

THE PEOPLE OF



ARIZONA

OUR INTENT TO **declare** CREATE A

CLEAN ELECTIONS SYSTEM

that will improve the integrity of Arizona State government

BY DIMINISHING THE INFLUENCE OF

SPECIAL-INTEREST MONEY,

will encourage citizen participation in the political process,

and will promote

FREEDOM OF SPEECH

UNDER THE U.S. AND ARIZONA CONSTITUTIONS.



Voted into law by Arizonans on 11.3.1998

PARTICIPATING CANDIDATE GUIDE

What is a Participating Candidate?

A participating candidate is an individual who has decided to run in 2014 for a Statewide office or the Legislature, agrees not to accept special interest monies and adheres to the Citizens Clean Elections Act and commission rules. In return, the participating candidate will receive funding from the Citizens Clean Elections Fund. In order for a candidate to receive funding, the participating candidate must collect a specified number of \$5 Qualifying Contributions from registered voters within his or her district for a legislative candidate or registered voters in Arizona for a Statewide candidate.

Limitations Applicable to Participating Candidates

Early Contribution Limits (Collected and spent during the exploratory period and through August 19, 2014.)

- Individuals may contribute up to a maximum of \$160.
- Contributions from political action committees (PACs), businesses, corporations, political parties and labor unions are prohibited.
- Candidates may contribute his or her personal funds up to a maximum amount of \$700 for candidates for the legislature and \$1,390 for candidates for Statewide offices. The personal contribution limit includes contributions received from certain family members.
- Candidates' total early contributions must not exceed the amount specified below.
- A traditional candidate who later chooses to run as a participating candidate may not have spent contributions exceeding the individual early contribution limit of \$160 or exceeding the aggregate early contribution limit for the specified office.

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
\$55,910	\$48,820	\$48,820	\$24,405	\$24,405	\$24,405	\$12,206	\$3,813

\$5 Qualifying Contributions (Collected between August 1, 2013 through August 19, 2014.)

- Candidates must collect a minimum of qualifying contributions.

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
4,500	2,800	2,800	1,700	1,700	1,700	650	250

Training Workshops & Debates

- A participating candidate is required to attend a Commission's training workshop.
- A participating candidate must attend a Commission sponsored debate.

Candidate Funding & Expenditures

Expenditures

- A participating candidate must adhere to expenditure limits and may not make expenditures in excess of the cash on hand. Cash on hand includes both early contributions received and candidate funding.

Candidate Funding

- In 2014, candidates running for the following offices are eligible to apply for Clean Elections funding.

Election Funding	Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
Primary	\$753,616	\$195,280	\$195,280	\$97,620	\$97,620	\$97,620	\$48,825	\$15,253
General	\$1,130,424	\$292,920	\$292,920	\$146,430	\$146,430	\$146,430	\$73,238	\$22,880

important dates

Citizens Clean Elections Commission Participating Candidate Guide

EVENT	EVENT
Primary Election: August 26, 2014	Candidate Statement Pamphlet Submission Deadlines:
Primary Early Voting Begins: July 31, 2014	Primary CSP: June 16, 2014
General Election: November 4, 2014	General CSP: September 2, 2014
General Early Voting Begins: October 9, 2014	Qualifying Period Begins: August 1, 2013
Candidate Nomination Petitions :	Qualifying Period Ends: August 19, 2014
First day to file: April 28, 2014	Deadline to Submit \$5 Qualifying Contributions: August 26, 2014
Last day to file: May 28, 2014 at 5:00 p.m.	

Campaign Finance Reporting Dates

NAME OF REPORT	TIME PERIOD COVERED IN REPORT	REPORT FILED WITH SECRETARY OF STATE
January 31 report	Nov 27, 2012 through Dec 31, 2013	January 1, 2014 through January 31, 2014
Application for Certification report (Participating Candidates Only)	Covering all campaign transactions to date. Only required if application is filed after filing the statement of organization.	Due at the time of filing Application for Certification.
June 30 report	January 1, 2014 through May 31, 2014	June 1, 2014 through June 30, 2014
Qualifying Contributions report	Reporting all \$5 qualifying contributions being submitted for verification.	Due at the time of filing Qualifying Contributions
Pre-Primary report	June 1, 2014 through August 14, 2014	August 15, 2014 through August 22, 2014
End of Qualifying Period report	Covering all campaign transactions through August 19, 2014. Any unspent early contributions must be sent to the Commission.	August 19, 2014
Return of Primary Funds report	Covering all campaign transactions through primary election day. Any unspent monies must be returned to the Commission within 5 days of the primary election.	August 31, 2014
Post-Primary report	August 15, 2014 through September 15, 2014	September 16, 2014 through September 25, 2014
Pre-General report	September 16, 2014 through October 23, 2014	October 24, 2014 through October 31, 2014
Post-General report	October 24, 2014 through November 24, 2014	November 25, 2014 through December 4, 2014
Return of General Funds	Covering all campaign transactions to general election day. Any unspent monies must be returned to the Commission. Filed in conjunction with the Post-General report.	December 4, 2014

Welcome to Arizona's Citizens Clean Elections Commission Participating Candidate Guide for the 2013-2014 election cycle. This Guide was created to provide information to participating candidates running for the Legislature or a statewide office.

The Citizens Clean Elections Act (Act) is a campaign finance reform measure that was initiated by Arizona citizens and passed by voters in 1998. The Act created a new campaign financing system that provides funding to qualified candidates who agree to abide by the Act and Citizens Clean Elections Commission (Commission) rules. Participating candidates for a statewide office and the Legislature are eligible to participate in the Clean Elections program for the 2014 election.

This Guide is intended solely as a reference. Every effort has been made to present accurate and reliable information, however, information contained in this Guide may change periodically. Please take note that the information contained herein should not be considered as having the same weight and authority as the Arizona Revised Statutes and established court decisions or Attorney General Opinions. In the event any information conflicts, this Guide is not controlling and users must instead follow relevant legal authority. The information contained in this Guide is not a satisfactory substitute for legal counsel. If you believe that you or your committee could be adversely affected in any matter relating to the subject matter contained herein, you should seek the professional assistance of an attorney.

The Guide is available in alternate formats. Persons who need information about the Guide in alternate formats should contact the Commission.

If you have questions, please do not hesitate to contact us at 602-364-3477, toll free at 1-877-631-8891, or email us at ccec@azcleaselections.gov. We look forward to working with you.

Commissioners

Louis Hoffman (D)

Timothy J. Reckart (R)

Thomas J. Koester (I)

Mitchell C. Laird (R)

Steven M. Titla (D)

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1 Chapter 1 – How to Become A Participating Candidate

This chapter guides individuals interested in becoming a participating candidate through the preliminary steps on how to become a participating candidate. The candidate will receive essential information regarding the Statement of Organization, the Application for Certification and nominating papers and petitions.

Individuals interested in running for statewide office or the Legislature must file a **Statement of Organization** with the Secretary of State's office. Each candidate who intends to receive contributions or make expenditures of \$500 or more shall file a Statement of Organization in order to establish the candidate's campaign committee. Only a candidate who has filed a Statement of Organization and has established a candidate's campaign committee can qualify for the ballot and become eligible as a participating candidate. An individual must file a **Statement of Organization** *before*:

- Making any expenditures;
- Accepting any contributions;
- Distributing any campaign literature; or
- Circulating any petitions.



The Statement of Organization must be filed with the Secretary of State's office and must include the following:


1. The name, address and type of committee. To become a participating candidate, select "Candidate (Participating)."
2. The names, addresses, telephone numbers, occupations and employers of the chairman and treasurer of the committee. It is permissible for a candidate to be the chairman and treasurer of his or her own campaign committee.
3. Name of the banking institution used by the committee.
4. The name, address, office sought and party affiliation of the candidate. **Candidates for the Legislature must indicate in which district they are running.**
5. Signatures for the candidate, chairman and treasurer are required. **If a candidate is acting as his/her own chairman and treasurer, the candidate must sign in all three designated places.**

Prior Campaign Accounts

Remaining monies from a prior campaign may be transferred to the candidate's current campaign account. Monies transferred to the current campaign account shall not exceed \$160 per individual. No contributions from PACs, businesses, political parties, labor unions, or corporations may be transferred.

Statement of Organization

				STATE OF ARIZONA POLITICAL COMMITTEE STATEMENT OF ORGANIZATION	
<input checked="" type="checkbox"/> Initial Registration <input type="checkbox"/> Amended Statement <input type="checkbox"/> Out of State Committee <input type="checkbox"/> Standing Political Committee		Titles 16 & 19, Arizona Revised Statutes Definitions, statutory references and important information on page 2		COMMITTEE ID NUMBER 201012345	
NAME OF POLITICAL COMMITTEE (For ballot measure committee, name shall include official petition serial number) JOE CANDIDATE		DATE 3/25/2010			
TYPE OF COMMITTEE CANDIDATE (PARTICIPATED)		BALLOT MEASURE <input type="checkbox"/> SUPPORT <input type="checkbox"/> OPPOSE			
COMMITTEE ADDRESS 123 USA STREET		CITY YOUR CITY		STATE ZIP AZ 85000	
COMMITTEE MAILING ADDRESS (if different from above) 123 USA STREET		CITY YOUR CITY		STATE ZIP AZ 85000	
COMMITTEE TELEPHONE # (602) 555-0000		COMMITTEE FAX # (602) 555-0001		COMMITTEE EMAIL ADDRESS ELECTCANDIDATE@AZCLEANELECTIONS.GOV	
NAME OF SPONSORING ORGANIZATION (if applicable)		TYPE OF ORGANIZATION			
ADDRESS OF SPONSORING ORGANIZATION		RELATIONSHIP TO POLITICAL COMMITTEE			
EACH POLITICAL COMMITTEE SHALL HAVE A CHAIRMAN AND TREASURER. THE POSITION OF CHAIRMAN AND TREASURER OF A SINGLE POLITICAL COMMITTEE MAY NOT BE HELD BY THE SAME INDIVIDUAL, EXCEPT THAT A CANDIDATE MAY BE CHAIRMAN AND TREASURER OF HIS OR HER OWN CAMPAIGN COMMITTEE. A.R.S. § 16-902(A).					
NAME OF COMMITTEE CHAIRMAN JOE CANDIDATE		CHAIRMAN'S TELEPHONE # (602) 555-0000		CHAIRMAN'S FAX # (602) 555-0001	
CHAIRMAN'S ADDRESS 123 USA STREET		CITY PHOENIX		STATE ZIP AZ 85000	
CHAIRMAN'S OCCUPATION ADMINISTRATOR		CHAIRMAN'S EMPLOYER ADMINISTRATION COMPANY		CHAIRMAN'S EMAIL ADDRESS ELECTCANDIDATE@AZCLEANELECTIONS.GOV	
NAME OF COMMITTEE TREASURER JOE CANDIDATE		TREASURER'S TELEPHONE # (602) 555-0000		TREASURER'S FAX # (602) 555-0001	
TREASURER'S ADDRESS 123 USA STREET		CITY PHOENIX		STATE ZIP AZ 85000	
TREASURER'S OCCUPATION ADMINISTRATOR		TREASURER'S EMPLOYER ADMINISTRATION COMPANY		TREASURER'S EMAIL ADDRESS ELECTCANDIDATE@AZCLEANELECTIONS.GOV	
BEFORE A COMMITTEE ACCEPTS A CONTRIBUTION OR MAKES AN EXPENDITURE IT SHALL DESIGNATE AT LEAST ONE ACCOUNT AT A QUALIFIED FINANCIAL INSTITUTION. A.R.S. § 16-902(D). LIST THE NAMES OF ALL FINANCIAL INSTITUTIONS WITH WHICH THE COMMITTEE MAINTAINS ACCOUNTS OR SAFETY DEPOSIT BOXES. (Do not list account numbers.)					
1. BANK OF AMERICA		2.		3.	
FOR A CANDIDATE'S CAMPAIGN COMMITTEE OR AN EXPLORATORY COMMITTEE, PROVIDE THE FOLLOWING INFORMATION: (For Exploratory Committee party affiliation and office sought are optional.)					
NAME OF CANDIDATE OR DESIGNATING INDIVIDUAL (DI) JOE CANDIDATE		ELECTION CYCLE 2010			
CANDIDATE OR DI'S TELEPHONE # (602) 555-0000		CANDIDATE OR DI'S FAX # (602) 555-0001		COUNTY OF RESIDENCE MARICOPA	
CANDIDATE OR DI'S ADDRESS 123 USA STREET		CITY PHOENIX		STATE ZIP AZ 85000	
CANDIDATE OR DI'S EMAIL ADDRESS ELECTCANDIDATE@AZCLEANELECTIONS.GOV		PARTY AFFILIATION REPUBLICAN		OFFICE SOUGHT STATE SENATOR - DISTRICT NO. 32	

