



2010

GENERAL AND RUNOFF CANDIDATE HANDBOOK



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

October 2009



INTRODUCTION

The City of Scottsdale Election Manual provides basic election information to persons interested in running for City Council. The next City of Scottsdale General Election (General) will be held on August 24, 2010, for the purpose of electing three Councilmembers to four-year terms. The Mayor and Councilmembers are elected at-large, on a nonpartisan basis. To be elected at the General, a candidate must receive a majority of the ballots cast. A Runoff Election (Runoff) will be held on November 2, 2010, if any of the three Council seats are not filled at the General.

NOTE: Whenever the Runoff Election is referenced in this manual, or in any of the materials in the Candidate Packet, it is implied that a runoff election will be held only if necessary.

The City Clerk's Office provides general information to assist all candidates. Individual candidates, however, are ultimately responsible for compliance with election laws. Please take time to thoroughly review the information contained in your Candidate Packet, making sure that you, and those running your campaign, comply with all applicable statutes and ordinances.

Every effort was made to provide you with materials that are current. However, State statutes are subject to constant change and interpretation, and neither the City Clerk nor the City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process.

The City of Scottsdale appreciates your interest in our election process and welcomes suggestions regarding additional information that would be of assistance to you. Please contact the Scottsdale City Clerk's Office if you have questions.

Sincerely,

A handwritten signature in cursive script that reads "Carolyn Jagger".

Carolyn Jagger, MMC, City Clerk
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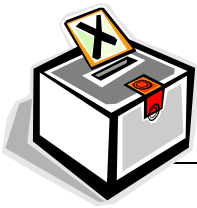
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GENERAL INFORMATION

FORM OF GOVERNMENT

The Scottsdale City Charter (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 City Manager and other officers. 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 even-numbered years.

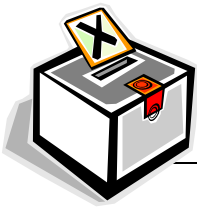
OFFICES TO BE FILLED, INDUCTION, SALARIES

Three Council seats will be filled in 2010. The incumbents for these offices are Councilman Ecton, Councilman Littlefield, and Councilman Nelssen. None of the incumbents will have reached his term limit at the time of the General Election and are eligible to run for re-election.

Newly elected Councilmembers will be inducted at the first regular City Council meeting on or following the second Tuesday in January 2011 [ARS § 16-204(C)]. This meeting is tentatively scheduled for January 11, 2011.

The City Charter sets the monthly salary of the Mayor and Council at \$3,000 and \$1,500, respectively.

Notes . . .



CANDIDATE QUALIFICATIONS

The Scottsdale City 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 to 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 [*Charter, Article 2, Section 4*].

Qualified Elector

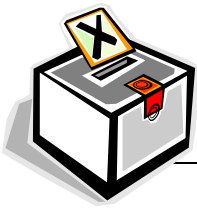
A qualified elector of the City is defined as a person whose name appears on the Maricopa County voter registration rolls in a precinct of the City of Scottsdale for the last preceding General Election, or who has subsequently registered in a Scottsdale precinct, and is otherwise qualified. A qualified 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 twenty-nine days prior to any General, Runoff or Special City Election [*ARS § 16-101*].

RESIGN TO RUN

Any incumbent Mayor or Councilmember, who is not in the final year of the term being served, shall resign from office before offering himself 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 himself for nomination or election to any salaried local, state or federal office, without resignation from office. A board or commission member appointed by the City Council must resign as a member of the board or commission prior to offering himself or herself for nomination or election for any salaried public office, including 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 [*Arizona Constitution, Article XXII, Section 18; ARS § 38-296; Charter, Article 2, Section 5; Scottsdale Revised Code § 2-242*].

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



DETERMINING A MAJORITY

Any candidate who receives the number of votes constituting a majority of the ballots cast at the General Election is declared to be elected to the office for which he or she is a candidate [*Charter, Article 9, Section 5*].

A majority is based on ballots cast, rather than votes cast. Assume, for example, that twelve candidates are running for the office of Councilmember, two candidates are running for Mayor, and the total number of valid ballots cast is 1,000. Any individual, to be elected at the General Election, must receive at least 501 votes—a majority of the total ballots cast. This is true regardless of how many votes were cast for a particular office.

If, due to lack of a majority, there are offices that are not filled at the General Election, a Runoff Election must be held to fill those offices. Candidates are qualified for inclusion on the Runoff Election ballot in order of the total votes received at the General Election.

