Updated August 12, 2024

2024 ELECTION CANDIDATE HANDBOOK

Compiled and Issued by the Office of the City Clerk

One City Plaza | Yuma, AZ 85364
Phone: 928.373.5035 | Email: Clerk@YumaAz.gov

OFFICE OF THE CITY CLERK
One City Plaza
Yuma, AZ 85364
928-373-5035 (phone)
Clerk@YumaAz.gov

Dear Candidate:

Thank you for your interest in running as a candidate in the 2024 City of Yuma election. This candidate handbook has been prepared to assist you in complying with election filings and requirements for the 2024 election. While the City Clerk's Office will assist with informational items, this handbook and the noted resources are provided with the understanding that City Clerk's Office team cannot render legal or financial advice; ***it is the candidate's responsibility to ensure that all legal requirements have been met.***

This candidate packet contains information related to the following:

- Important dates and contact information
- Candidate requirements and filing information
- Online Petition Portal/E-Qual Candidate Guide
- Candidate Profile option/Clean Elections
- Political sign requirements
- Frequently asked questions

For your convenience, we have provided links to forms that can be completed electronically. However, please note that all required documents must be filed in the City Clerk's Office located at Yuma City Hall, One City Plaza, Yuma, Arizona, 85364, within the deadlines noted in the statutes.

Every effort was made to provide you with materials that are current. However, State statutes are subject to change and neither the City Clerk's Office nor the City Attorney is able to provide legal advice on election questions to individual candidates. Given the complexity of election laws, particularly campaign finance laws, and the importance of timely compliance, candidates are strongly encouraged to seek the assistance of an attorney or other professionals with knowledge of election laws.

The City of Yuma appreciates your interest in our election process and welcomes your suggestions regarding additional information that would be of assistance to you. Please contact the City Clerk's Office if you have any questions.

Sincerely,

Lynda L. Bushong, MMC
City Clerk

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IMPORTANT DATES CITY OF YUMA 2024 ELECTION

Deadlines		Contact/Filing Office
NOTE: A CANDIDATE STATEMENT OF INTEREST FORM IS REQUIRED TO BE FILED **PRIOR** TO OBTAINING SIGNATURES ON A CANDIDATE NOMINATION PETITION		
March 4, 2024 through April 1, 2024 5:00 p.m.	Nomination Packet ARS § 16-311 (B)	City Clerk's Office
June 20, 2024 5:00 p.m.	Write In Candidate – Primary Election Filing of nomination paper ARS § 16-312 [Click Here]	City Clerk's Office
July 1, 2024	Voter Registration – Primary ARS § 16-120	Yuma County Recorder's Office www.servicearizona.com
July 3, 2024	Early Voting Begins - Primary ARS § 16-542 (C)	Yuma County Recorder's Office
July 19, 2024 5:00 p.m.	Request for Ballot by Mail	Yuma County Recorder's Office
July 19, 2024 5:00 p.m.	Voter Assistance – Primary ARS § 16-549 (C)	*Yuma County Recorder's Office
July 30, 2024	**PRIMARY ELECTION**	
September 26, 2024 5:00 p.m.	Write In Candidate – General Election Filing of nomination paper ARS § 16-312 [Click Here]	City Clerk's Office
October 7, 2024	Voter Registration - General	Yuma County Recorder's Office www.servicearizona.com
October 9, 2024	Early Voting Begins - General	Yuma County Recorder's Office
October 25, 2024 5:00 p.m.	Request for Ballot by Mail	Yuma County Recorder's Office
October 25, 2024 5:00 p.m.	Voter Assistance - General	*Yuma County Recorder's Office
November 5, 2024	**GENERAL ELECTION**	

**Disabled or ill electors may send a written request or call the Yuma County Recorder to have a ballot personally delivered to their place of residency by the Special Election Board*

CANDIDATE INFORMATION

QUALIFICATIONS

A City Council candidate must meet the following qualifications as set forth in Arizona Revised Statutes § 9-232 (at the time of the election):

- be eighteen (18) years of age or older
- be a qualified elector of the City of Yuma
- have resided in the City of Yuma or in any area annexed to the City, for at least one year prior to the election

A Municipal Judge candidate must meet the following qualifications as set forth in Article XI, Section 3(d) of the Yuma City Charter:

- be at least 30 years of age
- be of good moral character with no felony convictions
- a resident of the City of Yuma for five years preceding the day of election or appointment

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ELECTIVE OFFICES TO BE FILLED

Number of positions	*Office*	Term	Term of Office	Annual Salary
3	Councilmember	4 years	January 1, 2025 - December 31, 2028	*$ 3,600
1	Municipal Judge	4 years		**$103,950

* The annual salary may change based on the outcome of Proposition 420 at the November 7, 2023, Special Election.
**Salary set through the Yuma City Council by ordinance.

SIGNATURE REQUIREMENTS

The nonpartisan nomination petition must contain the signatures of not less than three percent (3%) nor more than five percent (5%) of the total number of valid ballots cast at the preceding General Municipal Election (November 2022). The required number of signatures to qualify for the 2024 Primary Election ballot is no less than 675 and no more than 1,124 signatures of qualified electors of the City of Yuma.

MAJORITY TO ELECT IN PRIMARY ELECTION

Any candidate who receives, in the Primary Election (July 30, 2024), a majority of votes of all the ballots cast (50% + 1), will be declared elected to the office for which he/she is a candidate, as of the date of the General Election (November 5, 2024). If more candidates receive a majority of votes of all the ballots cast than there are offices to be filled, those candidates, equal to the number of offices to be filled, receiving the highest number of votes shall be declared elected as set forth in Article IV, Section 5 of the Yuma City Charter.

CAMPAIGN INFORMATION

This campaign information serves as a guideline to incumbent and non-incumbent candidates during the election campaigns:

- Use of the City's logo on campaign material and related communication platforms, such as social media accounts is prohibited.

- Unlawful acts of electioneering and violations of the "seventy-five foot limit" are subject to a class 2 misdemeanor, as prescribed in A.R.S § 16-1018 & §16-515.

- Arizona Revised Statutes § 9-500.14 prohibits the use of City resources to influence elections

- All legally declared incumbent and non-incumbent candidates for any elected office will not receive air time on any City of Yuma television/radio programming, other than regularly scheduled coverage of City Council meetings and other official City events. This restriction shall remain in effect until after the applicable August and/or November election.

- All legally declared incumbent and non-incumbent candidates for any elected office will not issue any newsletters, brochures and/or printed, electronic or web-based information updates that are produced with City dollars. This restriction shall remain in effect until after the applicable August and/or November election.

- All documents filed as part of the candidate nomination requirements, are subject to Arizona Public Record Laws.

