



**CHANDLER**  
arizona  
Community of Innovation

# Candidate Packet

2024

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# Letter from the City Clerk

Thank you for your interest in becoming a candidate in the 2024 City of Chandler Election. This information packet is an important first step in the election process and has been prepared to provide you with information and candidate requirements for the 2024 City Council Election.

While every effort is made to provide a comprehensive overview of the election process for the City of Chandler, this candidate information packet and the noted resources are provided with the understanding that City Clerk staff cannot render legal or financial advice. It is the candidate's responsibility to ensure that all legal requirements have been met.

The City of Chandler appreciates your interest in the election process. Contact the City Clerk's Office for assistance during the nomination period or throughout the election process at 480-782-2182; or email [dana.delong@chandleraz.gov](mailto:dana.delong@chandleraz.gov).

Sincerely,

*Dana DeLong*  
City Clerk  
City of Chandler  
480-782-2182  
[dana.delong@chandleraz.gov](mailto:dana.delong@chandleraz.gov)

Please note that the Chandler City Clerk serves as the filing officer for all local election forms. All forms must be filed with the Chandler City Clerk's Office within the deadlines noted in the statutes. Candidates are encouraged to refer to the Arizona State Constitution, the Arizona Revised Statutes, the Chandler City Charter, and Chandler City Code for legal requirements pertaining to candidates for elective office.

# City Council Information



## City Council

- Mayor and six Councilmembers elected from the City at large
- Per the City Charter, nothing on the ballot reflects a political party affiliation
- Current Annual Salary
  - Mayor \$56,758.14
  - Vice Mayor and Councilmembers \$33,236.75



## Term Limits

- Mayor: eligible to serve 2 consecutive four-year terms
- Councilmember: eligible to serve 2 consecutive four-year terms
- After 2 consecutive terms, not eligible to hold same office until 4 years have elapsed



## Candidate Qualifications

- A Qualified Elector, person legally qualified to vote in the City of Chandler Elections and resides within Chandler city limits
- A resident of the City or an annexed area for a least two years immediately preceding the election
- Hold no other elected public office or City employment during the elected term

# Primary and General Elections



## Primary Election July 30, 2024

At the primary election the candidates receiving the highest number of the majority of votes cast equal to the number of seats to be filled are declared elected to the office.

No further election is held unless no candidate receives a majority of votes cast or an insufficient number of candidates receive a majority of votes cast.



## General Election November 5, 2024

If there is any office where no candidate was elected in the primary, a second or general election is held.

The candidates not elected at the primary election equal in number to twice the number of seats to be filled, or less, and who receive the highest number of votes for the seats, at the primary election, shall be the only candidates at the general election.

## How to Calculate the Majority of Votes Cast

- Step 1: Add the total number of votes cast for all candidates for an office.
- Step 2: Divide the sum in Step 1 by the number of seats to be filled at the election.
- Step 3: Divide the result of the calculation in Step 2 by two and round the number to the highest whole number. This number is the Majority of Votes Cast.

# Nomination Process

## **Statement of Interest**

Prior to collecting petition signatures on the candidate's nomination petition form, a candidate must first declare their interest in running for a office by filing a Statement of Interest


**Nomination Petitions** containing at least 1,000, but not more than 5,111 signatures, Nomination Paper, and Declaration of Qualification

## **Statement of Organization Candidate Campaign Finance Committee**

If a candidate receives any contributions or makes any expenditures, in any combination, of at least \$500 in connection with their candidacy; they must file a Statement of Organization

## **Financial Disclosure Statement**

Candidates must file a financial disclosure statement for the previous 12 months, at the time of filing nomination petitions.



# Becoming an Official Candidate

**Official Filing Period**  
**March 2, 2024 through**  
**April 1, 2024 at 5:00 p.m.**

To become an official candidate, file the following with the City Clerk during the nomination petition filing period.



