

**CITY OF FLAGSTAFF
CANDIDATE ELECTION GUIDE**

2022

Prepared by:
Flagstaff City Clerk's Office
211 W. Aspen Ave.
Flagstaff, AZ 86001
928-213-2076

Dear Candidate:

Thank you for your interest in running as a candidate in the 2022 City of Flagstaff election. This candidate handbook has been prepared for you by the Flagstaff City Clerk's Office to assist you in complying with election filings and requirements for the 2022 election. We are happy to provide you with laws and required forms, as well as information related to the election process. Materials provided by the City of Flagstaff are intended to assist in meeting the requirements of candidacy. However, **it is the candidate's responsibility to see that all legal requirements have been met.** All candidates should familiarize themselves with election requirements and should seek legal counsel, if necessary, regarding questions about candidate requirements and/or qualifications. Neither the City Clerk nor the City Attorney are able to provide legal advice on elections to individual candidates.

This candidate handbook contains information related to the following:

- Important dates and contact information
- Candidate requirements and filing information
- Nomination filing requirements and forms
- E-Equal Candidate Guide
- Financial Disclosure
- Candidate Committees
- Political sign requirements

All documents filed as part of the candidate nomination requirements, are subject to Arizona Public Records Laws.

Every effort has been made to provide you with materials that are current. However, state statutes are subject to change and given the complexity of election laws, particularly campaign finance laws, and the important of timely compliance, we again encourage candidates to see the assistance of an attorney or other professionals with knowledge of election laws.

The City of Flagstaff appreciates your interest in our election process and welcomes your suggestions regarding additional information that would be of assistance to you. For questions and information, feel free to contact the City Clerk's Office.

Flagstaff City Clerk's Office
211 W. Aspen Avenue
Flagstaff, Arizona 86001

Stacy Saltzburg, MMC, MPA, City Clerk
928.213.2076
stacy.saltzburg@flagstaffaz.gov

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IMPORTANT ELECTION DATES

Candidate Packet

- September 2021: Contact City Clerk to schedule packet review meeting by calling: 928-213-2076 or emailing: stacy.saltzburg@flagstaffaz.gov.

Candidate Statement of Interest Form

- Due BEFORE collecting nomination petition signatures: Must be filed with the City Clerk before signatures are collected, otherwise signatures are invalid. A.R.S. 16-311(H) Form available in the Candidate Packet.

Candidate Nomination Petition Signatures

- Nomination petitions must contain between 1,602 and 3,203 valid signatures. A.R.S. 16-322.8.

Candidate Nomination Papers Filing

- March 7, 2022 - April 4, 2022: Nomination papers & petitions with signatures must be filed with the City Clerk. A.R.S. 16-311 (B).

Write-in Candidates

- By June 23, 2022: Deadline for write-in candidates to file with the City Clerk (Primary).

Voter Registration

- By July 5, 2022: Deadline for voters to register to vote in the August 2, 2022 election.
- By October 11, 2022: Deadline for voters to register to vote in the November 8, 2022 election.

Early Voting

- July 6, 2022: Early voting begins for August 2, 2022 election.
- October 12, 2022: Early voting begins for November 8, 2022 election.

Primary Election (if any)

- August 2, 2022: Required only if there are more than two candidates for each open seat.

General Election

- November 8, 2022: Voters must vote at one of the vote centers or designated polling place.

Candidates Take Office

- December 20, 2022: Candidates that obtained the majority of the votes for an office in the November 8, 2022 election, begin their term at the 2nd regular meeting following the canvass of the election. City Charter, Article II, Section 8.

CANDIDATE INFORMATION

QUALIFICATIONS

A Mayor or City Council candidate must meet the following qualifications as set forth in [A.R.S. 9-232](#) and the [Flagstaff City Charter, Article II, Section 5](#):

- be eighteen (18) years of age or older
- be a qualified elector of the City
- have resided in the City of Flagstaff for at least one year prior to the election
- may not hold any other public office except that of a Notary Public or member of the National Guard or Naval or military reserves.

If a Councilmember or Mayor ceases to possess any of these qualifications, or is convicted of a crime involving moral turpitude, the office shall immediately become vacant.

QUALIFIED ELECTOR

A qualified elector of the City is defined as a person whose name appears on the Coconino County voter registration rolls in a precinct of the City of Flagstaff for the last preceding general election, or who has subsequently registered in a Flagstaff precinct, and is otherwise qualified.