Committee ID: 201012345				STATE OF ARIZONA POLITICAL COMMITTEE STATEMENT OF ORGANIZATION	
Date: 3/25/2010					
Form ID: 0000018423					
YOUR APPLICATION IS NOT COMPLETE WITHOUT THE REQUIRED SIGNATURES BELOW:					
BOX 1 All committees require the signature of both the chairman and treasurer. Standing Committees, see BOX 3 below.					
CHAIRMAN'S AND TREASURER'S STATEMENT: We, the undersigned, have examined the information contained in this statement of organization and, to the best of our knowledge and belief, it is true, correct and complete.					
Date: 3/25/2010		Chairman's signature: Joe Candidate			
Date: 3/25/2010		Treasurer's signature: Joe Candidate			
BOX 2 Complete and sign this additional box only if the committee is a candidate's campaign committee or exploratory committee.					
DESIGNATING INDIVIDUAL OR CANDIDATE'S STATEMENT: I authorize the above-named political committee as my political committee to receive contributions and make expenditures on my behalf.					
Date: 3/25/2010		DI's or Candidate's signature: Joe Candidate			
BOX 3 Complete and notate this box only if the committee has been in existence for more than one year and is filing for Standing Committee status.					
STANDING POLITICAL COMMITTEE'S STATEMENT (If applicable) (A.R.S. § 16-902-1): I/we hereby declare the status of this political committee as a standing political committee.					
Date: _____		Chairman's signature: _____			
Date: _____		Treasurer's signature: _____			
State of Arizona }) ss.		State of Arizona }) ss.			
County of _____		County of _____			
SUBSCRIBED AND SWORN TO before me this _____			SUBSCRIBED AND SWORN TO before me this _____		
Notary Public: _____		My Commission Expires: _____		Notary Public: _____	
My Commission Expires: _____		My Commission Expires: _____			

DEFINITION OF POLITICAL COMMITTEE: A.R.S. § 16-901(19)
 "Political committee" means a candidate or any association or combination of persons that is organized, conducted or combined for the purpose of influencing the result of any election or to determine whether an individual will become a candidate for election in this state or in any county, city, town, district or precinct in this state, that engages in political activity in both half of or against a candidate for election or reelection or in support of or opposition to an initiative, referendum or recall or any other measure or proposition and that applies for a serial number and circulates petitions and, in the case of a candidate for public office except those exempt pursuant to section 16-903, that receives contributions or makes expenditures in connection therewith, notwithstanding that the association or combination of persons may be a part of a larger association, combination of persons or sponsoring organization not primarily organized, conducted or combined for the purpose of influencing the result of any election in this state or in any county, city, town or precinct in this state.

NOTE FOR INDIVIDUALS INVOLVED IN POLITICAL ACTIVITIES:
 An individual, acting alone, is not a political committee under Arizona law and need not file a statement of organization. If any additional persons join the effort (as defined above in A.R.S. § 16-901(19)) begun by an individual, the association of persons has become a "political committee" under Arizona law, and must file a statement of organization before accepting contributions, making expenditures, distributing literature or circulating petitions. A.R.S. § 16-902-1(A).

NOTE FOR THOSE INVOLVED IN INITIATIVE, REFERENDUM AND RECALL EFFORTS:
 Before circulating initiative, referendum or recall petitions, a political committee must file its statement of organization with the appropriate filing office. Signatures obtained on petitions prior to the filing of the statement of organization are void and shall not be counted in determining the legal sufficiency.

Application for Certification as a Participating Candidate

Candidates must file an “Application for Certification as a Participating Candidate” with the Secretary of State’s office before the end of the qualifying period, August 19, 2014. The form is available through the campaign finance reporting system, <https://www.azsos.gov/cfs2/Login.aspx>. The Secretary of State’s office shall forward a copy of the completed application to the Commission.

At the time of filing the application the candidate must file a campaign finance report disclosing all contributions and expenditures to date, if applicable. Contributions shall not exceed \$160 per individual. Contributions from PACs, labor unions, businesses, political parties or corporations are prohibited. **Refunds of all contributions in excess of the contribution limit or from PACs, labor unions, businesses, political parties and corporations must be made prior to the filing of the Application for Certification and subsequent campaign finance report.**

A candidate is not eligible to become a participating candidate if he or she has **spent** contributions exceeding the aggregate early contribution limit (see table below) or in excess of the personal contribution limit (\$700 for candidates for the Legislature and \$1,390 for candidates for statewide office).

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
\$55,910	\$48,820	\$48,820	\$24,405	\$24,405	\$24,405	\$12,206	\$3,813

The Commission will approve or deny the application within seven calendar days. The Commission will notify the candidate of whether or not he or she has been certified as a participating candidate. Once certified, the candidate is held to all laws and rules governing participating candidates.

Important Information about the Application for Certification

- The candidate may designate an authorized individual to receive the candidate funding from the Commission’s office.
- The Application for Certification must be notarized.
- If information on the application changes, a new Application for Certification must be filed with the Secretary of State’s office, indicating an amendment.

Participating Candidate Training Workshops

A participating candidate must attend at least one a Commission sponsored candidate training class within 60 days of being certified or within 60 days of the beginning of the qualifying period if the candidate is certified before the beginning of the qualifying period. If the candidate is unable to attend a training class, the candidate shall:

- Notify the Commission that the candidate is unable to attend a training class. The Commission then will send that person the Commission training materials; and
- The candidate shall sign and send to the Commission a statement certifying that he or she has received and reviewed the Commission training materials;

The training schedule can be found on the Commission website at <http://www.azcleelections.gov/candidates/for-candidates/candidate-training/registration.aspx>

Application for Certification

 000018002 <input type="checkbox"/> Initial Application <input type="checkbox"/> Amended Application		 STATE OF ARIZONA APPLICATION FOR CERTIFICATION AS A PARTICIPATING CANDIDATE	
Pursuant to Arizona Revised Statutes §§ 16-947 and 948 and AAC R3-20-104 (D)		COMMITTEE ID NUMBER 20102345	
NAME OF CANDIDATE JOE CANDIDATE		DATE 3/25/2010	
OFFICE SOUGHT STATE SENATOR - DISTRICT NO. 39	PARTY AFFILIATION REPUBLICAN	ELECTION CYCLE 2008	
CANDIDATE'S ADDRESS 123 USA STREET		CITY PHOENIX	STATE ZIP AZ 85000
CANDIDATE'S TELEPHONE # (602) 555-0900	CANDIDATE'S FAX # (602) 555-0001	CANDIDATE'S EMAIL ADDRESS ELECTCANDIDATE@ARIZONAELECTIONS.GOV	
NAME OF POLITICAL COMMITTEE JOE CANDIDATE			
COMMITTEE ADDRESS 123 USA STREET		CITY YOUR CITY	STATE ZIP AZ 85000
COMMITTEE MAILING ADDRESS (if different from above) 123 USA STREET		CITY YOUR CITY	STATE ZIP AZ 85000
COMMITTEE TELEPHONE # (602) 555-0900	COMMITTEE FAX # (602) 555-0001	COMMITTEE EMAIL ADDRESS ELECTCANDIDATE@ARIZONAELECTIONS.GOV	
NAME OF DESIGNATED INDIVIDUAL WITH AUTHORITY TO WITHDRAW FUNDS (IF APPLICABLE) (A.R.S. §16-948)			
DESIGNATED INDIVIDUAL'S ADDRESS		CITY	STATE ZIP
DESIGNATED INDIVIDUAL'S TELEPHONE #	DESIGNATED INDIVIDUAL'S FAX #	DESIGNATED INDIVIDUAL'S EMAIL	
LIST THE NAME OF THE FINANCIAL INSTITUTION FROM WHICH THE CANDIDATE AND THE DESIGNATED INDIVIDUAL WILL CONDUCT ALL FINANCIAL ACTIVITY FOR THE CANDIDATE'S CAMPAIGN COMMITTEE (Do not list account numbers). (A.R.S. §16-948(A))			
NAME OF FINANCIAL INSTITUTION BANK OF AMERICA			

DESIGNATED CANDIDATE'S STATEMENT (if applicable) (A.R.S. §16-948(B)): I hereby designate Joanne Candidate as my duly authorized Designated Individual, with the authority to withdraw funds and make expenditures from my campaign account on my behalf.

Joe Candidate 3/25/2010
Candidate's Signature Date

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Committee ID: 20102345	Application for Certification - Part II
Date: 3/25/2010	
Form ID: 000018002	

CANDIDATE AND DESIGNATED INDIVIDUAL'S STATEMENT (A.R.S. §16-947):
I, the undersigned, upon my oath and under penalty of perjury, certify that the following statements are true and accurate to the best of my knowledge and belief:

- I have complied with the restrictions of A.R.S. §16-941 (A) during the election cycle to date, which are as follows:
 - Not accepted contributions other than early contributions as specified in A.R.S. §16-845;
 - Not made expenditures that exceed the candidate's personal money limit; and
 - Conducted all financial activity through a single campaign account.
- I will continue to comply with the restrictions in paragraph 1 during the remainder of the election cycle and will:
 - Not make expenditures in the primary election period in excess of the adjusted primary election spending limit;
 - Not make expenditures in the general election period in excess of the adjusted general election spending limit; and
 - Return unused monies to the fund in accordance with A.R.S. § 16-853.
- I have filed all campaign finance reports required under Title 16, Chapter 5, Article I, during the election cycle to date, and the reports are complete and accurate.
- I agree to use all Clean Election Funding for direct campaign purposes only.
- I will file, with this application, a campaign finance report showing all campaign activity to date in the current election cycle.
- I will comply with all requirements of the Act and Commission rules.
- I am subject to all enforcement actions by the Commission as authorized by the Act and Commission rules.
- I have the burden of proving that expenditures made by or on behalf of the candidate were for direct campaign purposes.
- I will keep and furnish to the Commission all documentation relating to expenditures, receipts, funding, books, records (including bank records for all accounts), and supporting documentation and other information that the Commission may request in accordance with Commission rules.
- I will permit an audit and examination of all receipts and expenditures including those made by the candidate, the candidate's authorized committee, or any agent or person authorized to make expenditures on behalf of the candidate or committee. The candidate and the candidate's authorized committee shall also provide any material required in connection with an audit, investigation, or examination conducted by the Commission. The candidate and authorized committee shall facilitate the audit and examination and shall pay any amounts required to be repaid.
- I will submit the name and mailing address of the person who is entitled to receive equalizing fund payments on behalf of the candidate and the name and address of the campaign depository designated by the candidate. Changes in the information required by this paragraph shall not be effective until submitted to the Commission in a letter signed by the candidate or the committee treasurer.
- I will pay any civil penalties included in a conciliation agreement or otherwise imposed against the candidate.
- I will file all campaign finance reports with the Secretary of State in an electronic format in a timely manner.

State of Arizona) County of _____)	ss.	State of Arizona) County of _____)
Candidate's Signature _____		Designated Individual's Signature _____
SUBSCRIBED AND SWORN TO before me this _____ day		SUBSCRIBED AND SWORN TO before me this _____ day
of _____ 20____		of _____ 20____
Notary Public _____		Notary Public _____

THIS FORM MUST BE NOTARIZED

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Nomination Petitions & Papers (Filed April 28, 2014 through May 28, 2014)

A participating candidate must either be an Independent candidate or meet the following standards:

- For the primary election period, must have properly filed nominating papers and nominating petitions with signatures in the primary election of a political party entitled to continued representation on the official ballot.
- For the general election period, must be a party nominee of a political party recognized on the official ballot.

