

# **CITY OF SCOTTSDALE**

**2024**

## **PRIMARY AND GENERAL ELECTIONS**

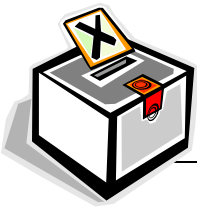
### **CANDIDATE HANDBOOK**

# **VOTE**



**City Clerk's Office**  
**City of Scottsdale**  
3939 N. Drinkwater Blvd.  
Scottsdale, AZ 85251  
(480) 312-2411

Drafted September 2023



# GENERAL INFORMATION

## FORM OF GOVERNMENT

The Scottsdale City Charter provides that the municipal government of the City shall be known as the council manager form of government. All powers are vested in an elected council that enacts local legislation, adopts budgets, determines policies, and appoints the Charter Officers (City Attorney, City Auditor, City Clerk, City Manager, and City Treasurer) and Presiding Judge. All powers of the city are exercised in the manner prescribed by the Charter, or if not prescribed, then in such manner as may be prescribed by ordinance.

## CITY COUNCIL

The Council consists of a Mayor and six Councilmembers elected from the city at large to serve four-year terms. Elections are held every two years in the fall of even-numbered years.

Neither the Mayor nor any member of Council may serve more than three consecutive elected terms.

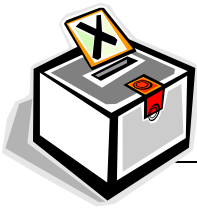
## OFFICES TO BE FILLED, INDUCTION, SALARIES

The office of Mayor and three Council seats will be filled in 2024. The incumbents are Mayor David D. Ortega and Councilmembers Tammy Caputi, Tom Durham, and Betty Janik.

The newly elected Mayor and Councilmembers will be inducted at the first regular Council meeting in January 2025.

The City Charter sets the monthly salary of the Mayor and Council. The current monthly salary for the Mayor is \$4,955. The current monthly salary for Councilmembers is \$3,015.

*Notes . . .*



**CANDIDATE QUALIFICATIONS [Charter, Article 2, Section 4]**

The Charter requires the Mayor and Councilmembers to be qualified electors of the city. A Mayor or Councilmember cannot hold any other public office that in any way conflicts with the office of Mayor or Councilmember, and shall have resided in Scottsdale, or in an area annexed by Scottsdale, for one year preceding the date of election or appointment to office. If the Mayor or a Councilmember ceases to possess any of these qualifications, or is convicted of a crime involving moral turpitude, the office immediately becomes vacant.

**Qualified Elector [ARS § 16-101; Charter, Article 9, Section 2]**

A qualified elector of the city is defined as a person whose name appears on the Maricopa County voter registration rolls in a precinct of the City of Scottsdale for the last preceding General Election, or who has subsequently registered in a Scottsdale precinct, and is otherwise qualified. A qualified elector must meet the requirements of the Constitution and laws of the State of Arizona for state, county, and city electors. In addition, a qualified elector must be a resident of the city for at least 29 days prior to any Primary, General, or Special City Election.

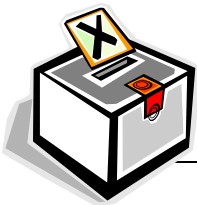
**RESIGN TO RUN [Arizona Constitution, Article XXII, Section 18; ARS § 38-296; Charter, Article 2, Section 5; Scottsdale Revised Code § 2-242]**

An incumbent Mayor or Councilmember, who is not in the final year of his term, shall resign from office before offering themselves for nomination or election to any salaried local, state, or federal office. An incumbent Mayor or Councilmember in the final year of a term being served may offer themselves for nomination or election to any salaried local, state, or federal office without resignation from office.

A board or commission member appointed by the Council must resign as a member of the board or commission prior to offering themselves for nomination or election for any salaried public office, including a city, state, or federal public office.

Resignations required by this section shall be in writing, filed with the City Clerk, and shall be effective upon filing.

*Only qualified electors of Scottsdale may sign candidate nomination petitions [ARS § 16-321(B)].*



**FORGOING A PRIMARY ELECTION [Charter, Article 9, Section 1]**

If no more than two candidates file nomination petitions for each vacancy in office, the Primary Election may be dispensed with for that office.

For example, if no more than two candidates file petitions for the office of Mayor, a Primary Election would not be held for that office, and both candidates' names would appear on the General Election ballot. If no more than six candidates file petitions for the office of Council, a Primary Election would not be held for that office, and all six Council candidates' names would appear on the General Election ballot.

It is possible to forgo a Primary Election for one office and still have a Primary Election for another office. For example, if three candidates file petitions for Mayor, and only six candidates file petitions for three Council seats, there would be a Primary Election for Mayor, but there would not be a Primary Election for the office of Councilmember.

Write-in candidates are not used in determining whether a Primary Election will be held for a particular office.

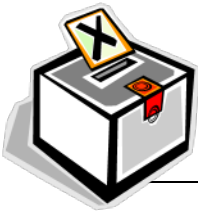
**ELECTION AT THE PRIMARY (Determining a Majority) [Charter, Article 9, Sections 5 and 6]**

Any candidate who receives at the Primary Election a majority of the legal votes cast for that candidate's race is declared to be elected at the Primary to the office for which he or she is a candidate. A legal vote means a vote actually cast in that candidate's race and excludes ballots and other votes that were not actually cast in that race.

A "majority" is calculated by dividing the total number of legal votes cast in each candidate's race by the number of seats to be filled, dividing that number in half, and rounding to the next highest whole number.

For example, three candidates are running for Mayor and twelve candidates are running for three Council seats. The results of the Primary Election indicate that 1,000 voters cast 991 legal votes in the Mayor's race. As a result, to be elected Mayor at the Primary, a mayoral candidate must receive at least 496 votes. The total number of legal votes (990) divided by the number of seats (1), then dividing that number in half (495.5) and rounding to the next highest whole number (496).

