

*A handbook for*

# **School District Governing Board Candidates**

**General Election  
November 8, 2016**

**Yavapai County**



**Education Service Agency**

**Tim Carter**  
**Yavapai County School Superintendent**  
[www.YCESA.com](http://www.YCESA.com)  
**(928)771-3326**

## **Dear School District Governing Board Candidate,**

Thank you for your interest in running for your school district governing board! The Office of the Yavapai County School Superintendent has prepared this handbook and campaign packet to provide information regarding the election process of school district governing board members.

On November 8, 2016, the qualified electors in each of the 25 school and College districts in Yavapai County will elect governing board members. Those elected will subscribe to the Oath of Office prior to service.

A candidate for School District Governing Board must meet the following qualifications:

- ▶ Be a citizen of the United States.
- ▶ Be a registered voter of the state.
- ▶ Be a resident of the school district for at least one year prior to the date of election.
- ▶ No employee of the district or their spouse may hold membership on the governing board.
- ▶ Immediate family, that has had the same residence within the previous four years, shall not serve simultaneously on a five member governing board pursuant A.R.S. §15-421.
- ▶ May not serve on two Governing Boards at the same time.

All required forms are included in this campaign packet. Please contact this office if there are any questions.

Office of the Yavapai County School Superintendent  
ATTN: Jenn Nelson  
2970 Centerpointe East Dr., Prescott, AZ 86301  
(928)771-3326 / (928) 442-5138 / (928) 771-3329 FAX  
Email: [jenn.nelson@yavapai.us](mailto:jenn.nelson@yavapai.us)

Sincerely,



Tim Carter  
Yavapai County School Superintendent

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# CANDIDATE FILING CHECKLIST

The candidate filing period begins **Monday, July 11, 2016** at 8:00 A.M. and ends **Wednesday, August 10, 2016** at 5:00 P.M. Candidates (or their representatives) shall present ALL of the necessary paperwork at one time. The filing location is the Office of the Yavapai County School Superintendent, 2970 Centerpointe East Dr., Prescott, AZ 86301. Candidates must file all required documents on time or their names **WILL NOT** appear on the ballot. In addition to the required paperwork, candidates may submit a 500-word candidate statement and candidate photograph to appear on the Yavapai County School Superintendent's website.

## REQUIRED PAPERWORK

- File a **Political Committee Statement of Organization** or **\$500 Threshold Exemption Statement** *before accepting contributions, making expenditures, distributing campaign literature or circulating petitions* (§16-903). The campaign finance paperwork shall be filed with the Office of the Yavapai County School Superintendent, 2970 Centerpointe East Dr., Prescott, AZ 86301.
  - Any political committee that intends to accept contributions or make expenditures of *more than \$500* may file a **Political Committee Statement of Organization**.
  - Any political committee that intends to accept contributions or make expenditures of *\$500 or less* may file a **\$500 Threshold Exemption Statement**.
  
- Nonpartisan Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement**. *These three forms are combined on the same one-page form.*
  - Candidate's name must legibly be written exactly how he or she would like it to be printed on the ballot. Nicknames are permissible as long as they do not suggest a title.
  - Candidate shall sign this form and have it notarized. The staff of the Yavapai County School Superintendent's Office will notarize forms, free of charge, with valid picture identification.
  
- Nonpartisan Nomination Petitions**
  - A photograph of the *candidate* may appear on the Nonpartisan Nomination Petitions.
  - Candidate shall file *at least* the minimum number of signatures required for the office sought and no more than the maximum number of 400. If there are too few signatures, the Yavapai County School Superintendent's Office cannot accept the nominating petitions.
  - Individuals who sign the Nonpartisan Nomination Petitions must be *registered to vote* in the school district or JTED member district.
  - Check to see that the circulator portion on the back of *each* petition page is complete.
  - Check the front of each petition for completeness of the following: the proper designation of office sought; is there a signature and complete date for each signer; is there a residence address, Arizona post office box, or description of actual residence for each signer?
  
- Termination Statement**
  - Everyone who has filed as a Governing Board Candidate must terminate their Statement of Organization or \$500 Threshold Candidate Committee no more than 90 days after the General Election. A.R.S §16-904. Those who fail to do so shall be terminated by operation of law and charged a penalty of \$100. You may file your termination statement form after the election is completed (November 9, 2016 – February 6, 2017) at the Office of Yavapai County School Superintendent.