Participating Candidates May File Prior to April 28, 2014

Any time after January 1, 2014, a participating candidate who is ready to apply for funding may file his or her nominating petitions and signatures early, instead of waiting until April 28, 2014. **The nominating petitions and signatures must be filed with the Secretary of State’s office at the same time the candidate submits his or her \$5 qualifying contributions.**

Resign to Run Law

The resign to run law applies to incumbent elected officers who seek election to any public office other than the office that the incumbent is currently holding. If an elected official wishes to declare his or her candidacy anytime before the final year of the term being held, the officeholder must first resign his or her office. An elected official is not deemed to have offered himself or herself for nomination or election to an office or to have made a formal, public declaration of candidacy solely by his or her designation of a candidate campaign committee.

Changing Participation Status

A candidate who has been certified as a participating candidate may withdraw from participation. **However, a candidate may not withdraw from participation once he or she has been approved for funding.**

If a candidate wishes to withdraw from participation, the candidate shall:

- Send a letter to the Commission stating the candidate’s intent to withdraw and the reason for the withdrawal.
- Not accept any private monies until the withdrawal is approved by the Commission.

The Commission shall act on the withdrawal request within seven days. If the Commission takes no action in the 7-day time period, the withdrawal is automatic.

A candidate whose withdrawal has been approved shall:

- Make his or her best efforts to return all \$5 qualifying contributions to the contributors; or
- If the candidate has the contributor’s written authorization, the candidate may use the \$5 qualifying contribution as a campaign contribution; or
- If contributors cannot be contacted, the \$5 qualifying contributions shall be sent to the Commission.

Act & Rules References for Chapter 1

Statement of Organization A.R.S. § 16-903	Certification as Participating Candidate A.R.S. § 16-947 A.A.C. R2-20-104	Prior Campaign Accounts A.A.C. R2-20-104 A.A.C. R2-20-110 Candidate Training A.A.C. R2-20-104(D)	Resign to Run A.R.S. § 38-296	Nomination Paper & Petitions A.R.S. § 16-950 A.R.S. § 16-951(B)	Changing Participation Status A.A.C. R2-20-108
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Chapter 2 – Collecting \$5 Qualifying Contributions

This chapter explains the process of collecting the \$5 qualifying contributions to qualify for Clean Elections funding.

Qualifying Period

The qualifying period is the time in which candidates may begin collecting \$5 qualifying contributions. Candidates must obtain a minimum number of qualifying contributions before the end of this period in order to be approved for funding.

The qualifying period begins August 1, 2013 and ends August 19, 2014. **Candidates may not solicit \$5 qualifying contributions until the qualifying period begins.**

Qualifying Contributions

For the 2014 election cycle, the minimum number of \$5 qualifying contributions a candidate must receive is:

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
4,500	2,800	2,800	1,700	1,700	1,700	650	250

To ensure that a candidate has a sufficient number of valid \$5 qualifying contributions, the Commission recommends that a candidate collect **at least 20%** more qualifying contributions than the minimum number required:

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
5,400	3,360	3,360	2,040	2,040	2,040	780	300


Qualifying Contributions must be:

- The sum of \$5, exactly. A married couple may contribute a \$10 check, if BOTH spouses sign the check and complete a separate qualifying contribution form;
- Made by a qualified elector (“contributor”). A qualified elector is a person who is qualified to register to vote **and** who is properly registered to vote in the district of the office the candidate is seeking;
- Received from a contributor that has not given another qualifying contribution to the same candidate during that election cycle;
- Received from a contributor that has not been given anything of value in exchange for the qualifying contribution;
- Received unsolicited or solicited from a person who is not employed or retained by the candidate and who is not compensated by or on behalf of the candidate to collect the qualifying contribution;
- If made by check or money order, made payable to the candidate’s campaign committee, or if made in cash, deposited in the candidate’s campaign committee’s bank account.

Each \$5 qualifying contribution must be accompanied by a qualifying contribution form. The Commission has developed a 3-part form that is available free to participating candidates. The candidate may also develop his or her own \$5 qualifying contribution form. **This form must be submitted to the Commission for approval prior to use.** The form must include the name of the candidate; name, address, and original signature of the contributor; date of contribution; and the name and original signature of the solicitor.

\$5 Qualifying Contribution Form

Forms will be disqualified if unsigned by the contributor, undated, and/or signed by a person who is not registered to vote inside the electoral district of the office the candidate is seeking on the date specified on the form.

	<p>CITIZENS CLEAN ELECTIONS COMMISSION QUALIFYING CONTRIBUTION FORM FORMULARIO DE CONTRIBUIDOR AL FONDO DE CIUDADANOS PARA ELECCIONES LIMPIAS</p>	<p>For Office Use Only: Para Uso de Oficina Reg. ID _____ District _____</p>
\$5 Qualifying Contribution		
<p>CANDIDATE'S NAME (Please Print): <u>Joe Candidate</u> <i>Nombre del Candidato (Favor de escribir con letra de imprenta)</i></p>		
<p>OFFICE SOUGHT (Include District for Legislative Office): <u>State Senate, District 52</u> <i>Cargo Buscado (Incluya el Distrito para un Cargo Legislativo)</i></p>		
<p>CONTRIBUTOR'S NAME (Please Print): <u>Joanne Candidate</u> <i>Nombre del Contribuidor (Favor de escribir con letra de imprenta)</i></p>		
<p>VOTER REGISTRATION ADDRESS LEGISLATIVE DISTRICT: <u>District 52</u> <i>Dirección de registro del votante</i> <i>Distrito Legislativo</i></p>		
<p>STREET <u>123 USA St.</u> CITY <u>Your City</u> ZIP <u>85000</u> COUNTY <u>Your County</u> <i>Calle</i> <i>Ciudad</i> <i>Código Postal</i> <i>Condado</i></p>		
<p>E-MAIL ADDRESS <u>joannecandidate@candidate.com</u> <i>Dirección de Correo Electrónico</i></p>		
<p><u><i>Joanne Candidate</i></u> SIGNATURE OF CONTRIBUTOR <i>Firma del Contribuidor</i></p>		<p><u>2/14/2012</u> DATE OF CONTRIBUTION <i>Fecha de la Contribución</i></p>
<p>SOLICITOR'S NAME (Please Print): <u>Joe Candidate</u> <i>Nombre del Solicitante (Favor de escribir con letra de imprenta)</i></p>		
<p>STREET <u>123 USA St.</u> CITY <u>Your City</u> ZIP <u>85000</u> COUNTY <u>Your County</u> <i>Calle</i> <i>Ciudad</i> <i>Código Postal</i> <i>Condado</i></p>		
<p>I, the undersigned, upon my oath and under penalty of perjury, certify that I received a \$5.00 contribution from the above contributor, who is to the best of my information and knowledge, a qualified elector of this state. <i>Yo, el suscrito, bajo juramento y bajo pena de perjurio, certifico que recibí una contribución de \$5.00 del donante de arriba, quien es, a mi leal saber y entender, un elector calificado de este estado.</i></p>		
<p>SIGNATURE OF SOLICITOR: _____ <i>Firma del Solicitante</i></p>		
<p>"I am exploring a candidacy for elected office. Your contribution is a measure of grassroots support for my potential candidacy. If I formally declare as a candidate, I will use your contribution for my campaign. I may use the contribution as a qualifying contribution if I opt to participate in the clean elections campaign finance system. If I choose not to run for office, this contribution will be returned to the contributor or remitted to the fund." <i>"Estoy explorando una candidatura para un puesto electoral. Su contribución es una medida de apoyo local a mi candidatura potencial. Si declaro mi candidatura formalmente, usaré su contribución para mi campaña. Puedo usar la contribución como una contribución válida si decido participar en el sistema de finanzas de la campaña de elecciones limpias. Si decido no participar en la contienda por el puesto, esta contribución será devuelta al/a la contribuyente o remitida al fondo".</i></p>		
<p>Rev. 12/09</p> <p style="text-align: center;">File with the Office of the Secretary of State Presente a la Oficina del Secretario de Estado</p>		

Solicitation of the \$5 Qualifying Contributions

The solicitor is the individual who collects \$5 qualifying contributions on behalf of the candidate. In order to be a solicitor, the person must be eligible to be registered to vote in Arizona. Every resident of the state is qualified to register to vote if he or she:

- Is a citizen of the United States;
- Is eighteen years of age or more on or before the date of the regular general election next following his or her registration;
- Has been a resident of the state 29 days preceding the next election;
- Is able to write his or her name or make a mark, unless prevented from doing so by physical disability;
- Has not been convicted of treason or a felony, unless restored to civil rights;
- Has not been adjudicated an incapacitated person.

The solicitor can be the candidate, the contributor or a volunteer. The solicitor **MAY NOT** be compensated to collect \$5 qualifying contributions. \$5 qualifying contributions may only be received from individuals registered to vote in the state of Arizona.

On the qualifying contribution form, the solicitor must provide the following information:

- Solicitor's name;
- Residential address; and
- Signature.

Voter Registration

Candidates or solicitors may register an individual to vote at the time they receive a qualifying contribution. Voter registration forms are available from the Secretary of State's office or the County Recorder's office.

Unsolicited \$5 Qualifying Contributions

Candidates may receive qualifying contributions unsolicited. If an unsolicited contribution is received, the candidate shall sign the qualifying contribution form as the solicitor and be accountable for all of the responsibilities of a solicitor. The accuracy of the information and signature on the form should be checked with care before the form is submitted to the Secretary of State's office.

The E-Qual System

The Arizona Secretary of State's E-Qual system is a pilot project that allows registered voters to securely sign a candidate's nomination petition and/or contribute a \$5 Qualifying Contribution to a Clean Elections candidate. Participating candidates for statewide or legislative office may create an electronic \$5 Qualifying Contribution Form to collect \$5 contributions from voters. **A candidate may collect up to 50% of the minimum number of qualifying contributions required for that office utilizing the E-Qual.**

A candidate can access E-Qual through the Campaign Finance System Login to create and manage his/her nomination petition or \$5 Qualifying Contribution Form. Candidates will need to set up a PayPal account in order to collect \$5 Qualifying Contributions with the E-Qual system. Candidates should refer to the E-Qual User Manual when establishing the campaign's PayPal account. http://www.azcleelections.gov/2011-2012_docs/Equal_User_Manual_pdf.sflb.ashx

Examples of Ways To Collect \$5 Qualifying Contributions

- Have volunteers solicit \$5 qualifying contributions on behalf of the candidate.
- Host parties to receive \$5 qualifying contributions.
 - If an individual, including a candidate, hosts a party in his or her home, each adult in the household may spend up to a total of \$100 for invitations, food or beverages. The cost for those items are not considered contributions.
 - If the adult(s) in the household spends over \$100 total per adult for invitations, food or beverages, the cost must be reported as a contribution from the individual and is subject to individual contribution limits.
 - If the candidate pays for refreshments, the candidate must use campaign monies.
 - The candidate may not require a \$5 qualifying contribution from individuals attending the party.
- A candidate may post on his or her website a solicitation for \$5 qualifying contributions and the qualifying contribution form.
 - The website should direct visitors to download or print out the qualifying contribution form, complete it and return the completed form with the original signature and the \$5 contribution to the candidate.
- An individual may give a \$5 dollar qualifying contribution, a \$160 early contribution, as well as sign a nomination petition on behalf of the same candidate.
- Any expense incurred as a result of collecting \$5 qualifying contributions is considered to be a direct campaign expense and must be paid for out of the candidate’s campaign account.

Contribution Prohibitions

A lobbyist may not give a contribution to a Legislator or the Governor when the Legislature is in regular session. In addition, lobbyists may not solicit contributions on behalf of a Legislator or the Governor when the Legislature is in regular session.

Excess \$5 Qualifying Contributions

If a candidate receives \$5 qualifying contributions after the candidate applies for funding, the candidate has three options to dispose of the monies:

- The candidate may return the \$5 to the contributor; or
- The candidate may ask the contributor’s permission to keep the \$5 as an early contribution, provided that the contributor has not already reached the \$160 early contribution limit and the candidate has not already reached the aggregate contribution limit; or
- The candidate may send the \$5 to the Commission. Prior to submitting the excess \$5 qualifying contribution, the candidate must first deposit the check(s) into their campaign account and then write one check to the Commission.

