



COCHISE COUNTY  
ELECTIONS DEPARTMENT  
**PRECINCT COMMITTEEMENT FILING PACKET**

*This pamphlet had been prepared by the Cochise County Elections/Special  
Districts Office to provide general information to persons seeking election for  
Precinct Committeeperson within Cochise County*

*Revised August 2015*

## PRIMARY ELECTION CALENDAR 2016

MONDAY, MAY 02, 2016	First date for Partisan Primary Candidates to file papers – 120 days (Petitions, Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement) (A.R.S. 16-311, 16-314)
WEDNESDAY, JUNE 01, 2016	Last date for Partisan Primary Candidates to file papers - 90 days (Petitions, Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement ) (A.R.S. 16-311, 16-314)
WEDNESDAY, JUNE 15, 2015	Candidates running as a write-in candidate in an election that may be canceled shall file the nomination paper no later than 76 days before the election (A.R.S. 16-410)
THURSDAY, JULY 21, 2016	Last date for Partisan Primary Candidate to file as a Write-In is no later than 40 days before the election. (A.R.S. 16-312)
MONDAY, AUGUST 1, 2016	Last day to register to vote in the Primary Election (A.R.S. 16-120)
THURSDAY, AUGUST 3, 2016	Early Voting begins for Primary Election (A.R.S. 16-545)
FRIDAY, AUGUST 19, 2016	Last day to request an Early Ballot by mail (A.R.S. 16-542 (D))
FRIDAY, AUGUST 26, 2016	Last day to vote Early at the Recorder's Office (A.R.S. 16-542 (D))
TUESDAY, AUGUST 30, 2016	<b>PRIMARY ELECTION (A.R.S. 16-201)</b>

**Signature Requirements:**

For a candidate to run for precinct committeeperson they must have signatures of a minimum of 2% and a maximum of 10% or 10 signatures (whichever is less) of the party voter registration within the precinct the candidate is registered in. A list of precinct committee men allowed by law per precinct and signature requirements for each precinct will be provided after (March 1<sup>st</sup>).

(A.R.S. 16-322 A-7)

**Write-In Candidate:**

Precinct Committee Candidate running as a write-in candidate for an office where only one candidate or no candidate has filed a nomination paper and the election may therefore be subject to cancellation, must file the candidate's write-in nomination paper no later than 76 days before the election.

**PRECINCT COMMITTEEPERSON  
CANDIDATE FILING CHECKLIST**

The candidate filing period for all documents begins **May 02, 2016** at 8:00 a.m. and ends **June 01, 2016** by 5:00 p.m. Candidates (or their representatives) must present ALL of the necessary paperwork at one time. Candidates will be taken on a first-come, first-served basis. The Election Department staff processes all nominating papers presented before 5:00 p.m. the same day they are brought in. Please be prepared to wait into the evening, if necessary. Avoid the wait by filing early in the candidate filing period.

1. Nomination Paper, Affidavit of Qualification and Campaign Finance Laws Statement

(All three of these are on the same one-page form)

- ✓ Make sure to answer every question and fill in every blank.
- ✓ Write the candidate's name exactly how he or she wants it to be printed on the ballot. The candidate's last name must appear first. Nicknames are permissible as long as they do not suggest a title.
- ✓ The candidate must sign the form and have the signature notarized. \*\*\*

2. Nomination Petition

- ✓ All petitions must be on letter size paper and copied onto one page, front to back.
- ✓ The candidate must file at least the minimum number of signature required for the office sought and no more than the maximum number. If there are too few, the Elections Office cannot accept the nomination papers.
- ✓ Check to see that the circulator portion on the back of each petition is complete:  
Did the circulator print his or her name, residence address, city or town, and county on the back of each petition?
- ✓ Did the circulator sign the back of petition?
- ✓ Check to see that the signature portion of each petition is complete:
- ✓ Is there a date for each signature?
- ✓ Is there an actual residence address including city or Town, or a description of the residence location, for each signature?

**NOTE:** Signatures on petitions are not verified by this office; however, they are subject to challenge. Nomination paper and petitions become public record once filed and are subject to inspection by the general public.

*\* The Election staff will notarize forms; free of charge, if the signer presents and signs in the presence of the notary. The signer must present valid and current picture identification*

## ***ELECTION 2016 – RESOURCES***

### **COCHISE COUNTY ELECTIONS**

*For: Candidate Packets, Signature Requirements, Candidate Filing and Campaign Finance Filing, Election Day Information*

Katie A. Howard - Elections Director

[khoward@cochise.az.gov](mailto:khoward@cochise.az.gov)

Martha Rodriguez – Elections Program Coordinator

[mrodriguez@cochise.az.gov](mailto:mrodriguez@cochise.az.gov)

1415 Melody Lane, Bldg. A

Bisbee, Arizona 85603

(520) 432-8970

1-888-316-8065 Toll Free

### **COCHISE COUNTY RECORDER**

*For: Voter Registration Forms, Early Voting Request, Voter Lists, and Maps*

Christine Rhodes – Recorder

[recorders@cochise.az.gov](mailto:recorders@cochise.az.gov)

Sylvia Gruhn – Chief Deputy

1415 Melody Lane Bldg B

Bisbee, Arizona 85603

(520) 432-8354

1-888-457-4513 Toll Free

### **SECRETARY OF STATE**

*For: Statewide offices, Legislative Offices, Clean Election Information, Campaign Finance Software*

Michele Reagan, Secretary of State

[www.azsos.gov](http://www.azsos.gov)

Eric Spencer, State Election Director

1700 W. Washington Street 7th Floor

Phoenix, Arizona 85007

(602) 542-8683 – Elections

(877) 843-8683 – Toll Free

(602) 364-1562 – Campaign Finance, Nancy Read