

Office of the Pima County
School Superintendent



A Handbook For

School District Governing Board Candidates

General Election
November 8, 2016

Linda Lee Arzoumanian, Ed.D.
Pima County School Superintendent
www.schools.pima.gov
(520) 724-8451

Dear School District Governing Board Candidate,

Thank you for your interest in running for your school district governing board! The Office of the Pima County School Superintendent has prepared this handbook to provide information regarding the election process of school district governing board members.

On November 8, 2016, the qualified electors of Pima County's 17 school districts will elect members of school district governing boards. Those elected will take office upon subscribing to the Oath of Office on or after January 1, 2017.

Please study the information in this handbook, carefully, as some items may have changed from the 2014 General Election Cycle. If you have questions, please contact the office.

A candidate for School District Governing Board must meet the following qualifications:

- ▶ Be at least 18 years of age
- ▶ Be a citizen of the United States and a resident of Arizona
- ▶ Be a registered voter of the State of Arizona
- ▶ Be a resident of the school district for at least one year prior to the date of election,
- ▶ No employee of the district or their spouse may hold membership on the governing board,
 - ▶ Immediate family, that has had the same residence within the previous four years, shall not serve simultaneously on a five member governing board pursuant A.R.S. §15-421.

All required forms are available on our School Elections page:

<http://www.schools.pima.gov/elections>

Please contact this office if there are any questions.

Office of the Pima County School Superintendent

ATTN: Ricky Hernández

200 N. Stone Ave, Tucson, AZ 85701

(520) 724-8451 / (520) 770-4210 FAX

Email: ricky.hernandez@schools.pima.gov

Sincerely,



Linda Lee Arzoumanian, Ed.D.
Pima County School Superintendent

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CANDIDATE FILING CHECKLIST

The candidate filing period begins **Monday, July 11, 2016** at 8:00AM and ends **Wednesday, August 10, 2016** at 5:00PM. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. The filing location is the Office of the Pima County School Superintendent, 200 North Stone Ave, Tucson, AZ 85701. Candidates must file all required documents on time or their names **WILL NOT** appear on the ballot. In addition to the required paperwork, candidates *may* submit a 500-word statement and candidate photograph to appear on the Pima County School Superintendent's website.

REQUIRED PAPERWORK

A **Political Committee Statement of Organization** or a **\$500 Threshold Exemption Statement** must be filed **before** *accepting contributions, making expenditures, distributing campaign literature or circulating petitions*. The campaign finance paperwork may be filed with the Pima County Elections Department, 6550 S. Country Club Road, Tucson, Arizona.

- Any candidate committee that intends to accept contributions or make expenditures of \$500 or less shall file a **\$500 Threshold Exemption Statement**.
- Any political committee that intends to accept contributions or make expenditures of *more than* \$500 shall file a **Political Committee Statement of Organization**.

Non-Partisan Nomination Paper, Affidavit of Qualification & Campaign Finance Laws Statement

- Candidates must sign this form and have it notarized. The staff of the Pima County School Superintendent's Office will notarize forms, free of charge, if the candidate presents valid picture identification.
- A candidate's name must be written exactly how he or she would like it to be printed on the ballot. Nicknames are permissible as long as they do not suggest a title.

Nonpartisan Nomination Petitions

- Nomination Petition Form must now be on 8-1/2" x 11" and contains only 10 signature lines.
- Campaign finance paperwork must be filed **before** circulating any Nonpartisan Nomination Petitions.
- A photograph of the candidate *may* appear on the Nonpartisan Nomination Petitions.
- Candidate must file *at least* the minimum number of signatures required for the office sought. If there are too few signatures, the Pima County School Superintendent's Office will not accept the nominating petitions.
- Check to see that the circulator portion on the back of *each* petition page is complete.
- Check the front of each petition for completeness of the following: the proper designation of office sought; is there a signature and complete date for each signer; is there a residence address, Arizona post office box, or description of actual residence for each signer?