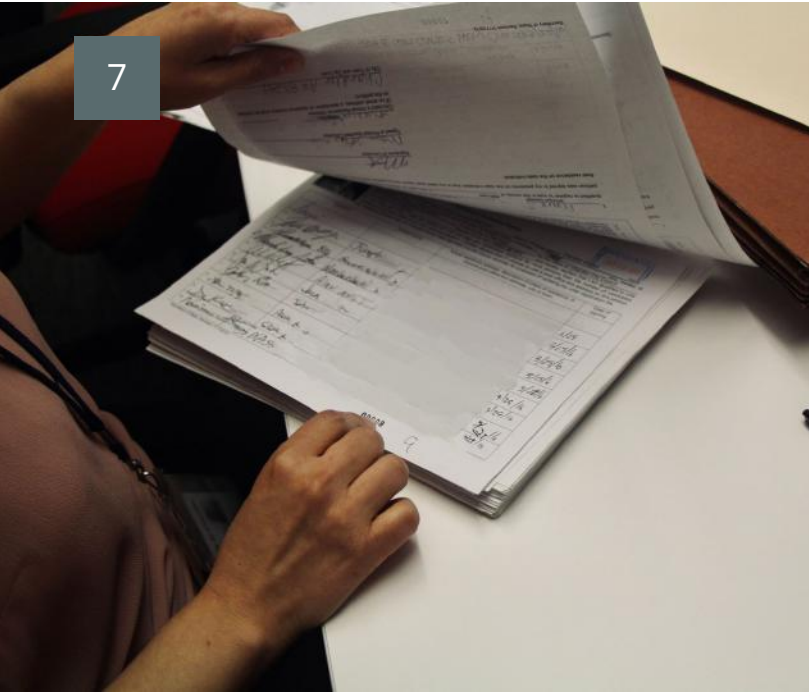
Nomination Petitions containing at least 1,000 but not more than 5,111 signatures



Financial Disclosure Statement



Nomination Paper including Declaration of Qualification



# Circulating Nomination Petitions

Petition forms are available from the City Clerk's Office and available on the City's website; petition requirements are found in A.R.S. §16-314, 16-315, and 16-321.

**A Statement of Interest form must be filed with the City Clerk's Office prior to collecting any signatures.**

## Petition Circulators

- Each circulator must complete and sign the back of each signature sheet
- A 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
- A candidate may circulate their own petition
- Only one person may circulate a petition sheet, and their name must be typed or printed under the circulator's signature, must also include their residence address.

## Petition Signers

A nomination petition is signed by qualified electors and supports the candidacy for nomination of the individual whose name appears at the top of the nomination petition in the certificate portion.

Qualified electors entitled to sign nomination petitions are those who are qualified to vote for the candidate whose nomination petition they are signing and must reside in the electoral district in which the candidate is running. A signature may be withdrawn by the person who signed a nomination petition not later than 5:00 p.m. on the date the petition is filed with the City Clerk.

## Penalty for Petition Forgery

All petitions that have been submitted by a candidate who is found guilty of petition forgery shall be disqualified, and the candidate is not eligible to seek election to a public office for at least five years.



# WELCOME to E-Qual



Arizona Secretary of State  
Citizens Clean Elections Commission



Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections. Candidates may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. Voters will confirm their registered voting address in order to be able to sign petitions.

Interested candidates may contact the City Clerk for information on how to set up an E-Qual account and create online nomination petitions.



## Important Note

No E-Qual signatures will be processed without the candidate making an appointment with the City Clerk and filing all the required nomination documents.

# E-Qual Nomination Petitions

## E-Qual Submission of Petition Signatures

If you have utilized the Online Petition Portal to collect petition signatures you may submit your E-Qual petition signatures online.

- In the E-Qual system follow the process to “Submit the Petition to Filing Officer”
- When the City Clerk receives the email that a candidate has submitted their petition, we will print the petition pages and set them aside until the candidate finalizes their submission by appearing in person in the City Clerk’s Office and submitting their nomination paper, financial disclosure statement, and any paper petitions

If you prefer not to submit your E-Qual signatures electronically, you may print the signature pages and submit them with the rest of your required paperwork.