- Materials provided by the City of Yuma are intended to assist in meeting the requirements of candidacy. However, it is the candidate's responsibility to see that all legal requirements have been met. All candidates should familiarize themselves with election requirements and should seek legal counsel, if necessary, regarding questions about candidate requirements and/or qualifications.

ADDITIONAL RESOURCES:

- Secretary of State: https://www.azsos.gov/elections
- Arizona Revised Statutes: http://www.azleg.gov/arstitle/
- Arizona State Constitution: http://www.azleg.gov/constitution/
- Yuma City Charter and City Code: http://www.yumaaz.gov/government/city-clerk-s-office/yuma-city-charter-and-code

CANDIDATE FILING INFORMATION

CANDIDATE STATEMENT OF INTEREST [click here]
The Candidate Statement of Interest is required to be filed by a person prior to obtaining signatures on a candidate nomination petition.

NONPARTISAN NOMINATION PAPER/DECLARATION OF QUALIFICATION [click here]
The Nomination Paper provides written notification of an individual's intent to become a candidate for office and requests sufficient information to indicate that the person will be qualified to hold the office.

NONPARTISAN NOMINATION PETITIONS [click here]
A Nonpartisan Nomination Petition is signed by qualified electors who support the nomination of the individual whose name appears in the certificate portion. Only those persons who are qualified electors of the State of Arizona **and the City of Yuma** may sign a nomination petition. A person may sign a nomination petition for only one candidate for each office vacancy. For this election, an individual may sign up to three nomination petitions for City Councilmember and one nomination petition for Presiding Municipal Judge.

The petition circulator must be qualified to register to vote in the State of Arizona and, if not a resident of this State, shall register as a circulator with the Secretary of State. Each petition must be signed by the circulator who circulated that petition. The circulator's name shall be typed or printed under his/her signature along with circulator's actual residence address. The circulator shall verify that, in his/her belief, each signer was a qualified elector who resides at the address given as the signer's residence on the date indicated.

FINANCIAL DISCLOSURE STATEMENT [click here]
A Financial Disclosure Statement must be filed by any candidate running for public office. The statement shall cover the preceding twelve-month period.

POLITICAL ACTION COMMITTEE [click here]
Each candidate committee that intends to accept contributions or make expenditures, in any combination, of at least five hundred dollars ($500) shall file a Committee *Statement of Organization* with the City Clerk's Office. All committees are required to file campaign finance reports as required by Title 16, Chapter 6 of the Arizona Revised Statutes.

As a candidate, you must file a Statement of Organization with the filing officer within ten days of meeting the committee criteria. For additional requirements and restrictions refer to A.R.S. § 16-905 and § 16-906.

✓ Checklist for Filing

The following forms with original signatures must be filed **at the same time** in the City Clerk's Office, Yuma City Hall, One City Plaza, Yuma, Arizona **no later than 5:00 p.m.,** Monday, April 1, 2024, for the official filing of a candidate:

1. Nonpartisan Nomination Paper
2. Nonpartisan Nomination Petitions
3. Financial Disclosure Statement
4. Political Action Committee – Statement of Organization (see requirements above if not already filed)

CANDIDATE GUIDE

HOW TO CREATE A NOMINATION PETITION ONLINE

Candidates running for county, city, town, and precinct committeeman office in Arizona may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections by participating jurisdictions. The use of this system is authorized by Arizona Revised Statutes § 16-317 (A).

In addition to electronic petitions, paper petitions will still be accepted and are encouraged as a supplement to the online signatures for the purpose of building a cushion. When circulating petitions in hard copy, please make sure the information on the paper forms matches the information on the electronic forms.

Before any signature is collected, a Statement of Interest form must be filed with your election office.

For candidates who do not wish to use the E-Qual system, the existing hard copy nomination petition process can still be used as an alternate option.

Please contact your election office with any questions.

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CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

1. GO TO THE ONLINE PETITION PORTAL FOR LOCAL OFFICES

https://apps.azsos.gov/apps/election/eps/Portal/

Please note, local candidates CANNOT use the regular Arizona Candidate Portal. The regular Arizona Candidate Portal is used for federal, legislative or state candidacy. Local candidates must use the Arizona Online Petition Portal for local offices.

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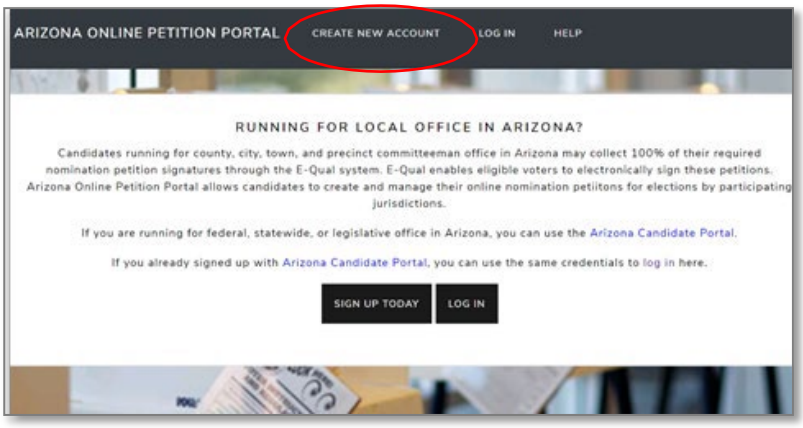
2. CREATE NEW ACCOUNT

If you have never used E-QUAL as a candidate, click 'Create New Account' from the top menu bar or 'Sign Up Today' on the home page.

If you have run for a federal, legislative or state office, you can sign in using the same log in information (user name/password) that you use to sign into the regular Arizona Candidate Portal.



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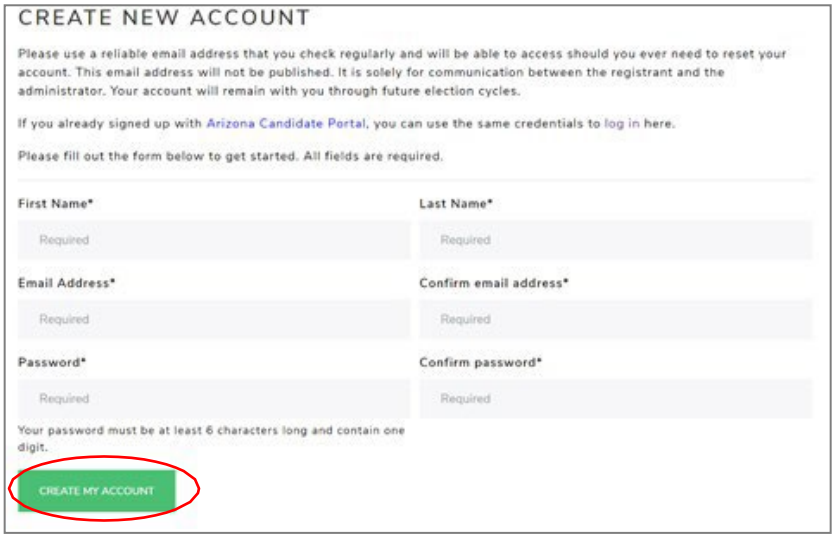
3. FILL OUT THE FORM

Fill out the form and click 'Create My Account'.

