



# Election Process

City of Cottonwood

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# Cottonwood City Council



- Consists of seven members; Mayor and six Council Members.
- All positions serve for a four-year term.
- The Mayor is directly elected by the voters.
- Council Members are also directly elected by the voters.
- Terms are staggered: three Council Member's terms expire in 2022; the Mayor's and three Council Member's terms expire in 2024.
- City of Cottonwood Elections are held every two years.
- The Vice Mayor is designated by the Council (per the City's Municipal Code).

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# City Election 2022

- Primary election is August 2, 2022.
- General election is November 8, 2022.
- All City elections are consolidate with Yavapai County elections and are by mail ballot.
- City elections are non-partisan.
- Any candidate who receives a majority of votes cast at the primary election shall be declared elected to the office.
- If more candidates receive a majority of votes cast at the primary than there are offices to be filled, then those equal in number to the offices to be filled receiving the highest number of votes shall be declared elected.

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# City Election 2022, continued

- If at the primary election no candidates receive a majority of votes cast, then the primary is considered to be a primary election for nomination of candidates and the general election shall be held to vote for candidates to fill the offices open for election.
- Candidates placed on the ballot at the general election shall be equal to twice the number to be elected to any given office.
- Candidates who receive the highest number of votes in the general election equal to the number of seats open for election are declared elected to office.
- If two or more candidates receive an equal number of votes for the same office, and a higher number than any other candidate, the result shall be determined by lot in the presence of the candidates.

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# Candidate Qualifications

- Must be a qualified elector at the time of filing nomination paper.
- What is a qualified elector? A person who is properly registered to vote in the State of Arizona by meeting all the following qualifications:
  - United States citizenship.
  - Be 18 years or more on or before the regular general election next following the individual's registration.
  - State residency for a period of 29 days prior to elections.
  - Residency in the city for 29 days prior to the election.
  - Ability to write one's own name or make one's own mark unless prevented by physical disability.
  - Has not been adjudicated an incapacitated person as defined in section A.R.S. §14-5102.

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# City Candidate Qualifications

- Must be 18 years of age or over.
- Must be able to speak, write and read the English language.
- Must have resided in the City for one year preceding the election.
- A person convicted of a felony cannot serve as a council member unless their civil rights have been restored.

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# Nomination to Run for Office

- Persons are nominated to run for office in the primary election by a petition process for nomination, and it is the only mechanism for a person's name to appear on the ballot.
- A candidate must file a Statement of Interest form with the City Clerk before obtaining the first signature on a candidate petition.
- Number of signatures required to run for a council member position in the City's 2022 election are no less than 129 and no more than 257.
- These numbers are calculated based on the total votes cast for mayor in the City's last preceding election at which a mayor was elected (at least five percent and not more than 10 percent of the total votes cast for mayor).
- Qualified electors may only sign nomination petitions for three candidates (the number of seats open for election).

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# Required Documents

- A person desiring to run for a council member seat in the City must file the following requisite documents no earlier than March 4, 2022, and no later than April 3, 2022, by 5 pm:
  - Nomination Paper and Declaration of Qualification as prescribed by A.R.S. § 16-311.(D.)
  - Nomination petitions containing no less than 129 signatures and no more than 257.
  - Financial Disclosure Statement.

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# Candidate Campaign Committees

- State law requires city and town candidates who receive or expend, *in any combination*, of \$500 or more, to register as a candidate committee and account for all monies or things of value received and expended by them, their campaign committee or individual on behalf of a person's candidacy for public office.
- Once a candidate receives contributions or makes expenditures, in any combination of \$500, the candidate must file a Statement of Organization with the City Clerk within 10 days.
- A candidate may only have one committee in existence for the same office during the same election cycle.

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# Political Action Committees

- There is a two-part test to determine whether an entity is required to register as a political action committee:
  - 1. The entity is organized for the *primary purpose* of influencing the result of an election; and
  - 2. The entity knowingly receives contributions or makes expenditures, **in any combination, of at least \$1,300** in connection with any election during a calendar year.

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# You Get Elected to Office

- Newly elected council members and directly-elected mayor must assume their office within 20 days after the canvass of the general election votes.
- If no general election is necessary, candidates are sworn in after the date the general election would have been held.
- A special council meeting is scheduled following the general election date to canvass the general election results, if necessary, and administer the Oath of Office to newly elected council members.

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