MINIMUM NUMBER OF REQUIRED SIGNATURES

A.R.S. § 16-322

NOVEMBER 8, 2016 GENERAL ELECTION

Pima County School Districts	# of positions on ballot	March 1, 2016 Voter Registration Totals ^{abc}	Minimum Required Signatures
Ajo Unified School District No. 15	2	1,338	7
Altar Valley Unified School District No. 51	4	3,095	16
Amphitheater Unified School District No. 10	3	73,951	370
Baboquivari Unified School District No. 40	3	3,130	16
Catalina Foothills Unified School District No. 16	3	21,146	106
Continental Elementary School District No. 39	3	19,077	96
Empire Elementary School District No. 37	3	265	2
Flowing Wells Unified School District No. 8	3	12,838	65
Marana Unified School District No. 6	3	50,904	255
Pima County JTED No. 11 (see below)			
JTED Member District 1 ^b	1	129,008	400
JTED Member District 4 ^c	1	109,695	400
JTED Member District 5	1	81,764	400
Redington Elementary School District No. 44	2	48	1
Sahuarita Unified School District No. 30	3	13,925	70
San Fernando Elementary School District No. 35	2	22	1
Sunnyside Unified School District No. 12	3	27,515	138
Tanque Verde Unified School District No. 13	4	8,454	43
Tucson Unified School District No. 1	3	225,196	400
Vail Unified School District No. 20	3	30,940	155

^aAs certified by the Pima County Recorder on March 4, 2016

^bAs certified by the Pima and Pinal County Recorders on March 3 & 4, 2016

^cAs certified by the Pima and Santa Cruz County Recorders on March 4, 2016

DETERMINING THE SIGNATURE REQUIREMENTS

A.R.S. § 16-322(A)(11) and (B)

In school districts, the basis of percentage shall be the total number of voters registered in a school district or single member district, whichever applies. The total number of voters registered for school districts shall be calculated using the periodic reports prepared by the county recorder pursuant to A.R.S. § 16-168(G)(1)(b). The count that is reported on March 1 of the year in which the general election is held shall be the basis for the calculation of total voter registration for school districts.

CANDIDATE ELIGIBILITY REQUIREMENTS

A.R.S. § 15-421

To be eligible for nomination to your 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
- In addition, immediate family that has or had the same residence within the previous four years shall not serve simultaneously on a five member governing board.

500 WORD CANDIDATE STATEMENT

A.R.S. § 15-421(F)

Candidates may submit a 500 word statement and a recent photograph for posting on the Pima County School Superintendent’s website: <http://www.schools.pima.gov/elections>.

Candidate statements shall be either typewritten or electronically submitted. If a candidate does not submit a statement, the county school superintendent’s website shall state “no response submitted” for the candidate. The candidate photograph should be no larger than 2 inches x 3 inches. Statements and photographs may be submitted beginning **July 11 2016** and the last day is **September 22, 2016**.

The statements and photographs will be published online on **September 29, 2016**.

LEGAL REQUIREMENTS FOR CANDIDATE CAMPAIGN ADVERTISEMENTS, LITERATURE AND SIGNS

A.R.S. §§16-901 & 16-912

WHEN DISCLOSURE IS REQUIRED:

Campaign literature or advertisements paid for by any political committee, as defined in A.R.S. §15-901, must disclose in the literature or advertisement, the words “paid for by” followed by the name on either the committee’s Statement of Organization or the \$500 Threshold Exemption Statement.

WHEN DISCLOSURE IS NOT REQUIRED:

- Bumper stickers, pins, buttons, pens and similar small items too small to contain a disclosure of who paid for them.
- Signs paid for by a *candidate’s own campaign committee* are not required to include disclosure of who paid for them.

POLITICAL CAMPAIGN SIGNS & SIGN PLACEMENT

Please verify campaign sign requirements with your jurisdiction. It is the responsibility of the candidate or political committee to ensure that all signs are in compliance.

