

**LINDA L. O'DELL, Ed.D.**  
**SUPERINTENDENT**



**NINA R. RUIZ**  
**CHIEF DEPUTY**

**OFFICE OF THE  
SUPERINTENDENT OF SCHOOLS  
GILA COUNTY, ARIZONA**

**TO:** Potential Governing Board Candidates

**FROM:** Dr. Linda O'Dell  
Gila County Superintendent of Schools

**RE:** November 2016 Governing Board Elections

The information included in this packet is provided to guide you in the process of running for election as a School District or Community College Governing Board member in the 2016 election cycle. Our school districts and the community college need effective leadership to ensure high quality education programs for school-aged youth and adult students. Your request for election information is one measure of your commitment to serve as a governing board member. We commend you for taking this first and most important step for running for an elected position on your district's governing board or the Gila Community College governing board.

The Office of the Gila County School Superintendent is committed to providing you with the highest quality of service and technical assistance throughout the process. Our office works in collaboration with the Gila County Elections Department and the Gila County Board of Supervisors in conducting Governing Board Elections as a part of the General Election, which will be held on November 8, 2016.

*In most cases, you will not need all of the materials included in this packet.* However, everything that you might need is provided to familiarize you with the overall process and requirements of a candidate for elective office. The timeframe for filing nomination papers and signed nonpartisan petition signature documents is July 11 – August 10, 2016. Please note that the **FIRST** action you must take is to file a *Threshold of Exemption Statement* or a *Political Committee Statement of Organization* with our office. If you establish a Political Committee, you must comply with Arizona's Campaign Finance laws, which include submission of specific documents and filings.

The following documents are included in this packet for your review and use. Many of these forms are available as fillable forms (denoted below with the letter 'F') on our website or that of the Gila County Elections Department – [www.gilacountyesa.org](http://www.gilacountyesa.org) or [www.gilacountyaz.gov/elections](http://www.gilacountyaz.gov/elections):

• \$500 Threshold Exemption Statement (F)	• A Handbook for School District Governing Board Candidates
• Political Committee Statement of Organization (F)	• Arizona Campaign Finance Guide
• Nonpartisan Nomination Petition (F)	• Financial Disclosure Statement (F)
• School District Governing Board Nomination Petition Instructions	• Campaign Finance Report (Page 1 only of 20-page document) (F)
• Nomination Paper/Affidavit of Qualification/Campaign Finance Laws Statement (F)	• Guidelines: Use of School District Resources to Influence the Outcome of Elections
• Nomination Paper for Write-In Candidate	• Political Committee Termination Statement (F)
• Candidate Withdrawal of Nomination Petition Affidavit	• Political Committee Period No Activity Report (F)
• 500-Word Candidate Statement	•

### **Threshold Exemption Statement or Political Committee Organization – (DO THIS FIRST!)**

A \$500 Threshold Exemption Statement or a Political Committee Statement of Organization must be filed with the Office of the Gila County Superintendent of Schools ***BEFORE*** making any expenditure, accepting any contributions, distributing campaign literature, or *circulating petitions*. It is unlawful for a candidate to begin any type of campaign activities before filing one or the other of these forms. State law requires that a new Statement of Organization or \$500 Threshold Statement be filed before each election (A.R.S. § 16-903). Committee names must include the candidate's name (A.R.S. § 16-902.B). Any change of committee information, such as new officers, must be reported to the filing officer within five (5) business days. These changes are reported by filing an amended Statement of Organization. Both forms are included in the candidate packet.

### **Candidates for Two (2) Year Terms**

If you are a candidate for a *two (2) year Governing Board term*, you **MUST** designate the expiration of the term following the name of the office you are seeking on the petitions prior to gathering signatures (A.R.S. § 16-314.D); this information must also be included on the nomination papers. It is recommended that you also include the term expiration on the Campaign Finance documents. Please contact Dr. Linda O'Dell or Margie Velasquez at the Gila County School Superintendent's office at (928) 402-8784 if you have questions about this.

### **Filing Period and Deadline for Required Paperwork**

Candidate filing for school district governing board candidates *begins* at 8:00 AM on July 11, 2016. The *deadline* for filing **NONPARTISAN NOMINATION PETITION** signatures and **NOMINATION PAPERS** for school district or community college governing board candidacy is 5:00 PM on August 10, 2016. Petitions presented after 5:00 PM on August 10th cannot be accepted (A.R.S. § 16-311.F). All required paper work, including the Statement of Organization or Threshold Exemption Statement (*do this first – prior to gathering signatures!*), signed Nonpartisan Nomination Petitions, and Nomination Paper/Affidavit of Qualification must be filed with the Gila County Superintendent of Schools (please see information below for further information).

### **Candidate Statement**

Immediately following the petition filing deadline, the Gila County School Superintendent's Office will publish a list of Certified Candidates. Each candidate whose name has been certified to appear on the election ballot may submit 1) a recent photograph and 2) a *typewritten or electronic statement*, not to exceed 500 words to the Gila County School Superintendent's Office (A.R.S. § 15-421). Certified candidates (those whose petitions were filed and accepted) may begin submitting the information described above **NO EARLIER THAN August 11, 2016 and NO LATER THAN 5:00 PM September 15, 2016**. Submissions will be accepted at either our Globe or Payson office or by e-mail to Linda O'Dell: [lodell@gilacountyaz.gov](mailto:lodell@gilacountyaz.gov). Please use the Personal Identification Number issued to you at the time of initial petition filing when submitting your photograph and written statement to our office.

