



A Handbook For

# School District Governing Board Candidates

General Election  
November 3, 2020

Dustin J. Williams  
Pima County School Superintendent  
[www.schools.pima.gov](http://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 3, 2020, 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, 2021.

***Please study the information in this handbook, carefully, as some items may have changed from the 2018 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 at the time of the election
- Be a citizen of the United States and a resident of Arizona
- Be a registered voter in Arizona
- Be a resident of the school district for at least one (1) year prior to Election Day
- You cannot be a district employee, including providing services as an employee through a third-party contractor, or the spouse of a district employee
- For 5-member boards, you cannot serve simultaneously if you are the immediate family of a current governing board member, if you have had the same residence within the previous four (4) years.
- For 5-member boards, you cannot run for the board if you are related by affinity, consanguinity or by law to the third degree to a current board member or candidate for election to the same governing board.

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.

Pima County School Superintendent's Office  
ATTN: Jeanette Velasquez  
200 N. Stone Ave, Tucson, AZ 85701  
(520) 724-8451 / (520) 770-4210 FAX

Sincerely,



Dustin J. Williams  
Pima County School Superintendent

Revised February 14, 2019

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# CANDIDATE FILING CHECKLIST

The candidate filing period begins **Monday, June 8, 2020** at 8:00AM and ends **Monday, July 6, 2020** at 5:00PM. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. The filing location is the Pima County School Superintendent's Office located at 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. **School board candidates CANNOT FILE using the AZ Secretary of State's online filing (E-Qual) system.**

## REQUIRED PAPERWORK

### Political Committee Statement of Organization

- Must be filed ONLY when a candidate receives contributions OR makes expenditures – in any combination – of at least \$1,100 for the 2020 General Election Cycle.
- Candidates who will NOT reach the \$1,100 threshold are NOT required to file a Statement of Organization.
- If a candidate reaches the threshold, the Statement of Organization must be filed with the Pima County Elections Department located at 6550 S. Country Club road.

### Statement of Interest

- Per A.R.S. §§ 16-311 (H) and 16-341 (I), all candidates **MUST** submit their completed Statement of Interest to the Pima County School Superintendent's Office prior to collecting signatures. The Statement of Interest is available online at: [www.schools.pima.gov/elections](http://www.schools.pima.gov/elections)

### 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.
- This form is filed with the Nomination Petitions. It cannot be accepted separately.

### Nonpartisan Nomination Petitions

- Nomination Petition Form must be on 8½" x 11" and contains only 10 signature lines.
- 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 reject all the nomination petitions.
- Check to see that the circulator portion on the back of *each* petition page is complete. Incomplete circulator information will cause the specific petition page to be rejected.
- 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 3, 2020 GENERAL ELECTION			
Pima County School Districts	# of positions on ballot	March 1, 2018 Voter Registration Totals <sup>a</sup>	Minimum Required Signatures
Ajo Unified School District No. 15	3	1,403	
Altar Valley Unified School District No. 51	2	3,434	
Amphitheater Unified School District No. 10	3	78,243	
Baboquivari Unified School District No. 40	2	3,307	
Catalina Foothills Unified School District No. 16	2	22,183	
Continental Elementary School District No. 39	4	21,071	
Empire Elementary School District No. 37	3	310	
Flowing Wells Unified School District No. 8	3	13,112	
Marana Unified School District No. 6	3	54,572	
Pima County JTED No. 11 (see below)			
JTED Member District 1	1	79,798	
JTED Member District 4	1	90,357	
JTED Member District 5	1		
Redington Elementary School District No. 44	3	52	
Sahuarita Unified School District No. 30	3	15,658	
San Fernando Elementary School District No. 35	3	22	
Sunnyside Unified School District No. 12	3	29,590	
Tanque Verde Unified School District No. 13	3	8,647	
Tucson Unified School District No. 1	3	230,721	
Vail Unified School District No. 20	3	34,049	

<sup>a</sup>As certified by the Pima County Recorder on March 9, 2018

This information will be updated in early 2020

## 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 at least 18 years of age at the time of the election
- Be a citizen of the United States and a resident of Arizona
- Be a registered voter in Arizona
- Be a resident of the school district for at least one (1) year prior to Election Day
- You cannot be a district employee, including providing services as an employee through a third-party contractor, or the spouse of a district employee
- For 5-member boards, you cannot serve simultaneously if you are the immediate family of a current governing board member, if you have had the same residence within the previous four (4) years.
- For 5-member boards, you cannot run for the board if you are related by affinity, consanguinity or by law to the third degree to a current board member or candidate for election to the same 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 **June 8, 2020** and the last day is **September 10, 2020**.