## MINIMUM NUMBER OF REQUIRED SIGNATURES

**A.R.S. §16-322**

**NOVEMBER 8, 2016 GENERAL ELECTION**

<b>Yavapai County School Districts</b>	<b># of positions on ballot</b>	<b>March 1, 2016 Voter Registration Totals</b>	<b>½ of 1% of Registered Voters Minimum Required Signatures*</b>	<b>¼ of 1% of Registered Voters Minimum Required Signatures***</b>
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Ash Fork Joint Unified School District No. 31	2	541	3	
Bagdad Unified School District No. 20	4	874	4	
Beaver Creek Elementary School District No. 26	3	2434	12	
Camp Verde Unified School District No. 28	3	5925	30	
Canon Elementary School District No. 50	2	1662	8	
Chino Valley Unified School District No. 51	3	12550	63	
Clarkdale-Jerome Elementary School District No. 3	2	2297	12	
Congress Elementary School District No. 17	2	1242	6	
Cottonwood-Oak Creek Elementary School District No. 6	3	15490	78	
Crown King Elementary School District No. 41	1	91	1	
Hillside Elementary School District No. 35	1	81	1	
Humboldt Unified School District No. 22	3	29758	149	
Kirkland Elementary School District No. 23	4	664	3	
Mayer Unified School District No. 43	2	3137	16	
Mingus Union School District No. 4	3	17787	89	
Mountain Institute JTED Unified No. 02***				
JTED Member District – Chino Valley	1	12550	63	
JTED Member District - Prescott	1	38113	191	
JTED Member District - Seligman	1	748	4	
Prescott Unified School District No. 1	3	38113	191	
Sedona-Oak Creek Joint Unified School District No. 9	3	9952	50	
Seligman Unified School District No. 40	3	748	4	
Skull Valley Elementary School District No. 15	1	340	2	
Valley Academy for Career and Technology Education District No. 01***				
VACTE Member District – Sedona-Oak Creek	1	9952	50	
VACTE Member District – Camp Verde	1	5925	30	
VACTE Member District – Clarkdale-Jerome	1	2297	12	
Walnut Grove Elementary School District No. 7	1	83	1	
Western Maricopa Education Center #402 (West-MEC) Sub-district #4	1	272	1	
Wickenburg Unified School District #9	1	272	1	
Williamson Valley Elementary School District No. 2	1	512	3	
Yarnell Elementary School District No. 52	3	728	4	
Yavapai College 999**				
District #2	1	24560		61

\*Districts & Joint Technology Districts require ½ of 1% of registered voters.

\*\*Community Colleges require ¼ of 1% of registered voters.

## **DETERMINING THE SIGNATURE REQUIREMENTS**

### **A.R.S. §16-168 and §16-322**

In school districts, the basis of percentage shall be the total number of voters registered in the school district or single member district, whichever applies. The total number of voters registered for school districts shall be calculated using the periodic reports prepared by the Yavapai County Recorder pursuant to A.R.S. §16-168, subsection G. The count that is reported on March 1 of the year in which the general election is held shall be the basis for the calculation of total voter registration for school districts.

## **CANDIDATE ELIGIBILITY REQUIREMENTS**

### **A.R.S. §15-421**

To be eligible for nomination to your school district governing board, a candidate must meet the following qualifications:

- Be a citizen of the United States and a resident of Arizona.
- Be a registered voter of the state.
- Be a resident of the school district for at least one year prior to the date of election.
- No employee of the district or their spouse may hold membership on the governing board.
- Immediate family, that has had the same residence within the previous four years, shall not serve simultaneously on a five member governing board pursuant A.R.S. §15-421.

## **500 WORD CANDIDATE STATEMENT**

### **A.R.S. §15-421(F)**

Candidates may submit a 500 word statement and a recent photograph for posting on the Yavapai County School Superintendent's website: <http://www.ycesa.com/school-elections>

Candidate statements shall be either typewritten or electronically submitted. If a candidate does not submit a statement, the county school superintendent's website shall state "no response submitted" for the candidate. The candidate photograph should be no larger than 2 inches x 3 inches. Statements and photographs may be submitted beginning July 11, 2016 and ending on September 22, 2016. The statements and photographs will be posted on September 29, 2016.