*Any candidate who receives at the Primary Election the number of votes constituting a majority of the legal votes cast in that candidate's race shall be declared to be elected to the office for which he or she is a candidate.*



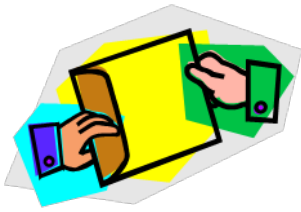
Those same 1,000 voters cast 2,763 legal votes for Council candidates. As a result, to be elected to a Council seat at the Primary, a Council candidate must receive at least 461 votes. The total number of legal votes (2,763) divided by the number of seats (3), then dividing that number (921) in half (460.5) and rounding to the next highest whole number (461).

If there are offices that are not filled at the Primary Election, a General Election must be held to fill those offices.

No more than twice the number of candidates for which there are vacancies to be filled may be placed on the General Election ballot. For example, if two Council seats are not filled at the Primary Election, the four candidates receiving the highest number of votes at the Primary Election, excluding those who received a majority and were declared elected, would have their names placed on the General Election ballot.

There is one exception to the rule:

If, at the Primary Election, a candidate qualifies to have his or her name placed on the General Election ballot and another candidate receives an equal number of votes at the Primary Election, then all such candidates receiving said equal number of votes shall have their names placed on the ballot for the General Election [***Charter, Article 9, Section 6***]. For example, if the two candidates receiving the sixth and seventh most votes had the exact same number of votes, both candidates would proceed to the General Election.



# CANDIDATE PACKET

Each candidate packet contains the required forms for filing nomination petitions, a Statement of Organization form, campaign finance forms, and a copy of the City Charter. These materials are described in more detail starting at the bottom of this page.

## CANDIDATE STATEMENT OF INTEREST [ARS § 16-311(B)]

Scottsdale candidates are required to file a Candidate Statement of Interest with the City Clerk before collecting nomination petition signatures. Any signatures collected before the Statement of Interest is filed with the City Clerk are invalid and may be subject to challenge pursuant to A.R.S. § 16-351.

## FILING DEADLINE [ARS § 16-311(B)]

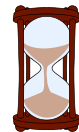
To become an official candidate for Council and have your name printed on the August 6, 2024 Primary Election ballot, the following forms must be filed with the City Clerk no sooner than Monday, March 11, 2024, and no later than 5:00 p.m., Monday, April 8, 2024:

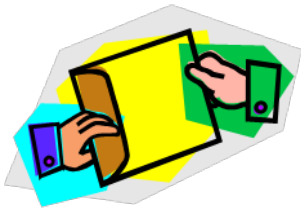
- **Nomination Petitions** containing at least 1,000, but not more than 13,903 valid signatures. **(required)**
- **Nomination Paper (required)**
- **Financial Disclosure Statement (required)**
- **Candidate Statement (optional)**

All required materials must be filed at the same time. Candidates are highly encouraged to set an appointment with the City Clerk when they are ready to file these documents.

## CANDIDATE CHECKLIST

The Candidate Checklist identifies the documents and forms that must be properly executed and filed with the City Clerk's Office by the filing deadline (5:00 p.m., Monday, April 8, 2024) before a candidate can have his or her name printed on the official ballot.





**FINANCIAL DISCLOSURE STATEMENT [SRC §§ 2-77 – 2-78; ARS § 16-311(I)(1); ARS § 38-543]**

A completed Financial Disclosure Statement must be filed at the same time the candidate’s Nomination Paper and petitions are filed with the City Clerk.

**NOMINATION PETITIONS (NONPARTISAN)**

The candidate packet contains one sample nonpartisan nomination petition in English and one in Spanish. Additional blank petitions may be obtained by photocopying the sample petition or from the Scottsdale elections website: [www.scottsdaleaz.gov/elections](http://www.scottsdaleaz.gov/elections).

Petition signatures may also be gathered using the online nomination petition system (E-Qual). More information about E-Qual can be found in the E-Qual Candidate and Voter Guides, which are included as part of the candidate packet.

Unless a candidate has a legally protected residential address, they should use their residential address on nomination petitions.

The earliest date petitions may be filed is Monday, March 11, 2024. *The deadline for filing petitions and nominating papers is 5:00 p.m., Monday, April 8, 2024.*

**Number of Signatures Required [SRC § 2-6; ARS § 16-322(A)(8)]**

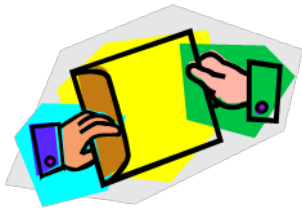
Nomination petitions must contain at least 1,000, and not more than 13,903, valid signatures.

A qualified elector (registered Scottsdale voter) may sign one nomination petition for each seat or office to be filled. In 2024, one Mayoral seat and three Council seats are to be filled; therefore, an elector may sign up to one candidate nomination petition for Mayor and three candidate nomination petitions for Council.

**Supplemental Petition Filings**

Nominating petitions must contain the minimum number of valid signatures at the time of the initial filing of candidate papers. Candidates may make one supplemental filing of additional petition sheets prior to the candidate filing deadline (5:00 p.m., Monday, April 8, 2024).

*Only qualified electors of Scottsdale may sign candidate nomination petitions [ARS § 16-321(B)].*



### **Legal Sufficiency of Nomination Petitions [ARS § 16-351]**

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The Clerk only determines that the nomination petitions are substantially in regular form and contain the required number of signatures. The Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors. Any challenge must be filed in Superior Court by the tenth business day after the last day for filing nomination papers and petitions.

