

**CITY OF SCOTTSDALE
2022 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 2022 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 2, 2022 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 4, 2022, 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 8, 2022 General Election, the deadline for filing candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, August 5, 2022.

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, occupation, education, and candidate's email address and website only.** Career accomplishments, awards, 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 2022 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 2022 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.
- Statements must be provided in English.
- For the August 2, 2022 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 4, 2022, the last day for filing documents required to become a candidate.
- For the November 8, 2022 General Election, the deadline for filing candidate statements with the City Clerk shall be no later than 5:00 p.m., Friday, August 5, 2022.

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.

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.