## **LEGAL REQUIREMENTS FOR CANDIDATE CAMPAIGN ADVERTISEMENTS, LITERATURE AND SIGNS**

### **A.R.S. §16-912**

"Literature or advertisement" means information or materials that are mailed, distributed or placed in some medium of communication for the purpose of influencing the outcome of an election.

"Disclosure" means disclosing who paid for the advertisement, literature or signs. For written materials, the disclosure must be printed "clearly and legibly in a conspicuous manner." For broadcast advertisements, the disclosure must be spoken.

A political election sign is defined as "a sign not permanently installed in the ground or attached to a building relating to the election of a person to a public office, or relating to a political party, or relating to a matter to be voted upon at an election called by a public body."

- **WHEN DISCLOSURE IS REQUIRED:**

Campaign literature or advertisements paid for by any political committee must disclose in the literature or advertisement the words “paid for by” followed by the name on either the committee’s Statement of Organization or the \$500 Threshold Exemption Statement.

- **WHEN DISCLOSURE IS *NOT* REQUIRED:**

- Bumper stickers, pins, buttons, pens and similar small items too small to contain a disclosure of who paid for them.
- Signs paid for by a *candidate’s own campaign committee* are not required to include disclosure of who paid for them.
- An individual, acting alone, may post signs on the individual’s property regarding any political issue or in support of or in opposition to any candidate, or mail political materials without disclosure of who paid for the signs.

## **POLITICAL CAMPAIGN SIGNS**

*Please verify campaign sign posting requirements with your jurisdiction. It is the responsibility of the candidate or political action committee to ensure that all signs are in compliance.*

## **CAMPAIGNING AND SCHOOL DISTRICTS**

It is imperative that campaigning stay within the bounds of the law. A.R.S. §15-511 prohibits using school resources to influence the outcome of an election. The Attorney General’s Office has published guidelines giving practical advice on adhering to the law’s requirements. (This document is included within this campaign packet).

## **CAMPAIGN FINANCE LAWS**

**Titles 16 and 19, Arizona Revised Statutes**

Before circulating petitions, accepting contributions, distributing any campaign literature, and accepting contributions, all candidates may file either a *\$500 Threshold Exemption Statement* or a *Political Committee Statement of Organization*. These forms may be filed with the Office of the Yavapai County School Superintendent, 2970 Centerpointe East Dr., Prescott, AZ 86301.

## **\$500 THRESHOLD EXEMPTION STATEMENT**

**A.R.S. §16-902.01; §16-903(A)**

Each candidate committee or a political committee that intends to accept contributions or make expenditures of **\$500 or less** must file a \$500 Threshold Exemption Statement **BEFORE** accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions. Committees that file this form do not file campaign finance reports.

If the candidate receives contributions of more than \$500 or makes more than \$500 in expenditures, the candidate must **then** file a Political Committee Statement of Organization.

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Political Committee Statement of Organization with the filing officer **within five business days after exceeding the \$500 limit.**

## **POLITICAL COMMITTEE STATEMENT OF ORGANIZATION**

**Titles 16 and 19, Arizona Revised Statutes**

A candidate who intends to receive contributions or make expenditures of *more than \$500* in connection with a campaign for office must complete a Political Committee Statement of Organization and file Campaign Finance Reports during reporting periods. This form shall be filed BEFORE accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions.

## **DEFINITION OF A CONTRIBUTION**

### **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.

## **ORGANIZATION OF CANDIDATE/POLITICAL COMMITTEES**

### **A.R.S. §16-902**

Each political committee must have a chairperson and a treasurer. The position of chairperson and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairperson AND treasurer of the candidate's own campaign committee.

1. The name of each political committee shall include the name of any sponsoring organization.
2. In the case of a candidate's campaign committee, the committee's name shall include the name of the candidate who designated the committee. In the case of an exploratory committee, the committee's name shall include the name of the individual who designated the committee.
3. Before a political committee accepts a contribution or makes any expenditure it must designate at least one financial institution as a depository for funds. The financial institution must be a state bank, or a depository institution that is federally chartered or whose deposits are insured by the Federal Deposit Insurance Corporation or the National Credit Union Administration. If the information is not available at the time of the filing of the initial Statement of Organization, the committee must include the information in an amended Statement of Organization. The amended statement must be filed within 5 days after opening the account.