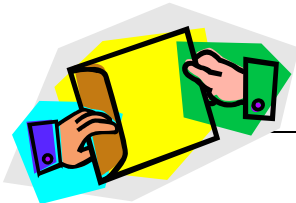
No more than twice the number of candidates for which there are vacancies to be filled may be placed on the Runoff Election ballot. For example, if two Council seats are not filled at the General Election, no more than four candidates' names may appear on the Runoff ballot. The four candidates receiving the highest number of votes at the General Election, excluding those who receive a majority and are declared elected, will have their names placed on the Runoff ballot. There is one exception to this rule:

If a candidate qualifies to have his or her name placed on the Runoff Election ballot, and another candidate or candidates receives an equal number of votes at the General Election, then all such candidates receiving said equal number of votes would have their names placed on the ballot for the Runoff Election [*Charter, Article 9, Section 6*].

If a candidate who has qualified for a Runoff Election dies, is disqualified, is ineligible or withdraws before the Runoff Election, the candidate receiving the next highest number of votes is ***not*** entitled to have his or her name placed on the Runoff Election ballot.

CANDIDATE FORUM

In mid-2010, the City Manager's Office will host a candidate information forum. Department representatives will be on hand for presentations and to provide an opportunity for candidates to ask questions and learn more about City operations.



CANDIDATE PACKETS

Each candidate packet contains the required forms for filing nomination petitions, a Political Committee Statement of Organization form, a \$500 Threshold Exemption Statement form, a copy of campaign finance laws and related forms, and a copy of the City Charter. These materials are described in more detail starting at the bottom of Page 4 of this manual.

NOTE: All candidates must file either a Political Committee Statement of Organization or a \$500 Threshold Exemption Statement *BEFORE* circulating petitions, receiving or expending money, or distributing campaign literature [ARS § 16-903(A)].

FILING DEADLINE

To become an official candidate for the office of Councilmember in the 2010 General Election, the following forms must be filed with the City Clerk no sooner than 8:00 a.m., Monday, April 26, 2010, and no later than 5:00 p.m., Wednesday, May 26, 2010 [ARS § 16-311(B)]:

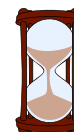
- Nomination Petitions* containing at least 1,000, but not more than 10,310, valid signatures [ARS § 16-322(A)(8) and Ordinance No. 3866]
- Nomination Paper/Affidavit of Qualification/Campaign Finance Laws Statement*
- Public Officers Financial Disclosure Statement*

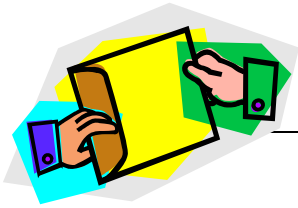
*These forms are available at the City Clerk's Office and on the Internet: www.scottsdaleaz.gov/elections.

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., Wednesday, May 26, 2010) to become a candidate and have your name printed on the official ballot.

Notes . . .





FINANCIAL DISCLOSURE STATEMENT

A completed Financial Disclosure Statement must be filed at the time the candidate's nomination petitions and papers are filed with the City Clerk [*Scottsdale Revised Code § 2-77; ARS § 16-311(H)(3); ARS § 38-543*].

NOMINATION PETITIONS (NONPARTISAN)

The candidate packet contains one sample nonpartisan nomination petition. Additional blank petitions may be obtained by photocopying the sample petition, by contacting the City Clerk's office during regular business hours, or from the Scottsdale elections website: www.scottsdaleaz.gov/elections.

The earliest date petitions may be filed is 8:00 a.m., Monday, April 26, 2010. *The deadline for filing petitions and nominating papers is 5:00 p.m., Wednesday, May 26, 2010.*

Number of Signatures Required [ARS § 16-322(A)(8),(B); Ordinance No. 3866]

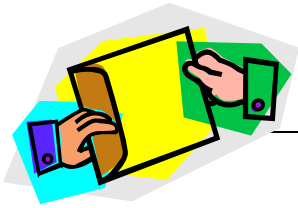
Nomination petitions must contain at least 1,000 valid signatures, and not more than 10,310, valid signatures (10% of the total votes cast for Mayor in the last preceding election at which a Mayor was elected). The total votes cast for Mayor at the November 4, 2008 Runoff Election was 103,106.

A qualified elector (registered Scottsdale voter) may sign one nomination petition for each seat or office to be filled. In 2010, three Council seats are to be filled; therefore, an elector may sign up to three candidates' 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., Wednesday, May 26, 2010).

Only qualified electors of Scottsdale may sign nomination petitions.



Legal Sufficiency of Nomination Petitions

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The Clerk need only determine 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.