Act & Rules References for Chapter 2

Qualifying Period	Qualifying Contributions	Number of Qualifying Contributions	Solicitation of Qualifying Contributions	Collecting Qualifying Contributions	Excess Qualifying Contributions
A.R.S. § 16-961(B)(3)	A.R.S. § 16-946 A.R.S. § 16-950(D) A.A.C. R2-20-105(B)	A.R.S. § 16-950(D) A.A.C. R2-20-105(I)	A.R.S. § 16-946 A.A.C. R2-20-105(C)	A.R.S. § 16-901(5)(B)(iii) A.R.S. § 16-946 A.A.C. R2-20-105(C)	A.A.C. R2-20-108(C)

3 Chapter 3 – Qualifying for Funding


This chapter explains the process for submitting the \$5 qualifying contributions to the Secretary of State’s office in order to qualify for Clean Elections funding.

Once a candidate has collected the required number of \$5 qualifying contributions, the candidate may apply for Clean Elections funding through the Secretary of State’s office **no later than August 26, 2014 (Primary Election date)**.

Applying for Funding

To apply for funding, the candidate must file the following with the Secretary of State’s office :

- Participating Candidate’s Application to Receive Funds and Qualifying Contributions Report. This form is available through the campaign finance reporting system, <https://www.azsos.gov/cfs2/Login.aspx>.
- Printed list of \$5 qualifying contributors sorted by county, generated from the Campaign Finance Reporting system.
- Original qualifying contribution forms sorted by county.
- A check from the candidate’s campaign account for the total amount of the \$5 qualifying contributions being submitted, made payable to the “Clean Elections Fund.” Once the \$5 qualifying contributions have been remitted to the Clean Elections Fund, the qualifying contributions will not be returned to the candidate for any reason.

		STATE OF ARIZONA PARTICIPATING CANDIDATE'S APPLICATION TO RECEIVE FUNDS AND QUALIFYING CONTRIBUTIONS REPORT <small>Pursuant to Arizona Revised Statutes §16-950</small>		OFFICE USE ONLY	
				FILERID	
NAME OF CANDIDATE			OFFICE SOUGHT		
ADDRESS (NUMBER & STREET)		CITY	STATE	ZIP	
MAILING ADDRESS (if different from above)		CITY	STATE	ZIP	
CANDIDATE'S TELEPHONE #		CANDIDATE'S FAX #	CANDIDATE'S E-MAIL ADDRESS		
CANDIDATE'S PARTY AFFILIATION (if any)					
NAME OF CANDIDATE'S COMMITTEE					
COMMITTEE'S ADDRESS		CITY	STATE	ZIP	
COMMITTEE'S PHONE #		COMMITTEE'S FAX #	COMMITTEE'S E-MAIL ADDRESS		
REALLOCATION OPTION: A participating candidate for legislature in a one-party dominant legislative district who is qualified for the party primary election of the dominant party may elect to reallocate a portion of funds from the general election period to the primary election period (A.R.S. §16-952(D)). If you believe that you are eligible and you wish to choose this option, please place a "YES" in the box to the right.					I WISH TO REALLOCATE:
SELECT THE BOX THAT APPLIES					
A. <input type="checkbox"/> The Candidate is proceeding as an independent.					
B. <input type="checkbox"/> The Candidate is applying to qualify for funding for a party primary of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. §16-804.					
C. <input type="checkbox"/> The Candidate is applying to qualify for funding for a general election as a party's nominee of a political organization entitled to continued representation on the official ballot as prescribed in A.R.S. §16-804.					
PLEASE PROVIDE THE FOLLOWING INFORMATION:					Entry
Number of non-duplicative qualifying contributions received (enclosed list sorted by county)(A.R.S. §16-950(B)):					
Number of original qualifying contribution reporting slips enclosed(see A.R.S. §16-950(B) and A.R.S. §16-946(C)):					
Sum of qualifying contributions collected (Candidate's or Committee's check or money order for an amount equal to the sum of qualifying contributions is enclosed) (A.R.S. §16-950(B)):					\$
I hereby certify that this Application to Receive Funds and Qualifying Contributions Report, and accompanying materials to this statement, are true and complete to the best of my knowledge and belief.					
Candidate's Signature: _____			Date: _____		

The Reallocation Option
(one-party-dominant district)

A candidate who is a member of the dominant party in a one-party-dominant district may choose to reallocate a portion of funds from the general election period to the primary election period. A one-party-dominant district is a legislative district in which one political party exceeds every other political party in voter registration by 10% or more. The Commission determines one-party-dominant legislative districts prior to March 31 of an election year.

A candidate who chooses to reallocate must indicate “YES” in the appropriate box on the candidate’s Application to Receive Funds and Qualifying Contributions Report. Once a candidate has been notified that he or she has been approved for funding, the candidate may not reverse the reallocation.

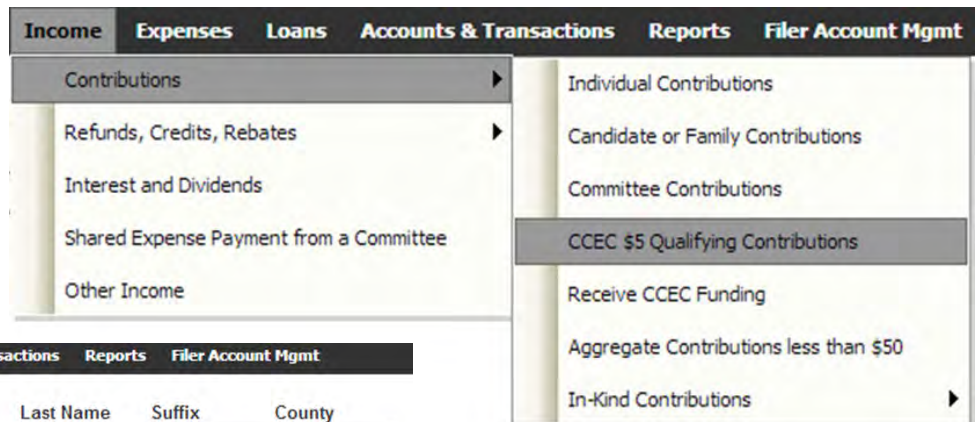
ONE-PARTY-DOMINANT DISTRICT REALLOCATION FUNDING

Primary Election \$22,880

General Election \$15,253

Reporting the \$5 Qualifying Contributions

Candidates will report the \$5 qualifying contribution in the Secretary of State’s campaign finance reporting system.



Income Expenses Loans Accounts & Transactions Reports Filer Account Mgmt						
Date	First Name	Middle	Last Name	Suffix	County	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-Select county-	

Verifying the \$5 Qualifying Contributions

Once the candidate submits his or her \$5 qualifying contributions the Secretary of State's office selects a random sample from the submitted forms. The Secretary of State's office will select a 5% random sample for candidates for statewide office and a 20% random sample for candidates for legislature. The random sample is sent to the county recorder of the county of the addresses specified on the selected forms. The county recorder will verify the selected forms within ten days of receiving the random sample. The county recorder will provide a report to the Secretary of State's office identifying any disqualified forms.

Forms may be disqualified for the following reasons:

- Unsigned by the contributor;
- Undated; or
- Signed by a person who was not registered to vote in the electoral district of the office the candidate is seeking on the date specified on the slip.

The Secretary of State's office shall multiply the number of forms not disqualified by 20 for statewide candidates and by 5 for legislative candidates. If the result is greater than 110% of the minimum number required the candidate will be approved for funding.

5% and 20% Random Sampling

In order to produce a random sample large enough to result in certification for funding without having each qualifying contribution form checked by the appropriate county recorder, a candidate must submit **at least 20%** more qualifying contributions than the minimum number required (see p. 7).

Random Sample Procedure Example

Assumption: A candidate for a legislative seat submits 300 qualifying contributions

- Secretary of State takes 20% sample of 300, which is 60
- If 60 of the 60 are valid, 60×5 is 300, $300/250$ is 120% which is above 110%. Therefore, funding is granted.
- If 54 of the 60 are valid, 54×5 is 270, $270/250$ is 108% which is below 110%. Therefore, all 300 \$5 qualifying contribution forms must be verified by the county recorder.

Assumption: A candidate for Secretary of State submits 3,360 qualifying contributions

- Secretary of State takes 5% sample of 3,360, which is 168
- If 168 of the 168 are valid, 168×20 is 3,360, $3,360/2,800$ is 120% which is above 110%. Therefore, funding is granted.
- If 153 of the 168 are valid, 153×20 is 3,060, $3,060/2,800$ is 109% which is below 110%. Therefore, all 3,360 \$5 qualifying contribution forms must be verified by the county recorder.

Supplemental Filing

If the result is less than 110% of the required amount, the Secretary of State’s office shall submit all qualifying contribution forms to the appropriate county recorder for verification. If there is an insufficient number of valid forms after the county recorder checks all the forms, the candidate may make one supplemental filing of additional \$5 qualifying contribution forms to the Secretary of State’s office only if:

- The candidate files at least the minimum number of additional forms needed to qualify for funding;
- The additional forms are not duplicates from individuals who have previously contributed to that candidate; and
- The period for filing qualifying contribution forms has not expired.

The supplemental qualifying contribution forms shall be:

- Collected from individuals before the end of the qualifying period (August 19, 2014);
- Collected from individuals within the candidate’s district who **have not** previously contributed a valid qualifying contribution to the candidate;
- Submitted to the Secretary of State’s office before August 26, 2014.

Failure to Qualify for Funding

A candidate will be denied funding if:

- The candidate’s random sample is less than 110%; and
- The country recorder has determined that the candidate has failed to submit the required number of valid qualifying contributions for the office sought; and
The result of the supplemental filing is less than the required number of qualifying contributions required for the office sought.

Once denied, the candidate must start the process of collecting the qualifying contributions again. The qualifying contributions must be collected from individuals who have not previously contributed a qualifying contribution to the candidate.

- The qualifying contributions must be collected before the end of the qualifying period August 19, 2014.
- The qualifying contributions must be submitted to the Secretary of State’s office before August 26, 2014.

If a candidate fails to qualify for funding in accordance with the procedures described in this chapter, the candidate’s participating status is automatically terminated.

Arizona W-9 Form

Participating candidates must submit a completed Arizona W-9 Form to the Commission in order to establish the candidate as a vendor with the State of Arizona. Clean Elections funding checks cannot be issued without first establishing the candidate as a vendor with the State of Arizona. The candidate should submit the W-9 form to the Commission at the same time he or she submits the Participating Candidate’s Application to Receive Funds to the Secretary of State’s Office. The Arizona W-9 Form can be found at http://www.gao.az.gov/onlineforms/forms/AZ_subw-9_010713-S&S.pdf

Act & Rules References for Chapter 3

Qualifying Contributions
A.R.S. § 16-950
A.A.C. R2-20-105(I)

Applying for Funding
A.A.C. R2-20-105(B)

One Party Dominant District
A.R.S. § 16-952(D)

Verification of Qualifying Contributions
A.R.S. § 16-950(C)
A.A.C. R2-20-105

Termination of Participating Candidate Status
A.A.C. R2-20-108(B)

4 Chapter 4 – Campaign Contributions & Expenditures

This chapter describes the guidelines and restrictions that apply to the contributions received and expenditures made by participating candidates.

Definition of Contribution

“Contribution” means any gift, subscription, loan, advance or deposit of money or anything of value made for the purpose of influencing an election.

Contributions Include:

- A contribution made to retire campaign debt.
- Money or the fair market value of anything directly or indirectly given or loaned to an elected official for the purpose of defraying the expense of communications with constituents, regardless of whether the elected official has declared his or her candidacy.
- The entire amount paid to a political committee to attend a fund-raising or other political event and the entire amount paid to a political committee as the purchase price for a fund-raising meal or item. However, it is not considered to be a contribution if the actual cost of the meal or fund-raising item is for the purchaser’s personal use and not for resale, and the actual cost is the entire amount paid by the purchaser in connection with the event. The exception does not apply to auction items.
- Unless specifically exempted, the provision of goods or services without charge or at a charge that is less than the usual and normal charge for such goods and services.