## **CIRCULATING NONPARTISAN NOMINATION PETITIONS**

### **A.R.S. §16-321**

Nonpartisan Nomination Petitions are available from the Yavapai County School Superintendent's Office or online at [www.YCESA.com](http://www.YCESA.com).

## **PETITION CIRCULATORS' REQUIREMENTS**

Any person qualified to register to vote in the State of Arizona may circulate a petition. Non-Arizona residents may circulate petitions, but must be registered as a circulator with the Secretary of State. Each circulator must complete and sign the back of EACH Nonpartisan Nomination Petition. Each circulator, by signing and completing the back of the Nonpartisan Nomination Petition, is verifying:

- that each of the names on the petition was signed in his/her presence on the date indicated, and
- that in his/her belief each signer was a qualified elector who resides at the address given as the signer's residence on the date indicated.

## **PETITION SIGNERS' REQUIREMENTS**

Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing.



An individual may sign only one petition for the same office unless more than one candidate is to be elected to such office, and in that case, not more than the number of nomination petitions equal to the number of candidates to be elected to the office.

## **SIGNATURE WITHDRAWAL**

### **A.R.S. §19-113**

A signature may be withdrawn by the person who signed a Nonpartisan Nomination Petition not later than 5:00 p.m. on the date the petition is filed with the Yavapai County School Superintendent.

## **ADDITIONAL INFORMATION FOR CANDIDATES & CIRCULATORS**

- Complete the heading of each Nonpartisan Nomination Petition ***PRIOR*** to collecting signatures.
- A picture of the candidate may be included on the Nonpartisan Nomination Petition.
- Pay attention to the date column on the Nonpartisan Nomination 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 codes, date of birth, etc., in the date column.
- Ditto marks and other repeating marks in the address and date columns are acceptable, just be sure that the line being repeated is correct.
- Make sure the addresses are complete.
- Only 10 signatures will be counted on each Nonpartisan Nomination Petition. Any signature found in the margins of the Nonpartisan Nomination Petition will not be counted. Check the back of EACH Nonpartisan Nomination Petition to ensure that the circulator information is completed correctly prior to filing the nomination papers.
- Partial filings of nomination petitions and nomination papers will not be accepted.

## **NAME ROTATION ON THE BALLOT**

### **A.R.S. §15-424(F)**

Position of the names of candidates for each office shall be rotated so that each candidate occupies each position on the ballot an equal number of times, insofar as is possible, for each ballot style.

## **SINGLE CANDIDATE FILING OR NO CANDIDATE FILING**

### **A.R.S. §15-302; §15-424(D)**

In the event that only one person files a nominating petition for an election, the Yavapai County Board of Supervisors, no earlier than 75 days before the election, may cancel the election for the position. Under these circumstances, the single candidate who has filed in a timely and appropriate manner will be appointed to fill the office upon the expiration of the current term. A person who is appointed pursuant to this section is fully vested with the powers and duties of the office as if elected to that office.

If no person files a nominating petition for an election, the Board of Supervisors, no earlier than 75 days before the election, may cancel the election for that office and that office is deemed vacant and shall be filled as provided in A.R.S. § 15-302.

## **WRITE-IN CANDIDATE FILING INFORMATION**

### **A.R.S. §§15-424.D and 16-311**

Any person desiring to become a write-in candidate shall file the *write-in nomination paper* not later than **August 24, 2016**. The write-in filing procedure shall be in the same manner as prescribed in A.R.S. §16-311.

Official write-in candidates will have their names posted in the vote centers and on the election website and their votes will be counted. Write-In candidates are responsible for advertising their candidacy.

## PETITION CHALLENGES

### A.R.S. §16-351

Signatures on petitions are not verified by the Yavapai County School Superintendent. This is an office of filing only. However, petition signatures are subject to challenge by other candidates or electors of the State of Arizona. Nomination papers, affidavit of qualification, petitions and financial disclosure statements become public record once they are filed and are subject to inspection by the general public. It is the duty of the courts, not the Office of the Yavapai County School Superintendent, to determine the legal sufficiency of the nonpartisan nomination petitions and/or the candidate's qualifications for office.

A.R.S. §16-351 states that 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. The deadline for challenging nominations is **August 24, 2016**. The elector shall specify in the action the petition number, line number and basis for the challenge for **each** signature being challenged. Failure to specify this information shall result in the dismissal of the court action. Superior Court shall hear and render a decision within ten days of the filing. Such decision shall be appealable only to the Arizona Supreme Court and notice of the appeal shall be filed within five days after the decision of the Superior Court in the action. The Supreme Court shall hear and render a decision on the appeal promptly.