CAMPAIGNING AND SCHOOL DISTRICTS

It is imperative that campaigning stay within the bounds of the law. Arizona Revised Statutes §15-511 prohibiting, "A person acting on behalf of a school district or a person who aids another acting on behalf of a school district to spend or use school district or charter school resources" to influence the outcome of an election. The Attorney General's Office has published guidelines giving practical advice on adhering to the law's requirements. A copy of the Attorney General's requirements can be downloaded on the School Elections page at: <http://www.schools.pima.gov/elections>.

CAMPAIGN FINANCE LAWS

Titles 16 & 19, Arizona Revised Statutes

Before circulating petitions, accepting contributions, making expenditures, and distributing any campaign literature all candidates shall file either a \$500 Threshold Exemption (for contributions and expenditures of *less than* \$500) or a Political Committee Statement of Organization (for contributions or expenditures *greater than* \$500). The "*de minimis*" rule is no longer valid.

ALL campaign finance filing must be submitted via mail or in person to the Pima County Elections Department located at 6550 S. Country Club Road, Tucson 85756.

\$500 THRESHOLD EXEMPTION STATEMENT

A.R.S. § 16-902.01; §16-903(A)

Each candidate committee or a political committee that intends to accept contributions or make expenditures of **less than \$500** must file a \$500 Threshold Exemption Statement **BEFORE** accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions. Committees that file this form do not file periodic campaign finance reports.

A political committee that has filed a \$500 Threshold Exemption Statement and receives contributions or makes expenditures of more than \$500 shall file a Political Committee Statement of Organization with the Pima County Elections Department within five business days after receiving or expending over the \$500 limit.

POLITICAL COMMITTEE STATEMENT OF ORGANIZATION

A.R.S. § 16-902.01; §16-903(A)

A candidate who intends to receive contributions or make expenditures of more than \$500 in connection with a campaign for office must complete a Political Committee Statement of Organization. This form is to be filed **BEFORE** accepting any contributions, making expenditures, distributing any campaign literature or circulating petitions.

DEFINITION OF A CONTRIBUTION

A.R.S. § 16-901(5)

Any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election. The entirety of this definition can found in Title 16 of Arizona Revised Statutes.

ORGANIZATION OF CANDIDATE/POLITICAL COMMITTEES

A.R.S. § 16-902

Each political committee must have a chairperson and a treasurer. The position of chairperson and treasurer of a single political committee may not be held by the same individual, except that a candidate may be chairperson AND treasurer of the candidate's own campaign committee. All withdrawals and disbursements from campaign accounts require the signature of the treasurer or the designated agent of the political committee.

CIRCULATING NONPARTISAN NOMINATION PETITIONS

A.R.S. § 16-321

Non-Partisan Nomination Petition sheets are available from the Pima County School Superintendent's website at <http://www.schools.pima.gov/elections> and clicking on the "2016 Governing Board Elections" tab.

PETITION CIRCULATORS REQUIREMENTS

A.R.S. §16-315

Any person qualified to register to vote in the State of Arizona may circulate a petition. Non-Arizona residents may circulate petitions but must be registered as a circulator with the Secretary of State. Information on registering as an out of state circulator can be found at: <http://azsos.gov>. Each circulator must complete and sign the back of EACH Nonpartisan Nomination Petition.

PETITION SIGNERS REQUIREMENTS

Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing. Voters registered using the Federal Voter Registration Form are ineligible to sign school board nominating petitions. Qualified electors must also meet the voter requirements under Arizona Attorney General Opinion I13-011.

An individual may sign only one petition for the same office unless more than one candidate is to be elected to such office, and in that case, not more than the number of nomination petitions equal to the number of candidates to be elected to the office.

SIGNATURE WITHDRAWAL

A.R.S. § 19-113

A signature may be withdrawn by the person who signed a Nonpartisan Nomination Petition not later than 5:00PM on the date the candidate's petition is filed with the Pima County School Superintendent.