Contributions Do NOT Include:

1. Personal Services & Travel Expenses

- The value of services provided without compensation by any individual who volunteers on behalf of a candidate, a candidate’s campaign committee or any other political committee.
- Any un-reimbursed payments for personal travel expenses made by an individual who, on his or her own behalf, volunteers his or her personal services to a candidate.
- Legal or accounting services provided to a candidate at no cost. This exemption only applies if the person paying for the services is the regular employer of the person rendering the services and if services are solely for the purpose of compliance with Arizona Revised Statutes, Title 16.

2. Duties of Elected Officials

Money or the value of anything directly or indirectly provided to defray the expense of an elected official meeting with constituents if the elected official is engaged in the performance of the duties of his or her office or provided by the state or a political subdivision to an elected official for communication with constituents if the elected official is engaged in the performance of the duties of his or her office.

3. Property, Food & Beverages

- An individual may use personal property, including his or her home, a church or community room used on a regular basis by members of a community for noncommercial purposes, in the course of volunteering for a candidate.
- For candidate-related activities, each adult in the household may spend up to a total of \$100 per election cycle for invitations, food and beverages only, which does not count as a contribution to the candidate. Any amount over \$100, or for any other purpose, will need to be reported as a contribution from the individual and is subject to individual contribution limits, or the campaign will have to pay the excess amount as a campaign expenditure.

Contributions Do NOT Include (continued):**4. Political Party Activities****Slate cards and sample ballots:**

The payment by a political party for printing and postage expenses for slate cards, sample ballots, and other written materials that substantially promote three or more nominees of the party for public office. This exemption does not apply if costs are for a display of the listing of candidates made on telecommunications systems or in newspapers, magazines or similar types of general circulation advertising.

Campaign Materials:

The political parties purchase of campaign materials including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, which will be used by the party in connection with volunteer activities on behalf of any nominee of the party. This exemption does not apply if payments are used for the costs of campaign materials or activities used in connection with any telecommunications system, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.

5. Independent Expenditures

An expenditure by a person or political committee, other than a candidate's campaign committee, that expressly advocates the election or defeat of a clearly identified candidate, and that is made without cooperation or consultation with any candidate, candidate committee or candidate agent.

6. Bank

Monies loaned by a state bank, a federally chartered depository institution or a depository institution. In order for this exemption to apply, this loan shall be deemed a loan by each endorser or guarantor, in that proportion of the unpaid balance that each endorser or guarantor bears to the total number of endorsers or guarantors, the loan shall be made on a basis that assures repayment, evidenced by a written instrument, shall be subject to a due date or amortization schedule and shall bear the usual and customary interest rate of the lending institution.

Interest or dividends earned by a political committee on any bank accounts, deposits or other investments of the political committee. Participating candidates may **NOT** spend these monies. Participating candidates must send this money to the Commission at the end of the primary election period and at the end of the general election period.

7. Transfer for Joint Fundraiser

A transfer between campaigns to distribute monies raised through a joint fund-raising effort in which each candidate pays a proportionate share of the fundraising expenses and receives a proportionate share of the funds that are raised.

8. Vendor Extension of Credit

An extension of credit for goods and services made in the ordinary course of the vendor's business. This applies only if the vendor provides similar terms of credit to other nonpolitical customers and makes a reasonable attempt to collect the debt. If the candidate does not pay the debt after 6 months, it shall be deemed receipt of a contribution by the candidate, but not a contribution by the creditor. If a candidate receives an extension of credit, it shall be considered to be outstanding debt and it shall be included in campaign finance reports filed by the candidate with the Secretary of State.

Early Contributions

Participating candidates may raise a limited number of private contributions which are called early contributions. After filing a Statement of Organization, early contributions may be raised and spent through the end of the qualifying period August 19, 2014. Any early contributions not spent by the end of the qualifying period shall be sent to the Commission.

All contributions other than in-kind contributions and qualifying contributions must be:

- Made by a check drawn on the account of the actual contributor; or
- Made by a money order or a cashier’s check containing the name of the actual contributor; or
- Evidenced by a written receipt, with a copy of the receipt given to the contributor and a copy maintained in the records of the candidate.

As illustrated in the chart below, a participating candidate may accept early contributions up to but not exceeding, \$160 per individual during an election cycle.

Governor	Secretary of State	Attorney General	Treasurer	Supt. Of Public Inst.	Corporation Commission	Mine Inspector	Legislature
\$55,910	\$48,820	\$48,820	\$24,405	\$24,405	\$24,405	\$12,206	\$3,813

Reporting Early Contributions

Candidates will report personal and family contributions in the Secretary of State’s campaign finance reporting system. The candidate must report all early contributions accepted by the committee through the end of the qualifying period. Each contribution shall include the name, address, occupation and employer of the contributor. Contributions of \$25 or less may be aggregated.

The screenshot shows a web application interface for reporting contributions. At the top, there is a navigation menu with tabs: Income, Expenses, Loans, Accounts & Transactions, Reports, and Filer Account Mgmt. The 'Income' tab is selected. Below the navigation menu, there is a dropdown menu for 'Contributions' which is open, showing a list of options: Individual Contributions, Candidate or Family Contributions, Committee Contributions, CCEC \$5 Qualifying Contributions, Receive CCEC Funding, Aggregate Contributions less than \$50, and In-Kind Contributions. Below the dropdown menu, there is a form with the following fields: Contribution Date (with a calendar icon), Contributor Name (with a 'Select Name' button), Contribution Amount, Check #, Receipt #, Deposit batch #, Event, Event Date (with a calendar icon), and Memo. At the bottom of the form, there are four buttons: Submit, Submit & Enter Another, Reset, and Cancel.

Personal Money and Family Contributions

Participating candidates may contribute his or her personal funds up to a maximum amount of \$700 for candidates for the legislature and \$1,390 for candidates for statewide offices. The personal contribution limit includes contributions received from certain family members. All personal and family monies shall be raised and spent through August 19, 2014. Any unspent personal and family monies shall be returned to the contributors.


It is important to understand that monies given to a candidate by certain family members count toward the candidate’s personal money limit. A family member includes a parent, grandparent, spouse, child or sibling of the candidate as well as the parent or spouse of any of those persons previously mentioned. Therefore, if one of the aforementioned family members gives a contribution to a candidate, the contribution counts towards the applicable personal contribution limit.

If a candidate hires a family member to work on the campaign or hires a family member’s business for the campaign services, the family member must be identified on the campaign finance report as “family member”.

Reporting Personal and Family Contributions

A candidate must report personal and family contributions in the Secretary of State’s campaign finance reporting system.

Income	Expenses	Loans	Accounts & Transactions	Reports	Filer Account Mgmt
Contributions			Individual Contributions		
Refunds, Credits, Rebates			Candidate or Family Contributions		
Interest and Dividends			Committee Contributions		
Shared Expense Payment from a Committee			CCEC \$5 Qualifying Contributions		
Other Income			Receive CCEC Funding		
			Aggregate Contributions less than \$50		
			In-Kind Contributions		

Contribution Date:  *

Contributor Name: *

Contribution Amount: **

Check #:

Receipt #:

Deposit batch #:

Memo:

In-Kind Contributions

An in-kind contribution is a provision of goods or services or anything of value that is not a monetary contribution. Participating candidates may accept in-kind contributions only from individuals and are limited to \$160 in value. An individual may give a participating candidate an in-kind contribution and a monetary contribution. However, the combined total given to the candidate may not exceed \$160. The candidate may also give in-kind contributions to his or her campaign provided that they, combined with any personal monies, do not exceed \$700 for a candidate for the Legislature, or \$1,390 for a candidate for statewide office.

In-kind contributions must be assessed at a fair market value and must be included in campaign finance reports. It is the responsibility of the candidate to assess the fair market value.

Reporting In-Kind Contributions

A candidate must report personal and family contributions in the Secretary of State's campaign finance reporting system.

The screenshot shows a web application interface for reporting in-kind contributions. At the top, there is a navigation bar with tabs: **Income**, **Expenses**, **Loans**, **Accounts & Transactions**, **Reports**, and **Filer Account Mgmt**. The **Contributions** menu is expanded, showing a list of options: Individual Contributions, Candidate or Family Contributions, Committee Contributions, CCEC \$5 Qualifying Contributions, Receive CCEC Funding, Aggregate Contributions less than \$50, and **In-Kind Contributions**. The **In-Kind Contributions** sub-menu is also expanded, showing: Candidate/Family In-Kind Contributions, Individual In-Kind Contributions, and Committee In-Kind Contributions. Below the menu, there are several input fields and buttons:
- **Contribution Date:** A text input field with a calendar icon to its right.
- **Contributor Name:** A text input field with a **Select Name** button and a red asterisk.
- **Value of Goods or Services:** A text input field with a red asterisk.
- **Memo:** A text input field.
- **Receipt #:** A text input field.
At the bottom, there are four buttons: **Submit**, **Submit & Enter Another**, **Reset**, and **Cancel**.

Loans

Money a candidate loans to his or her campaign is a personal money contribution until repaid. Personal monies, including loans, may not exceed \$700 for a candidate for the Legislature and \$1,390 for a candidate for statewide office. Therefore, loans count towards all limits even though a candidate may intend to repay the loan.

Money an individual other than a candidate loans to a campaign is an individual contribution until repaid. Individual contributions, including loans, may not exceed \$160 per individual.

Bank Interest

A candidate may keep his or her campaign monies in an interest bearing bank account. However, participating candidates must remit any bank interest earned to the Fund at the end of the primary election period and at the end of the general election period.

Contributions Reported in a Campaign Finance Report

A campaign finance report must include all contributions accepted by the committee through the end of the reporting period. Each contribution shall include the name, address, occupation and employer of the contributor. Contributions of \$25 or less may be aggregated.

Excess Contributions

If a candidate receives an early contribution that exceeds the contribution limit, the candidate must refund the amount in excess of the \$160 individual contribution limit. The candidate must enter the original amount received and the refunded amount in the campaign finance web based filing system. The filing system contains a designated section to key in refunded contributions.

Contribution Prohibitions

A lobbyist may not give a contribution to a legislator when the Legislature is in regular session. In addition, lobbyists may not solicit contributions on behalf of a legislator when the Legislature is in regular session.

A candidate may accept contributions only from individuals. This provision strictly prohibits any contributions from PACs, labor unions, businesses, political parties and corporations.

Definition of Expenditure

An “expenditure” is any purchase, payment, distribution, loan, advance, deposit or gift of money or anything of value made by a person for the purpose of influencing an election. The definition of expenditure includes a contract, promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution received.

Expenditure Does NOT Include the Following:

- A news story, commentary or editorial distributed through any telecommunications system, newspaper, magazine or other periodical publication. This exemption does not apply if the publications’ facilities are owned or controlled by a political committee, political party or candidate.
- Nonpartisan activity designed to encourage individuals to vote or to register to vote.
- The payment by a political party of the costs of preparation, display, mailing or other distribution incurred by the party with respect to any printed slate card, sample ballot or other printed listing of three or more candidates for any elective office. This exemption does not apply if the display of candidates is made on any telecommunications system or in newspapers, magazines or similar types of general public political advertising.
- The political parties’ purchase of campaign materials including pins, bumper stickers, handbills, brochures, posters, party tabloids and yard signs, which will be used by the party in connection with volunteer activities on behalf of any nominee of the party. This exemption does not apply if payments are used for the costs of campaign materials or activities used in connection with any telecommunications system, newspaper, magazine, billboard, direct mail or similar type of general public communication or political advertising.
- Any deposit or other payment filed with the Secretary of State or any other similar officer to pay any portion of the cost of printing an argument in a publicity pamphlet advocating or opposing a ballot measure.

Expenditures Reported in a Campaign Finance Report

All expenditures made by the committee must be reported on the required campaign finance reports. Each expenditure reported in a campaign finance report shall include a description of the goods and services that were purchased. The campaign finance reporting system provides a space in the memo line for the user to enter a detailed description for each expenditure.