## VOTER REGISTRATION INFORMATION

### ► **Qualifications to Vote**

Residents are qualified to register to vote if the voter:

1. Has been a resident of Yavapai County at least 29 days prior to the General Election
2. Is a citizen of the United States
3. Is 18 or older, or will be 18 by the next General Election
4. Has not been convicted of treason or a felony, unless their civil rights have been restored
5. Has not been adjudicated an incapacitated person as defined in A.R.S. §14-5101

### ► **How to Register to Vote**

Arizona residents may register to vote in person at their County Recorder's Office, by mail, or at the Motor Vehicle Department's EZVoter Web site at [www.servicearizona.com](http://www.servicearizona.com). Forms are also available at government offices and public locations throughout the state or may be requested from the County Recorder or the Secretary of State.

### ► **Last Day to Register to Vote**

Voters must register 29 days before Election Day to be eligible to vote in the general election. The last day to register to vote is October 10, 2016.

## EARLY BALLOT REQUESTS

### ► **Early Voting by Mail**

Within 93 days before any election an elector may make a verbal or signed request to the County Recorder for an official early ballot.

▶ **Permanent Early Voter List (PEVL)**

If you choose to participate, you will automatically receive an Early Voting Ballot for every election that you are eligible to participate in without the need to request a ballot for each election. The Permanent Early Voter List Form can be found at: <http://www.yavapai.us/electionsvr/forms/>

▶ **On-Site Early Voting**

Beginning October 13, 2016 and up until 5:00 p.m. on the Friday before the election (November 4, 2016) a voter may vote early in person at the Yavapai County Recorder's Office, 1015 Fair St., Prescott, AZ 86305 or at 10 South 6th Street, Cottonwood, AZ 86326. A.R.S. §16-542(D)

▶ **Emergency Voting**

Emergency early voting is permitted if an unforeseen circumstance occurs which would prevent an elector from voting at the vote center. Voters should contact the Yavapai County Recorder at (928) 771-3248 for the procedure for emergency early voting between 5:00 p.m. on the second Friday before the election and the Monday before Election Day.

## FREQUENTLY ASKED QUESTIONS

**Q. What is a Governing Board member?**

A. A Governing Board member functions as one part of a school district board (consisting of three or five members), making decisions and planning direction for the school district in accordance with State law. Everything board members do is focused on providing the best education possible for the children of the community.

Some areas of responsibility include:

- Develop and support the vision, mission and goals of the district
- Attend all regular and special meetings of the governing board
- Hire and evaluate the district superintendent
- Provide guidance in the development of the district's budget
- Approval of the district budget
- Establish and approve district policies
- Review district regulations for compliance with policy
- Approve personnel actions based on the superintendent's recommendation

**Q. What are the qualifications for becoming a governing board member?**

A. To be eligible for nomination to a school district governing board pursuant to A.R.S. §15-421, a candidate must be a registered voter of the state and have been a resident of the school district for at least one year immediately preceding the day of election. No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district of which such employee is employed. In addition, immediate family that has or had the same residence within the previous four years shall not serve simultaneously on a five member governing board.

**Q. Is there training available for newly elected Governing Board members?**

A. Yes. The County School Superintendent offers a **New and Prospective Governing Board Training** free of charge, four times per year. The four hour training is held at various locations around the county, week day evenings from 4 to 8 pm. The trainings focus participants' attention on the following:

- Qualifications to become a Governing Board Member
- Powers and duties of the Governing Board
- The "Open Meeting Law"

- School Finance
- Policy Development
- Ethics and Conflict of Interest

Participants are provided dinner and a certificate of completion. The next training will be held at Model Creek School in Yarnell on April 27, 2016. Participants must register at:

<https://form.jotform.com/60493724370961>

The Arizona School Board Association (ASBA) provides model training and leadership to school board members and administrators. ASBA also conducts in-service education for prospective and experienced board members, including workshops and seminars, an annual delegate assembly, a university of board development, a law conference and an annual conference. Governing boards may also contract with ASBA for customized board training sessions.