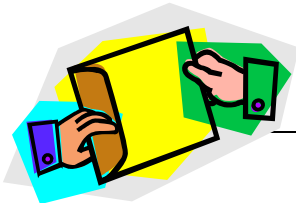
Petition Circulators [ARS § 16-321(D)]

A petition circulator must be qualified to register to vote in the State of Arizona. A candidate may circulate his or her own petition. 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/ AFFIDAVIT OF QUALIFICATION/ CAMPAIGN FINANCE LAWS STATEMENT [ARS § 16- 311(B)]

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. Name of the candidate.
2. Actual place of residence. If you have a post office address, please include that address **in addition to** your actual place of residence.
3. The office for which the candidate is offering candidacy.
4. The exact manner in which 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 in no event may nicknames, abbreviated versions or initials of given names suggest reference to professional, fraternal, religious or military titles. 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. Date of the General Election.
6. An affidavit containing sufficient information to indicate that, at the time of the election, the candidate will be qualified to hold the office being sought.
7. Candidate's acknowledgment of having read all applicable laws relating to campaign finance and reporting.



A Nomination Paper must be filed at the time the candidate's nomination petitions are filed. There is a statement on the bottom of the form indicating: "I have read all applicable laws relating to campaign financing and reporting." The material [*ARS Title 16, Chapter 6*] referred to in this statement is included in the Candidate Packet and is required reading before petitions and nominating papers are filed.

CANDIDATE INFORMATION PAMPHLET

The City Clerk's Office publishes and distributes a Candidate Information Pamphlet to the registered voters of Scottsdale approximately 30 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 2010 General and Runoff elections. Guidelines for preparing and filing a statement are included in Exhibit B of this manual.

For the General Election, the candidate or candidate's representative must file the candidate's statement with the City Clerk no later than 5:00 p.m., Wednesday, May 26, 2010, the last day for filing documents required to become a candidate.

In the event that a Runoff Election is necessary, the deadline for filing candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, September 3, 2010.

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, Affidavit of Qualification, Campaign Finance Laws Statement and Public Officers Financial Disclosure Statement must be filed with the City Clerk's Office by 5:00 p.m., Thursday, July 15, 2010 (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.***





CAMPAIGN FINANCE

Candidates for City 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 political committee, how a candidate's committee must be constituted, contribution limits, 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. *ARS Title 16, Chapter 6, Campaign Contributions and Expenses*;
2. A copy of the 2009 - 2010 Election Cycle Campaign Contribution Limits; and
3. 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: <http://www.scottsdaleaz.gov/elections>.

Political Committee Statement of Organization

Candidates who anticipate receiving contributions or making expenditures of more than \$500 in connection with the 2010 City of Scottsdale municipal elections must designate, in writing, a political committee to serve as the candidate's campaign committee by filing a Statement of Organization with the City Clerk (filing officer). The Statement of Organization must be filed ***before*** the candidate, or candidate's committee, accepts contributions, makes expenditures, distributes literature, ***or circulates petitions***.

A candidate may have only one campaign committee designated for each election. Candidates are required to notify the City Clerk in writing if they want to designate a political committee from a prior City election as their committee for the 2010 General Election.

Political committees are required to file an amended statement of organization within five days of a change of information contained on the form.

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.



\$500 Threshold Exemption Statement [ARS § 16-902.01(A)]

If a political committee, including a candidate’s committee, does not anticipate spending or collecting more than \$500 during the election period, a \$500 Threshold Exemption Statement may be filed in lieu of a Statement of Organization. Upon filing an exemption statement, the committee will not be required to file any additional campaign finance reports. However, if the committee's expenditures or contributions exceed \$500, the committee must file a Statement of Organization within five business days of exceeding the \$500 limit and will be required to file all required campaign finance reports with the City Clerk.

Campaign Finance Reports [ARS § 16-913]

There are a number of campaign finance reports that **must** be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or political committee to ensure all deadlines are met. Only one set of Political Committee Campaign Finance Report forms is included in the Candidate Packet. Additional copies are available from the City Clerk’s Office and on the Internet:
www.scottsdaleaz.gov/elections.