### **Petition Circulators [ARS § 16-321(D)]**

A petition circulator is not required to be an Arizona resident, but otherwise shall be qualified to register to vote in Arizona pursuant to ARS § 16-101 and, if not a resident of Arizona, shall [register as a circulator with the Secretary of State](#). Only one person may circulate a petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition.

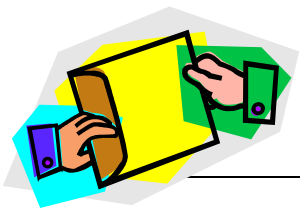
### **NOMINATION PAPER/DECLARATION OF QUALIFICATION [ARS § 16-311]**

The Nomination Paper provides written notification to the City Clerk of an individual's intent to become a candidate for office. The following information is required on the Nomination Paper:

1. Actual residence address or description of place of residence and post office address.
2. The office for which the candidate is offering candidacy.
3. The date of the election.
4. The exact way a candidate desires to have his/her name printed on the official ballot. This manner is limited to the candidate's surname and given name or names, an abbreviated version of such names, or appropriate initials. Nicknames are permissible, but nicknames, abbreviated versions or initials of given names may not suggest reference to professional, fraternal, religious, or military titles and may not include a slogan, a promotional word or phrase or any word that does not actually constitute a nickname. Candidate's abbreviated names or nicknames may be printed within quotation marks. The candidate's surname must be printed first, followed by the given name or names.
5. A declaration that the candidate at the time of the election will be qualified to hold the office being sought.

A Nomination Paper must be filed at the time the candidate's Financial Disclosure Statement and nomination petitions are filed.





## CANDIDATE INFORMATION PAMPHLET

The City Clerk's Office publishes and distributes a Candidate Information Pamphlet to the registered voters of Scottsdale approximately thirty days prior to the election. Any candidate who has filed the documents required by law to have his or her name printed on the official ballot may file a statement to be printed in the Candidate Information Pamphlet for the 2024 Primary and General elections. Guidelines for preparing and filing a statement are included in Exhibit A of this manual.

For the August 6, 2024 Primary Election, the candidate or candidate's representative must file the candidate's statement with the City Clerk no later than 5:00 p.m., Monday, April 8, 2024, the last day for filing documents required to become a candidate. If the Primary Election is cancelled, the deadline for filing candidate statements is automatically extended to the deadline for filing candidate statements for the General Election pamphlet.

For the November 5, 2024 General Election, the deadline for filing updated candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, August 9, 2024.

## WRITE-IN CANDIDATES [ARS § 16-312]

A write-in candidate is not required to file nomination petitions; however, a write-in candidate is required to file all other candidate election forms. To qualify as a write-in candidate, a Nomination Paper/Declaration of Qualification, and Public Officers Financial Disclosure Statement must be filed with the City Clerk's Office not earlier than Monday, March 11, 2024 (first business day that is 150 days prior to the Primary Election) and not later than 5:00 p.m., Thursday, June 27, 2024 (40 days prior to the Primary Election). If the Primary Election is cancelled, the deadline to file as a write-in candidate would be no earlier than Monday, June 10, 2024 (first business day that is 150 days prior to the General Election) and not later than 5:00 p.m., Thursday, September 26, 2024 (40 days prior to the General Election). ***Any person seeking to run as a write-in candidate who does not file a timely nomination paper shall not be counted in the tally of ballots. A candidate who files nomination paperwork but does not qualify for the ballot cannot then run as a write-in candidate.***





# CAMPAIGN FINANCE

A candidate for Mayor or Council must comply with all State campaign finance laws [[ARS Title 16, Chapter 6](#)]. Campaign finance laws are specific and detailed. They establish, among other things, when a candidate is required to form a committee, how a candidate's committee must be constituted, contribution limits, and when campaign finance reports are required and their content. The importance of strict compliance with campaign finance laws cannot be overstated. Timely, accurate compliance with campaign laws is essential to avoid monetary penalties, possible criminal violations, and other negative consequences. Failure to comply with campaign finance laws may be the subject of enforcement actions, as well as civil and criminal penalties.

## **CAMPAIGN FINANCE LAWS, FORMS AND REPORTS**

The Candidate Packet contains:

1. A copy of the Secretary of State's *Campaign Contribution Limits for the 2023-2024 Election Cycle*; and
2. Copies of required campaign finance forms, along with an instruction manual for completing the forms. Forms are also available from the City Clerk and on the Internet: [www.scottsdaleaz.gov/elections](http://www.scottsdaleaz.gov/elections).

### **Statement of Organization**

Candidates who receive contributions or make expenditures, in any combination, of at least \$500 in connection with their candidacy in the 2024 City of Scottsdale municipal elections must designate, in writing, a political committee to serve as the candidate's committee by filing a Statement of Organization with the City Clerk (filing officer). [[ARS § 16-905\(B\)](#)]

A candidate may have only one committee in existence for the same office during the same election cycle. Candidates are encouraged to form a new committee for each City election in which they are a candidate. However, if a candidate wants to designate a committee from a prior City election as his or her committee for the 2024 election cycle, the candidate must notify the City Clerk in writing before collecting any signatures, accepting any contributions, or making any expenditures.

Committees are required to file an amended statement of organization within ten days of a change in committee information. [[ARS § 16-906](#)]

*Notes . . .*

*To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of an attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.*



**Campaign Finance Reporting Requirements [ARS §§ 16-926 – 16-928]**

There are several campaign finance reports that **must** be filed with the City Clerk throughout the election period. Only one set of Campaign Finance Report forms is included in the Candidate Packet. Additional copies are available from the City Clerk’s Office and on the Internet: <https://www.scottsdaleaz.gov/elections/elections-campaign-forms>

It is the responsibility of the candidate and/or the candidate’s committee to ensure all deadlines are met. The receipt date by the Clerk’s Office is the date of filing. Electronic filing via fax or email is permissible if the report is legible.