The statements and photographs will be published online on **September 17, 2020**.

## 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 the committee's Statement of Organization.

### 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. Requirements for political campaign signs can be found at [Section 16-1019 of Arizona Revised Statutes](#). Statutory protections on campaign signs only apply starting 60 days before the August 2020 Primary Election and must be removed within 15 days after the November 2020 General Election.

## **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

Candidate committees that will receive contributions OR make expenditures – in any combination – of at least \$1,100 for the 2020 General Cycle must file a "Statement of Organization" with the Pima County Elections Department. 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.

## **POLITICAL COMMITTEE STATEMENT OF ORGANIZATION**

A.R.S. § 16-905

A candidate who intends to receive contributions or make expenditures, in any combination, of at least \$1,100 in connection with a campaign for office must complete a Political Committee Statement of Organization. Candidates are no longer required to file this form before accepting contributions, making expenditures or circulating petitions/campaign literature.

It is required **ONLY** when a candidate committee receives or makes contributions, in any combination, of at least \$1,100 for the 2020 General Election Cycle. For example, if your campaign receives a \$600 contribution and spends \$500 on campaign expenses, this triggers the reporting requirement and a Statement of Organization must be filed.

## **DEFINITION OF A CONTRIBUTION**

**A.R.S. § 16-901(11)**

Any money, advance, deposit or other thing of value that is made to a person for the purpose of influencing an election.

## **ORGANIZATION OF CANDIDATE/POLITICAL COMMITTEES**

**A.R.S. §§ 16-906, 16-907**

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 "2020 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 meet the voter requirements under [Arizona Attorney General Opinion 113-011](#).

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. To withdraw a petition signature, a person may do any of the following:

- Verify the withdrawal by signing a simple statement of intent to withdraw at the office of the filing officer
- Mail a signed, notarized statement of intent to withdraw to the receiving officer
- Draw a line through the signature and printed name on the petition.

## ADDITIONAL INFORMATION FOR CANDIDATES & CIRCULATORS

1. Complete the heading of each Nonpartisan Nomination Petition PRIOR to collecting signatures.
2. A picture of the candidate may be included on the Nonpartisan Nomination Petition.
3. Ensure that the date column includes the month, day AND year.
4. Ditto marks and other repeating marks in the address and date columns are acceptable as long as the line being repeated is correct.
5. Ensure all addresses are complete with the correct residential address or PO Box.
6. 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.
7. Check the back of EACH Nonpartisan Nomination Petition prior to filing to ensure that the circulator information is completed correctly. Incomplete circulator information will cause the entire petition page to be rejected.

## 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 19, 2020**. 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 24, 2020**. 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 **July 20, 2020**.

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 vote in their school district if they meet the following conditions:

1. Registered at least 29 days prior to the General Election.
2. A citizen of the United States
3. At least 18 years of age, or will be 18 by the next General Election.
4. Not convicted of treason or a felony, unless their civil rights have been restored.
5. Not adjudicated as an incapacitated person as defined in A.R.S. § 14-5101.
6. Meet requirements 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.arizona.vote](http://www.arizona.vote). 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 2020 General Election is October 5, 2020.

## 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, go to: [http://www.recorder.pima.gov/docs/PEVL\\_Form.pdf](http://www.recorder.pima.gov/docs/PEVL_Form.pdf).

### On-Site Early Voting

Beginning October 7, 2020 and through 5:00 PM Friday, October 30, 2020, 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 1<sup>st</sup> following the General Election and 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. Please refer to [Page 7](#) of this Handbook regarding the requirement. Prior to collecting signatures, candidates must submit to the Pima County School Superintendent's Office the Statement of Interest.

**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 June 8, 2020 through July 6, 2020 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 June 8, 2020 through July 6, 2020 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. 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. Statement of Organization, if applicable.

**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 and after the start of the filing period but no later than September 10, 2020.

**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 3, 2020 General Election, the deadline to challenge nomination petitions is July 20, 2020. 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 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?**

A. This form 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, 7<sup>th</sup> 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](http://www.azsba.org)