The required reports and respective filing dates for the 2010 elections are:

January 31 Report*: November 25, 2008, or the opening reporting date (the date that the Statement of Organization was filed), through December 31, 2009
Earliest Filing Date: January 1, 2010 **DEADLINE**: January 31, 2010

June 30 Report*: January 1 2010, or the opening reporting date (the date that the Statement of Organization was filed), through May 31, 2010
Earliest Filing Date: June 1, 2010 **DEADLINE**: June 30, 2010

Pre-General Finance Report*: From June 1, 2010, or the opening reporting date, through August 4, 2010.
Earliest Filing Date: August 5, 2010 **DEADLINE**: August 12, 2010

Post-General Finance Report*: August 5, 2010 through September 13, 2010
Earliest Filing Date: September 14, 2010 **DEADLINE**: September 23, 2010

Pre-Runoff Finance Report*: September 14, 2010 through October 13, 2010
Earliest Filing Date: October 14, 2010 **DEADLINE**: October 21, 2010

Post-Runoff Finance Report*: October 14, 2010 through November 22, 2010
Earliest Filing Date: November 23, 2010 **DEADLINE**: December 2, 2010

January 31 Report*: November 23, 2010 through December 31, 2011
Earliest Filing Date: January 1, 2012 **DEADLINE**: January 31, 2012

* The receipt date by the Clerk’s Office is considered to be the date of filing, unless filed by certified mail or commercial delivery service [ARS § 16-916(C)]. Dates and times specified for submittals refer to the City's regular business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays).



The committee treasurer, or, if the treasurer is unavailable, the designating individual, or the candidate must sign each report.

The information required for each campaign finance report can be found in *ARS Title 16, Chapter 6, Campaign Contributions and Expenses*. The Secretary of State publishes *Title 16, Chapter 6*, for distribution to candidate and political committees. A copy of the publication, dated September 2009, is included in the Candidate Packet and is the most current version available. Please keep in mind that State statutes are subject to constant change and this document may not contain all applicable campaign finance and election laws.

No Activity Statement [ARS § 16-913(D)]

If a political committee receives no contributions and makes no expenditures during a filing period, the committee treasurer or candidate may, in lieu of filing a report, sign and file a No Activity Statement form for the specified reporting period. One copy of the No Activity form is included in the election packet and may be photocopied if necessary. Additional copies are available from the City Clerk's Office and on the Internet: www.scottsdaleaz.gov/elections.

CAMPAIGN CONTRIBUTION LIMITS [ARS § 16-905]

Campaign contribution limits are listed on the 2009 - 2010 Election Cycle Campaign Contribution Limits Chart, which is included in the Candidate Packet. In summary, the limits are:

1. \$410 from an individual or a political committee.
2. \$2,080 from a political committee certified by the Secretary of State to be a "Super PAC."
3. \$10,440 from all political committees combined other than political parties.
4. \$10,440 from political party and all political organizations combined.

The Campaign Contribution Limits Chart contains additional information and regulations regarding campaign finance. Refer to this document for a comprehensive list of expenditure limitations.



EXPLORATORY COMMITTEES [ARS § 16-903]

State law provides for the formation of an exploratory committee for the purpose of determining whether an individual will become a candidate for public office. To register as an exploratory committee, a potential candidate must file either a Statement of Organization or a \$500 Threshold Exemption Statement with the City Clerk before receipt of contributions or expenditures are made, or campaign literature is distributed. If an exemption statement is filed and the candidate, or candidate's committee, receives or expends more than \$500, there is a five-day deadline to file a Statement of Organization with the City Clerk, and the exploratory committee must then file the same campaign finance reports as any other political committee. An individual may have only one exploratory committee in existence at a time.

FALSE REPORTS AND FAILURE TO FILE STATEMENTS [ARS §§ 16-918, 924]

A political committee failing to file any of the required campaign finance reports is subject to a civil penalty of \$10 for each day, including weekends and holidays, the violation continues, up to a total of \$450. If the political committee fails to file a report 15 days after receipt of written notice from the City Clerk that such report is due, the City Clerk must notify the City Attorney of the committee's failure to file the report, and the committee becomes liable for a civil penalty of \$25 for each subsequent day the filing is late.

Civil penalties imposed for failure to file timely reports are set by State law and cannot be waived. The City Clerk cannot accept a campaign finance report unless all late penalties owed by the committee are paid.

Candidates who refuse or fail to file a campaign finance report may not offer themselves for nomination or election to any salaried state or local office for a period of five years.

Upon request from the Attorney General, Secretary of State or any officer with whom a political committee's finance reports are filed, the treasurer of the committee must provide any of the records required to be kept by the committee.



TERMINATION OF POLITICAL COMMITTEES [ARS § 16-914]

A political committee may terminate only when the committee chairman and treasurer file a written statement with the 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 no outstanding debts or obligations; and (3) All surplus monies have been disposed of pursuant to ARS § 16-915.01, together with a statement of the manner of disposition of the surplus, the name and address of each recipient of surplus monies and the date and amount of each disposition of surplus monies.