You should get a message saying that a confirmation email has been sent to your email. Go to your email inbox. Open the email that was sent from the Arizona Secretary of State. Click the link inside to confirm your email. You should now be able to log in to the petition portal. If you are not seeing the e-mail after a few minutes, check your spam folder.



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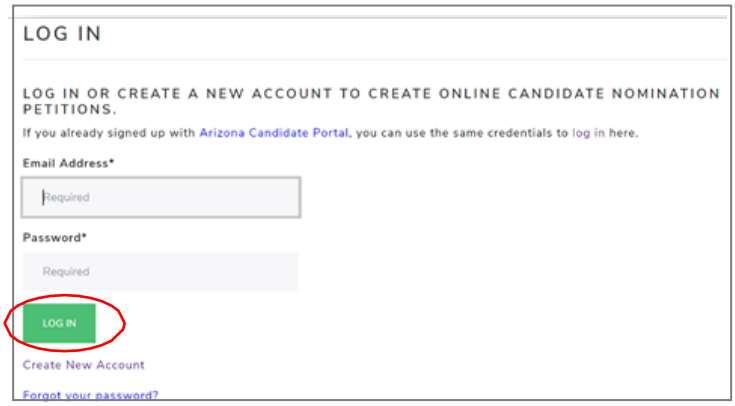
4. LOG IN

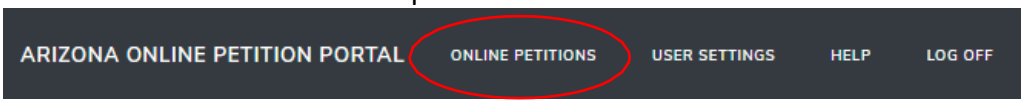
Enter your account email address and password and click 'Log In'.



CREATE A CANDIDATE

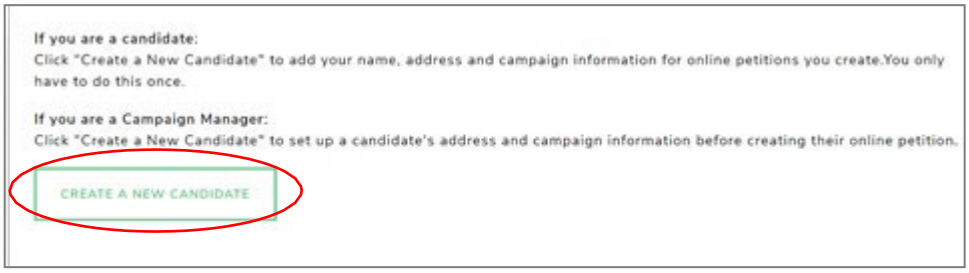
1. CLICK 'ONLINE PETITIONS'

Click 'Online Petitions' in the top menu.



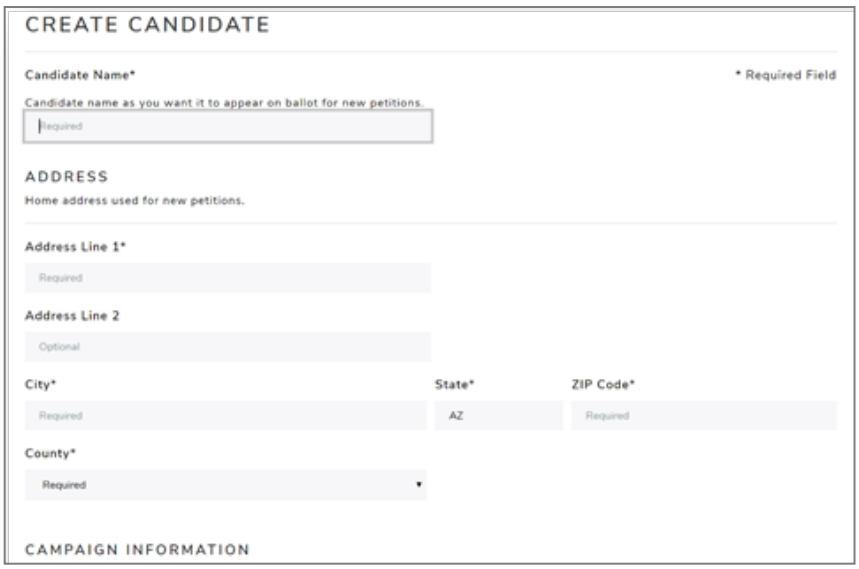
2. CLICK 'CREATE A NEW CANDIDATE'

Click 'Create a New Candidate.'



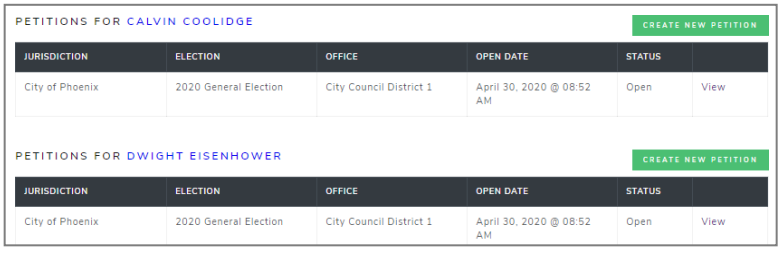
3. FILL OUT THE FORM

Fill out your candidate information and click 'Save Candidate Information' at the bottom when you are done. Please note that the information entered here will be auto filled when creating your petition.



To update, click the candidate name and edit the information. Any changes here are only good for newly created petitions. If a petition is currently open, **any changes made here will not be reflected on the open petition.**

CAMPAIGN MANAGERS: If you are a campaign manager and will be monitoring multiple candidates, you can do this by following the above steps to create additional candidates. The candidates will be listed for you to view.



CREATE A PETITION

1. CLICK 'CREATE NEW PETITION'

This button is found to the right of the candidate name.

From the drop-down menu under 'Jurisdiction' select the jurisdiction. Under 'Election Year', select the election's year if it hasn't been automatically selected for you. Under 'Office' select which office you are seeking. If the election is partisan, you will have to also select your party. If more than one election is returned, select the election you are running in.