The screenshot shows a web-based interface for reporting campaign expenditures. At the top, there are navigation tabs: **Income**, **Expenses**, **Loans**, **Accounts & Transactions**, **Reports**, and **Filer Account Mgmt**. The **Expenses** tab is active, displaying a list of expenditure categories with right-pointing arrows:

- Immediate Cash/Check Expenditure
- Purchase on Terms/Credit
- Pay on Terms/Credit
- Add Sub-Vendor to Transaction
- Expend In-Kind Contribution
- Submit \$5 Qualifying Contributions to SOS
- Pay Another Committee for Shared Expense
- Give a Refund

Two sub-menus are open to the right of the main list:

- Operating Expense** (selected)
- Other Expenses**

Below the menu is a data entry form with the following fields:

- Expenditure Date:
- Paid To:
- Amount:
- Expense Categories:
- Subcategory:
- Check #:
- Memo:

At the bottom of the form are four buttons: **Submit**, **Submit & Enter Another**, **Reset**, and **Cancel**.

Joint Expenditures

A joint expenditure is made when two or more candidates agree to share the cost of goods or services. Candidates may make a joint expenditure on behalf of one or more other campaigns, but must be authorized in advance by the other candidates involved in the expenditure, and must be reimbursed within seven days. Each candidate shall pay his or her proportionate share of the costs.

Itemization of Expenditures

If a participating candidate purchases goods or services from a subcontractor or other vendor through an agent, the candidate's campaign finance report shall identify the full name and street address and the nature of the goods and services provided for each subcontractor or other vendor.

Example of Sub-Vendor Reporting

Joe Candidate is running for Senate and hires MCD's Consulting as his campaign consultant. MCD's Consulting coordinates the production of a campaign mailer. The cost of the mailer is for \$3,700.00. MCD's Consulting paid ZZZ Graphics \$1,700.00 for design and \$500.00 to the House of Mail for mailing. The initial payment to MCD's Consulting, as well as the payments made to sub-vendors ZZZ Graphics and House of Mail, must be reported individually on the campaign finance report, and must include the required information.

Reporting Itemized Expenditures

A participating candidate must report subcontractor or sub-vendor information in the Secretary of State's campaign finance reporting system.

Income	Expenses	Loans	Accounts & Transactions	Reports	Filer Account Mgmt
	Immediate Cash/Check Expenditure				
	Purchase on Terms/Credit				
	Pay on Terms/Credit				
	Add Sub-Vendor to Transaction				
	Expend In-Kind Contribution				
	Submit \$5 Qualifying Contributions to SOS				
	Pay Another Committee for Shared Expense				
	Give a Refund				

Original Expense:	<input type="button" value="Choose Transaction"/>
Subvendor Name:	<input type="button" value="Select Name"/> **
Sub Vendor Trans Date:	<input type="text"/> **
Amount apportioned to this subvendor:	<input type="text"/> **
Memo:	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Submit & Enter Another"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>	

Loans and Extensions of Credit

In general, participating candidates are prohibited from incurring obligations greater than their capacity to pay from campaign funds. However, certain loans and extensions of credit are permissible for participating and traditional candidates.

- 1. Loans of Personal Monies from the Candidate** - A candidate may loan personal monies to his or her own campaign. Personal monies are defined to include the proceeds from a bank loan issued to a candidate in his or her personal capacity. Until repaid, such a loan is treated as a contribution to the campaign. Like all contributions from the candidate, such a loan is subject to the personal monies contributions limit of \$700 (for candidates for the Legislature) \$1,390 (for candidates for statewide office). All loans should be repaid promptly upon receipt of Clean Elections funds.
- 2. Loans from Individuals other than the Candidate** - Individuals other than the candidate may loan monies to a campaign. Until repaid, such a loan is treated as a contribution to the campaign. Like all contributions from individuals other than the candidate, such a loan is subject to the individual contributions limit of \$160.
- 3. Extensions of Credit** - A vendor may grant a campaign an extension of credit for the purchase of goods or services. An extension of credit occurs whenever a vendor provides or agrees to provide goods or services to a campaign in exchange for a promise by the campaign to pay for such goods or services at a later date. An extension of credit must be reported as an expenditure when the candidate promises, contracts, agrees or otherwise incurs an obligation to pay for the goods or services, rather than when the candidate is billed for, pays for or receives the goods or services. When the expenditure is incurred, the participating candidate must have sufficient campaign funds to pay for the goods or services and for all other obligations incurred by his or her campaign.

Using a Personal Credit Card

The candidate, treasurer or designated agent with authority to spend campaign funds shall pay monies directly from the campaign account to the person providing the goods or services.

If someone does use a personal credit card on behalf of a campaign, the expenditure is incurred when the candidate authorizes the transaction and must be reported on the subsequent campaign finance report. The candidate may not authorize an expenditure to be made by an individual that exceeds the available cash on hand. The candidate must reimburse the individual for the expenditure within seven days.

Petty Cash Accounts

A candidate's campaign committee may establish one or more petty cash accounts, which in aggregate may not exceed \$1,330 at any time. No single expenditure shall be made from a petty cash account exceeding \$150. On a campaign finance report the participating candidate must identify the full name and street address of the person providing goods and services to the campaign on his or her campaign finance reports for expenditures paid for with petty cash. **This includes any payment to a sub-vendor made on behalf of the campaign.**

The participating candidate is required to maintain all receipts and records corresponding to petty cash activity. The Commission recommends that the treasurer keep a running total of all petty cash withdrawals and expenditures to ensure that the maximum of \$1,330 is not inadvertently exceeded.

Refund & Repayment

If a candidate receives a refund from an expenditure (for example, the candidate returned merchandise to the store), the original expenditure and the refunded amount must be reported. The campaign finance filing system includes a specific section to report refunds.

A loan repayment is NOT an expenditure. The campaign finance reporting system contains a specific section to enter in loan repayments. A refund of a contribution is NOT an expenditure. The campaign finance filing system contains a specific section to enter in contribution refunds.

Recordkeeping Requirements

The treasurer of the candidate's campaign committee is the custodian of the campaign's books and records and shall keep a record of all of the following:

- All contributions or other monies received by or on behalf of the candidate.
- The identification of any individual who makes any contribution along with the date and amount of each contribution and the date of deposit into a campaign account.
- Cumulative totals contributed by each individual.
- The name and address of every payee to whom any expenditure is made, and the date, amount and purpose or reason for the expenditure.
- All periodic bank statements or other statements for the campaign account.
- All activity related to petty cash accounts.

The treasurer of the campaign shall:

- Ensure no campaign expenditure is made without the authorization of the treasurer or his designated agent.
- Record all contributions made by check, money order or other written instrument as a contribution by the person whose signature or name appears on the bottom of the instrument. If a contribution is made by more than one person in a single written instrument, the treasurer shall record the amount to be attributed to each contributor as specified.
- Ensure all contributions other than in-kind contributions and qualifying contributions are evidenced by a written record in the form of:
 - A check drawn on the account of the actual contributor;
 - A money order or cashier's check containing the name of the actual contributor; or
 - A written receipt with a copy of the receipt given to the contributor and a copy maintained in the records of the candidate.
- Preserve all records and copies of all finance reports for three years after the election.
- If requested by the Attorney General, the county, city or town attorney or the filing officer, provide any of the records required to be kept pursuant to this rule.
- Make available for public inspection all bank accounts, campaign finance reports, and financial records relating to the candidate's campaign, either by immediate disclosure through electronic means or at the candidate's campaign headquarters.
- Ensure all records are maintained at a single location within the state and available for inspection by the Commission during regular business hours.

Use of Assets from a Prior Election

A participating candidate may use assets from a prior election cycle, such as signs, pamphlets and office equipment, only after the candidate's current campaign committee purchases the assets from the previous campaign committee. The purchase must be made for an amount equal to the fair market value of the assets which shall be at least one-fifth (1/5) the original purchase price.

Prior assets may not be utilized by the campaign until payment has been made. If the candidate was a participating candidate during the prior election cycle, the payment for the assets shall be made to the Commission. If the candidate was a traditional candidate during the prior election cycle, the payment shall be made to the prior campaign. If the prior campaign account of a traditional candidate is closed, the payment shall be made to the candidate.

Act & Rules References for Chapter 4

Contributions & Expenditures

A.R.S. § 16-901
A.R.S. § 16-941
A.A.C. R2-20-109(E)

Political Party Exceptions

A.A.C. R2-20-112

Early Contributions

A.R.S. § 16-945
A.A.C. R2-20-101(7)
A.A.C. R2-20-104(D)

Unspent Early Contributions

A.R.S. § 16-945(B)
A.A.C. R2-20-109(B)(2)
A.A.C. R2-20-106(G)

Joint Expenditures

A.A.C. R2-20-703(C)

Personal Monies & Family Contributions

A.R.S. § 16-901(10)
A.R.S. § 16-901(18)
A.R.S. § 16-941(A)(2)
A.A.C. R2-20-104(E)

Excessive Contributions

A.A.C. R2-20-104(A)(2)

Itemization of Expenditures

A.R.S. § 16-948(C)
A.A.C. R2-20-109(A)(4)

Extension of Credit

A.A.C. R2-20-104(D)(6)
A.A.C. R2-20-109(A)(5)

Petty Cash Accounts

A.R.S. § 16-948(C)
A.A.C. R2-20-110(A)
A.A.C. R2-20-111(B)(F)

Books & Recordkeeping

A.R.S. § 16-904
A.A.C. R2-20-111

Use of Campaign Funds

A.A.C. R2-20-101(6)
A.A.C. R2-20-702
A.A.C. R2-20-702(4)

5

Chapter 5– Primary Election Funding

This chapter explains the funding participating candidates receive for the primary election.

When a candidate qualifies to receive Clean Elections funding, the Commission shall provide the candidate with funding equal to the original primary election spending limit. Primary election funds must be directed at the primary election. Participating candidates must return to the Commission any unspent monies at the end of the primary election period and may NOT carry excess primary election funding over to the general election period.

The Secretary of State’s office will notify Commission staff once a candidate has been approved for funding. Candidate funding is typically available on the next business day. However, the Arizona Department of Administration (ADOA) processes the checks and the Commission has no control over ADOA timelines.

The table below details the funding that qualified participating candidates will receive.

ORIGINAL PRIMARY ELECTION SPENDING LIMIT			
Office	Party Candidate	Unopposed	Reallocation Option
Governor	\$753,616	\$5 Qualifying Contributions	N/A
Secretary of State	\$195,280	\$5 Qualifying Contributions	N/A
Attorney General	\$195,280	\$5 Qualifying Contributions	N/A
Treasurer	\$97,620	\$5 Qualifying Contributions	N/A
Supt. of Public Instruction	\$97,620	\$5 Qualifying Contributions	N/A
Corporation Commission	\$97,620	\$5 Qualifying Contributions	N/A
Mine Inspector	\$48,825	\$5 Qualifying Contributions	N/A
Legislature	\$15,253	\$5 Qualifying Contributions	\$22,880

Unopposed Funding

An unopposed participating candidate will NOT receive full funding from the Commission. The candidate will receive \$5 times the number of qualifying contributions that the candidate submitted to the Secretary of State.

A candidate is unopposed if he or she meets ALL of the following criteria:

1. Unopposed in his or her primary;
2. Unopposed in the primary of any other party; AND
3. Unopposed by any Independent candidate.

Return of Unspent Monies

A participating candidate shall return all remaining unspent monies in the candidate’s campaign account to the Commission within five days after the primary election. Funds to reconcile any uncontested and unpaid bills may be held for 30 days after the primary election. Any monies in the candidate’s campaign account after payment of bills shall be returned promptly to the Commission. Participating candidates are NOT permitted to carry primary funding forward to the general election period. Participating candidates are required to file a “Return of Primary Funds” campaign finance report for the period ending August 31, 2014 including any unspent monies returned to the Commission. The campaign finance report is due August 31, 2014.

Reporting Return of Unspent Monies

A participating candidate must report the return of unspent monies in the Secretary of State’s campaign finance reporting system.

Terminating the Committee

If a candidate does not advance to the general election, the candidate may terminate his or her campaign committee by filing a termination statement with the Secretary of State’s office. The candidate and treasurer must sign the termination statement and certify that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of properly. The Secretary of State’s office requires the committee to file a campaign finance report showing a zero account balance before the committee can officially be terminated.

