



# TOWN OF MARANA

## CANDIDATE HANDBOOK



# ELECTION 2024



Issued by the Town of Marana

**David L. Udall**  
Town Clerk



FOR MORE INFO: [MaranaAZ.gov/elections](https://MaranaAZ.gov/elections)



## LETTER FROM THE TOWN CLERK

Dear Candidate:

Thank you for your interest in becoming a candidate in the 2024 Town of Marana election. This handbook provides important information related to running for municipal office.

While informational, this handbook is only intended to provide an overview of the election process and is not meant to provide legal or financial advice. Each candidate for office is responsible to ensure that all legal requirements have been met, and candidates are encouraged to seek the assistance of an attorney and other professionals for questions involving their campaign.

The Town of Marana appreciates your desire to take part in its elections. If you need any assistance throughout the process, please feel free to contact me. My direct line and email address are included in the signature block below.

Sincerely,

David L. Udall  
Town Clerk  
Town of Marana  
(520) 382-3492  
[dudall@maranaaz.gov](mailto:dudall@maranaaz.gov)

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## IMPORTANT DATES

ACTION	DEADLINES	CONTACT
FIRST DAY to file nomination paperwork	03/02/2024	Town Clerk's Office
LAST DAY to file nomination paperwork	04/01/2024	Town Clerk's Office
1 <sup>st</sup> Quarter Campaign Finance Report	04/15/2024	Town Clerk's Office
FIRST DAY to install political signs	05/20/2024	Town Clerk's Office
LAST DAY to file write-in nomination paperwork	06/20/2024	Town Clerk's Office
LAST DAY to register to vote in Primary	07/01/2024	Pima County Recorder's Office
Early voting begins for Primary	07/03/2024	Pima County Recorder's Office
2 <sup>nd</sup> Quarter Campaign Finance Report	07/15/2024	Town Clerk's Office
LAST DAY to request a mailed ballot for Primary	07/19/2024	Pima County Recorder's Office
Pre-Primary Campaign Finance Report	07/27/2024	Town Clerk's Office
LAST DAY to vote early in person in Primary	07/26/2024	N/A
<b>PRIMARY ELECTION DAY</b>	07/30/2024	N/A
LAST DAY to remove political signs for Primary	08/14/2024	Town Clerk's Office
LAST DAY to register to vote in General	10/07/2024	Pima County Recorder's Office
Early voting begins for General	10/09/2024	Pima County Recorder's Office
3 <sup>rd</sup> Quarter Campaign Finance Report	10/15/2024	Town Clerk's Office
LAST DAY to request a mailed ballot for General	10/25/2024	Pima County Recorder's Office
Pre-General Campaign Finance Report	10/26/2024	Town Clerk's Office
LAST DAY to vote early in person in General	11/01/2024	N/A
<b>GENERAL ELECTION DAY</b>	11/05/2024	N/A
4 <sup>th</sup> Quarter Campaign Finance Report	01/15/2025	Town Clerk's Office

# INTRODUCTION AND CANDIDATE QUALIFICATIONS

## INTRODUCTION <sup>1</sup>

The municipal government of the Town of Marana is a council-manager form of government. All powers are vested in an elected council that enacts local legislation, adopts budgets, determines policies, and appoints the Town Manager, who oversees the day-to-day operations of the Town. The powers of the Town are exercised in the manner prescribed by state law.

Marana's elected officers consist of the Mayor and six Council Members. The Mayor and Council Members constitute the Town Council and serve four-year overlapping terms. After an election, the Mayor and Council select one of the six Council Members to serve as Vice Mayor by majority vote.

The Mayor is the chief executive officer of the Town. In addition to casting a vote on proposed actions brought before the Council, the Mayor presides as the chair during Council meetings and executes and authenticates actions passed by the Town Council.

Elections are held every two years during even-numbered years. Town elections are non-partisan, meaning there is no representation of a candidate's political party on the ballot.