Click 'Next' to go to the next screen. Note: If there is only one option in a dropdown, that option will automatically be selected for you.

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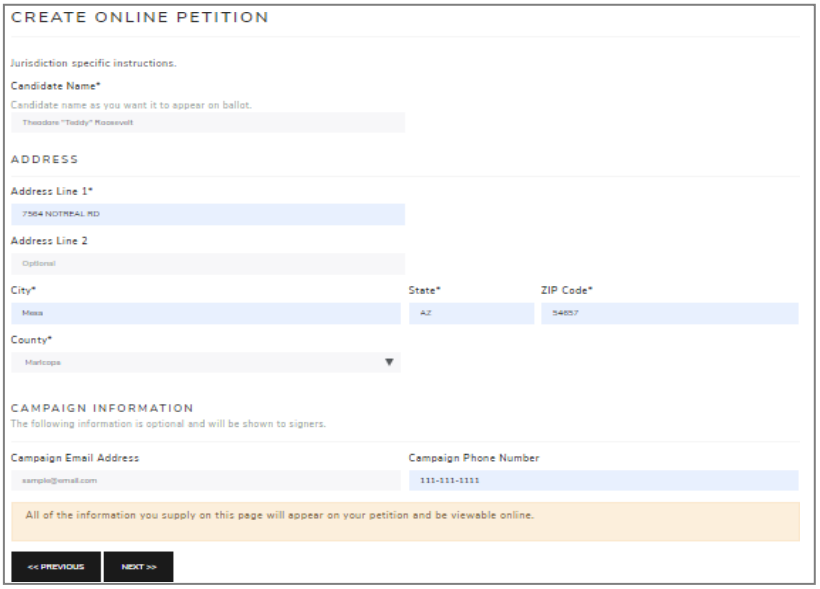
2. CANDIDATE INFORMATION

The candidate information is auto filled from the 'Create Candidate' form. In this form you can update all the fields.

The last two fields of this form 'Campaign Email Address' and 'Campaign Phone Number' are optional and will be displayed on your petition form for public viewing.

Enter your name in the 'Candidate Name' field as you would like it to appear on the ballot.

Please review other important reminders for candidates listed on the next page before completing this form.



Important Reminders for Candidates:

1. When typing your name into the 'Candidate Name' field, type your name as you would like to see it appear on the ballot.
2. In the 'Address' field, a physical (residential) address is required. Do not enter any PO box addresses.
3. Review the information entered carefully before creating a new petition. Once a petition is created, the information cannot be modified. If changes are needed, the petition would need to be voided (releasing any signatures collected to that point) or closed, and a new petition created.
4. Please contact your Election Office with any questions.

DOUBLE CHECK YOUR INFORMATION! Once your petition has been created, the **ONLY** way to change this information is to void (remove all signatures) or close (cannot accept new signatures) your petition and create a new one with the correct information. **THE INFORMATION PROVIDED HERE GOES ON YOUR PETITION!** After you have reviewed your information, click "Next".

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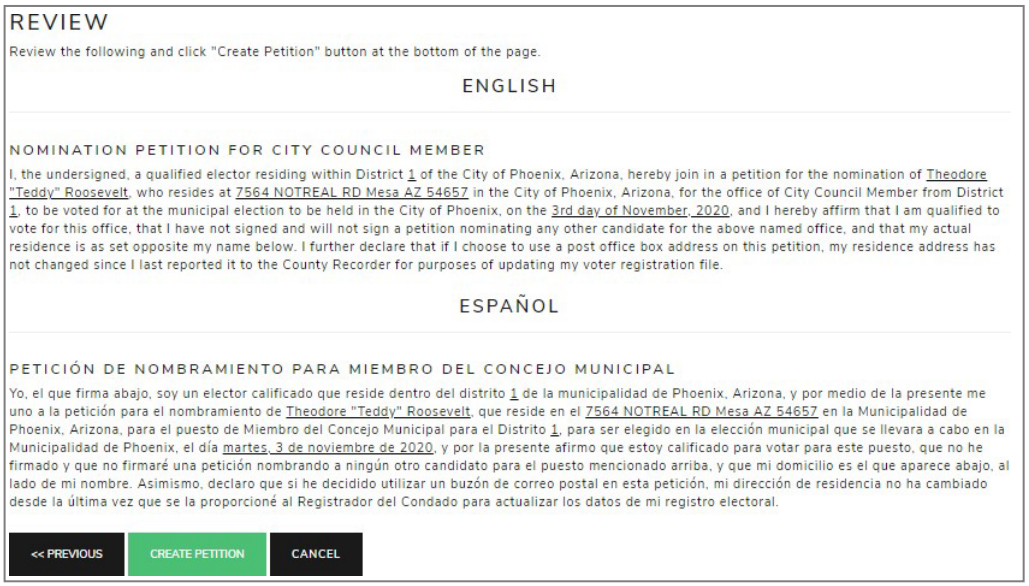
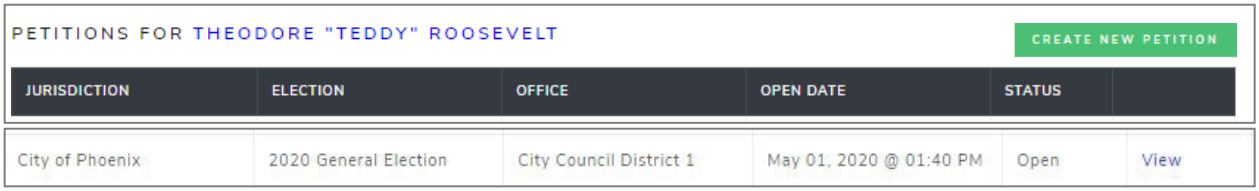
3. REVIEW & CREATE PETITION

On the third and final screen, you will be asked to review the petition text.

Once you click on 'Create Petition' the information on the petition CANNOT be changed. If you wish to change anything at this point, click 'Previous' before clicking on 'Create Petition.' Once everything looks good, click 'Create Petition" to finish the creation process.



You will be returned to the Online Petitions page and the petition you just created will be listed below your candidate name.



HOW TO SHARE A DIRECT LINK TO YOUR PETITION

When you create a petition, a direct link to your petition is created. You can post that link on your website, in email, social media communication, etc. When voters click on your direct link, they will be sent directly to your online petition for signing.

1. GO TO THE PETITION DETAILS PAGE

Click 'View' next to the open petition to open the petition details page.

2. FIND THE LINK & SHARE

Find the E-QUAL link and share it, as needed.

(To sign your own petition - Click on your direct link and follow the instructions to sign in as a voter.)