Act & Rules References for Chapter 5

Primary Election Funding A.R.S. § 16-951 A.R.S. § 16-961(G)	One Party Dominant Districts A.R.S. § 16-952(D)	Return of Unspent Monies A.R.S. § 16-953(A)	Political Party Exception A.A.C. R2-20-112	Terminating Campaign Committee A.R.S. § 16-914
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6 Chapter 6– General Election Funding

This chapter explains the funding participating candidates receive for the general election.

Once a candidate advances to the general election, the Commission shall provide the candidate with funding equal to the original general election spending limit at the start of the general election period (August 27, 2014). **The candidate may NOT have carried any excess primary election funding over to the general election period.** Participating candidates must have returned to the Commission five days after the primary election.

General election funding is typically available on the next business day after the general election period begins. However, the Arizona Department of Administration (ADOA) processes the checks and the Commission has no control over ADOA timelines.

The table below details the funding that qualified participating candidates will receive.

ORIGINAL GENERAL ELECTION SPENDING LIMIT			
Office	Party Candidate	Unopposed	Reallocation Option
Governor	\$1,130,424	\$5 Qualifying Contributions	N/A
Secretary of State	\$292,920	\$5 Qualifying Contributions	N/A
Attorney General	\$292,920	\$5 Qualifying Contributions	N/A
Treasurer	\$146,430	\$5 Qualifying Contributions	N/A
Supt. of Public Instruction	\$146,430	\$5 Qualifying Contributions	N/A
Corporation Commission	\$146,430	\$5 Qualifying Contributions	N/A
Mine Inspector	\$73,238	\$5 Qualifying Contributions	N/A
Legislature	\$22,880	\$5 Qualifying Contributions	\$15,253

Unopposed Funding

An unopposed participating candidate will NOT receive full funding from the Commission. The candidate will receive \$5 times the number of qualifying contributions that the candidate submitted to the Secretary of State.

A candidate is unopposed if he or she meets ALL of the following criteria:

1. Unopposed by a candidate of any other party; **and**
2. Unopposed by any independent candidate.

The One-Party Dominant District Reallocation Option

A legislative candidate who chose the reallocation option in the primary, will receive funding equal to the original primary election spending limit of \$15,253 for the general election.

Return of Unspent Monies

A participating candidate shall return all remaining unspent monies in the candidate’s campaign account to the Commission within 30 days after the general election. Funds to reconcile any uncontested and unpaid bills may be held longer, after notifying the Commission. Any monies in a candidate’s campaign account after payment of bills shall be returned promptly to the Commission.

Participating candidates are required to file a “Return of General Funds” campaign finance report for the period ending November 4, 2014 including any unspent monies returned to the Commission. The campaign finance report is due **December 4, 2014** and is filed in conjunction with the Post-General report.

Reporting Return of Unspent Monies

A participating candidate must report the return of unspent monies in the Secretary of State’s campaign finance reporting system.

The screenshot shows a web-based reporting system with a top navigation bar containing: **Income**, **Expenses**, **Loans**, **Accounts & Transactions**, **Reports**, and **Filer Account Mgmt**. The 'Expenses' menu is open, listing options such as 'Immediate Cash/Check Expenditure', 'Purchase on Terms/Credit', 'Pay on Terms/Credit', 'Add Sub-Vendor to Transaction', 'Expend In-Kind Contribution', 'Submit \$5 Qualifying Contributions to SOS', and 'Pay Another Committee for Shared Expense'. The 'Give a Refund' option is selected, opening a sub-menu with 'Contributions', 'In-Kind Contribution', and 'Other Receipts'. The 'Contributions' sub-menu is further open, showing options: 'Individual', 'Candidate and Family', 'From Committee', 'CCEC \$5 Qualifying Contribution', 'CCEC Funding' (highlighted), and 'Less than \$50'. Below the menu, there are input fields for 'Refund Date' (with a calendar icon), 'Original Transaction' (with a 'Choose Transaction' button), 'Amount Refunded' (with a red asterisk), 'Check #', and 'Memo'. At the bottom are buttons for 'Submit', 'Submit & Enter Another', 'Reset', and 'Cancel'.

Terminating the Committee

If a candidate does not advance to the general election, the candidate may terminate his or her campaign committee by filing a termination statement with the Secretary of State’s office. The candidate and treasurer must sign the termination statement and certify that the committee will no longer receive any contributions or make any disbursements, that the committee has no outstanding debts or obligations, and that any surplus monies have been disposed of properly. The Secretary of State’s office requires the committee to file a campaign finance report showing a zero account balance before the committee can officially be terminated.

Act & Rules References for Chapter 6

General Election Funding
A.R.S. § 16-951
A.R.S. § 16-961(H)

One Party Dominant Districts
A.R.S. § 16-952(D)

Return of Unspent Monies
A.R.S. § 16-953(B)

Political Party Exception
A.A.C. R2-20-112

Terminating Campaign Committee
A.R.S. § 16-914

7 Chapter 7– Use of Campaign Funds

This chapter explains the appropriate use of campaign funds. Participating candidates may only use campaign monies for direct campaign purposes.

Direct Campaign Purposes

A participating candidate shall only use campaign funds to pay for goods and services that have direct campaign purposes. If the Commission determines that an expenditure was not made for direct campaign purposes, the Commission may order the candidate to repay the Fund with personal monies.

If a candidate receives funding from the Commission but fails to qualify for the ballot, the candidate must:

- Return to the Fund all monies in the candidate’s campaign account above the amount sufficient to pay any unpaid bills for expenditures made before the date the candidate failed to qualify for the primary ballot; and
- Return to the Commission, within fourteen days of the date the candidate failed to qualify for the primary ballot, all remaining assets purchased with clean election funding in that election cycle, including political signs; and
- Repay any monies paid to a family member unless the participating candidate demonstrates that the payment made was for goods or services actually provided before disqualification of the candidate and the payment was for fair market value.

Prohibited Use of Campaign Funds

The following is a non-inclusive list of prohibited campaign expenditures. Candidates are encouraged to use discretion when spending campaign funds. Should questions arise, please contact Commission staff.

1. Cost of legal defense in any campaign law enforcement proceeding.
2. Food and beverages for staff and volunteers exceeding \$11.00 for breakfast, \$16.00 for lunch, and \$27.00 for dinner.
3. Personal use, which includes:
 - Household food items or supplies;
 - Clothing, other than items of de minimis value that are used in the campaign, such as campaign “T-shirts” or caps with campaign slogans;
 - Tuition payments, other than those associated with training campaign staff;
 - Mortgage, loan, rent, lease or utility payments:
 - For any part of any personal residence of the candidate or a member of the candidate’s family; or
 - For real or personal property that is owned or leased by the candidate or a member of the candidate’s family and used for campaign purposes, to the extent the payments exceed the fair market value of the property usage;
 - Admission to a sporting event, concert, theater, or other form of entertainment, unless part of a specific campaign activity;
 - Dues, fees or gratuities at a country club, health club, recreational facility or other nonpolitical organization, unless they are part of the costs of a specific fundraising event that takes place on the organization’s premises; and
 - Gifts or donations.
4. Fixed assets with a value in excess of \$800, provided that the item is for campaign use.

Use of Assets from a Prior Election

A participating candidate may use assets from a prior election cycle, such as signs, pamphlets and office equipment, only after the candidate's current campaign committee purchases the assets from the previous campaign committee. The purchase must be made for an amount equal to the fair market value of the assets which shall be at least one-fifth (1/5) the original purchase price.

Prior assets may NOT be utilized by the campaign until payment has been made. If the candidate was a participating candidate during the prior election cycle, the payment for the assets shall be made to the Commission. If the candidate was a traditional candidate during the prior election cycle, the payment shall be made to the prior campaign. If the prior campaign account of a traditional candidate is closed, the payment shall be made to the candidate.

Disposal of Fixed Assets

Fixed assets (items that have value and function beyond the election) purchased with campaign funds that can be used for non-campaign purposes with a value of \$200 or more shall be turned in to the Commission no later than 14 days after the primary election or the general election if the candidate was successful in the primary. For purposes of determining whether a fixed asset is valued at \$200 or more, the calculation shall include any accessories purchased for use with the fixed asset in question. A candidate may elect to reimburse the Commission for 80% of the original purchase price of the item instead of turning in the item.

Food and Beverages Expenses

Participating candidates may use campaign monies to pay for food and beverages if the expenditure is directly related to the campaign, such as refreshments provided at a fundraiser. Any payment for food and beverages made by a person for the purpose of influencing an election shall be reported as a campaign expenditure. Participating candidates are limited to making food expenditures of \$11.00 per person for breakfast, \$16.00 per person for lunch, and \$27.00 per person for dinner. The Commission recommends that the treasurer maintain documentation of each food expenditure and the number of people who ate, as participating candidates have the burden of proving that they have adhered to the food expenditure limits.

Act & Rules References for Chapter 7

Use of Campaign Funds
A.A.C. R2-20-101(6)
A.A.C. R2-20-702
A.A.C. R2-20-702(4)

Use of Assets
A.A.C. R2-20-702.01

Transportation Expenses
A.A.C. R2-20-109(C)

Fixed Assets
A.A.C. R2-20-702(D)

8

Chapter 8– Independent Candidates

This chapter explains Independent candidate funding and participation in candidate debates.

Independent Candidates

An Independent candidate is a candidate who:

- Is registered as an Independent or with no party preference or who is registered with a political party that is not qualified for representation on the ballot, and
- Has properly filed nominating papers and nominating petitions with signatures.

When an Independent participating candidate qualifies for Clean Elections funding, the candidate receives 70% of the sum of the original primary election spending limit and the original general election spending limit. The candidate will receive one lump sum to be spent in both the primary and general elections.

INDEPENDENT CANDIDATE FUNDING	
OFFICE	70% Independent Candidate Spending Limit
Governor	\$1,318,828
Secretary of State	\$341,740
Attorney General	\$341,740
Treasurer	\$170,835
Superintendent of Public Instruction	\$170,835
Corporation Commission	\$170,835
Mine	\$85,444
Legislature	\$26,693

Candidate Statement Pamphlet & Debates

Only candidates who appear on the primary election ballot will be included in the primary election candidate statement pamphlet and participate in the Commission sponsored primary election debate.

Independent candidates are eligible to appear in the general election candidate statement pamphlet and are required to attend the Commission sponsored general election debate.

Act & Rules References for Chapter 8

Independent Candidates	Candidate Debates
A.R.S. § 16-951	A.A.C. R2-20-107(C)
A.R.S. § 16-961(F)(2)	
A.A.C. R2-20-101(18)	

9 Chapter 9– Candidate Debates & Statement Pamphlets

This chapter explains the requirements for participating candidates to attend Commission sponsored debates and to submit statements for the candidate statement pamphlets.

Debates

Participating candidates are required to attend Commission sponsored debates held in both the primary and general election periods. Traditional candidates are also invited and encouraged to attend. The Commission ensures the debates are carried out in a strictly nonpartisan and professional manner. Only those candidates appearing on the primary or general election ballot are eligible to participate in the Commission sponsored debates. All candidates must appear in person, not by proxy or electronically, unless to accommodate a disability. For a participating candidate who has traditional opponents not attending the debate, the participating candidate will have the opportunity to participate in a thirty minute question and answer session.

Unless exempt, a participating candidate who fails to participate in any Commission sponsored debate shall be fined \$1,000.

Request for Exemption

A participating candidate may request to be exempt from participating in a required debate by submitting a written request to the Commission at least one week prior to the scheduled debate. The written request must state the reason(s) and circumstance(s) justifying the request for exemption. The Commission will exempt a candidate from participating in a debate if at least three Commissioners determine that the circumstances are:

- Beyond the control of the candidate;
- Of such nature that a reasonable person would find the failure to attend justifiable or excusable; or
- Of good cause, which includes illness or absence from the state at the time of the debate.