The required reports and filing dates for the 2024 elections are:

**2023 4th Quarter Report:**

Covers activity from October 1, 2023\* through December 31, 2023  
Earliest Filing Date: January 1, 2024      **DEADLINE:** January 16, 2024

**2024 1st Quarter Report:**

Covers activity from January 1, 2024\* through March 31, 2024  
Earliest Filing Date: April 1, 2024      **DEADLINE:** April 15, 2024

**2024 2nd Quarter Report:**

Covers activity from April 1, 2024\* through June 30, 2024  
Earliest Filing Date: July 1, 2024      **DEADLINE:** July 15, 2024

**2024 Pre-Primary Election Report:**

Covers activity from July 1, 2024\* through July 20, 2024  
Earliest Filing Date: July 21, 2024      **DEADLINE:** July 27, 2024

**2024 Post-Primary/3<sup>rd</sup> Quarter Election Report:**

Covers activity from July 21, 2024\* through September 30, 2024  
Earliest Filing Date: October 1, 2024      **DEADLINE:** October 15, 2024

**2024 Pre-General Election Report:**

Covers activity from October 1, 2024\* through October 19, 2024  
Earliest Filing Date: October 20, 2024      **DEADLINE:** October 26, 2024

**2024 Post-General/4<sup>th</sup> Quarter Election Report:**

Covers activity from October 20, 2024\* through December 31, 2024  
Earliest Filing Date: January 1, 2025      **DEADLINE:** January 15, 2025

*\*Or opening reporting date*

The information required for each campaign finance report can be found in [ARS Title 16, Chapter 6](#).



## **CAMPAIGN CONTRIBUTION LIMITS [ARS § 16-912]**

Campaign contribution limits are listed on the Secretary of State’s *Campaign Contribution Limits for the 2023-2024 Election Cycle\** chart, which is included in the Candidate Packet. In summary, the limits are:

1. \$6,650 per election cycle from an individual or a Political Action Committee (PAC) without Mega PAC status.
2. \$13,300 per election cycle from a PAC with Mega PAC status.

**\*Note:** “Election Cycle” means the two-year period beginning on the first day of the calendar quarter after the quarter in which the City’s general election is scheduled and ending on the last day of the calendar quarter in which the second City’s immediately following general election is scheduled. (Current cycle is January 1, 2023, to December 31, 2024, and the next cycle will be January 1, 2025, to December 31, 2026.) [ARS § 16-901]

The *Campaign Contribution Limits for the 2023-2024 Election Cycle* chart also contains additional information and regulations regarding campaign finance. Please refer to this document for a comprehensive list of expenditure limitations.

## **FAILURE TO FILE [ARS § 16-937; ARS § 16-938]**

A committee failing to file any of the required campaign finance reports is subject to a penalty of \$10 for each day that the filing is late during the first fifteen days after the filing deadline, and \$25 for each subsequent day that the filing is late. Penalties accrue until the late report is filed. If the committee fails to file a report within 30 days after the filing deadline, the filing officer may, after providing written notice by email to the committee within five days after the filing deadline, refer the matter to the City Attorney.

Upon request from the filing officer (City Clerk) or the enforcement officer (City Attorney), a committee that has filed a statement of organization shall produce any of the records required to be kept pursuant to ARS § 16-907 to the filing officer or enforcement officer.

A person that qualifies as a committee as prescribed by ARS § 16-905 shall report all contributions, expenditures and disbursements that occurred before qualifying as a committee and shall maintain and produce records as prescribed by ARS § 16-907.

***Upon request from the filing officer (City Clerk) or the enforcement officer (City Attorney), a committee that has filed a statement of organization shall produce any of the records required to be kept pursuant to ARS § 16-907.***



## **TERMINATION OF CANDIDATE COMMITTEES**

**[ARS § 16-933; ARS § 16-934]**

A committee may terminate only when the committee treasurer files a termination statement with the filing officer (City Clerk) certifying under penalty of perjury that:

- 1) The committee will no longer receive any contributions or make any disbursements.
- 2) The committee has either no outstanding debts or obligations, or has outstanding debts or obligations, or both, that are all more than five years old, and that the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee.
- 3) All surplus monies have been disposed of and that the committee has no cash on hand.
- 4) All contributions and expenditures have been reported, including any disposal of surplus monies.

A candidate committee may transfer surplus funds, including the committee's debts and obligations, to a subsequent committee for that individual or candidate, as prescribed by ARS § 16-913.

A committee shall dispose of surplus monies only as follows:

- 1) Return surplus monies to the contributor.
- 2) Contribute surplus monies pursuant to and within the limits prescribed in ARS §§ 16-911 through 16-918.
- 3) In the case of a candidate committee, contribute surplus monies to a candidate committee for another candidate under the following conditions:
  - a) The candidate committee makes the contribution after the time period for filing a nomination paper pursuant to ARS § 16-311(A).
  - b) The candidate associated with the candidate committee that makes the contribution did not file a nomination paper to run for election in the current election cycle.
  - c) In the case of a candidate committee for legislative office, the candidate committee makes the contribution when the legislature is not in regular legislative session.
  - d) The candidate committee makes the contribution within the limits prescribed for individuals in ARS § 16-912.
- 4) Donate surplus monies to a nonprofit organization that has tax exempt status under section 501(c)(3) of the internal revenue code.

Surplus monies shall not be used for or converted to personal use.



A Termination Statement is included in the election packet. This form may be used to dissolve a political committee at the end of the election cycle and when the committee meets the criteria listed above.



# CAMPAIGNING

## PROMOTIONAL MATERIAL [ARS § 16-925]

A person (defined in ARS § 16-901) that makes an expenditure for an advertisement or fundraising solicitation, other than an individual, shall include the following disclosure 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.

