



# **CANDIDATE GUIDE**

## HOW TO FILE NOMINATION PAPERS/PETITIONS

Candidates that want their names to appear on the August 5, 2024, ballot must file nomination papers and petitions containing a sufficient number of valid signatures of registered Prescott voters to be filed with the City Clerk.

### **Required Number of Signatures**

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Candidates must obtain the following number of valid signatures from qualified electors:

- At least one thousand OR five percent (5%) – whichever is less – and not more than ten percent (10%) of the total votes cast for Mayor in the last preceding election at which a Mayor was elected. The total votes cast for Mayor at the August 1, 2023 Primary Election was 12,994
- Required number of valid signatures for the 2025 Primary Election: **AT LEAST 650 & NOT MORE THAN 1,300**

### **Filing Period**

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Candidates must file complete nomination papers/petitions with the City Clerk's Office during regular business hours (8:00 a.m. to 5:00 p.m.) between March 10, 2025, and 5:00 p.m. on April 7, 2025.

### **Items to be Submitted at the Time of Filing**

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- ✓ Nomination Paper, Affidavit of Qualifications & Campaign Finance Laws Statement
- ✓ Financial Disclosure Statement Form
- ✓ Notice of Candidacy (optional)
- ✓ Nomination Petitions - hard paper copy petitions and E-Qual petitions with cover sheet (if any)

### **Filing Options – detailed instructions for each option on pages 2-4**

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- For candidates NOT using E-QUAL (page 2)
- For candidates using E-QUAL (page 3)

## **Filing Instructions – FOR CANDIDATES NOT USING E-QUAL**

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- Candidates must make an appointment to file nomination papers and petitions with the City Clerk's Office by calling 928-777-1437 or emailing [sarah.siep@prescott-az.gov](mailto:sarah.siep@prescott-az.gov).
- The filing appointment will take place at City Hall at 201 N. Montezuma Street, Suite 302, Prescott, AZ 86301. Please limit your party to 2-3 people total.
- The filing process takes approximately 45 minutes to an hour and includes staff completing the following steps:
  - Receiving and confirming all required items are being filed (all items must be filed together, **at one time**)
  - Determining the number of nomination petition sheets with signatures being filed
  - Issuing a receipt for the number of sheets and documents received

## Filing Instructions – FOR CANDIDATES USING E-QUAL

- Candidate prints the E-Qual petitions & signatures to file along with the other filing documents in person
  - Go to the online E-Qual Petition Portal and Log in <https://apps.azsos.gov/apps/election/eps/Portal/>
  - View the petition details - Click 'View' located underneath the sixth column to the right.

PETITIONS FOR COUNCIL CANDIDATE 1

CREATE NEW PETITION

JURISDICTION	ELECTION	OFFICE	DATE OPENED	STATUS	
City of Prescott	City of Prescott Test	Test City Councilmember	10/24/2024	Open	<a href="#">View</a>

- Before printing a petition, it must either be closed or maxed out:
  - Closing a Petition(s) – This action cannot be undone. Once closed, voters cannot add more signatures. To close a petition, click on the green 'Close Petition' button. Once completed, the status on the petition will display 'Closed' and the petition can be printed.
  - Maxed Out Petition – When petitions have hit the maximum number that a candidate can collect with E-Qual (650), the system will max out the petition. This means no more signatures can be collected using the E-Qual system for this candidate and the petition can be printed.

- Click on the green button 'Print Petitions and Signatures'. File printed E-Qual sheets with other documents.

- The E-Qual system will generate the circulator cover sheet. Print this sheet as well and complete it with the signature of the circulator (the candidate's signature) email the PDF report to the City Clerk Department and file the cover sheet with the E-Qual petitions during the official filing meeting.

- Verify the Petitions and Report have been added to your candidate submission documents for submission at your appointment with the City Clerk Department.

- Candidate makes an appointment to file candidate nomination papers and petitions (from E-Qual and hard copy if any) with the City Clerk's Office by calling 928-777-1437 or emailing [sarah.siep@prescott-az.gov](mailto:sarah.siep@prescott-az.gov).
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