- In the E-Qual system follow the process to “Print Petition and Signatures”
- Bring the petition pages in when you file all the required nomination documents

# Practical Tips for Nomination Petitions

## Signatures



- No more than 10 signatures per page
- Signatures in the margin will not be accepted
- Okay to have the signature and printed name reversed

## Date



- Include month, day and year
- Watch for signers who accidentally put phone numbers, zip code or date of birth in the date field
- Ditto marks will be accepted in the date column; be sure the line being repeated is correct

## Addresses



- Be sure addresses are complete
- P.O. Boxes are acceptable
- Ditto marks are accepted in the address column; be sure the line being repeated is correct

## Heading and Circulator Page



- Do not make corrections to the heading after the petition is circulated
- Ensure each circulator has completed and signed the back of each signature sheet
- Only one circulator per petition sheet



# Challenging Nomination Petitions

## **Nomination Petition Challenge Period April 2, 2024 through April 15, 2024 at 5:00 p.m.**

It is the duty of the courts and not the City Clerk to determine the legal sufficiency of nomination petitions. The City Clerk has neither the right nor the duty to determine whether signers of the nominating petitions are qualified electors.

In event that a challenge is filed, it will be the person who submitted the petition, and not the City, that will be required to defend the legal sufficiency of the petition. The City Clerk is the designated agent for the person filing a nomination petition and will immediately notify the person of any challenge action.

In addition to petition signature challenges, a candidate may also be challenged on grounds related to qualifications of office.

Court action challenging a candidate's nomination must be no later than 5pm of the tenth day, excluding Saturday, Sunday, and legal holidays, after the last day of the nomination petition filing deadline.

All challenges are required to specify the petition number, line number, and basis for dispute for each signature in question.

Superior Court will hear the action and render a decision within ten days after the filing of the challenge.

An appeal of the Superior Court decision must be filed within five days to the Arizona Supreme Court.

# Write-in Candidates



## Primary Election Write-in Candidate Filing Deadline 5:00 p.m. June 20, 2024

File the Nomination Paper including Declaration of Qualification and Financial Disclosure Statement with the City Clerk.

A person cannot be a write-in candidate at a primary election if the person filed a nomination petition for the current primary election for the office sought and failed to provide a sufficient number of valid petition signatures, withdrew from the primary election after a challenge was filed or, was removed from or otherwise determined by court order to be ineligible for the primary election ballot



## General Election Write-in Candidate Filing Deadline 5:00 p.m. September 26, 2024

File the Nomination Paper including Declaration of Qualification and Financial Disclosure Statement with the City Clerk.

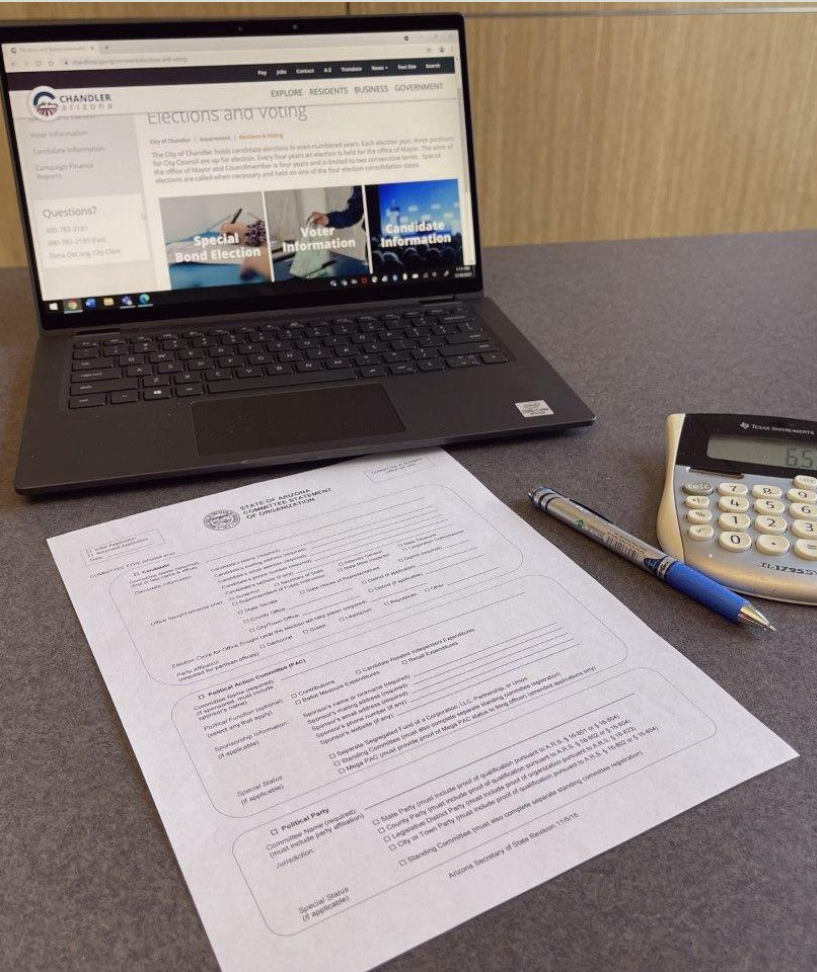
A person cannot be a write-in candidate at a general election if the person ran in the immediately preceding primary election for that office and failed to be nominated or filed a nomination petition without enough valid signatures to be placed on the ballot for that year's primary election.