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.

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 or electronically, the disclosure shall be clearly readable.
3. Displayed on a sign or billboard, the disclosure shall be displayed in a height that is at least four percent of the vertical height of the sign or billboard.
4. 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 of the vertical picture height.

This disclosure requirement exempts:

1. Social media messages, text messages, or messages sent by a short message service.
2. Advertisements placed as a paid link on a website, if the message is not more than 200 characters in length and the link directs the user to another website that complies with the disclosure requirements.

*Notes . . .*



3. Advertisements that are placed as a graphic or picture link, if the disclosures 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 the disclosure requirements.
4. Bumper stickers, pins, buttons, pens, and similar small items on which the required statements 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.

### **Political Signs [ARS § 16-1019]**

With limited exceptions, state law prohibits a city, town, or county of the state from removing political signs from public right-of-way commencing 71 days before the primary election and ending 15 days after the general election. [ARS § 16-1019 (H)]. If a candidate does not advance to the general election, the candidate's signs must be removed within 15 days after the primary election. Campaign signs are required to contain the name and telephone number, or website address, of the candidate or campaign committee contact person. Additional information about campaign signs is available online:

<http://www.scottsdaleaz.gov/codes/signs/campaign-signs>

### **REQUESTS FOR INFORMATION**

Requests for public information are processed through the City Clerk. Until you become a Council candidate (valid petitions and required paperwork have been filed with the City Clerk), a request for public information will be processed in the same manner as all other public records requests. Recognizing the City's responsibility to provide accurate information and equal treatment to all Council candidates, the following procedures will be used to provide information to candidates:

1. All candidates will be treated equally.
2. Requests for public information must be submitted in writing.
3. Information given to one candidate will be made available to all candidates.
4. Documents and reports provided to the Council on a regular basis (excluding Council agendas and minutes, which are available online) will be provided to official candidates at no cost.
5. A copying charge will be assessed for copies of documents that are not routinely provided to the Council.

*Please check with Code Enforcement (480-312-2546) to ensure placement of temporary, non-commercial signs, including campaign signs, does not occur in either of the City's two sign free zones.*





## **MARICOPA COUNTY ELECTION FILES**

The City Clerk's Office receives several election files from Maricopa County Elections and makes them available to candidates on compact disc (CD) or USB drive at a cost of \$5 each. Everyone who purchases a CD or USB drive is required to sign a form declaring that the information will not be used for commercial purposes; that it will not be bought, sold, or transferred for any purpose (except those authorized by ARS § 16-168) unless approved by the Maricopa County Recorder; and that it will only be used for purposes relating to a political campaign or specifically authorized by law. The signed form will be kept on file in the Clerk's Office and will apply to all election CDs or USB drives obtained by the candidate or candidate's committee for the 2024 elections.

### **Early Ballot Requests File (EV-32)**

The Early Ballot Requests file (EV-32) contains a list of voters who have requested early ballots and typically covers the previous business day's requests. The files are usually available by noon each business day. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

The names that are in each file are unique to that day's requested early ballot activity. However, the latest CD or USB drive will include a cumulative file, as well as all the EV-32 files our office has received to date.

### **Early Ballot Returns File (EV-33)**

Every business day, beginning with the first full week after early voting begins, Maricopa County issues an Early Ballot Returns file (EV-33). The EV-33 file contains a list of voters who have returned their early ballots and typically covers the previous day's returns. The files are usually available by noon each business day. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

The names that are in each file are unique to that day's returned early ballot activity. However, the latest CD or USB Drive will include a cumulative file, as well as all the EV-33 files our office has received to date.

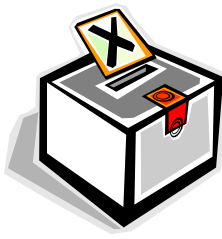


**Voted File (VM-55)**

Approximately one to four weeks after each election, Maricopa County issues a Voted file (VM-55), which contains the names and addresses of the Scottsdale registered voters who cast ballots in that election. Each entry is coded to indicate the way the ballot was cast (e.g., at a polling location, by mail, at an early voting site, etc.).

**Registered Voter File (VM-51)**

Maricopa County also provides a VM-51 Registered Voter file containing the names and addresses of registered voters in Scottsdale. This file is usually issued in June and at the close of voter registration for both the Primary Election and the General Election.



# VOTING INFORMATION

## VOTER REGISTRATION

Voters may register or update existing registration at:  
<https://elections.maricopa.gov/voter-registration/register-to-vote.html> or  
[www.servicearizona.com](http://www.servicearizona.com). Voter registration forms are available at all Scottsdale public libraries, or by calling Maricopa County Elections, 602-506-1511 or 602-506-2348 (TDD).

### **VOTER REGISTRATION DEADLINES**

Primary Election, August 6, 2024  
**Registration Deadline: July 8, 2024**

General Election (if necessary), November 5, 2024  
**Registration Deadline: October 7, 2024**

## ACTIVE EARLY VOTING LIST

Arizona allows voters to place their names on an Active Early Voting List (formerly known as the Permanent Early Voting List). Once a voter's name is added to the list, an early ballot will be mailed to the voter approximately 27 days prior to an election at which he or she is eligible to vote.

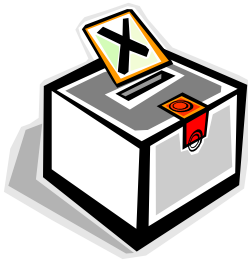
Requests to be added to Maricopa County's Active Early Voting List must be made in writing to Maricopa County Elections Department, Attn: Early Voting, 510 S. Third Avenue, Phoenix, AZ 85003; or online at [www.servicearizona.com](http://www.servicearizona.com). All requests must include the voter's name, residence address, mailing address (if different from the residence address), date of birth, and signature.