Two Council Member seats and one Mayoral seat will be filled in 2024. New members are elected at the Primary Election unless a runoff is required under the Town Code. Newly elected officials will assume the duties of the office and be sworn in at the next regularly scheduled Town Council meeting following the General Election.

The Mayor's annual salary is \$21,000. The Vice Mayor and Council Members each receive \$16,404 annually.

## CANDIDATE QUALIFICATIONS <sup>2</sup>

To run for office, a candidate must: be 18 years of age, a United States citizen, an Arizona resident, and a qualified elector; currently reside within Marana's town limits and have resided within them or in an annexed area for at least one year prior to the election; be able to speak, write, and read the English language; not have been convicted of treason or a felony, unless civil rights have been restored; and not have been adjudicated as incapacitated.<sup>3</sup>

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<sup>1</sup> See Marana Town Code (MTC) Chapters 2-1, 2-2, & 3.1.

<sup>2</sup> See A.R.S. §§ 9-232, 16-101, 16-311, & 38-201; MTC Section (§) 2-2-9.

<sup>3</sup> There are other things that may disqualify an individual from holding office, and candidates are encouraged to become familiar with all qualification requirements and speak with an attorney if they have questions about their candidacy.

# NOMINATION PROCESS

To appear on the ballot, a candidate must comply with the required nomination process.

## REQUIRED FILINGS

The following documents are required to be filed with the Town Clerk's Office at the appointed times outlined below. These documents can be found on the Town Clerk's website: <https://www.maranaaz.gov/elections>.

### Statement of Interest <sup>4</sup>

Before collecting any signatures on a Nomination Petition form, a candidate must first declare their interest in running for office by filing a Statement of Interest with the Town Clerk. This statement is not a formal declaration of candidacy, and it does not guarantee that the candidate's name will appear on the ballot. Any petition signatures collected before the Statement of Interest is filed are invalid and may be subject to challenge.

### Statement of Organization <sup>5</sup>

If a candidate receives contributions or makes expenditures, in any combination, of at least \$500 in connection with their candidacy, they must register as a candidate committee by filing a Statement of Organization with the Town Clerk within ten days of reaching the \$500 threshold.<sup>6</sup>

### Financial Disclosure Statement <sup>7</sup>

#### TIMEFRAME FOR FILINGS

- Statement of Interest: Prior to collecting signatures.
- Statement of Organization: Within ten days of reaching the \$500 threshold.

To become an official candidate, file the following during the Nomination Filing Period listed below:

- Nomination Paper  
(including Declaration of Qualification)
- Nomination Petitions
- Financial Disclosure Statement

#### Nomination Filing Period:

**March 2, 2024 - April 1, 2024 at 5:00 PM**

#### FILING PROCESS

Schedule an appointment with the Town Clerk. Once the required documents are filed, a receipt will be issued noting the number of signatures received. Please note that all filed documents are considered public records.

<sup>4</sup> See A.R.S. §§ 16-311 & 16-341.

<sup>5</sup> See A.R.S. §§ 16-905 & 16-906.

<sup>6</sup> More information about the Statement of Organization can be found on page 9 of this handbook.

<sup>7</sup> See A.R.S. §§ 18-444 & 38-541; see also Marana Resolution No. 2021-113.

A completed Financial Disclosure Statement is required to be filed with the Nomination Paper and Nomination Petitions during the Nomination Filing Period (see above). For more information, please see the Secretary of State’s Financial Disclosure – A Guide for Completing Financial Disclosure Statements, available here:

<https://www.maranaaz.gov/elections>.

## Nomination Paper & Nomination Petitions <sup>8</sup>

The Nomination Paper provides written notification of your desire to become a candidate for office and must be filed with your Nomination Petitions during the Filing Period. Nomination Petitions are used to gather signatures and must be in the required form.

