campaign literature or circulating petitions.

The candidate filing period begins on **May 4, 2009 at 8:00 a.m.** and ends at **5:00 p.m. on June 3, 2009.** Candidates or their representatives must present all of the necessary paperwork at one time; partial filings will not be accepted. The City Clerk's Office will process all nominating papers in the order they are received. Candidates should plan on spending 20-30 minutes in the City Clerk's Office and will receive a receipt after the documents are reviewed. All documents are filed in the Public Records section of the City Clerk's Office. Copies are available for twenty-five cents per image.

1. **Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** (All three are on the same one-page form)

   ☐ Make sure to answer every question and fill in every blank.

   ☐ Write the candidate's name exactly how they want it printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.

   ☐ The candidate must sign the form and have the signature notarized.*

2. **Financial Disclosure Statement**

   ☐ Covers the 12-month period preceding the filing (This is a different time period from the public officer filing in January).

   ☐ The candidate must sign the form and have the signature notarized.*

3. **Nomination Petitions**

   ☐ The candidate must file <u>at least the minimum number of signatures</u> required for the office sought and no more than the maximum number. If there are too few, the City Clerk cannot accept the nomination papers.

   ☐ Avoid making corrections to the heading <u>after</u> the petition is circulated. Any discrepancies in this area could result in the candidate losing an entire page of petition signatures.

   ☐ Check to see that the circulator portion on the back of each petition page is complete. Errors may result in the entire page of petition signatures being disqualified.

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* The City Clerk's Office will notarize forms free of charge, if the signer presents picture identification.

CANDIDATE CHECKLIST FOR

FILING NOMINATION PETITIONS AND PAPERS

3. Nomination Petitions (cont.)

☐ Check to see that the signature portion of each petition is complete.

- ☐ Does the date for each signature include 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. n the date column.
- ☐ Is there an actual residence address, including city or town, or a description of the residence location for each signature?
- ☐ 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.

The foregoing 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.

SEPTEMBER 1, 2009 PRIMARY ELECTION NOTICE

I, the undersigned, the duly qualified and appointed City Clerk for the City of Tucson, Arizona, do hereby give notice that pursuant to the provisions of the Arizona Revised Statutes, §§ 16-802 and 16-804(E), I have determined that the following political parties have qualified for placement on the ballot for the City of Tucson Primary Election to be held September 1, 2009.

> Democratic Party
> Republican Party
> Libertarian Party
> Green Party

In witness whereof, I have hereunto set my hand and affixed the seal of the City of Tucson, this __14th__ day of __April__, 2009.

Roger W. Randolph
City Clerk

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 on page 48-49 instead of the schedule below.)

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. 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 <u>5 p.m.</u> on the following dates:

REPORTING PERIOD	FILING DEADLINE
January 31 Report	
For Period of November 27, 2007 through December 31, 2008	***February 2, 2009**
June 30 Report	
For Period of January 1, 2009 through May 31, 2009	**June 30, 2009**
Pre-Primary Election Report	
For Period of June 1, 2009 through August 12, 2009	**August 20, 2009**
Post-Primary Election Report	
For Period of August 13, 2009 through September 21, 2009	**October 1, 2009**
Pre-General Election Report	
For Period of September 22, 2009 through October 14, 2009	**October 22, 2009**
Post-General Election Report	
For Period of October 15, 2009 through November 23, 2009	**December 3, 2009**
January 31 Report	
For Period of November 24, 2009 through December 31, 2010	**January 31, 2011**

*ARS 16-916 (D) provides that if the date for filing any statement is a Saturday, a Sunday, or another legal holiday, the filing deadline is the next day that is not a Saturday, a Sunday or another legal holiday.