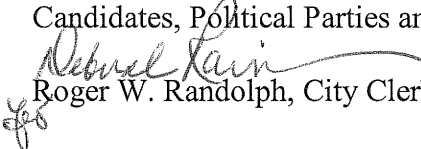




**CITY OF TUCSON  
2011 PRIMARY AND GENERAL ELECTIONS  
CAMPAIGN FINANCE ADMINISTRATION**

**INFORMATION UPDATE 2011-04**

**TO:** Candidates, Political Parties and Political Committees  
**FROM:**   
Roger W. Randolph, City Clerk/Campaign Finance Administrator  
**DATE:** April 20, 2011

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.

**2011 ELECTIONS - VOTE BY MAIL**

On April 5, 2011, the Mayor and Council adopted Resolution 21711 directing the City Clerk to run the 2011 Primary and General Elections as Vote by Mail Elections. Arizona Revised Statute §16-409 authorizes cities to conduct mail ballot elections. The Tucson Code, Section 12-1.2 authorizes the Mayor and Council to conduct any City election as a mail ballot election, and also provides that all City elections held on the same date shall use the same method of voting.

Additionally, the Tucson City Charter Chapter XVI, Section 10, requires that there be at least one polling place provided in each city ward that shall be open on Election Day from 6:00 a.m. until 7:00 p.m. For this vote by mail election, the City will designate one polling place in each ward, where those voters who prefer to cast their vote by mail ballot in person rather than by mail may either drop off their voted ballot, or vote it on site and place it in a ballot box. Each ward's polling place also will simultaneously serve as its Ballot Replacement Center, where voters may receive a replacement ballot in the event they spoil or lose their original mail ballot (A.R.S. § 16-558.02).

The Tucson City Clerk Election Center, 800 E. 12<sup>th</sup> Street will serve as a ballot replacement center beginning August 10 and through Election Day.

All registered voters in the City will receive a post card in mid-May explaining the Vote by mail election process. Ballots for the Primary Election will be mailed no later than August 10.

**PERMITTED EXPENDITURES FOR PUBLIC MATCHING FUNDS  
CANDIDATES**

As the election cycle picks up pace the City Clerk's Office frequently receives questions regarding allowable expenditures for campaigns participating in the City's Public Matching Funds Program. Permitted uses of campaign funds are detailed in section 7.13 of the Campaign Finance Administration Rules and Regulations:

A candidate who signs a campaign contract may expend public matching funds only for the candidate's direct campaign expenses such as, but not limited to, purchasing campaign literature or media space or time, mailings, renting campaign headquarters, or paying for campaign headquarters telephones.

A question that is often submitted to the City Clerk's Office is whether it is acceptable to purchase luncheon tickets with campaign funds. It is acceptable to purchase a ticket for the candidate and a member of the campaign. However, the purchase of a table at an event would not be allowable, as that would be considered support of an organization and not a direct campaign expense.

**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](mailto:cityclerk@tucsonaz.gov).

- Dates to File:** May 2 through June 1
- Office Hours:** Monday through Friday, 8 a.m. – 5 p.m. (Office will be closed Friday May 27 for a City Furlough day and Monday, May 30 in observance of the Memorial Day Holiday.)
- Where to File:** City Clerk's office  
City Hall, 9<sup>th</sup> 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.

**AUGUST 30, 2011 PRIMARY ELECTION – QUALIFIED POLITICAL PARTIES**

On April 12, 2011, pursuant to the provisions of the Arizona Revised Statutes, §§ 16-802 and 16-804(E), the City Clerk has determined that the following political parties have qualified for placement on the ballot for the City of Tucson Primary Election to be held on August 30, 2011.

Democratic Party  
Republican Party  
Libertarian Party  
Green Party

Should you have any questions regarding the information contained in this update, please contact me or Suzanne Mesich, Assistant City Clerk, at 791-4213 or E-mail [cityclerk@tucsonaz.gov](mailto:cityclerk@tucsonaz.gov).

---

Attachments: Candidate Checklist for Filing Nomination Petitions and Papers  
Notice of Qualified Political Parties



## 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 2, 2011 at 8:00 a.m.** and ends at **5:00 p.m. on June 1, 2011**. 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 at least the minimum number of signatures 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 after 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.

\* 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. in 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.*



CITY OF  
TUCSON

OFFICE OF THE  
CITY CLERK

## AUGUST 30, 2011 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 August 30, 2011.

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 12<sup>th</sup> day of April, 2011.

Roger W. Randolph  
City Clerk