ADDITIONAL INFORMATION FOR CANDIDATES & CIRCULATORS

- Complete the heading of each Nonpartisan Nomination Petition ***PRIOR*** to collecting signatures.
- A picture of the candidate may be included on the Nonpartisan Nomination Petition.
- Pay attention to the date column on the Nonpartisan Nomination Petition. Be sure it includes the month, day and year. Incomplete or incorrect dates *may* result in the disqualification of the signature.
- Watch for signers who accidentally put phone numbers, zip codes, date of birth, etc. in the date column.
- Ditto marks and other repeating marks in the address and date columns are acceptable, just be sure that the line being repeated is correct.
- Make sure the addresses are complete. Effective July 2012, the elector may use a residential address, a description of place of residence, OR an Arizona post office box.
- **Effective July 2012, only 10 signatures will be counted on each Nonpartisan Nomination Petition. Any signature found in the margins of the Nonpartisan Nomination Petition will not be counted. Check the back of EACH Nonpartisan Nomination Petition to ensure that the circulator information is completed correctly prior to filing the nomination papers.**
- Partial filings of nomination petitions and nomination papers will not be accepted after the filing deadline expires.

NAME ROTATION ON THE BALLOT

A.R.S. § 15-424(F) & §16-464

Position of the names of candidates for each office shall be rotated so that each candidate occupies each position on the ballot an equal number of times, insofar as is possible, for each ballot style.

SINGLE CANDIDATE FILING OR NO CANDIDATE FILING

A.R.S. §15-424(D)

In the event that only one person files a nominating petition for an election, the Pima County Board of Supervisors, no earlier than 75 days before the election, may cancel the election for the position upon a request from the Pima County School Superintendent. Under these circumstances, the single candidate who has filed in a timely and appropriate manner will be appointed to fill the office upon the expiration of the current term. A person who is appointed pursuant to this section is fully vested with the powers and duties of the office as if elected to that office. The person appointed serves for a full four (4) year term.

If no person files a nominating petition for an election, the Board of Supervisors, no earlier than 75 days before the election, may cancel the election for that office and that office is deemed vacant and shall be filled as provided in A.R.S. § 15-302.

WRITE-IN CANDIDATE FILING INFORMATION

A.R.S. §§ 15-424(D); 16-311; 16-312

Any person desiring to become a write-in candidate for an election that **may be cancelled** shall file the *write-in nomination paper* not later than **August 24, 2016**. The write-in filing procedure shall be in the same manner as prescribed in A.R.S. § 16-311.

Any person desiring to become a write-in candidate for an election that has not been cancelled shall file the *write-in nomination paper* not later than **September 29, 2016**. The write-in filing procedure shall be in the same manner as prescribed in A.R.S. § 16-311.

Official write-in candidates will have their names posted in the polling places and their votes counted.

PETITION CHALLENGES

A.R.S. § 16-351

Signatures on petitions are not verified by the Pima County School Superintendent. This is solely a filing office. However, petition signatures are subject to challenge by *any elector*. Nomination papers, affidavit of qualification, petitions and financial disclosure statements become public record once they are filed and are subject to inspection by the general public. It is the duty of the courts, not the Office of the Pima County School Superintendent, to determine the legal sufficiency of the nonpartisan nomination petitions or the candidate's qualifications for office.

A.R.S. § 16-351 states that any elector filing any court action challenging the nomination of a candidate as provided for in this chapter shall do so no later than 5:00 p.m. of the tenth day, excluding Saturday, Sunday and other legal holidays, after the last day for filing nomination papers and petitions. The deadline for challenging nominations is **August 24, 2016**.

The elector shall specify in the action the petition number, line number and basis for the challenge for **each** signature being challenged. Pima County Superior Court shall hear and render a decision within ten days of the filing. A decision shall be appealable only to the Arizona Supreme Court and notice of the appeal shall be filed within five days after the decision of the superior court in the action. The Supreme Court shall hear and render a decision on the appeal promptly.