HOW TO VOID A PETITION

1. UNDERSTAND WHAT VOIDING A PETITION MEANS

You can void an open petition, but you cannot void one once it has been closed or filed. Voiding a petition releases any E-QUAL signatures collected and cannot be undone. If the petition was created for the wrong office or jurisdiction, the candidate would want to void it. If the candidate decides not to run, they can void their petition which would allow voters to sign another candidate's petition.

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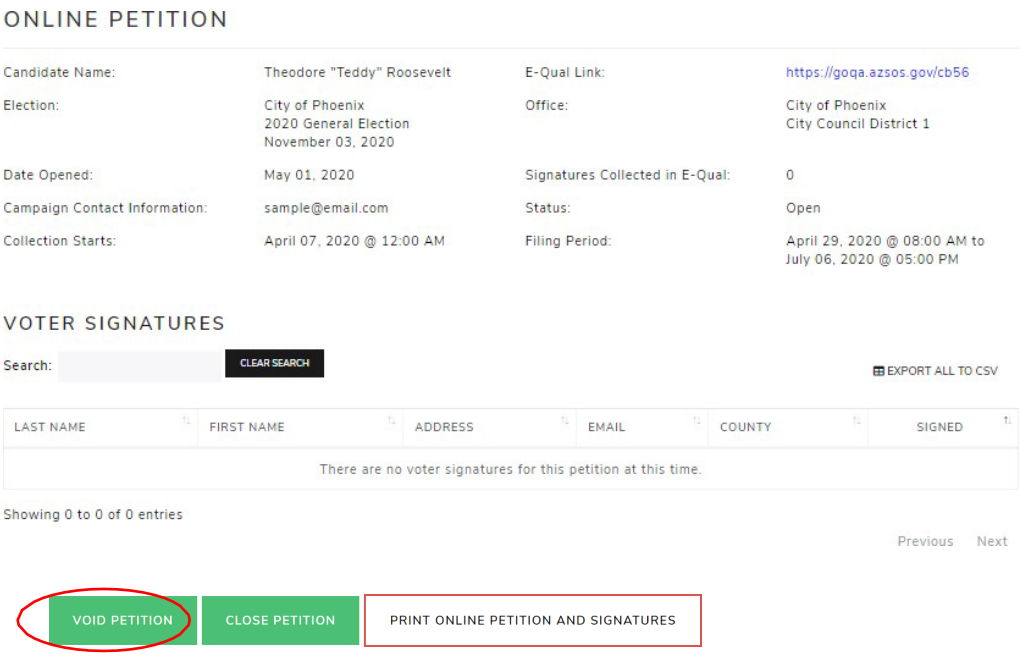
2. VOID THE PETITION

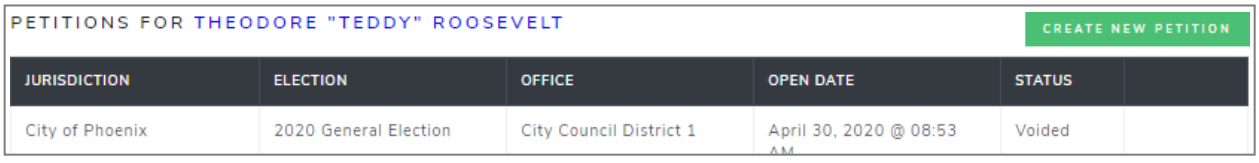
Click 'View' next to the petition to view the petition details.

Click 'Void Petition'



You will get a popup message asking you to confirm the action. Click 'Yes, I want to void this petition.'

You will now see that your petition has been voided and you can no longer view it.



HOW TO CLOSE A PETITION

1. UNDERSTAND WHAT CLOSING A PETITION MEANS

When you close a petition, this means voters cannot add more signatures to your petition. This action cannot be undone. However, you can create supplemental petitions to gather more signatures up to the minimum number of signatures for the office, if needed.

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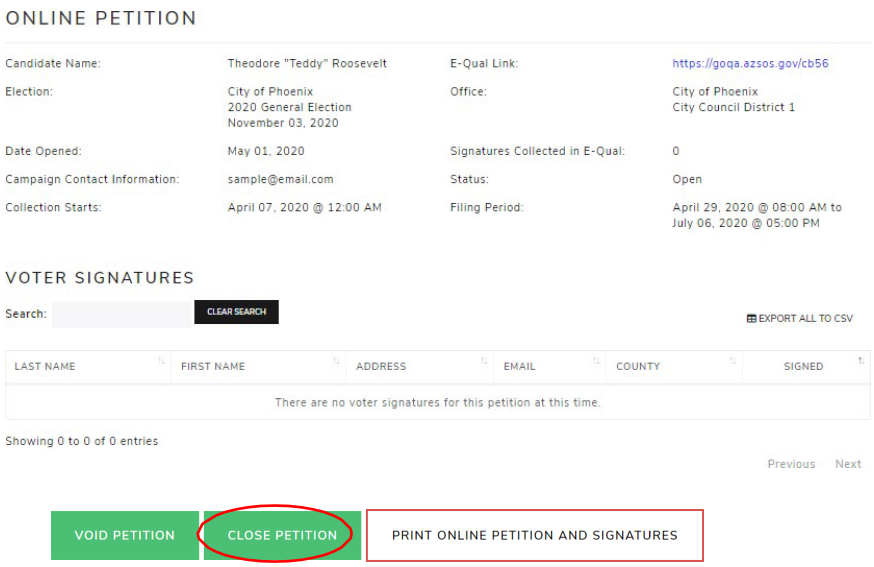
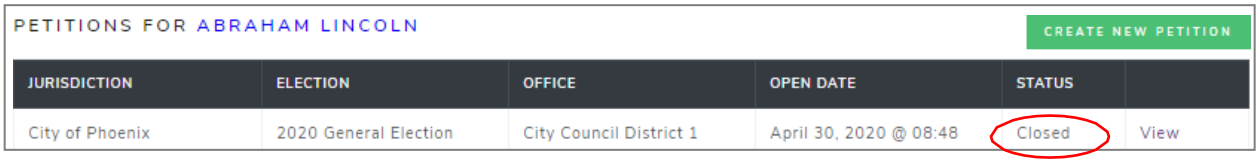
2. CLOSING THE PETITION

From the petition details screen, click 'Close Petition'



You will get a popup message asking you to confirm the action. Click 'Yes, I want to close this petition.'

You will now see that your petition has been closed.



HOW TO SUBMIT A PETITION

1. UNDERSTAND WHAT SUBMITTING A PETITION MEANS

If your election office has enabled online submission, you can submit your E-Qual petition signatures online instead of printing the report to file in person. You have to close your petition before you will be able to submit it.