### **Filing of Required Paperwork**

Required paperwork can be filed at the Gila County School Superintendent's Office during regular business hours, Monday-Friday, 8 AM – 5:00 PM:

#### ***BY MAIL or DROP-OFF***

Gila County School Superintendent's Office - Globe  
1400 East Ash Street  
Globe, AZ 85501  
Phone: (928) 402-8784

#### ***DROP-OFF ONLY - (Please call to verify someone is in the office)***

Gila County School Superintendent's Office – Payson  
1100 N. Beeline Highway, Suite G  
Payson, AZ 85541  
Phone: (928) 812-3830 (Linda O'Dell) or  
(928) 200-7097 (Gail Gorry)

### **Cancellation of Election**

In the event that only one candidate or no candidate files qualified nomination papers for each open school district or community college governing board member position by August 25, 2016, the Gila County School Superintendent and the Elections Department may recommend that the Gila County Board of Supervisors (BOS) cancel the election for that district (A.R.S. § 15-424.D). Under these circumstances, the candidate who has filed in a timely and appropriate manner may be appointed by the BOS *as if elected* to fill the school district's governing board position. If no candidate files, and the BOS votes to cancel the election, the vacancy shall be filled by appointment by the Gila County Superintendent of Schools (A.R.S. §§ 15-424.D and 15-302). The deadline for write-in candidates for an election that may be cancelled is August 24, 2016. The deadline for write-in candidates for an election that will not be cancelled is September 29, 2016.

### **Summary of Timeline/Deadlines**

<i>Complete \$500 Threshold Statement or Political Committee Organization Form</i>	<i>Submit prior to making any expenditure, accepting any contributions, distributing campaign literature, or circulating petitions.</i>
<i>Submission of Nomination Paper/Affidavit of Qualification/Campaign Finance Laws Statement <b>AND</b> Signed Nonpartisan Nomination Petitions</i>	<i>Beginning July 11, 2016; Deadline 5:00 PM August 10, 2016</i>
<i>Submission of 500-Word Candidate Statement and Photograph</i>	<i>Beginning upon certification as a qualified candidate; Deadline 5:00 PM September 22, 2016</i>
<i>Write-In Nomination Paper for an election that may be cancelled</i>	<i>Deadline 5:00 PM August 24, 2016</i>
<i>Write-In Nomination Paper for an election that has not been cancelled (the names of official write-in candidates will be posted in polling places)</i>	<i>Deadline 5:00 PM September 29, 2016</i>
<i>General Election</i>	<i>Tuesday, November 8, 2016</i>

*This packet has been prepared for your convenience in order to inform you of the requirements involved with the election process. All documents included in this packet are also available on our website at [www.gilacountyesa.org](http://www.gilacountyesa.org) under the Elections tab. Please do not hesitate to contact us with any questions you may have regarding the election process at (928) 402-8784.*

# 2016 GILA COUNTY GOVERNING BOARD POSITIONS

## MINIMUM NUMBER OF REQUIRED SIGNATURES

A.R.S. § 16-322

*Revised 6-20-2016*

NOVEMBER 8, 2016 GENERAL ELECTION			
<b>Gila County School Districts</b>	<b># of positions on ballot</b>	<b>March 1, 2016 Voter Registration Totals<sup>+</sup></b>	<b>Minimum Required Signatures*</b>
Globe Unified School District No. 1	3 (4-year)	5,174	26
Hayden-Winkelman Unified School District No. 41	3 (4-year)	714	4
Miami Unified School District No. 40	3 (4-year)	3,174	16
Payson Unified School District No. 10	3 (4-year)	12,797	64
Pine Strawberry Elementary School District No. 12	2 (4-year)	1,976	10
	3 (2-year)	1,976	10
San Carlos Unified School District No. 20	2 (4-year)	2,724	14
Tonto Basin Elementary School District No. 33	3 (4-year)	1,015	6
Young Public Schools District No. 5	3 (4-year)	586	3
Whiteriver Unified School District No. 20	3 (4-year)	666	4
<b>Cobre Valley Institute of Technology District (CVIT)</b>	<b># of positions on ballot</b>	<b>March 1, 2016 Voter Registration Totals<sup>+</sup></b>	<b>Minimum Required Signatures*</b>
Hayden-Winkelman District	1 (4-year)	714	4
San Carlos District	1 (4-year)	2,724	14
<b>Northern Arizona Vocational Institute of Technology District (NAVIT)</b>	<b># of positions on ballot</b>	<b>March 1, 2016 Voter Registration Totals<sup>+</sup></b>	<b>Minimum Required Signatures*</b>
Payson District	1 (4-year)	12,797	64
<b>Gila Community College</b>	<b># of positions on ballot</b>	<b>March 1, 2016 Voter Registration Totals<sup>+</sup></b>	<b>Minimum Required Signatures**</b>
GCC Member District 1	1 (6-year)	6,515	17
GCC Member District 4	1 (6-year)	4,841	13

<sup>+</sup>Certified by the Gila County Recorder's Office on March 2, 2016

<sup>\*</sup>Per ARS §16-322.A.11: One-half of one percent of total voter registration

<sup>\*\*</sup>Per ARS §16-322.A.5: One-quarter of one percent of total voter registration

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

- Be a registered Arizona voter.
- Be a resident of the school district for at least one year prior to the date of election
- No employee of a school district or their spouse may hold membership on the governing board