# Campaign Finance

A candidate for Mayor or Council must comply with all State campaign finance laws [A.R.S. Title 16, Chapter 6].

Campaign finance laws are specific and detailed. They establish when a candidate is required to form a committee, how a candidate's committee must be constituted, contribution limits, and when campaign finance reports are required and their content. The importance of strict compliance with campaign finance laws cannot be overstated. Timely, accurate compliance with campaign laws is essential to avoid monetary penalties, possible criminal violations, and other negative consequences. Failure to comply with campaign finance laws may be the subject of enforcement actions, as well as civil and criminal penalties.

To ensure compliance with all State campaign finance laws, candidates are strongly encouraged to seek the assistance of their attorney and/or other professionals with knowledge of election laws from the beginning of their involvement in the campaign process. City staff will not interpret campaign finance law for candidates. Staff will provide candidates with information needed to complete the required forms.



## Statement of Organization

Candidates who receive contributions or make expenditures, in any combination, of \$500 or more in connection with their candidacy must register as a candidate committee and account for all monies or things of value received and explained by filing a Statement of Organization with the City Clerk (filing officer). [A.R.S. §16-905(B)]

A candidate may have only one committee in existence for the same office during the same election cycle. Committees are required to file an amended statement of organization within ten days after any change in committee information. [A.R.S. §16-906]

# Campaign Finance Filing Dates

There are a number of campaign finance reports that must be filed with the City Clerk throughout the election period. It is the responsibility of the candidate and/or the candidate's committee to ensure all deadlines are met. Electronic filing via email is permissible [A.R.S. §16-927].

Campaign finance reports must be received by the City Clerk by the following dates:

Filing Deadline	Type of Report	Reporting Period
January 16, 2024	Quarterly	January 1, 2023 – December 31, 2023
April 15, 2024	Quarterly	January 1, 2024 – March 31, 2024
July 15, 2024	Quarterly	April 1, 2024 – June 30, 2024
July 27, 2024	Pre-Primary	July 1, 2024 – July 20, 2024
October 15, 2024	Quarterly Post Primary	July 21, 2024 – September 30, 2024
October 26, 2024	Pre-General	October 1, 2024 – October 19, 2024
January 15, 2025	Quarterly Post General	October 20, 2024 – December 31, 2024



# Campaign Contributions Limits and Failure to File

Campaign contribution limits can be found on the Secretary of State's Campaign Contribution Limits for [2023-2024 Election Cycle Chart](#).

In summary the limits are:

- \$6,650 per election cycle from an individual or a political action committee (PAC) without Mega PAC status.
- \$13,300 per election cycle from a PAC with Mega PAC status.

The current election cycle is January 1, 2023 to December 31, 2024.

## Failure to File

A committee failing to file any of the required campaign finance reports is subject to a penalty of \$10 for each day that the filing is late during the first 15 days after the filing deadline, and \$25 for each subsequent day that the filing is late.

Penalties accrue until the late report is filed. If the committee fails to file a report within 30 days after the filing deadline, the filing officer may, after providing written notice by email to the committee within five days after the filing deadline, refer the matter to the City Attorney.