Note: You still have to file all your other candidate documentation, including any signatures gathered in person, with your election office. Contact your election office for further information.

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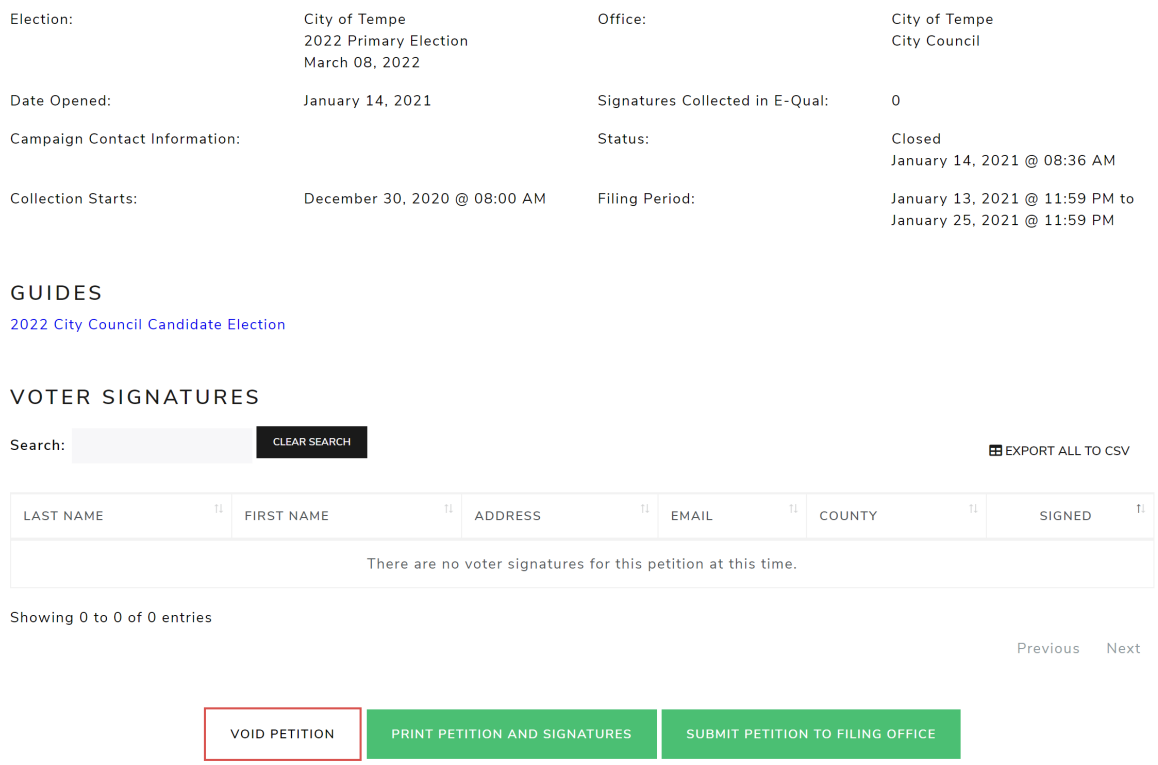
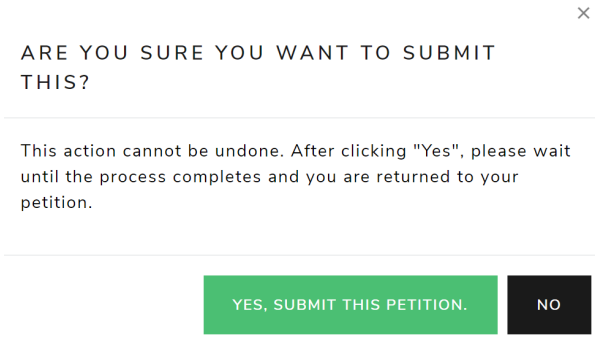
2. SUBMITTING THE PETITION

From the petition details screen, click 'Submit Petition to Filing Office'



You will get a popup message asking you to confirm the action. Click 'Yes, submit this petition.'

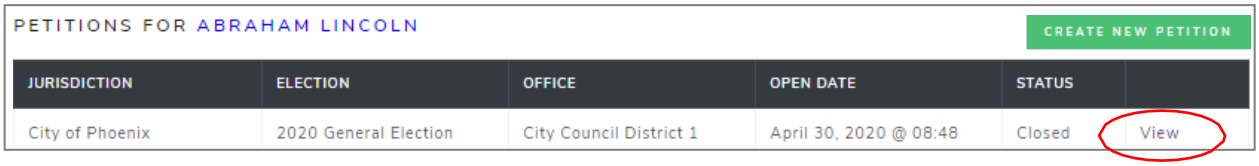


You will now see that your petition has been submitted.

HOW TO PRINT A PETITION

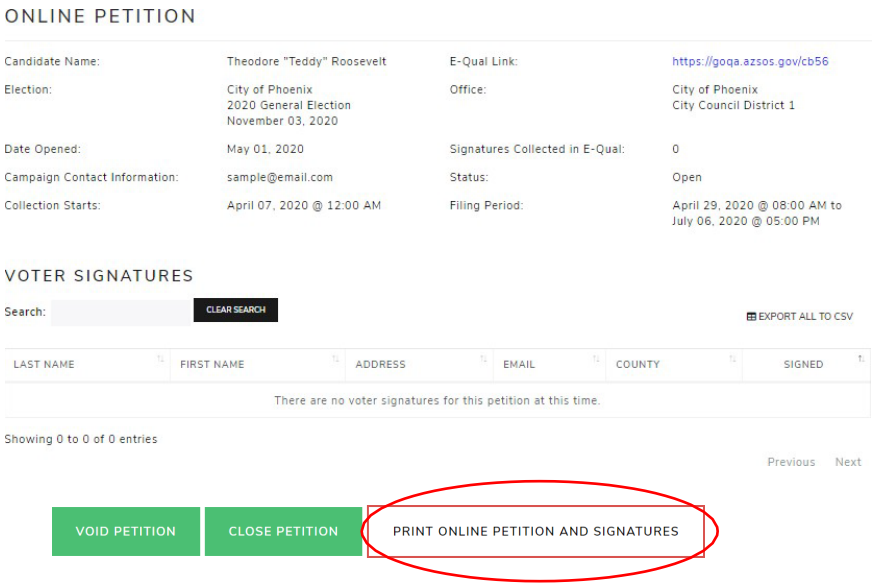
1. VIEW THE PETITION

Click on “View” at the right hand side of the petition to open the petition details page



2. PRINT THE PETITION

From the petition details page, click ‘Print Petition and Signatures’. You will be directed to a PDF which you can download, save and print.