A voter may be removed from the Active Early Voting List if the voter does not cast an early ballot in at least one candidate election over the course of two consecutive federal election cycles and fails to respond to an official notice from the Elections Department. The voter would remain registered to vote and can sign up for the Active Early Voting List at any time in the future.

## EARLY VOTING

For the August 6, 2024 Primary Election, early voting begins Wednesday, July 10, 2024 and ends Friday, August 2, 2024. For the November 5, 2024 General Election, early voting begins Wednesday, October 9, 2024 and ends Friday November 1, 2024.

*Notes . . .*



Maricopa County will accept requests for early ballots for the August 6, 2024 Primary Election beginning Sunday, May 5, 2024, and beginning Sunday, August 4, 2024 for the November 5, 2024 General Election.

Registered voters may request an early ballot by:

- Calling Maricopa County at 602-506-1511 or 602-506-2348 (TDD).
- Applying online: <https://elections.maricopa.gov/voting/request-mail-ballot.html>
- Mailing a written request to:  
Maricopa County Elections  
Attn: Early Voting  
510 S. Third Avenue  
Phoenix, AZ 85003

Written requests must include the voter's name, residence address, date of birth, election for which the ballot is being requested, address where the ballot is to be mailed (if different from the residence address), and the signature of the requestor.

### **How to Vote Early by Mail or With Assistance**

For an early ballot to be valid and counted, the voted early ballot and signed affidavit must be returned to the Maricopa County Elections Office, or any Election Day polling place within Maricopa County, no later than 7:00 p.m. on Election Day.

Voting assistance may be requested by contacting Maricopa County Elections, 510 S. Third Avenue, Phoenix, AZ 85003, 602-506-1511, or 602-506-2348 (TDD), before 5:00 p.m., Friday, July 26, 2024, for the August 6, 2024 Primary Election, and by Friday, October 25, 2024, for the November 5, 2024 General Election. Verbal or written requests must specify the address of confinement.

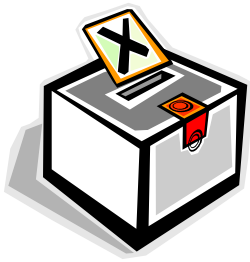
### **How to Vote Early in Person**

Voters may cast an early ballot in person by appearing at any of the Maricopa County Elections offices listed below, or any other designated early voting site, no later than 5:00 p.m., Friday, August 2, 2024, for the August 6, 2024 Primary Election, and Friday, November 1, 2024, for the November 5, 2024 General Election.

### **Locations Designated for Early Voting in Person**

Maricopa County designates early voting locations. For the latest information on early voting locations, please see [locations.maricopa.vote](https://locations.maricopa.vote) or [scottsdale.vote](https://scottsdale.vote) approximately 30 days prior to the start of the early voting period.

***Voters who request an early ballot for the August 6, 2024 Primary Election will receive an early ballot for the November 5, 2024 General Election.***



**VOTING AT THE POLLS**

Polling places will be open from 6:00 a.m. to 7:00 p.m. on Election Day. Any qualified voter who is in the line of waiting voters at the time the polls close shall be allowed to vote [ARS § 16-565(D)].

Any registered voter, at the voter’s option, may be accompanied by a minor; be accompanied and assisted by a person of the voter’s own choice; or be assisted by two election officials, one from each major political party, during any process relating to voting or during the actual process of voting on a paper ballot, machine, or electronic voting system. A person who is a candidate for an office in that election is not eligible to assist any voter [ARS § 16-580(E)].

**Important Dates to Remember**

Last Day to Register to Vote in Primary Election..... Monday, July 8, 2024  
Last Day to Request a Ballot to be Mailed (Primary)..... Friday, July 26, 2024  
Last Day to Vote Early in Person (Primary) ..... Friday, August 2, 2024  
Last Day to Return Early Ballots (Primary)..... by 7:00 p.m., Tuesday, August 6, 2024

**PRIMARY ELECTION..... Tuesday, August 6, 2024**

Last Day to Register to Vote in General Election.....Monday, October 7, 2024  
Last Day to Request a Ballot to be Mailed (General) .....Friday, October 25, 2024  
Last Day to Vote Early in Person (General) .....Friday, November 1, 2024  
Last Day to Return Early Ballots (General) ..... 7:00 p.m., Tuesday, November 5, 2024

**GENERAL ELECTION .....Tuesday, November 5, 2024**

*For additional information, please call the City of Scottsdale, City Clerk’s Office, 480-312-2411.*

**CITY OF SCOTTSDALE  
2024 ELECTIONS  
CANDIDATE INFORMATION PAMPHLET  
GUIDELINES FOR FILING CANDIDATE STATEMENTS**

**WHO MAY FILE A STATEMENT**

Any candidate who has filed the documents required by law to have his or her name printed on the 2024 Primary Election ballot may file a statement to be printed in the Candidate Information Pamphlet for that election. If a General Election is necessary, any candidate who is eligible to have his or her name printed on the General Election ballot may file a statement for inclusion in the Candidate Information Pamphlet for that election.

**DEADLINE FOR SUBMITTING STATEMENTS**

For the August 6, 2024 Primary Election, the candidate or candidate's representative must file the candidate's statement with the City Clerk no later than 5:00 p.m., Monday, April 8, 2024, the last day for filing documents required to become a candidate. If the Primary Election is cancelled, the deadline for filing candidate statements is automatically extended to the deadline for filing candidate statements for the General Election pamphlet.

For the November 5, 2024 General Election, the deadline for filing candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, August 9, 2024.