### REQUIRED NUMBER OF SIGNATURES

The percentage of signatures from qualified electors required for the offices of Mayor and Council Member must be at least 5% and not more than 10% of the highest vote cast for an elected official of the Town at the last preceding election. At the August 2, 2022 Town Council election, the highest vote total for an elected official was 7,345 votes. **This means that Nomination Petitions for the 2024 election must contain between 367 (5%) and 735 (10%) valid signatures.**

Circulating Petitions: Petition circulators must be qualified to register to vote in Arizona and must follow state law relating to circulating petitions.<sup>9</sup> A candidate may circulate his or her own petitions and may utilize the State’s E-QUAL system to obtain signatures electronically.

Signing Petitions: Qualified electors of the Town of Marana may sign a nomination petition for only one candidate for each available seat. A signature may be withdrawn by the person who signed a nomination petition not later than 5:00 PM on the date the petition is filed with the

### E-QUAL

Candidates may collect up to the minimum number of required Nomination Petition signatures online. The Arizona Secretary of State’s E-QUAL system enables registered Marana voters to electronically sign petitions and allows candidates to create a candidate profile with website links that may be shared with voters. For more information about E-QUAL, please see the [E-Qual Candidate Guide](#) and [E-Qual Voter Guide](#).

<sup>8</sup> See A.R.S. §§ 16-311, 16-314, 16-315, 16-317, 16-321, 16-322, & 19-113.

<sup>9</sup> For more information and requirements related to petition circulators and circulating petitions, and to review a Petition Circulation Training Guide, please visit the Secretary of State’s website.

Town Clerk. The person seeking to withdraw a signature must follow the process set forth in A.R.S. § 19-113.

## TOWN CLERK REVIEW <sup>10</sup>

The Town Clerk may reject a candidate filing for the following reasons:

- Failure to file enough Nomination Petition signatures.
- Failure to file all required documents to run for office by the statutory deadline.
- Failure to fully or properly complete any required document to run for office, including:
  - Failure to sign a document that requires a signature.
  - Failure to select a required checkbox or answer a required question.
  - Use of an honorific or other unauthorized title on a Nomination Paper, including a slogan, a promotional word or phrase, or any word that does not actually constitute a nickname.
- Failure to use the correct form or correct version of any required document to run for office.
- If a candidate is seeking more than one office at the same time, if prohibited from serving in the offices simultaneously.
- If a candidate is liable for an aggregate of \$1,000 or more in campaign finance related fines, penalties, late fees, or administrative or civil judgments (including any interests or costs) that have not been fully paid at the time of the filing of the Nomination Paper.<sup>11</sup>

**Please Note:** Any other deficiencies in a candidate's nomination documents should be addressed in court. The Town Clerk has neither the right nor the duty to determine whether petition signers are qualified electors. The Town Clerk need only determine that filings are substantially in regular form and that the petitions contain the required number of signatures. In the event a court challenge is filed, it is the candidate, not the Town, that will be required to defend the legal sufficiency of the filings.

### NOMINATION CHALLENGE PERIOD

The deadline for filing a court action challenging a candidate's nomination is 5:00 PM on the tenth business day after the last day of the nomination petition filing deadline (excluding holidays). For more information, please see A.R.S. § 16-351 and consult with an attorney.

<sup>10</sup> See A.R.S. §§ 16-311, 16-314, 16-315, 16-317, 16-321, 16-322, 16-937, 19-113, & 38-296.01.

<sup>11</sup> Unless such liability is being appealed.



# WRITE-IN CANDIDATES <sup>12</sup>

Write-in candidates do not submit nomination petitions and their names do not appear on the ballot. A person seeking to run as a write-in candidate who does not comply with the write-in nomination requirements will not be counted in the tally of ballots.

