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Superintendent

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Chief Deputy

How to run for an open seat on a Coconino County School District Governing Board

Please note: all paperwork outlined below must be filed with our office by certain dates. Email is the official form of communication for elections. We will try our best to email you when deadlines approach, but ultimately the responsibility is on you to make sure everything is filed in a timely manner. Please check our website at <http://coconino.az.gov/1939/2018-School-Board-Elections> for current information.

- 1. Determine if your district will have any open seats in the upcoming general election (even numbered years).**

Contact our office to see how many seats will be available. All Governing Board elected positions are a four-year term unless you are filling a vacated seat.

- 2. Determine if you meet the qualifications for school board members described below as outlined by the Arizona School Boards Association (ASBA):**

Eligibility to Run

- Any registered voter in the State of Arizona who also is a resident of the school district in which he or she resides for at least one year immediately preceding the day of election is eligible to run for a position on the local school board.
- A person who is employed, or whose spouse is employed, by a district can stand for election as a governing board member. However, if elected, the successful candidate and/or spouse must terminate employment with the district before taking office.
- Board members cannot serve simultaneously on more than one school district governing board.
- Finally, a person who has an immediate family member sitting on a school district governing board and who has shared the same household of residence with that family member within four years prior to the election is ineligible to be a candidate for nomination or election to that governing board if the governing board is composed of five members, unless the immediate

COCONINO COUNTY

Education Service Agency

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family member is serving in the last year of a term of office; persons related as immediate family who have the same household of residence within four years prior are also ineligible to be simultaneous candidates for nomination or election to the governing board of the same school district if the governing board is composed of five members.

We invite you to visit the ASBA at <http://azsba.org/becoming-a-board-member> to see if the position is right for you.

3. Determine how much money you will receive AND spend for your campaign.

If it is under \$1100 total, go to #5.

If it is over \$1100, you must fill out a STATE OF ARIZONA COMMITTEE STATEMENT OF ORGANIZATION (attached) within 10 days of surpassing the \$1100 threshold.

- On page two of the Statement of Organization, you must list the Chairperson and the Treasurer for the Candidate's committee. By law, the candidate MAY be both the chairperson AND the treasurer. The treasurer is the person who will be in charge of filling out the Campaign Finance Reports and will be accountable for the accuracy of all financial statements made for the campaign.

Scenario: You decide to run for the WUSD #2 open School Governing Board seat, and you plan on spending ONLY \$200 for printing expenses for pamphlets, so you do not file a Statement of Organization. Since you have contributed \$200 of your own money, and also spent \$200 on printing, the total monies received and spent at this point is \$400. Later in your campaign, a friend contributes \$800 to your campaign, bringing the current total of monies received and spent up to \$1200. You have now exceeded the \$1100 limit, and you MUST file a statement of organization within 10 days of going over the \$1100 limit.

This can be the most complicated step of the process. If you have any questions, please do not hesitate to contact our office.

You can also find a comprehensive guide on the AZ Secretary of State's website at:

https://www.azsos.gov/sites/azsos.gov/files/rev_2017_campaign_finance_handbook_candidate_committees.pdf

4. Fill out your STATE OF ARIZONA CAMPAIGN FINANCE REPORT (CFR)

A CFR must be filled out within specific time periods, the dates of which are on our website. The CFR must be turned in multiple times per year, even if there is no financial activity during the reporting period. Your first CFR must include any and all transactions from the beginning of your campaign, including contributions or expenses which happened BEFORE you reached the \$1100 threshold.

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STATE OF ARIZONA
County of Coconino

Special District Candidate
NOMINATION PAPER
DECLARATION OF QUALIFICATION
A.R.S. § 16-311

FOR OFFICE USE ONLY

You are hereby notified that I, the undersigned, a qualified elector, am a candidate for the office of

_____ at the election to be held on _____.

I will have been a citizen of the United States for _____ years before my election and will have been a citizen of Arizona for _____ years before my election and will meet the age requirement for the office I seek and have resided in _____ County for _____ years and in precinct _____ for _____ years before my election.

Actual residence address City or Town Zip
or description of place of residence (required)

Post office address (if applicable) City or town Zip

Print or type your name on the following line in the exact manner you wish it to appear on the ballot, last name first.

LAST NAME FIRST NAME

I declare, under penalty of perjury, that the information in this Nomination Paper and Declaration of Qualification is true and correct, and that at the time of filing I am a resident of the county, district or precinct which I propose to represent, that I have no final, outstanding judgments against me of an aggregate of \$1,000 or more that arose from failure to comply with or enforcement of campaign finance law, and as to all other qualifications, I will be qualified at the time of election to hold the office that I seek.

CANDIDATE SIGNATURE

DATE

Nonpartisan Nomination Petition

I, the undersigned, a qualified elector of the county of _____, state of Arizona, and of _____ hereby nominate _____ who resides at _____ in the county of _____ for the office of _____ to be voted at the _____ election to be held _____, and hereby declare that I am qualified to vote for this office and that I have not signed and will not sign any nomination petitions for more persons than the number of candidates necessary to fill such office at the next ensuing election. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the county recorder for purposes of updating my voter registration file.



Signature	Printed name	Actual residence address, description of place of residence or Arizona post office box address, city or town	Date of signing
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Instructions for Circulators

1. All petitions shall be signed by circulator.
2. Circulator is not required to be a resident of this state but otherwise must be qualified to register to vote in this state and, if not a resident of this state, shall register as a circulator with the secretary of state.
3. Circulator's name shall be typed or printed under the circulator's signature.
4. Circulator's actual residence address or, if no street address, a description of residence location shall be included on the petition.

I, _____ a person who is not required to be a resident of this state but who is otherwise qualified to register to
(print name)

vote in the county of _____, in the state of Arizona, hereby verify that each of the names on the petition was signed in my presence on the date indicated and that in my
belief each signer was a qualified elector who resides at the address given as their residence on the date indicated.

Signature of Circulator

Typed or Printed Name of Circulator

Circulator's Actual Residence Address
(If no street address, a description of residence location shall be included
on the petition)

City or Town and Zip Code