VOTER REGISTRATION INFORMATION

Qualifications to Vote

Residents are qualified to register to vote if the voter:

1. Has been a resident of the school district at least 29 days prior to the General Election.
2. Is a citizen of the United States
3. At least 18 years of age, or will be 18 by the next General Election.
4. Has not been convicted of treason or a felony, unless their civil rights have been restored.
5. Has not been adjudicated an incapacitated person as defined in A.R.S. § 14-5101.
6. Must also meet the requirements under Arizona Attorney General Opinion I13-011 to vote in state and local elections.

How to Register to Vote

Arizona residents may register to vote in person at their County Recorder's Office, by mail, or at the Motor Vehicle Department's EZVoter Web site at www.servicearizona.com. Forms are also available at government offices and public locations throughout the state or may be requested from the County Recorder or the Secretary of State.

Last Day to Register to Vote

Voters must register 29 days before Election Day to be eligible to vote in the general election. The last day to register to vote for the November 2016 General Election is October 10, 2016.

EARLY BALLOT REQUESTS

Early Voting by Mail

Within 93 days before any election an elector may make a verbal or signed request to the County Recorder for an official early ballot. Early ballot requests can be made via phone at (520) 724-4330 or online at: <http://www.recorder.pima.gov/earlyreq.aspx>.

Permanent Early Voter List (PEVL)

If you choose to participate, you will automatically receive a vote by mail ballot for every election that you are eligible to participate in without the need to request a ballot for each election. To sign up, please find the "Permanent Early Voter List Form" at: http://www.recorder.pima.gov/docs/PEVL_Form.pdf.

On-Site Early Voting

Beginning October 12, 2016 and through 5:00 PM Friday, November 4, 2016, a voter may vote early in person at the Pima County Recorder's Office or at on-site voting locations designated by the Pima County Recorder for this election.

Emergency Voting

Emergency voting is permitted if an unforeseen circumstance occurs which prevents an elector from voting at the polling place. Voters should contact the Pima County Recorder at (520) 724-4330 for the procedure for emergency early voting. Emergency voting is available after the early voting deadline has expired and through 5:00PM on the Monday before Election Day.

FREQUENTLY ASKED QUESTIONS

Q. What is a Governing Board member?

A. A Governing Board member functions as one part of a school district board (consisting of three or five members), making decisions and planning direction for the school district in accordance with State law. Everything board members do is focused on providing the best education possible for the children of the community.

Some areas of responsibility include:

- Develop and support the vision, mission and goals of the district
- Attend all regular and special meetings of the governing board
- Hire and evaluate the district superintendent

- Provide guidance in the development of the district's budget
- Approval of the district budget
- Establish and approve district policies
- Review district regulations for compliance with policy
- Approve personnel actions based on the superintendent's recommendation

Q. What are the qualifications for becoming a governing board member?

A. To be eligible for nomination to a school district governing board pursuant to A.R.S. §15-421, a candidate must be a registered voter of the state and been a resident of the school district for at least one year immediately preceding the day of election. No employee of a school district or the spouse of such employee may hold membership on a governing board of a school district of which such employee is employed. In addition, immediate family that has or had the same residence within the previous four years shall not serve simultaneously on a five member governing board.

Q. Is there training available for newly elected Governing Board members?

A. Yes. The Arizona School Board Association (ASBA) provides model training and leadership to school board members and administrators. ASBA also conducts in-service education for prospective and experienced board members, including workshops and seminars, an annual delegate assembly, a university of board development, a law conference and an annual conference. Governing boards may also contract with ASBA for customized board training sessions at <http://www.azsba.org>.

Q. When elected, when will the governing board member take office?

A. The newly elected governing board member will take office after the certification of the canvass by the Pima County Board of Supervisors and the Pima County School Superintendent. Elected members take office on or after January 1st, upon subscribing to the Oath of Office.

Q. When are Governing Board meetings held?

A. For the purposes of regular meetings of the Governing Board, the board shall hold a regular meeting **at least** once each month during the regular school year and may hold other meetings as often as called. The board shall meet at the most convenient public facility in the school district.