PRIMARY ELECTION	GENERAL ELECTION
<p><b>Filing Period for Write-In Candidates: March 2, 2024 - June 20, 2024, at 5:00 PM</b></p> <p>A write-in candidate must file a Write-In Candidate Nomination Paper and a Financial Disclosure Statement with the Town Clerk.</p> <p>A person cannot file as a write-in candidate at the primary election if they filed a nomination petition for the primary election and failed to provide a sufficient number of valid petition signatures, withdrew from the primary election after a challenge was filed, or was removed or otherwise determined by a court order to be ineligible for the primary election ballot.</p> <p>The Town Clerk may reject a Write-In Nomination Paper from a candidate that is liable for an aggregate of \$1,000 or more in campaign finance related fines, penalties, late fees, or administrative or civil judgments (including any interests or costs) that have not been fully paid at the time of the filing of the Nomination Paper.</p>	<p>Because the general election is a runoff election in the Town of Marana, only candidates who received the highest number of votes for an office at the primary election are eligible to be considered at a general/runoff election. As a result, write in candidates are not permitted at the general/runoff election.</p>

<sup>12</sup> See A.R.S. §§ 16-311 & 16-312; see also MTC Chapter 2-2.



# PROMOTIONAL MATERIALS <sup>13</sup>

Advertising and fundraising disclosure statements are governed by A.R.S. § 16-925. A person that makes an expenditure for an advertisement or fundraising solicitation, other than an individual, shall include the following disclosures 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. Whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate (if any).

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

The disclosure must:

- Be clearly readable on written materials.
- Be clearly spoken at the beginning or end of radio broadcasts.
- Be at least 4% of the vertical height of a sign or billboard.
- Be both written and spoken at the beginning or end of a television, film, or video advertisement.
  - If the written disclosure is displayed for more than one-sixth of the broadcast duration or four seconds, a spoken disclosure is not required. The written disclosure statement must have a height that is at least 4% of the vertical picture.

**Candidates are prohibited from using the Town of Marana’s seal or logo on any campaign materials.**

## Disclosure Requirement Exemptions:

- Social media messages, text messages, or messages sent by a short message service.
- Advertisements that are 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 statement 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 required disclosure statements 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 from its members.

<sup>13</sup> See A.R.S. §§ 16-901 & 16-925.

# POLITICAL SIGNS

Political signs are governed by A.R.S. § 16-1019. Political signs may be placed in Marana’s public right-of-way beginning 71 days prior to the primary election until 15 days after the general election (or, if candidates do not advance to a general election, 15 days after the primary election). As a result:

- No signs may be placed in Marana’s public right-of-way prior to May 20, 2024, for the July 30, 2024, Primary Election.
- For candidates not advancing to the November 5, 2024, General Election, signs must be removed by August 14, 2024. For candidates advancing to the General Election, signs must be removed by November 20, 2024.

All signs must contain the name and telephone number or website address of the candidate or campaign committee contact person. Please also be aware of the advertising disclosure requirements found in A.R.S. § 16-925.

Signs can be posted in the Town’s right of way, but not on Town property.

- Town right-of-way: A strip of land typically occupied or intended to be occupied by a street or road, or for another special use.
- Town property: Property owned by the Town of Marana and used for a government purpose, including, but not limited to, the Marana Municipal Complex, the Marana Operations Center, and police substations.

Signs can only be posted on private property with the permission of the property owner.

Signs must be properly secured in the ground. Signs may not be affixed to guardrails, signal devices, telephone or light poles, or other street signs. Signs may not be placed in areas that would: be hazardous to public safety, obstruct clear vision in the area, or interfere with the requirements of the Americans with Disabilities Act (ADA).

Political candidates or committees will be notified and given 24 hours to relocate improperly placed signs before they are removed by Marana Code Enforcement officers, except for signs which impair traffic visibility or create a safety hazard. In such cases, the signs will be removed immediately by the Town and the candidate or campaign committee contact person will be notified within 24 hours.

There is no restriction on the number of signs a candidate or committee can place during the election cycle. There are restrictions on sign size pursuant to A.R.S. § 16-1019.

**Please Note:** It is a criminal misdemeanor offense to unlawfully remove or deface a political sign in violation of A.R.S. § 16-1019.