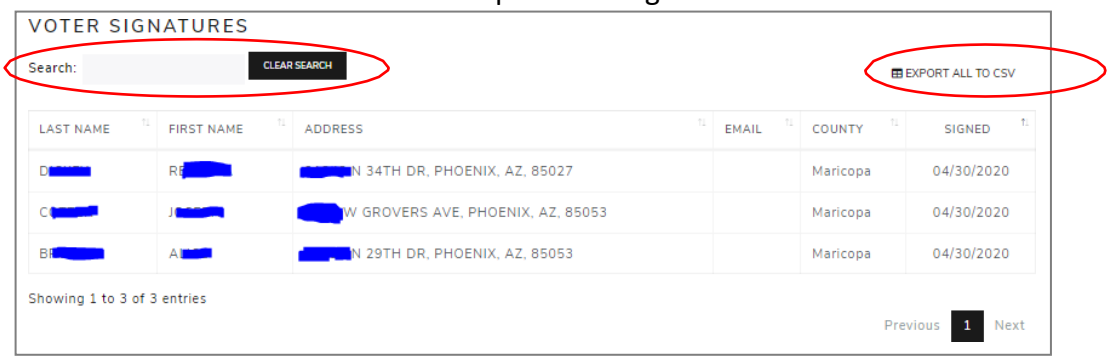
HOW TO SEARCH AND EXPORT VOTER SIGNATURES

1. VIEW THE PETITION

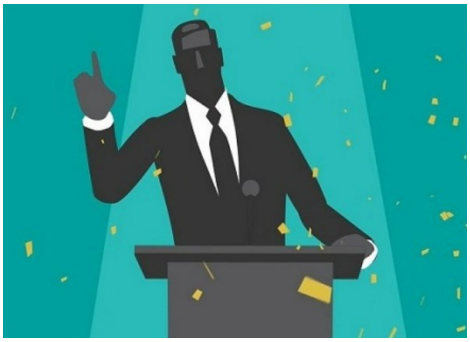
Click ‘View’ next to the open petition to open the petition details page.

2. PRINT THE PETITION

Just above the voter signature table, use the search field to search signatures and/or click on ‘Export All to CSV’ to download a .csv file of all the petition’s signatures.



Find Yourself on our Find My Candidates Page



One of the pillars of the Citizens Clean Elections Act, passed by voters in 1998, is to educate voters about the different facets of the electoral system. In support of this mission the Commission's website has grown to include **candidate profiles** for individuals running for office in Arizona at the statewide, legislative & local level. The candidate portal is an online application provided to candidates who wish to create and maintain a candidate profile, that is presented to voters digitally via the Commission's website.

Benefits:

- Free Publicity regarding Candidacy
- Photo, biography and campaign cornerstones easily shareable
- Increased Transparency
- Ease of Access to Edit Profile through Cand. Portal
- Nearly 18,000 voters visited our election detail pages for the May elections!

Instructions

1. Setting up a candidate portal here— https://www.azcleanelections.gov/en/run-for-office/candidate-portal
2. To create a candidate profile, you will first have to create a new login. New login requests are submitted to Clean Elections staff and reviewed as soon as possible. You will receive an automated notice upon approval. A candidate or representative of a candidate (such as a campaign manager) may create/edit a candidate profile. The information submitted should reflect whomever is setting up the profile and the candidate's name must appear in the "Candidate to manage" field. After this is done hit "Create Request".
3. Once approved users are permitted to log in and submit a headshot, social media links and a biography and or statement to share with the public! If needing assistance or you have any questions please feel free to reach us at ccec@azcleanelections.gov.

CLEAN ELECTIONS

Political and Campaign Signs

CITY OF YUMA
COMMUNITY PLANNING AND NEIGHBORHOOD SERVICES

Political signs for candidates and election issues need to comply with the City of Yuma Sign Code (§ 154-17). For further information, please contact the Department of Planning and Neighborhood Services at One City Plaza, Second Floor or call 373-5000, ext. 3003.

The Location of Political and Campaign Signs:

1. The City of Yuma Code prohibits any sign to be located within any public street right-of-way as classified by the circulation element of the Yuma General Plan, nor shall any portion of a sign or sign structure overhang such right-of-way (§ 154.17.05(F)), however, the State of Arizona's Attorney General has opined that political and campaign signs may be located within the public rights-of-way that are owned or controlled by said jurisdiction as stated in Arizona Revised Statutes (A.R.S. §16-1019).
2. Signs shall not be located in a manner which is hazardous to public safety, obstructs clear vision for pedestrians or vehicular traffic in the area or interferes with the requirements of the Americans with Disabilities Act (§ 154-15.03(C) and § 154-17.05(E)(3)).
3. The signs can be installed on **private property**, with the property owner's permission. Installing a sign on **public land** requires the permission of the agency that controls the land.
4. Any entity or person placing a sign is solely responsible to the safety of the traveling public. The City of Yuma does not condone or approve the locations of signs and will only intervene as permitted in A.R.S. § 16-1019, as amended.

Sign Registration and Sign Permit Requirements

The size of the sign dictates:

- If the sign is exempt from registration,
- If the sign is required to be registered with the City, or,
- If the sign requires a building permit.

The following table summarizes City sign registration and permit requirements:

Sign Size	Exempt from registration with the City of Yuma	Requires owner's phone number (waterproofed) on each sign	Requires sign locations to be registered with the City of Yuma	Requires a sign permit from the City of Yuma
Less than 10 square feet (3'x3' or smaller)	X	X		
10-32 square feet		X	X	X
Over 32 square feet or taller than 6 feet in height (larger than 4'x8' – the size of a standard sheet of plywood).				X