Request for Excused Absence

A participating candidate who fails to attend a required debate without prior exemption from the Commission is subject to a \$1,000 fine. The candidate may submit a request for reconsideration to the Commission. The candidate's request for reconsideration shall state the reason the candidate failed to participate in the debate. The statement must be submitted to the Commission no later than five business days after the date of the debate the candidate failed to attend. The Commission will forgo the \$1,000 fine if a majority determines that the circumstances were:

- Beyond the control of the candidate;
- Of such nature that a reasonable person would find the failure to attend justifiable or excusable; or
- Of good cause, which includes illness or absence from the state at the time of the debate.

Exceptions to Debate Participation

- No debate will be held if there is no participating candidate in the election for the particular office.
- Write-in candidates, Independent candidates, and those candidates with no party affiliation will not be invited to participate in the primary election debate.
- Write-in candidates for the general election will not be invited to participate in the general election debate.

Candidate Statement Pamphlets

The candidate statement pamphlets are nonpartisan, comprehensive sources of information for Arizona voters. Before the start of early voting for each election, the Commission will produce and mail primary and general election candidate statement pamphlets to every household in Arizona that has a registered voter. Participating and traditional candidates may supply the Commission with a picture and statement for inclusion in the pamphlets. All candidates who will appear on either the primary or general election ballot may submit a statement and photograph by the deadline. The pamphlets will include the office for which the candidate is running, as well as the candidate's name, photograph, party affiliation, funding source, web address and statement.

Statements

The statements are to be no more than 200 words in length. The Commission will allow candidates to submit separate statements for the primary and general election pamphlets. If a candidate submits a statement for the primary election pamphlet and does not submit a new statement for the general election pamphlet, the statement from the primary election pamphlet will be used for the general election pamphlet. The Commission will only accept statements electronically through the Commission's website, www.azcleelections.gov. Statements that exceed the allotted 200 words will NOT be accepted.

Photographs

The Commission will accept digital photos only. A statement can be submitted without having submitted a photograph, or vice versa. Candidates can submit digital photos through the Commission's website, by e-mail or candidates can make an appointment to have a digital photo taken at the Commission's office. If a candidate submits a photo for inclusion in the primary election pamphlet, the same photo will be used for the general election pamphlet. Photos for inclusion in the general election pamphlet will only be accepted from candidates who did not submit a photo for inclusion in the primary election pamphlet.

Submission Process

- Submit the statement and photo online at www.azcleelections.gov. Once the statement and photo are submitted, a verification form will appear.
- Print out and review the verification form for submission to the Commission.
- Sign and date the verification form and make a copy of the verification form for candidate's records.
- Fax, e-mail or mail the verification form to the Commission immediately after the statement is submitted. The verification form **MUST BE RECEIVED** by the Commission on or before midnight on the deadlines.
- FAX: 602-364-3487 /E-MAIL: ccec@azcleelections.gov/ MAIL: 1616 W. Adams, Suite 110 Phoenix, AZ 85007

Submission Deadlines

Primary election statements and photographs shall be filed electronically no later than midnight on June 16, 2014 for inclusion in the primary election pamphlet. General election statements and photographs shall be filed electronically no later than midnight on September 2, 2014. **The Commission cannot accept late submissions for inclusion in the pamphlets.** All statements will appear in the pamphlets exactly as they are submitted. The Commission will not permit changes to statements after the final verification form has been returned. Upon request, candidates may visit the Commission's office and utilize a public computer in order to submit statements.

Act & Rules References for Chapter 9

Candidate Debates & Candidate Statements:
A.R.S. § 16-956, A.A.C. R2-20-107

10

Chapter 10– Enforcement & Audits

This chapter explains the enforcement and audit procedures.

Externally Generated Complaints

Any person may file a complaint against a candidate if he or she believes a violation of the Act or Commission Rules has occurred. The complaint must be made in writing, and the signature of the complainant must be sworn to and notarized. The Commission will **NOT** accept verbal or anonymous complaints. The Commission will send an acknowledgement to the complainant and send a copy of the complaint to the respondent. If the complaint does not comply with the Commission requirements, the Commission shall notify the complainant and the respondent and the complainant may resubmit his or her complaint. The Commission will not consider any external complaints that have been filed either more than 90 days after the post-election report or more than 90 days after the canvas for that election, whichever is later.

Internally Generated Complaints

The Commission staff may initiate an internally generated complaint against a candidate. The complaint is handled in an identical manner to an externally generated complaint, with the Commission acting as the complainant.

Response to a Complaint

Within 5 days after receiving a complaint, the Commission will send a copy of the complaint to the respondent. Upon receipt, the respondent has 5 days to provide the Commission with a written response.

Executive Director Recommendation

The Executive Director will review the written complaint, the respondent's written response, campaign finance reports and any supporting documentation provided by the complainant and respondent. The Executive Director shall make a recommendation to the Commission at a public Commission meeting whether or not there is reason to believe a violation has occurred. A full-fledged investigation of the matter will not begin unless the Commission finds reason to believe a violation has occurred. An investigation may include the use of the Commission's subpoena powers if needed to obtain all pertinent records. If the Commission decides that there is no reason to believe a violation has occurred, the matter will be closed and both parties will be notified in writing. If at least three of the five commissioners find that there is reason to believe a violation has occurred, the Commission staff will open an investigation into the matter.

Penalties

The Commission has the authority to assess civil penalties on both participating and nonparticipating candidates. No civil penalty negotiated by the Commission or imposed by a court may exceed the greater of \$10,000 or an amount equal to any contribution or expenditure involved in the violation. In the case of a knowing and willful violation, the civil penalty may not exceed the greater of \$15,000 or an amount equal to 200% of any contribution or expenditure involved in the violation. All civil penalties collected by the Commission are deposited into the Clean Elections Fund.

Audits

The Commission will conduct audits of candidates within randomly selected districts. The Commission may also initiate an audit to aid in the investigation of an enforcement action. The Commission contracts with an independent accounting firm to conduct all auditing work.

Audit Procedure

If a candidate is selected for an audit, the Commission will notify the candidate. The accounting firm will contact the candidate to explain the auditing process. The candidate must make all books and records available to the Commission and the accounting firm and must have personnel familiar with the records available to answer questions.

Preliminary Audit Report

After completion of the fieldwork, the accounting firm prepares a written preliminary audit report. The preliminary audit report will include an evaluation of procedures and systems employed by the candidate to comply with the Act and Commission rules and the accuracy of statements and campaign finance reports filed with the Secretary of State. Upon approval of the preliminary audit report by the Executive Director, the candidate has 10 days to submit a written response.

Final Audit Report

Taking into consideration any written comments provided by the candidate, the accounting firm will provide the Commission with a final audit report. The final audit report may include the identification of issues that warrant referral for possible enforcement proceedings. At the public meeting, the Commission will vote to approve the final audit report. The candidate will be provided with the final audit report at least 24 hours before the public meeting.

Act & Rules References for Chapter 10

Enforcement

A.R.S. § 16-942
A.R.S. § 16-943
A.R.S. § 16-957
A.A.C. R2-20-201 et seq.

Audits

A.A.C. R2-20-101(2)
A.A.C. R2-20-401 et seq
A.A.C. R2-20-402.01.

Act: Abbreviation for the Clean Elections Act.

Adjusted Spending Limit: The original spending limit as further adjusted to account for reported overages by traditional candidates or independent expenditures.

Citizens Clean Elections Fund: The account through which participating candidates receive public funds, also referred to as the Fund.

Commission: Citizens Clean Elections Commission.

Contribution: Anything of value, including gifts, loans, in-kind contributions, advances or deposits of money, made for the purpose of influencing an election. *See chapter 4.*

Expenditure: Any purchase, payment, distribution, loan, advance, deposit, or gift of money or anything of value made by a person of influencing an election, including a contract, promise or agreement to make an expenditure resulting in an extension of credit and the value of any in-kind contribution received. *See chapter 4.*

Election Cycle: The period between successive general elections for a particular office.

Exploratory Period: The period beginning on the day after a general election and ending the day before the start of the qualifying period.

Extension of Credit: The delivery of goods or services or the promise to deliver goods or services to a candidate in exchange for a promise from the candidate to pay for such goods or services at a later date.

Fair Market Value: The amount at which property would change hands between a willing buyer and a willing seller, neither being under any compulsion to buy or sell and both having reasonable knowledge of the relevant facts.

Family Contribution: Any contribution that is provided to a candidate's campaign committee by a parent, grandparent, spouse, child or sibling of the candidate or a parent or spouse of any of those persons.

Fixed Asset: Tangible property usable in a capacity that will benefit the candidate for a period of more than one year from the date of acquisition.

Fund: Citizens Clean Elections Fund; the account through which participating candidates receive public funds. The fund receives monies from a ten percent surcharge on all civil and criminal penalties, five dollar tax check off on individual state income tax forms, donations, qualifying contributions and Commission assessments.

General Election Period: The period beginning on the day after primary election day and ending on general election day.

General Election Spending Limits: The level of funding that participating candidates receive from the Fund for the general election period.

Independent Candidate: A candidate who is not affiliated with a party recognized on the ballot.

Independent Expenditure: An expenditure by a person or political committee, other than a candidate's campaign committee, that expressly advocates the election or defeat of a clearly identified candidate, and that is made without cooperation or consultation with any candidate, candidate committee or candidate agent.

In-Kind Contribution: A contribution of goods or services or anything of value that is not a monetary contribution.

One-Party-Dominant Legislative District: A legislative district in which one political party exceeds another political party in voter registration by 10% or more. The Commission determines one-party-dominant legislative districts prior to March 1 of an election year.

Original Spending Limit: A limit specified by primary election spending limits and general election spending limits, or a special amount expressly set for a particular candidate (i.e., unopposed or Independent candidates).

PAC: political action committee acronym.

Participating Candidate: A candidate who becomes certified as participating pursuant to A.R.S. § 16-947, and receives public funding to run his or her campaign.

Personal Monies: Assets to which the candidate has legal right; salary and other earned income from candidate employment; dividends and proceeds from the sale of stocks or investments; income from trusts; proceeds of loans obtained that are not contributions; proceeds from legal games of chance; and **family contributions**.

Political Committee: A candidate, association or combination of persons organized for the purpose of influencing the result of any election. This includes political activity advocating the election or defeat of a candidate for election, an initiative, referendum, recall, measure or proposition.

Primary Election Period: The nine-week period ending on primary election day.

Primary Election Spending Limits: The level of funding that participating candidates receive from the Fund for the primary election period.

Qualifying Period: The period beginning on the first day of August in a year preceding an election year for an election for a statewide office, or on the first day of January of an election year for an election for legislator, and ending 75 days before the day of the general election.

Statewide Office: Those offices that hold control over the entire state, not a certain portion within the state. Statewide offices include governor, secretary of state, state treasurer, attorney general, superintendent of public instruction, corporation commissioner and mine inspector.

Surplus Monies: The remainder of a political committee's money after all of its expenditures have been made and its debts have been extinguished.

Traditional Candidate: A candidate who does not become certified as a participating candidate under the Clean Elections Act, and, consequently, does not receive public funding to run his or her campaign.

Unopposed: With reference to state senate candidates and statewide candidates other than corporation commission, that the candidate is opposed by no candidates who will appear on the ballot. In reference to candidates for the house of representatives and corporation commission, "unopposed" means that no more candidates will appear on the ballot than the number of seats available for the office sought. For purposes of funding pursuant to ARS 16-951, "unopposed" means that the candidate is unopposed for both the primary election and the general election.

Citizens Clean Elections Commission

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- Statement of Organization**
Chapter 1

- Application for Certification as a Participating Candidate** Deadline: August 19, 2014.
Chapter 1

- Nominating Petition**
Chapter 1
Must be submitted to the Secretary of State's office by May 28, 2014 in order to qualify for the ballot.

- Participating Candidate Training Workshop**
Chapter 1

- Submit Arizona W-9 Form**
Chapter 3

- Submit Participating Candidate's Application to Receive Funds and Qualifying Contributions Report**
Chapter 3
Last day to submit \$5 qualifying contributions: August 28, 2014.

- Submit Primary Election Candidate Statement** Deadline: June 16, 2014
Chapter 10

- Submit General Election Candidate Statement** Deadline: September 2, 2014
Chapter 10

- Attend Commission Sponsored Primary Election Debate**
Chapter 10

- Attend Commission Sponsored General Election Debate**
Chapter 10