For a political committee that is an individual's exploratory committee or a candidate's campaign committee, the committee may transfer the committee's debts and obligations to a subsequent committee for that individual or candidate, as prescribed by ARS § 16-915.01, and, in that event, may terminate without certifying that the committee has no outstanding debts or obligations.

A political committee must dispose of surplus monies only as follows:

1. Retain surplus monies for use in a subsequent election, which includes a transfer by an individual's exploratory committee or a candidate's campaign committee to that individual's subsequent exploratory committee or that candidate's campaign committee designated for a subsequent election.
2. Return surplus monies to the contributor to the extent records are available permitting such return.
3. Contribute surplus monies to a county, state or local committee of a political party.
4. Donate the surplus monies to a charitable organization that qualifies under Section 501(c)(3) of the United States Internal Revenue Code.
5. In the case of a political committee other than an individual's exploratory committee or a candidate's committee, contribute surplus monies to a candidate's campaign committee, if the contribution is within the contribution limits of ARS § 16-905.
6. Donate surplus monies to a political committee other than an individual's exploratory committee or to a candidate's campaign committee.
7. Dispose of the surplus monies in any other lawful manner.

A Political Committee 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/or whenever the committee meets the criteria listed above.

The use of surplus monies for the personal use of a candidate or any person related to the candidate by blood or marriage is prohibited.



CAMPAIGNING

PROMOTIONAL MATERIAL

A political committee that makes expenditures for campaign literature or advertisements expressly advocating the election or defeat of any candidate, or that makes any solicitation of contributions to any political committee, must be registered when it distributes or places literature or advertisements or when it solicits contributions.

With a few exceptions, all campaign literature or advertisements must disclose who paid for the literature or advertisement by containing the words “paid for by” followed by the name of the committee that appears on its Statement of Organization or \$500 Threshold Exemption Statement [ARS § 16-912(A)]. This disclosure requirement exempts bumper stickers, pins, pens, campaign buttons or similar small items, as well as signs paid for by a candidate with campaign monies or by a candidate's campaign committee and solicitations of contributions by a separate segregated fund from those persons it may solicit pursuant to ARS §§ 16-920-921.

If an expenditure for the literature or advertisements by a political committee is an independent expenditure, the political committee, in addition to the disclosures required above, shall include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions to the political committee making the independent expenditure. If an acronym is used to name any political committee, the name of any sponsoring organization of the committee must also be printed or spoken [ARS § 16-912(B)].

A political committee that makes independent expenditures for literature or an advertisement relating to any one candidate or office within ten days of the election, must send by certified mail a copy of the literature or advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty-four hours before depositing it at the post office for mailing, or twenty-four hours before submitting it to a telecommunications system for broadcast or twenty-four hours before submitting it to a newspaper for printing [ARS § 16-917].

Persons who violate the laws pertaining to campaign literature and advertisements are subject to a civil penalty of up to three times the cost of producing and distributing the literature or advertisement.

Notes . . .



Signs [Scottsdale Zoning Ordinance 8.600]

Campaign signs are included in a category of signage identified as “Temporary Noncommercial Signs.” All temporary signs, including signs supporting or opposing a candidate for office or urging action on a ballot issue, are required to have a temporary signage sticker. Temporary signage stickers, which enable the City to track the number of days the sign is on display, are available from the One Stop Shop (480-312-2500).

Temporary, noncommercial signs, including campaign signs, are prohibited in public rights-of-way. Temporary, noncommercial signs may be placed on private property with the owner’s permission, and must be at least 15 feet from the back of the sidewalk or edge of pavement, except at corners where a 25-foot safety triangle must be observed. Temporary, noncommercial signs may be freestanding, single or double faced and perpendicular or parallel to the street. Temporary, noncommercial signs are limited to a surface area of sixteen (16) square feet and a display period of no more than 120 days.

REQUESTS FOR INFORMATION

Citizen 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 the same 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. Requests for information and documents provided to the City Council on a regular basis (e.g., Council agendas and minutes) will be provided to official candidates (valid petitions and required paperwork have been filed with the City Clerk) at no cost.
5. A copying charge will be assessed for copies of documents that are not routinely provided to the City Council.

Please check with Code Enforcement (480-312-2546) to ensure placement of temporary, non-commercial signs, including campaign signs, does not occur in public rights-of-way.