## Producing Records

Upon request from the filing officer (City Clerk) or the enforcement officer (City Attorney), a committee that has filed a statement of organization shall produce any of the records required to be kept pursuant to [A.R.S. §16-907](#) to the filing officer or enforcement officer.

A person that qualifies as a committee as prescribed by [A.R.S. §16-905](#) shall report all contributions, expenditures, and disbursements that occurred before qualifying as a committee and shall maintain and produce records as prescribed by [A.R.S. §16-907](#).

# Termination of Candidate Committee

A committee may terminate only when the committee treasurer files a termination statement certifying under penalty of perjury that:

- The committee will no longer receive any contributions or make any disbursements
- The committee has either no outstanding debts or obligations
- The committee has no outstanding debts or obligations (or both) that are all more than five years old, and that the committee's creditors have agreed to discharge the debts and obligations and have agreed to the termination of the committee
- All surplus monies have been disposed of and that the committee has no cash on hand
- All contributions and expenditures have been reported, including any disposal of surplus monies

After a Termination Statement is filed, a committee is not required to file any subsequent campaign finance reports and shall have no further receipts and disbursements without filing a new Statement of Organization.



## Methods of Disposing of Monies

### A.R.S. § 16-933

Return surplus monies to the contributor.

Contribute surplus monies pursuant to A.R.S. §16-911 through §16-918.

Donate surplus monies to a nonprofit organization that has tax exempt status under section 501(c)(3) of the internal revenue code.

Contribute surplus monies to a candidate committee for another candidate under the following conditions:

- The candidate committee makes the contribution after the time period for filing a nomination paper pursuant to section A.R.S. §16-311, subsection A
- The candidate associated with the candidate committee that makes the contribution did not file a nomination paper to run for election in the current election cycle
- For a candidate committee for legislative office, the candidate committee makes the contribution when the legislature is not in regular legislative session
- The candidate committee makes the contribution within the limits prescribed for individuals in section A.R.S. §16-912

**Surplus monies shall not be used for or converted to personal use.**





# Promotional Materials

A person that makes an expenditure for an advertisement or fundraising solicitation, other than an individual, shall include the following disclosure in the advertisement or solicitation:

1. The words “paid for by” followed by the name of the person making the expenditure for the advertisement or fundraising solicitation.
2. And, whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

Campaign advertisements or fundraising solicitations must include a disclaimer that indicates it was paid for and authorized by the candidate’s committee. For example, a proper disclaimer would read:

**Paid for by Smith for House.  
Authorized by Smith for House.**

If a disclosure contains any acronym or nickname that is not commonly known, the disclosure shall also spell out the acronym or provide the full name.



The Chandler City Code, Chapter 39, Section 39-10 contains information about Temporary Signs in the City of Chandler, and is available online at [chandleraz.gov/code](http://chandleraz.gov/code)

# Promotional Materials Disclosures

## Radio Broadcast



The disclosure is clearly spoken at the beginning or end of the advertisement

## Written Material



The disclosure is clearly readable

## Sign or Billboard



The disclosure has a height that is at least 4% of the vertical height of the sign or billboard

## TV or Video



The disclosure is written and spoken at the beginning or end of the advertisement. If the written disclosure is displayed for more than 1/6 of the broadcast duration or 4 seconds, a spoken disclosure is not required

The written disclosure statement must have a height that is at least 4% of the vertical picture

# Disclosure Requirements Exemptions



Social media messages, text messages, or messages sent by a short message service



Advertisements placed as a paid link on a website, if the message is not more than 200 characters in length and the link directs the user to another website that complies with the disclosure requirements



A published book or a documentary film or video



Bumper stickers, pins, buttons, pens and similar small items on which the required statements cannot be conveniently printed



A solicitation of contributions by a separate segregated fund



Advertisements that are placed as a graphic or picture link, if the disclosures cannot be conveniently printed due to the size of the graphic or picture and the link directs the user to another website that complies with the disclosure requirements



A communication by a tax-exempt organization solely to its members

# Sign Information for Candidates

The City of Chandler's sign regulations are designed to balance the need to protect the public safety and welfare, the need for a well-maintained and attractive community, the need for adequate identification for land uses, and preservation of expression protected under the First Amendment.

