

Gila County, Arizona

NONPARTISAN CANDIDATE FILING PROCEDURE

1. The following documents are included with this packet:
 - Important Election Dates
 - \$500 Threshold Exemption Statement
 - Nonpartisan Nomination Paper
 - Nonpartisan Nomination Petition
 - Termination Statement
 - Petition Signature Requirements

2. **BEFORE** collecting petition signatures:
 - File the **\$500 Threshold Exemption Statement** with the Gila County Department of Elections. **Don't forget**, the Gila County Department of Elections has moved from the Courthouse to 5515 S Apache Ave, Suite 900 in Globe.
 - Filing may be done by mail or in person.
 - Document will be considered filed on the date received in the elections office. Mail early to avoid delivery delays.
 - Filing will not be accepted by fax or postmark.
 - If you intend to spend or collect, or you do spend or collect, more than \$500 during the campaign cycle, you must then file a Political Committee Statement of Organization. Contact the Gila County Department of Elections for further instructions.

3. **Nomination Paper:**
 - Make sure to answer every question and fill in every blank.
 - Insert the candidate's name exactly how it is to appear on the ballot. The candidate's last name appears first, then the first name. A middle or nickname is optional. Nicknames are permissible as long as they do not suggest a title.
 - Candidates must sign the form and have their signature notarized. The Election's office staff will notarize free of charge. The signer must sign in person and present picture identification.

4. **Nomination Petitions:**
 - The candidate must file at least the minimum, and no more than the maximum, number of signatures required. If there are too few signatures, the filing will not be accepted. If there are too many signatures, we cannot count those in excess of the maximum.
 - **BEFORE** filing petitions, check each petition to ensure:
 - The circulator portion on the back side is complete and signed; notarization not required.
 - The elector signature lines on the front side of each petition are complete and that the elector signed the petition.
 - A petition page does not have to contain 15 signatures, but it cannot contain more than 15 signatures. Signatures written in margins will not be accepted.

NONPARTISAN CANDIDATE FILING PROCEDURE (Continued)

5. Filing

- The **Nonpartisan Nomination Paper and the Nonpartisan Nomination Petitions** must be filed with the Gila County Department of Elections between the First and Last Dates Nonpartisan Candidates Can File as shown on the Important Election Dates form.
- Filing may be done by mail or in person.
- Document will be considered filed on the date received in the elections office. Mail early to avoid delivery delays.
- Filing will not be accepted by fax or postmark.
- Partial filings **will not** be accepted.

6. Termination Statement - IMPORTANT CHANGE ARS 16-904(F)(3)

- You are now **required** to file a Termination Statement to terminate your \$500 Threshold committee. This statement must be filed within 90 days after the end of the election cycle (the date of the election) or you **will be charged a penalty of \$100.00**