For questions about whether a proposed sign placement would be in the Town right-of-way or on Town or other property, please call Code Enforcement at (520) 382-2520. All other election questions can be directed to the Town Clerk’s Office at (520) 382-1961.

# CAMPAIGN FINANCE

A candidate must comply with all state campaign finance laws.<sup>14</sup> 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, the content of campaign finance reports, and filing deadlines. Compliance with campaign laws is essential to avoid enforcement actions.

It is the responsibility of the candidates and campaign committees to comply with all campaign finance laws. The Town does not have the duty to provide guidance, answer questions, or verify the accuracy of Campaign Finance Reports. Candidates and campaign committees alone are responsible for the content of their filings.

This handbook provides only a very brief introduction to campaign finance. Candidates are encouraged to become familiar with campaign finance laws and to review the Secretary of State's Campaign Finance - Candidate Guide, and to speak with an attorney and other professionals with knowledge of campaign finance requirements.

## STATEMENT OF ORGANIZATION

As noted above,<sup>15</sup> candidates who receive contributions or make expenditures, in any combination, of at least \$500 in connection with their candidacy must register as a candidate committee by filing a Statement of Organization with the Town Clerk within 10 days of meeting the \$500 threshold. Once filed, the candidate will be required to file periodic Campaign Finance Reports.

A candidate may have only one committee for the same office during the same election cycle.

If any information reported on the Statement of Organization changes, the committee must file an amended Statement of Organization reporting the change within ten business days.<sup>16</sup>

## CONTRIBUTION LIMITS AND FAILURE TO FILE <sup>17</sup>

There are no statutory limits on the amount any candidate may spend during the campaign. Campaign contributions, however, are limited by law for each election cycle.

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<sup>14</sup> See A.R.S. Title 16, Chapter 6.

<sup>15</sup> See the Nomination Process section and accompanying footnotes on page 3 of this handbook.

<sup>16</sup> See A.R.S. § 16-906.

<sup>17</sup> See A.R.S. §§ 16-912, 16-931, 16-937, & 16-938.

Current campaign contribution limits can be found online at the Secretary of State's website.

FAILURE TO FILE	PRODUCING RECORDS
<p>A committee failing to file any of the required campaign finance reports is required to pay 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.</p> <p>Penalties accrue until the late report is filed. If the committee fails to file a report within 30 days after the filing deadline, the Town Clerk may refer the matter to the Town Attorney, who serves as the enforcement officer.</p>	<p>Upon request from the Town Clerk or the Town 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 Town Clerk or Town Attorney.</p>

### CAMPAIGN FINANCE DEADLINES <sup>18</sup>

Filing deadlines for Campaign Finance Reports and statements are set by state law and the State Elections Procedures Manual. It is the responsibility of the candidate and committee to ensure all deadlines are met. So long as the report is legible, electronic filing with the Town Clerk via email is permitted. Please be advised that all campaign finance statements and reports are publicly available on the internet.

**Campaign finance reports must be received by the Town Clerk in person, by mail, or by email ([dudall@maranaaz.gov](mailto:dudall@maranaaz.gov)) by 5:00 PM on the dates listed in the table below.**

<sup>18</sup> See A.R.S. §§ 16-926 through 16-928.



FILING DEADLINE	TYPE OF REPORT	REPORTING PERIOD
January 16, 2024	2023 Quarter 4	October 22, 2023 – December 31, 2023
April 15, 2024	2024 Quarter 1	January 1, 2024 – March 31, 2024
July 15, 2024	2024 Quarter 2	April 1, 2024 – June 30, 2024
July 27, 2024	Pre-Primary	July 1, 2024 – July 20, 2024
October 15, 2024	2024 Quarter 3 (Post-Primary)	July 21, 2024 – September 30, 2024
October 26, 2024	Pre-General	October 1, 2024 – October 19, 2024
January 15, 2025	2024 Quarter 4 (Post-General)	October 20, 2024 – December 31, 2024
Prior to Committee Termination	Final Report	End of Previous Period to Termination Date

## CANDIDATE COMMITTEE TERMINATION <sup>19</sup>

Campaign Finance Reports must continue to be filed until the committee is terminated. 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 contributions or make disbursements.
- The committee has no outstanding debts or obligations.
- The committee has no outstanding debts or obligations that are more than five years old, and 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 the committee has no cash on hand.