Q. When can I start collecting signatures?

A. Signatures can be collected at any time during the election cycle. All candidates are required to file the appropriate campaign finance documentation *before* collecting signatures. Please refer to [Page 7](#) of this Handbook regarding the requirement.

Q. When can I file the nomination paperwork to run for the governing board?

A. All candidates who desire to have their names printed on the ballot must file all required forms with the Office of the Pima County School Superintendent during the filing period of **July 11, 2016 through August 10, 2016 by 5:00PM.**

Q. When do I fill out the nomination paper, affidavit of qualification and campaign finance law statement?

A. This three-part form is to be filled out, signed, and notarized *not less than ninety nor more than one hundred twenty days before the election.* This form is to be filed **with** the nonpartisan nomination petitions at the Office of the Pima County School Superintendent during the filing period of **July 11, 2016 through August 10, 2016 by 5:00PM.**

- Q. Can I file my nomination petitions and nomination paper separately?**
A. No. A.R.S. § 16-311(H) states that the nomination paper of a candidate must be accompanied by the nomination petitions.
- Q. What forms are required to be a school board candidate?**
A. The following forms are required:
1. Nonpartisan Nomination Petitions (with the minimum number of signatures found on [Page 5](#));
2. Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement (all three are on one page); and,
3. Either the Statement of Organization or the \$500 Threshold Exemption Statement is required prior to **ANY** political activity if collecting or spending more than \$250.
- Q. Do I fill out a financial disclosure statement?**
A. No. The detailed personal financial disclosure statement required by A.R.S. §38-542 is not required of school district governing board members.
- Q. Where do I file my nonpartisan nomination petitions and nomination paper?**
A. Candidates for the office of school district governing board file their **Nonpartisan Nomination Petitions and Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement** with the Pima County School Superintendent, 200 N Stone Ave, Tucson, Arizona 85701.
- Q. What is the 500 word statement?**
A. Candidates may submit a statement and photograph for publication on the Pima County School Superintendent's website. If a candidate does not submit a statement, the county school superintendent's website shall state "no response submitted" for the candidate. The statements may be submitted anytime during after the start of the filing period but no later than September 21, 2016.
- Q. How are petition signatures challenged?**
A. Challenging the nomination of a candidate is outlined in A.R.S. § 16-351. Any elector filing any court action challenging the nomination of a candidate shall do so no later than 5:00 p.m. of the tenth day (excluding Saturday, Sunday and other legal holidays) after the last day for filing nomination papers and petitions. For the November 8, 2016 General Election, the deadline to challenge nomination petitions is August 24, 2016. The elector shall specify in the action the petition number, line number and basis for the challenge for **EACH** signature being challenged.
- Q. Can individuals or the media obtain names and addresses of candidates?**
A. Yes. The Nomination Petitions, the nomination paper, and the Statement of Organization and the \$500-Threshold Exemption Statement all become public records when filed subject to public records requested under State law. These items are not redacted for personal contact information.
- Q. Where do I file the Statement of Organization or a \$500 Threshold Exemption Statement?**
A. These forms must be filed with the Pima County Elections Department, 6550 S. Country Club Road, Tucson, Arizona 85756.

CONTACT INFORMATION

Pima County School Superintendent

200 N. Stone Ave.

Tucson, AZ 85701

(520) 724-8451

<http://www.schools.pima.gov>

Pima County Recorder

240 N. Stone Ave

Tucson, AZ 85701

(520) 724-4330

<http://www.recorder.pima.gov>

Pima County Elections Department

6550 S. Country Club Road

Tucson, AZ 85756

(520) 724-6830

<http://www.pima.gov/elections>

Secretary of State

Capitol Executive Tower, 7th Floor

1700 West Washington Street

Phoenix, AZ 85007

(602) 542-8683

<http://www.azsos.gov>

Arizona School Boards Association

2100 N. Central Ave., Suite 200

Phoenix, AZ 85004

(602) 254-1100 or (800) 238-4701

www.azsba.org