Maximum Sign Sizes and Sign Locations

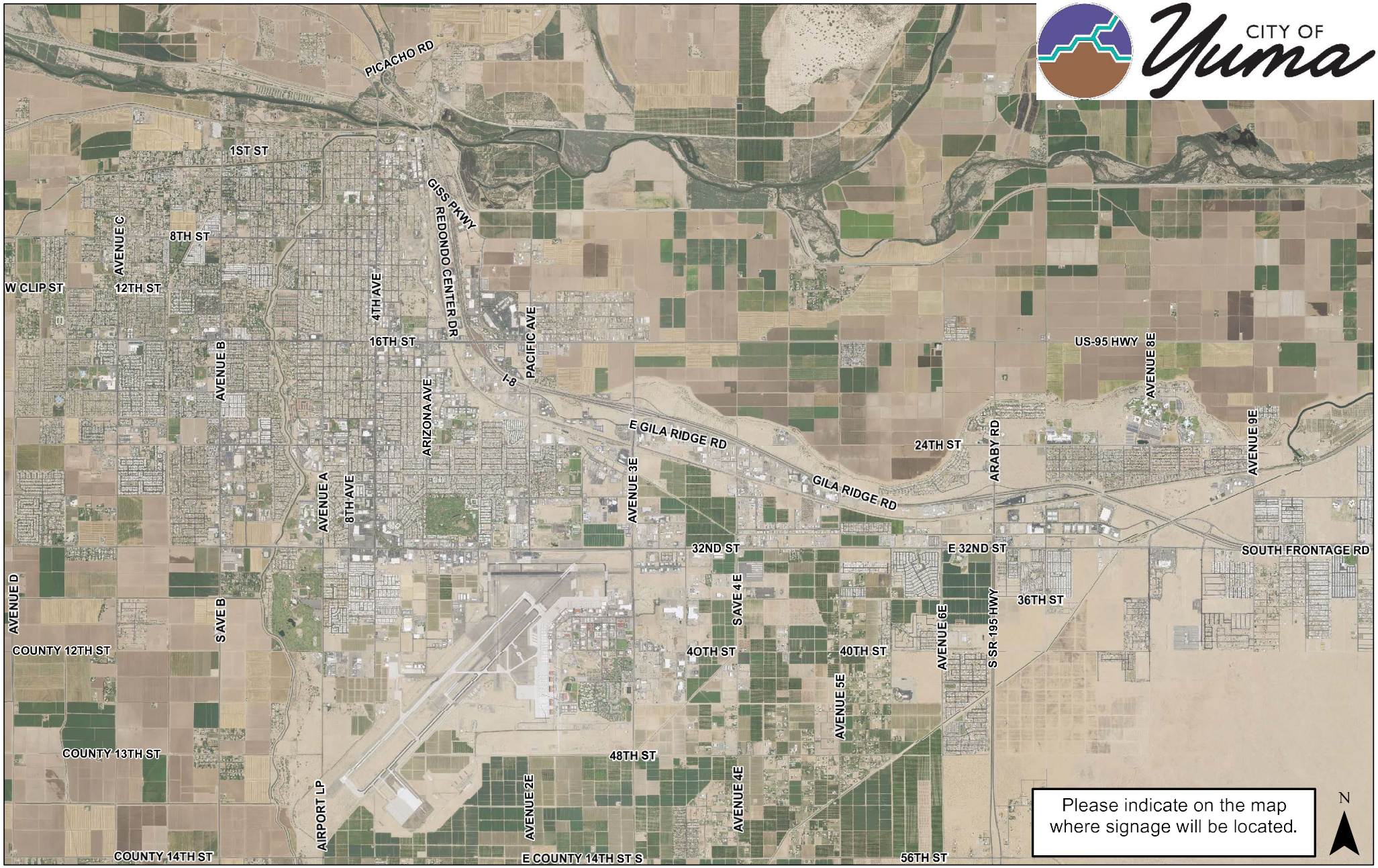
The table below summarizes the maximum number and size of temporary political and campaign signs allowed in the City, by zoning district category type:

Zoning District	Maximum Size	Maximum Height		Maximum Number
		In the Setback	Outside Setback	
AGRICULTURE ZONE	32 square feet	6 feet	12 feet	As long as the sign contains a non-commercial message, there is no maximum number of political/campaign signs per lot
RESIDENTIAL ZONES:				
• Less than 1 acre	10 square feet	6 feet	6 feet	
• More than 1 acre	32 square feet	6 feet	8 feet	
TRANSITIONAL ZONE	32 square feet	6 feet	8 feet	
COMMERCIAL AND INDUSTRIAL ZONES				
• Freestanding Signs	100 square feet	6 feet	6 feet	
• Wall-Mounted Signs	32 square feet	Refer to sign Code		

Length of Time Signs are Allowed

- Signs may be posted for a specified period, in accordance with A.R.S. § 16-1019.

Candidates for office and/or their managers and staff chiefs are responsible for removing campaign signs and the support materials in a timely manner and restoring the location to its pre-sign condition. Failure to remove these signs and abate the area after the election places an unnecessary burden on the local jurisdictions to use public resources to undertake this task. Moreover, leftover signage or damaged signage creates a negative impression to the area and places an unnecessary blight to the community. As such, candidates and their managers and staff are respectfully asked to monitor their signs and remove them as soon as practicable after the conclusion of the election.


CITY OF Yuma
PICACHO RD
1ST ST
GISS PKWY
REDONDO CENTER DR
AVENUE C
8TH ST
W CLIP ST
12TH ST
4TH AVE
16TH ST
PACIFIC AVE
I-8
US-95 HWY
AVENUE 8E
AVENUE B
ARIZONA AVE
E GILA RIDGE RD
24TH ST
ARABY RD
AVENUE 9E
AVENUE A
8TH AVE
AVENUE 3E
GILA RIDGE RD
32ND ST
E 32ND ST
SOUTH FRONTAGE RD
AVENUE D
S AVE B
S AVE 4E
36TH ST
COUNTY 12TH ST
40TH ST
40TH ST
AVENUE 6E
S SR 195 HWY
AVENUE 5E
COUNTY 13TH ST
48TH ST
AIRPORT LP
AVENUE 2E
AVENUE 4E
COUNTY 14TH ST
E COUNTY 14TH ST S
56TH ST
Please indicate on the map where signage will be located.
N

WHERE TO CALL FOR INFORMATION ON….

CANDIDATE FILINGS, CANDIDATE REQUIREMENTS, AND RELATED ELECTION INFORMATION:

CITY CLERK'S OFFICE
One City Plaza
Yuma, AZ 85364
(928) 373-5035
TTY (928) 373-5149
E-mail: Clerk@YumaAz.gov
Website address: www.YumaAz.gov/government/city-clerk-s-office/elections
Monday – Friday: 7:00 a.m. to 5:00 p.m. (closed from 12:00 – 1:00 pm for lunch)
Closed every other Friday

VOTER REGISTRATION, VOTER LISTS AND EARLY VOTING:

YUMA COUNTY RECORDER
102 S. Main Street
Yuma, AZ 85364
(928) 373-6020 (Recorder)
(928) 373-6034 (Voter Registration Early Voting)
TDD (928) 373-6033
Website address: www.yumacountyaz.gov/government/recorder
Monday – Friday: 8:00 a.m. to 5:00 p.m.

CAMPAIGN FINANCE AND OTHER RELATED ELECTION QUESTIONS

SECRETARY OF STATE
Elections Division
1700 W. Washington Street, 7th Floor
Phoenix, AZ 85007-2808
(602) 542-8683
1-877-THE VOTE
(1-877-843-8683)
Web site address: www.azsos.gov