## Prior to May 20, 2024

Chandler City Code Chapter 39 regulations will be enforced for all types of temporary signs posted on any dates that fall outside of May 20, 2024 through Nov. 20, 2024, which is the enforcement exempt election season.

Code Enforcement will contact candidates with signs that are in violation of the Chandler City Sign Code and provide the candidate 24 hours to remove the sign. Subsequent violations will result in the removal of signs by Code Enforcement.

## May 20, 2024 through November 20, 2024

Beginning 71 days prior to the Primary Election date and until 15 days following the General Election date, as long as state law requirements are met (ARS §16-1019):

- no enforcement action will be taken on signs in the rights-of-way, or
- signs on commercial properties placed with the permission of the property owner.

**May 20, 2024** - 71 days before the 2024 Primary Election  
**November 20, 2024** - 15 days after the 2024 General Election

Campaign signs are included in a category of "Temporary Signs". All temporary signs, including signs supporting or opposing a candidate for office or urging action on a ballot issue, are required to contain the name and telephone number or website address of the candidate or campaign committee contact person. [A.R.S. §16-1019]

# Forms and Additional Information

Links to the Election forms are located at [chandleraz.gov/elections](http://chandleraz.gov/elections).

## Nomination Forms

- Candidate Statement of Interest
- Nomination Paper / Declaration of Qualification
- Nomination Petition (signatures)
- Nomination Paper for Write-in Candidate
- Financial Disclosure Statement Form
- Financial Disclosure Handbook

## Financial Forms

- Campaign Finance Report Form
- Campaign Contribution Limits
- Voter Data Request Form
- Arizona Secretary of State Campaign Finance Candidate Guide

## Political Action Committees Forms

- Statement of Organization (Political Action Committee)
- Political Action Committee Termination Statement
- Arizona Revised Statutes Title 16

## Voter Registration and Early Ballot Requests

- Phone: Maricopa County Elections, 602-506-1511 or 602-506-2348 (TDD)
- Online: [elections.maricopa.gov/voter-registration/register-to-vote.html](http://elections.maricopa.gov/voter-registration/register-to-vote.html) or [servicearizona.com](http://servicearizona.com)
- Mail: Maricopa County Recorder, 111 3rd Ave, STE 102, Phoenix, AZ 85003-2294



# Candidate Checklist

## Candidate Statement of Interest

File before collecting any nomination petition signatures.

## Statement of Organization for Political Committee

File within 10 days of receiving contributions or making expenditures of at least \$500, in any combination, in connection with your candidacy.

## Nomination Petition Filing Period

Monday, March 2, 2024 through  
Monday, April 1, 2024 at 5:00 p.m.

## Official Filing Requirement

Schedule an appointment with the City Clerk.

The following items are required to be filed during the nomination petition filing period.

1. Nomination Paper/Declaration of Qualification Form
2. Financial Disclosure Statement for Local Public Officers
3. Nomination Petitions - Containing not less than 1,000 valid signatures or more than 5,111 signatures

A receipt will be issued noting the number of signatures received. All documents are public record. Only one supplemental filing is allowed after the initial filing and before the filing period deadline.

## Primary Election

Last Day to Register to Vote  
Monday, July 1, 2024

Early Voting Begins  
Wednesday, July 3, 2024

Last Day to Request a Mailed Ballot  
Friday, July 19, 2024

Last Day to Vote Early in Person  
Friday, July 26, 2024

Last Day to Return Ballots  
Tuesday, July 30, 2024, by 7:00 p.m.

**Primary Election**  
**Tuesday, July 30, 2024**

## General Election

Last Day to Register to Vote  
Monday, October 7, 2024

Early Voting Begins Wednesday,  
October 9, 2024

Last Day to Request a Mailed Ballot  
Friday, October 25, 2024

Last Day to Vote Early in Person  
Friday, November 1, 2024

Last Day to Return Ballots  
Tuesday, November 5, 2024, by  
7:00 p.m.

**General Election**  
**Tuesday, November 5, 2024**



# Candidate Packet 2024