**Q. When elected, when will the governing board member take office?**

A. The newly elected governing board member will take office after the certification of the canvass by the Yavapai County Board of Supervisors and the Yavapai County School Superintendent. Elected members take office on or after January 1<sup>st</sup>, upon taking the Oath of Office.

**Q. When are Governing Board meetings held?**

A. For the purposes of regular meetings of the Governing Board, the board shall hold a regular meeting **at least** once each month during the regular school year and may hold other meetings as often as called. The board shall meet at the most convenient public facility in the school district. A.R.S. §15-321.

**Q. When can I start collecting signatures?**

A. Signatures can be collected at any time during the election cycle once either the Statement of Organization or the \$500 Threshold Exemption Statement has been filed.

**Q. When can I file the nomination paperwork to run for the governing board?**

A. All candidates who desire to have their names printed on the ballot must file all required forms with the Office of the Yavapai County School Superintendent during the filing period of **July 11, 2016 through August 10, 2016.**

**Q. When do I fill out the nomination paper, affidavit of qualification and campaign finance law statement?**

A. This three-section form is to be filled out, signed, and notarized *not less than ninety nor more than one hundred twenty days before the election.* This form is to be filed with the nonpartisan nomination petitions at the Office of the Yavapai County School Superintendent during the filing period of **July 11, 2016 through August 10, 2016.** A.R.S. §16-311(B)

**Q. Can I file my nomination petitions and nomination paper separately?**

A. No. A.R.S. §16-311(H) states that the nomination paper of a candidate must be accompanied by the nomination petitions.

**Q. What forms are required?**

A. The following forms are required:

1. Statement of Organization or the \$500 Threshold Exemption Statement should be filed prior to ANY political activity
2. Nonpartisan Nomination Petitions (with the minimum number of signatures found on Page 5)
3. Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement (all three are on one page)

**Q. Do I fill out a financial disclosure statement?**

A. No. The detailed personal financial disclosure statement required by A.R.S. §38-542 is not required of governing board members.

- Q. Where do I file my nonpartisan nomination petitions and nomination paper?**  
A. Candidates for the office of school district governing board file all their paperwork with the Yavapai County School Superintendent, 2970 Centerpointe East Dr., Prescott, AZ 86301. A.R.S. §16-311(F)
- Q. What is the 500 word candidate statement?**  
A. Candidates may submit a statement and photograph for publication on the Yavapai County School Superintendent’s website. If a candidate does not submit a statement, the County School Superintendent’s website shall state “no response submitted” for the candidate. The statements may be submitted anytime during the filing period but no later than September 22, 2016 and posted to the website no later than September 29, 2016.
- Q. How are petition signatures challenged?**  
A. Challenging the nomination of a candidate is outlined in A.R.S. §16-351. Any elector filing a court action challenging the nomination of a candidate 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. For the November 8, 2016 general election the deadline to challenge nomination petitions is August 24, 2016. The elector shall specify in the action the petition number, line number and basis for the challenge for EACH signature being challenged.
- Q. Can individuals or the media obtain names and addresses of candidates?**  
A. Yes. The Nomination Petitions, the nomination paper, and the Statement of Organization and the \$500 Threshold Exemption Statement are all public records when filed.
- Q. Where do I file either the Statement of Organization or a \$500 Threshold Exemption Statement?**  
A. These forms may be filed with the Yavapai County School Superintendent at 2970 Centerpointe East Dr., Prescott, AZ 86301.
- Q. What is a special term for a governing board member?**  
A. Should a governing board member vacate their position before the expiration of their term, the county school superintendent may make an appointment to fill the vacancy through the end of the calendar year of the General Election.

## **CONTACT INFORMATION**

### **Yavapai County School Superintendent**

2970 Centerpointe East Dr.

Prescott, AZ 86301

(928)771-3326

<http://www.ycesa.com>

### **Yavapai County Recorder-Voter Registration**

1015 Fair St. Room 228

Prescott, AZ 86305

(928)771-3248

<http://www.yavapai.us/electionvr>

### **Yavapai County Elections Department**

1015 Fair St. Room 228

Prescott, AZ 86305

(928)771-3250

<http://www.yavapai.us/electionvr>

Email: [web.elections@yavapai.us](mailto:web.elections@yavapai.us)