MARICOPA COUNTY ELECTION FILES

The City Clerk's Office receives a number of election files from Maricopa County Elections and makes them available to candidates on compact disc (CD) at a cost of \$25 each. Everyone who purchases a CD 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 or political party activity, a political campaign or an election, for revising election district boundaries or purposes specifically authorized by law. The signed form will be kept on file in the Clerk's Office and will apply to all election CDs obtained by the candidate or candidate's committee for the 2010 election cycle.

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 one-week period prior to the date of issue. The files are usually available each Tuesday afternoon. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.

EV-32 files are not cumulative. The names that are in each file are unique to that week's requested early ballot activity; therefore, the current week's file does not contain the names that were on the prior week's file. However, the latest CD will always include all of the EV-32 files our office has received to date. A cumulative list of names may be created by combining the files on the disk.

Early Ballot Returns File (EV-33)

Every week, beginning with the first full week after early voting begins, Maricopa County issues an Early Ballot Returns File (EV-33). The EV-33 contains the list of voters who have returned their early ballots and typically covers the one-week period just prior to the date of issue. The files are usually available each Tuesday afternoon. Candidates are encouraged to contact the City Clerk's Office in advance to make sure the data is available.



EV-33 files are not cumulative. The names that are in each file are unique to that week's returned early ballot activity; therefore, the current week's file does not contain the names that were on the prior week's file. The latest CD will include all of the EV-33 files our office has received to date. A cumulative list of names can be created by simply combining the files on the disc.

Voted File (VM-55)

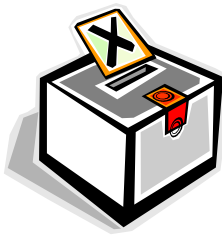
Two weeks after each election, Maricopa County issues a Voted File (VM-55), which contains the names and addresses of the registered voters in Scottsdale who cast ballots in that election or who requested an early ballot but did not vote. Each entry is coded to indicate the manner in which the ballot was cast (e.g., at a polling location, by mail, at an early voting site, etc.).

Registered Voter File

Maricopa County also provides a file containing the names and addresses of registered voters in Scottsdale. This file is issued at various times throughout the election process, usually in June and at the close of voter registration for the General and Runoff elections.

Archival/Reference Files

Also available on CD are Voted Files for the 2006 and 2008 City elections and the Registered Voter File as of September 2008. The information on this CD is considered archival/reference material and is available at a cost of \$10.



VOTING INFORMATION

VOTER REGISTRATION

Voter registration forms are available from 8:00 a.m. to 5:00 p.m., Monday – Friday, in the City Clerk’s Office; at all Scottsdale public libraries; or by calling Maricopa County Elections Department, 602-506-1511 or 602-506-2348 (TDD). Voters may also download the registration form or register online at:

<http://recorder.maricopa.gov/regform.aspx>

VOTER REGISTRATION DEADLINES

General Election, August 24, 2010

Registration Deadline: July 26, 2010

Runoff Election (if necessary), November 2, 2010

Registration Deadline: October 4, 2010

Voters may contact the Maricopa County Elections Office at 602-506-1511, or 602-506-2348 (TDD), to find out whether they are eligible to vote in a City of Scottsdale election.

PERMANENT EARLY VOTING LIST

Arizona allows voters to place their names on a permanent early voting list. Once a voter’s name is added to the list, an early ballot will automatically be mailed to the voter approximately 26 days prior to an election at which he or she is eligible to vote.

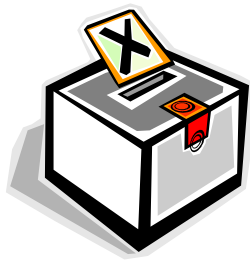
Requests to be added to Maricopa County’s Permanent Early Voting List must be made in writing to: Maricopa County Elections Department, Attn: PEVL, 510 S. 3rd Ave., Phoenix, AZ 85003. All requests must include the voter's name, residence address, mailing address within the county of residence (if different than the residence address), date of birth, and signature.

A voter’s name remains on the permanent early voting list until the voter's registration is cancelled or is changed to inactive status, or until the voter requests in writing to be removed from the list.

EARLY VOTING

Beginning Sunday, May 23, 2010, early ballots for the August 24, 2010 General Election may be requested. Requests may be made online at: www.recorder.maricopa.gov/EVRequest.

Notes . . .



Early ballots may be requested by calling Maricopa County Elections, Monday – Friday, 8:00 a.m. to 5:00 p.m., at 602-506-1511 or 602-506-2348 (TDD). Written requests may be sent to: Maricopa County Elections, 510 S. 3rd Ave, 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 than residence address), and the signature of the requestor.