**FORM OF STATEMENT**

Statements shall be limited to 300 words and will not be edited by the City Clerk's Office. The 300-word limit is in addition to brief biographical information. **Biographical information is limited to name, age, current occupation, education, and candidate's email address and website only.** Career accomplishments, awards, past occupations, and similar information must be placed in the body of the statement and will count towards the 300-word limit. Candidate statements shall not take up more than one page in the pamphlet.

A 2" x 2" head shot photo of the candidate in electronic format will be printed in the pamphlet if presented at the same time as the statement. If no photo is submitted, or is untimely submitted, only the biographical information and 300-word statement will be printed. An empty box will appear where the picture would have been. If the printer is unable to reproduce a photo through no fault of the candidate who submitted it, the Clerk will work with the printer and the candidate to make sure a suitable photo of the candidate is included in the pamphlet.

If no statement is received from a qualified candidate, a statement will be placed in the pamphlet to the effect that, ***"No statement was received from this candidate by the deadline for filing statements."***

**FORMAT**

The format that will be used for the 2024 election candidate pamphlets will be substantially in the form of previous pamphlets. A legal disclaimer will be printed in the pamphlet indicating: **"Candidate statements represent the opinions of the authors and have not been edited or checked for**

**grammar, spelling or accuracy of content.”** The Candidate Information Pamphlet was precleared by the United States Department of Justice for all City of Scottsdale candidate elections.

### **ORDER OF PLACEMENT IN THE PAMPHLET**

To determine the order of placement of the statements in the pamphlet, the name of each candidate shall be written on a piece of paper and placed in a container. An impartial person shall draw the names and the statements shall be placed in the pamphlet in the order that the names were drawn. This drawing of names shall be done in public, and all candidates will be given prior notification of the time and place for the drawing.

### **CONSISTENCY FOR EFFICIENT PREPARATION**

The following rules apply to the preparation of statements that are submitted for inclusion in the 2024 Election Candidate Information Pamphlet.

- Statements must be typed or printed and signed by the candidate, which may be submitted electronically or in person. In addition to a signed copy of the candidate statement, candidates must submit their statements in either Microsoft Word or Google Docs formats via an e-mail to: [blane@scottsdaleaz.gov](mailto:blane@scottsdaleaz.gov).
- Statements must be provided in English.
- For the August 6, 2024 Primary Election, the candidate or candidate’s representative must file the candidate’s statement with the City Clerk no later than 5:00 p.m., Monday, April 8, 2024, the last day for filing documents required to become a candidate.
- For the November 5, 2024 General Election, the deadline for filing candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, August 9, 2024.

The City Clerk will determine a uniform type size, font, style, and format for the statements and will have each statement typeset in conformance with this format.

The City Clerk will have all statements translated into Spanish as required by the Voters’ Right Act and will print both English and Spanish versions of the pamphlet. The City Clerk will delete any words in excess of the 300-word allowance from the end of the statement.

The City Clerk will not edit the content of the statements, other than the deletion of words in excess of 300 words.

The statements will not be released for public review until after the filing deadline. A candidate may withdraw or amend a statement, or provide a substitute statement, at any time before the filing deadline.

# ELECTION CALENDAR

August 6, 2024 Primary; November 5, 2024 General

Exhibit B

Date/Event	Deadline	Action Required	Authority
SUMMER 2023		Candidate Packets Available in City Clerk's Office.	Traditional
4 <sup>TH</sup> QUARTER REPORT	Tuesday, January 16, 2024	Fourth Quarter Campaign Finance Report due.	ARS 16-927
150 DAYS PRIOR TO PRIMARY ELECTION	Monday, March 11, 2024	Earliest date to file candidate nominating papers & petitions.	ARS 16-311-B
<b>120 DAYS PRIOR</b>	<b>Monday, April 8, 2024</b>	<b>Deadline for filing nominating papers &amp; petitions.</b>	<b>ARS 16-311-B</b>
1 <sup>ST</sup> QUARTER REPORT	Monday, April 15, 2024	First Quarter Campaign Finance Report due.	ARS 16-927
40 DAYS PRIOR	Thursday, June 27, 2024	Receive write-in candidate papers by 5 p.m.	ARS 16-312-B
29 DAYS PRIOR	Monday, July 8, 2024	Voter registration closes (Primary).	ARS 16-120
27 DAYS PRIOR	Wednesday, July 10, 2024	Early ballots must be ready for distribution (Primary).	ARS 16-542-C
2 <sup>ND</sup> QUARTER REPORT	Monday, July 15, 2024	Second Quarter Campaign Finance Report due.	ARS 16-927
11 DAYS PRIOR	Friday, July 26, 2024	Final day to request early ballots by mail (Primary).	ARS 16-542-E
10 DAYS PRIOR	Saturday, July 27, 2024	Pre-Primary Campaign Finance Report due.	ARS 16-927
4 DAYS PRIOR	Friday, August 2, 2024	Last day to vote early at an offsite location (Primary).	ARS 16-542-E
<b>ELECTION DAY (PRIMARY)</b>	<b>Tuesday, August 6, 2024</b>		
3 DAYS AFTER	Friday, August 9, 2024	Candidate Information Statement updates due.	Printing Deadline
29 DAYS PRIOR TO GENERAL ELECTION	Monday, October 7, 2024	Voter registration closes (General).	ARS 16-120
27 DAYS PRIOR	Wednesday, October 9, 2024	Early ballots must be ready for distribution (General).	ARS 16-542-C
POST-PRIMARY REPORT	Tuesday, October 15, 2024	Post-Primary Campaign Finance Report due.	ARS 16-927
11 DAYS PRIOR	Friday, October 25, 2024	Final day to request early ballots by mail (General).	ARS 16-542-E
10 DAYS PRIOR	Saturday, October 26, 2024	Pre-General Campaign Finance Report due.	ARS 16-927
4 DAYS PRIOR	Friday, November 1, 2024	Last day to vote early at offsite location (General).	ARS 16-542-E
<b>ELECTION DAY (GENERAL)</b>	<b>Tuesday, November 5, 2024</b>		
FIRST REGULAR MEETING IN JANUARY	Tuesday, January 7, 2025 <b>(Tentative)</b>	New Council seated.	Charter
POST-GENERAL REPORT	Wednesday, January 15, 2025	Post-General Campaign Finance Report due.	ARS 16-927-B