### **Secretary of State**

Capitol Executive Tower, 7<sup>th</sup> Floor

1700 West Washington Street

Phoenix, AZ 85007

(602) 542-8683

877-THE-VOTE

<http://www.azsos.gov>

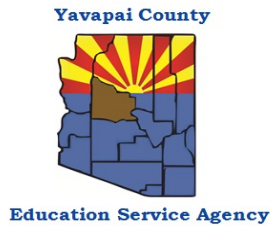
### **Arizona School Boards Association**

2100 N. Central Ave., Suite 200

Phoenix, AZ 85004

(602) 254-1100 or (800) 238-4701

[www.azsba.org](http://www.azsba.org)



Tim Carter  
 Yavapai County School Superintendent  
 2970 Centerpointe East Dr.  
 Prescott, AZ 86301  
 928-771-3326 / 928-925-6560

GOVERNING BOARD ELECTION CHECKLIST & TIMELINES  
 FOR NOVEMBER 8, 2016 GENERAL ELECTION

Filing Period: JULY 11, 2016 through AUGUST 10, 2016

DEADLINE	DAYS	RESPONSIBLE PARTY / ACTION	AUTHORITY
04/04/16		Governing Board packets are now available. Candidates may file either a Statement of Organization or a \$500 Threshold Exemption Statement. One of these forms must be on file prior to collecting nonination petitions.	16-902.01 16-322
07/11/16	-120	First date for candidates to file nomination petitions and nomination papers with the County School Superintendent's Office.	16-311
08/10/16	-90	Last date for candidates to file nomination petitions and nomination papers with the County School Superintendent's Office.	16-311
08/11/16	-89	Governing Board Candidate information to Elections Department.	
08/19/16	-81	Prepare correspondence to district superintendents regarding board elections that may be cancelled.	
08/24/16	-76	Last date to <u>challenge</u> nomination petitions (10 days after the filing deadline of 8/3/2016 excluding weekends).	16-351
08/24/16	-76	Deadline to file as a write in candidate for any election that may be cancelled.	15-424
08/24/16	-76	Prepare documents for Board of Supervisors regarding district board elections that may be cancelled. Include any board election that should not be cancelled because the district has called for another election.	
08/25/16	-75	Board of Supervisors may cancel uncontested board elections. If an election may be cancelled because only one person filed or no person filed a nominating petition by the deadline date, the deadline to file as a write in candidate is 76 days before the election. Pursuant to 15-424.D the Yavapai County Board of Supervisors, no earlier than 75 days before the election, may cancel the election for that office and that office is then deemed vacant and shall be filled as provided in 15-302.	15-424
09/22/16	-47	Last date for a candidate to submit their 500 word statement and/or photograph.	15-421
09/29/16	-40	Last date for all 500 word statements to be translated into Spanish.	
09/29/16	-40	500 word statements posted on the Yavapai County School Superintendent's website.	15-421
09/29/16	-40	Deadline to file as a write in candidate for any election that has NOT been cancelled.	16-312
10/10/16	-29	Last date to register to vote.	16-121
10/13/16	-26	Early Voting begins.	16-545
10/28/16	-11	Last day to request an Early Ballot to be mailed.	16-542.D
11/04/16	-4	Last day to vote early.	16-542.D
11/07/16	-1	Emergency early voting.	16-542.H
11/08/16	0	<b>** ELECTION DAY **</b>	16-204
11/14/16	6	First day to canvass returns. The canvass is not complete until it is presented to the Board of Supervisors.	15-426
12/08/16	30	Last day to canvass returns.	15-426
12/08/16	30	Arizona School Board Association - listing of all newly elected board members.	
02/06/17	90	Termination Statement must be filed within 90 days after the election.	16-904
Contact Information: Jenn Nelson, Education Elections Coordinator, Phone: 928-771-3326 / 928-442-5138, jenn.nelson@yavapai.us			

## 2016 Yavapai County Open Governing Board Seats

<b>DIST #</b>	<b>SCHOOL DISTRICT</b>	<b># SEATS TO FILL</b>	<b>TERM LENGTH</b>	<b>2 YEAR TERM CANDIDATES</b>	<b>4 YEAR TERM CANDIDATES</b>	<b>INCUMBENT</b>	<b>FILED</b>	<b>WRITE-IN CANDIDATES</b>
31	Ash Fork	2	2 - 4 Year			Susan Barnes		
						Carl Keele		
20	Bagdad	4	3 - 4 Year 1-2 Year			Amanda Armstrong		
						Johanna Chadwick		
						William Webster		
						Golden Brimhall		
26	Beaver Creek	3	3 - 4 Year			Jackie Harshman		
						Diana Foltz		
						Jeannette Estes		
28	Camp Verde	3	3 - 4 Year			Helen Freeman		
						Christine Schneider		
						Robert Simbric		
50	Canon	2	2 - 4 Year			Vicki Elkins		
						Cynthia Ganey		
51	Chino Valley	3	3 - 4 Year			Peter Atonna		
						Sherry Brown		
						Daniel Chacon		