Early ballots also may be requested by calling the Scottsdale City Hall Elections Office at 480-312-7844.

How to Vote Early by Mail or With Assistance

For a voted early ballot to be counted, it must be returned to the Maricopa County Elections Office, or any polling place within Maricopa County, so that it is received no later than 7:00 p.m. on Election Day.

To arrange for voting assistance, contact the Maricopa County Elections Office, 510 S. Third Avenue, Phoenix, AZ 85003, 602-506-1511, or 602-506-2348 (TDD), before 5:00 p.m., Friday, August 13, 2010 for the August 24, 2010 General Election, and Friday, October 22, 2010 for the November 2, 2010 Election. Verbal or written requests must specify the address of confinement if assistance is needed from an Election Board.

How to Vote Early in Person

To cast an early ballot in person, appear 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 20, 2010, for the August 24, 2010 Election, and Friday, October 29, 2010 for the November 2, 2010 Election.

County Offices Designated for Early Voting in Person

510 S. Third Avenue, Phoenix (MCTEC Facility)

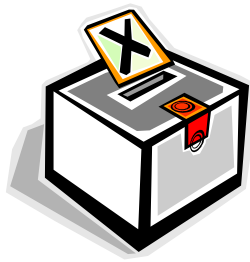
111 S. Third Avenue, Phoenix (Downtown Facility)

222 E. Javelina, Mesa (Mesa Facility)

Early voting hours at the above County locations are 8:00 a.m. to 5:00 p.m., Monday through Friday.

For the August 24, 2010 General Election, early voting begins Thursday, July 29 and ends Friday, August 20, 2010. For the November 2, 2010 Election, early voting begins Thursday, October 7 and ends Friday October 29, 2010.

Voters who request an early ballot for the August 24, 2010 General Election will automatically receive an early ballot for the November 2, 2010 Election.



City Offices Designated for Early Voting in Person

Granite Reef Senior Center
1700 N. Granite Reef, Scottsdale

Early voting hours at the above City location are Monday through Friday, 9:00 a.m. to 5:00 p.m.

For the August 24, 2010 General Election, early voting begins Thursday, July 29 and ends Friday, August 20, 2010. For the November 2, 2010 Election, early voting begins Thursday, October 7 and ends Friday October 29, 2010.

VOTING AT THE POLLS

Polling places will be open from 6:00 a.m. to 7:00 p.m. Any qualified elector who is in the line of waiting voters at 7:00 p.m. shall be allowed to prepare and cast a ballot [ARS § 16-565(D)].

Any registered voter may, at the voter’s option, 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, 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(G)].

For additional information, please call the City of Scottsdale, Election Office, 480-312-7844.

Important Dates to Remember

Last Day to Register to Vote in General Election Monday, July 26, 2010
Last Day to Request a Ballot to be Mailed (General)Friday, August 13, 2010
Last Day to Vote Early in Person (General).....Friday, August 20, 2010
Last Day to Return Early Ballots (General) by 7:00 p.m., Tuesday, August 24, 2010

GENERAL ELECTION Tuesday, August 24, 2010

Last Day to Register to Vote in Runoff ElectionMonday, October 4, 2010
Last Day to Request a Ballot to be Mailed (Runoff).....Friday, October 22, 2010
Last Day to Vote Early in Person (Runoff).....Friday, October 29, 2010
Last Day to Return Early Ballots (Runoff)...by 7:00 p.m., Tuesday, November 2, 2010