## *Frequently Asked Questions*

### *What do I need to bring with me when I file?*

- Candidate petitions containing at least 1,000 valid signatures. **(required)**
- A **completed** Local Public Officer's Financial Disclosure Statement. **(required)**
- A **completed** Nomination Paper. **(required)**
- A **completed** Candidate Statement. **(optional)**

### *Do I need an appointment to file my nomination papers?*

Appointments are encouraged, but not required. Petitions are processed on a first-come, first-served basis. So, it is possible to have an appointment and still have to wait a few minutes if there is someone ahead of you.

If you choose not to make an appointment, it is very helpful to the Clerk's Office if you can let us know in advance of your intent to file.

### *Do my petitions need to be numbered or in a particular order?*

No. However, the Clerk's Office can process your petitions much quicker if you follow these simple steps:

1. Sort your petition sheets according to the number of signatures on them. For example, all the sheets with one signature, followed by all of the sheets with two signatures, then all of the sheets with three signatures, etc.
2. Count the number of petition sheets and the number of signatures you have. Write both numbers on a piece of paper and bring the paper with you when you file your petitions (e.g., 98 petition sheets containing 1,381 signatures).

### *May I file my candidate papers earlier than March 11, 2024?*

No. By State law, candidate papers may only be filed between March 11, 2024, and April 8, 2024, for the 2024 election cycle.

### *If I file my papers before the April 8, 2024 filing deadline, may I file additional petition sheets prior to the filing deadline?*

Yes. Candidates may make one supplemental petition filing prior to the deadline (5:00 p.m., Monday, April 8, 2024).

***Am I required to file a 300-word (maximum) candidate statement and photo?***

No, the candidate statement and photo are optional. However, if you do not file a statement, you will not be included in the Candidate Pamphlet that is mailed to every registered voter household just prior to the start of early voting.

***What if I do not have my 300-word candidate statement and photo with me when I file my nomination papers?***

The 300-word candidate statement and photo are optional; therefore, candidates are not required to file the statement and photo at the same time as the nomination papers. However, for a candidate to be included in the Candidate Pamphlet, the statement and photo must be filed with the Clerk's Office by 5:00 p.m. on Monday, April 8, 2024.

If no statement is received from a qualified candidate, a statement will be placed in the pamphlet to the effect that, "***No statement was received from this candidate by the deadline for filing statements.***"

***What is the required format for the candidate statement and photo?***

The candidate statement must be typed and must be signed and dated by the candidate. Statements are limited to 300 words in length and will not be edited by the City Clerk's Office. The 300-word limit is in addition to brief biographical information (name, age, current occupation, education, and candidate's email address and website).

The photo should be head shot photo in electronic format (e-mailed).

***May other people accompany me when I file my papers?***

Yes, you can bring up to two additional people as long as they do not interfere with the counting process.

***Is it permissible to take photographs while I am filing my papers?***

Yes, but City staff and the City's horse and rider logo may not appear in the photograph.

**CITY OF SCOTTSDALE**  
August 6, 2024 Primary Election  
November 5, 2024 General Election (if necessary)

**CANDIDATE CHECKLIST**

**As a candidate, you must:**

- ✓ **File a Statement of Interest prior to collecting any nomination petition signatures. Any nomination petition signatures collected before the date you submit the Statement of Interest are invalid and may be subject to challenge pursuant to A.R.S. § 16-351.**
- ✓ **File a Statement of Organization to form a Candidate Committee within ten days of meeting the committee criteria. (For additional requirements and restrictions refer to A.R.S. § 16-905.)**

**INITIAL FILING FOR CANDIDACY**

The following properly executed forms must be filed with the City Clerk's Office for official filing of your candidacy. All three required items must be submitted at the same time. The filing period for the required documents is no earlier than 8:00 a.m., Monday, March 11, 2024, and **no later than 5:00 p.m., Monday, April 8, 2024:**

- Candidate petitions containing not less than 1,000 signatures or more than 13,903 signatures [ARS § 16-311(B); Ordinance No. 3866]. **(REQUIRED)**
- A completed and signed Local Public Officer's Financial Disclosure Statement. **(REQUIRED)**
- A completed and signed Nomination Paper/Declaration of Qualification form. **(REQUIRED)**
- A candidate statement for inclusion in the Candidate Informational Pamphlet. **(OPTIONAL)**

If you have questions, please call:  
Ben Lane, City Clerk  
480-312-2411

**THIS INFORMATION IS BEING PROVIDED TO ASSIST YOU IN PREPARING YOUR CANDIDATE PAPERS. WHILE WE HAVE PROVIDED YOU WITH THE MOST CURRENT INFORMATION, STATE STATUTES AND ELECTION CASES ARE SUBJECT TO CONSTANT CHANGE AND INTERPRETATION. WE RECOMMEND THAT YOU REVIEW THEM WITH YOUR ATTORNEY TO ENSURE COMPLIANCE WITH CURRENT LEGAL REQUIREMENTS. IT IS NOT APPROPRIATE FOR CITY STAFF TO GIVE LEGAL ADVICE TO CANDIDATES FOR OFFICE. PLEASE TAKE TIME TO THOROUGHLY REVIEW THESE ELECTION MATERIALS AND COMPLY WITH ALL CURRENT STATUTES.**