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3	Clarkdale-Jerome	2	2 - 4 Year			Michael Gordan		
						Jill Zaske		
17	Congress	2	2 - 4 Year			BriAnna Barksdale		
						James Thompson		
6	Cottonwood-Oak Creek	3	3 - 4 Year			JoAnne Cook		
						Marvin Lamer		
						Mary Valenzuela		
41	Crown King	1	1 - 4 Year			Margaret Henningsen		
35	Hillside	1	1 - 4 Year			James Stalcup		
22	Humboldt	3	3 - 4 Year			Richard Adler		
						Gary Hicks		
						Brian Letendre		
23	Kirkland	4	3 - 4 Year 1-2 Year			Diana Dowling		
						Samir Rafeedie		
						Kenneth Denney		
						Jennifer McCracken		
43	Mayer	2	2 - 4 Year			Mark Mathern		

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						Rita Sue Russell		
<b>4</b>	<b>Mingus Union</b>	<b>3</b>	<b>3 - 4 Year</b>			<b>Anthony Lozano</b>		
						<b>Robb Williams</b>		
						<b>Brenda Zenan</b>		
<b>#02</b>	<b>Mountain Institute</b> (Chino Valley)	<b>1</b>	<b>1 - 4 Year</b>			<b>Joanne Fitterer</b>		
	<b>Mountain Institute</b> (Prescott)	<b>1</b>	<b>1 - 4 Year</b>			<b>Michael Taylor</b>		
	<b>Mountain Institute</b> (Seligman)	<b>1</b>	<b>1 - 4 Year</b>			<b>Maxine Howington</b>		
<b>1</b>	<b>Prescott</b>	<b>3</b>	<b>3 - 4 Year</b>			<b>John Mackin</b>		
						<b>Scott Hicks</b>		
						<b>Tina Seeley</b>		
<b>9</b>	<b>Sedona-Oak Creek</b>	<b>3</b>	<b>3 - 4 Year</b>			<b>John Miller</b>		
						<b>Tommy Stovall</b>		
						<b>Roberta Surber</b>		
<b>40</b>	<b>Seligman</b>	<b>3</b>	<b>3 - 4 Year</b>			<b>Scott Cray</b>		
						<b>Charles Cruise</b>		

## 2016 Yavapai County Open Governing Board Seats

DIST #	SCHOOL DISTRICT	# SEATS TO FILL	TERM LENGTH	2 YEAR TERM CANDIDATES	4 YEAR TERM CANDIDATES	INCUMBENT	FILED	WRITE-IN CANDIDATES
						Patricia Foy		
15	Skull Valley	1	1 - 4 Year			Laura Briggs		
#01	VACTE (Clarkdale)	1	1 - 4 Year			Charlene Day		
	VACTE (Camp Verde)	1	1- 2 Year			Steven Pike		
	VACTE (Sedona-Oak Creek)	1	1-4 Year			Dan Brown		
7	Walnut Grove	1	1 - 4 Year			Barbara Davis		
402	West-MEC Sub-district #4 (Yavapai)	1						
9	Wickenburg (Yavapai)	1						
2	Williamson Valley	1	1 - 4 Year			John Kieckhefer		
52	Yarnell	3	2 - 4 Year			Jolene Miller		
						Penelope Thal		
						Richard Goldman		
COLLEGE DISTRICT	# SEATS	TERM LENGTH	DISTRICT#					
	TO FILL			4 Year Term	6 Year Term			
999	1	1-6 Year	2			Deb McCasland		

# 2016 Yavapai County Open Governing Board Seats

DIST #	SCHOOL DISTRICT	# SEATS TO FILL	TERM LENGTH	2 YEAR TERM CANDIDATES	4 YEAR TERM CANDIDATES	INCUMBENT	FILED	WRITE-IN CANDIDATES