<sup>19</sup> See A.R.S. §§ 16-933 & 16-934.

- 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 must have no further receipts and disbursements without filing a new Statement of Organization.

Methods of Disposing of Surplus Monies:

- Return surplus monies to the contributor to the extent records are available permitting such a return.
- Contribute surplus monies pursuant to Article 1.2 of Chapter 6 of Title 16 (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 United States 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 Nomination Paper filing deadline.
  - The candidate associated with the candidate committee making the contribution did not file a Nomination Paper to run for election in the current election cycle.
  - For transfer to a legislative candidate committee, the contribution cannot be made when the Legislature is in regular session.
  - The candidate committee makes the contribution within the limits prescribed for individuals in A.R.S. § 16-912.

**Surplus monies must not be used for or converted to personal use.** For more information, please see the Campaign Finance – Candidate Guide.

## USE OF TOWN RESOURCES

Pursuant to A.R.S. § 9-500.14, Town resources may not be used for the purpose of influencing an election. Town resources include, but are not limited to, the use or expenditure of monies, accounts, facilities, vehicles, postage, telecommunications, computer hardware and software, webpages, personnel, equipment, materials, and buildings.





# COUNCIL ELECTION AND VOTE CALCULATION

## COUNCIL ELECTION <sup>20</sup>

<b>PRIMARY ELECTION - JULY 30, 2024</b>	<b>GENERAL ELECTION - NOVEMBER 5, 2024</b>
<p>At the primary election, the candidates receiving a “majority of all the votes cast” equal to the number of seats available are declared elected to office. If more candidates receive a majority than the number of seats to be filled, the candidates receiving the highest number of votes will be declared elected.</p> <p>No further election is held unless an insufficient number of candidates receive a majority of votes cast to fill one or more available seats.</p>	<p>If not all available seats were filled during the primary election, a general election is held for any unfilled seat(s).</p> <p>Candidates not elected at the primary election equal in number to twice the number of seats remaining to be filled and who received the highest number of votes for the office at the primary election will be candidates at the general election.</p>

## HOW TO CALCULATE THE “MAJORITY OF ALL THE VOTES CAST” <sup>21</sup>

STEP 1: Add the total number of votes cast for all candidates for office whose names were lawfully on the ballot.

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 Step 2 by two and round the result to the highest whole number.

This number is the “majority of all the votes cast.”

<sup>20</sup> MTC Chapter 2-2.

<sup>21</sup> See A.R.S. § 9-821.01 & MTC Chapter 2-2.





# CANDIDATE FILING CHECKLIST

✓ CANDIDATE STATEMENT OF INTEREST

\_\_\_ File with the Town Clerk before collecting any nomination signatures.

✓ STATEMENT OF ORGANIZATION

\_\_\_ File within 10 days of receiving contributions or making expenditures of at least \$500, in any combination, in connection with your candidacy. Once filed, you will be required to file periodic Campaign Finance Reports.

✓ OFFICIAL NOMINATION FILING REQUIREMENTS

\_\_\_ Schedule an appointment with the Town Clerk to file the following required documents **during the nomination filing period (March 2, 2024 - April 1, 2024, at 5:00 PM)**:

\_\_\_ Nomination Paper/Declaration of Qualification.

\_\_\_ Nomination Petitions containing no less than **367** valid signatures or more than **735** valid signatures.

\_\_\_ Financial Disclosure Statement.

A receipt will be issued noting the number of signatures received. All documents filed are considered public records.





## FORMS AND ADDITIONAL RESOURCES

The required nomination and campaign finance forms, along with guides and other resources, can be found on the Town Clerk's website:

<https://www.maranaaz.gov/elections>