RUNOFF ELECTION Tuesday, November 2, 2010

TENTATIVE ELECTION CALENDAR

August 24, 2010 General; November 2, 2010 Runoff

Exhibit A

Date	Deadline	Action Required	Authority
October/November	Monday, November 2, 2009	Candidate Packets Available in City Clerk's Office. (Petitions: minimum of 1,000 signatures required)	
JANUARY 31 REPORT	Sunday, January 31, 2010	January 31 st Campaign Finance Report due.	ARS 16-913-C
120 DAYS PRIOR	Monday, April 26, 2010	Earliest date to file candidate nominating papers & petitions.	ARS 16-311-A
93 DAYS PRIOR	Sunday, May 23, 2010	Accept requests for early ballots (General).	ARS 16-542-A
90 DAYS PRIOR	Wednesday, May 26, 2010	Deadline for filing nominating papers/petitions.	ARS 16-311-A
JUNE 30 REPORT	Wednesday, June 30, 2010	June 30th Campaign Finance Report due.	ARS 16-913-B-1
40 DAYS PRIOR	Thursday, July 15, 2010	Receive write-in candidate papers by 5 p.m.	ARS 16-312-B
29 DAYS PRIOR	Monday, July 26, 2010	Voter registration closes (General).	ARS 16-120
26 DAYS PRIOR	Thursday, July 29, 2010	Early ballots must be ready for distribution (General).	ARS 16-542-C
93 DAYS PRIOR	Sunday, August 01, 2010	Accept requests for early ballots (Runoff).	ARS 16-542-A
12 DAYS PRIOR	Thursday, August 12, 2010	Pre-election Campaign Finance Report due.	ARS 16-913-B-2
11 DAYS PRIOR	Friday, August 13, 2010	Final day to request early ballots by mail (General).	ARS 16-542-E
4 DAYS PRIOR	Friday, August 20, 2010	Last day to vote early at offsite location (General).	ARS 16-542-E
ELECTION DAY (GENERAL)	Tuesday, August 24, 2010		
10 DAYS AFTER	Friday, September 3, 2010	Candidate Information Statement updates due.	
30 DAYS AFTER GENERAL ELECTION	Thursday, September 23, 2010	Post-election campaign finance reports due.	ARS 16-913-B-3
29 DAYS PRIOR	Monday, October 04, 2010	Voter registration closes (Runoff).	ARS 16-120
26 DAYS PRIOR TO RUNOFF ELECTION	Thursday, October 07, 2010	Early ballots must be ready for distribution (Runoff).	ARS 16-542-C
12 DAYS PRIOR	Thursday, October 21, 2010	Pre-election campaign finance reports due.	ARS 16-913-B-2
11 DAYS PRIOR	Friday, October 22, 2010	Final day to request early ballots by mail (Runoff).	ARS 16-542-E
4 DAYS PRIOR	Friday, October 29, 2010	Last day to vote early at offsite location (Runoff).	ARS 16-542-E
ELECTION DAY (RUNOFF)	Tuesday, November 02, 2010		
30 DAYS AFTER	Thursday, December 02, 2010	Post-election campaign finance reports due.	ARS 16-913-B-3
FIRST REGULAR COUNCIL MEETING IN JANUARY	Tuesday, January 11, 2011 (Tentative)	New Council seated.	ARS 16-204-C
JANUARY 31 REPORT	Tuesday, January 31, 2012	January 31st Campaign Finance Report due.	ARS 16-913-C

**CITY OF SCOTTSDALE
2010 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 2010 General Election ballot may file a statement to be printed in the Candidate Information Pamphlet for that election. In the event that a runoff election is necessary, any candidate who is eligible to have his or her name printed on the runoff election ballot may file a statement for inclusion in the Candidate Information Pamphlet for that election.

DEADLINE FOR SUBMITTING STATEMENTS

For the General Election, the candidate or candidate's representative must file the statement with the City Clerk no later than 5:00 p.m., Wednesday, May 26, 2010, the last day for filing documents required to become a candidate.

The deadline for filing is consistent with ARS § 19-141 (B) and (C), which requires information for inclusion in publicity pamphlets to be filed not less than 90 days before the election, so that information pamphlets may be mailed before the earliest date that a registered voter can receive an early ballot for that election.

In the event that a runoff election is necessary, the candidate or candidate's representative must file the statement with the City Clerk no later than 5:00 p.m., Friday, September 3, 2010.

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: name, age, occupation, and education.

A 2" x 2" black and white photo of the candidate will be printed 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 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 was used for the candidate information pamphlets for the 2002 through 2008 elections will be used for the 2010 election pamphlets. A legal disclaimer will be printed in the pamphlet indicating: ***"The statements in this candidate pamphlet were reproduced exactly as submitted and were not edited for spelling, grammar, or punctuation. These statements represent the opinions of the candidates and have not been checked for accuracy of content."*** The Candidate Information Pamphlet has been 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 2010 Election Candidate Information Pamphlet.

- Statements must be typed or printed, and signed by the candidate. While not required, in addition to a signed, hard copy of the candidate statement, candidates are encouraged to submit statements in electronic format (CD, DVD, floppy disk, or via an e-mail addressed to: cjagger@scottsdaleaz.gov).
- Statements must be provided in English.
- For the General Election, the candidate, or the candidate's representative, must file the statement with the City Clerk no later than 5:00 p.m., Wednesday, May 26, 2010, the deadline for filing the required documents for becoming a candidate.
- If a runoff election is held, the candidate or the candidate's representative must file the statement with the City Clerk no later than 5:00 p.m., Friday, September 3, 2010.

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 in 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.

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.