ELECTIVE OFFICES TO BE FILLED

Number of Positions	Office	Term	Term of Office	Annual Salary
1	Mayor	2 years	December 2022 – December 2024	\$38,500.00
3	Councilmember	4 years	December 2022 – December 2026	\$25,500.00

SIGNATURE REQUIREMENTS

The number of signatures required for nomination petitions must be at least 5% and not more than 10% of the total votes cast in the last preceding election at which a Mayor was elected, pursuant to [A.R.S. 16-322 \(A\)\(8\)](#). In the 2020 mayoral election, 32,024 votes were cast for Mayor. This means that your nominating petitions must contain between **1,602** (5%) and **3,203** (10%) valid signatures.

CANDIDATE FILING INFORMATION

CANDIDATE PACKET

Candidate packets are available in the City Clerk's Office. We encourage you to schedule a time to meet with us to review all of the documents with you and explain their purpose. You can contact the City Clerk's Office by emailing stacy.saltzburg@flagstaffaz.gov or calling 928-213-2076.

STATEMENT OF INTEREST

Candidates must file a Statement of Interest with the City Clerk **before** obtaining the first petition signature on a candidate nomination petition ([A.R.S. 16-311\(H\)](#); [A.R.S. 16-341\(I\)](#)). Any petition signatures collected before the date you submit the Statement of Interest are invalid and may be subject to challenge pursuant to [A.R.S. 16-351](#).

NONPARTISAN NOMINATION PAPER DECLARATION OF QUALIFICATION

The Nomination Paper provides written notification of your desire to become a candidate for office and must be filed at the same time your nominating petitions are filed. Included in this information is how you want your name printed on the official ballot. You are limited to your surname and given name or names, an abbreviated version of such names, or appropriate initials. A nickname, abbreviated name, or initials can be used as long as there is no direct or implied connection to professional, fraternal, religious, or military titles. Abbreviated names or nicknames may be printed within quotation marks. Your surname must be printed first, followed by the given name or names.

NOMINATION PETITIONS (NONPARTISAN)

A nomination petition is signed by qualified electors who support the nomination of the individual whose name appears in the certificate portion. Only those persons who are qualified electors of the State of Arizona **and the City of Flagstaff** may sign a nomination petition. A person may sign a nomination petition for only one candidate for each office vacancy ([A.R.S. 16-321 \(A\)](#)). For this election, an individual may sign up to three nomination petitions for City Councilmember and one nomination petition for Mayor.

It is the duty of the Courts and not the City Clerk to determine legal sufficiency of candidate nomination petitions. The City Clerk is only required to determine that the nomination petitions are substantially in regular form and contain the required number of signatures pursuant to [A.R.S. §16-315](#), [A.R.S. §16-322 \(A\)](#), and [A.R.S. §19-113](#). The City Clerk does not have the authority to determine whether signers of nomination petitions are qualified electors.

Pursuant to [Article IX, Section 5 of the City Charter](#), if two or fewer candidates run for an office, there will be no Primary Election and candidates will progress immediately to the General Election. Write-in candidates would need to file for the General Election.

ONLINE PETITION SIGNATURES (E-QUAL)

Candidates running for county, city, town, and precinct committeeman office in Arizona may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections by participating jurisdictions. The use of this system is authorized by [Arizona Revised Statutes § 16-317 \(A\)](#).

In addition to electronic petitions, paper petitions will still be accepted and are encouraged as a supplement to the online signatures for the purpose of building a cushion. When circulating petitions in hard copy, please make sure the information on the paper forms matches the information on the electronic forms.

For candidates who do not wish to use the E-Qual system, the existing hard copy nomination petition process can still be used as an alternate option.

See [Exhibit A](#) for instructions on how to set up an E-Qual Petition.

PETITION CIRCULATORS

Petition circulators are not required to be a resident of this state but otherwise must be qualified to register to vote in Arizona. If not a resident, the circulator shall register as a circulator with the Secretary of State's Office, regardless of the jurisdiction they are circulating in. You can find more information regarding non-resident petition circulators on the [Secretary of State's website](#).

Only one person may circulate each petition sheet, and the same person who circulated the sheet must sign the certificate on the back of the petition. Nomination petitions may not be circulated in City buildings. [Exhibit B](#) sets out the City policy prohibiting the circulation of petitions in City buildings.

WRITE-IN CANDIDATES

Write-in candidates are not required to file nomination petitions; however, a write-in candidate is **required to file all other candidate election forms**. Write-in nomination papers are accepted for both the primary and general elections. To qualify as a write-in candidate, a nomination paper **must be filed with the City Clerk's Office by 5:00 P.M.**, on June 23, 2022, for the primary election or September 29, 2022, for the general election (40 days prior to the election pursuant to [A.R.S. 16-312 \(B\)](#)).

You are prohibited from being a write-in candidate at a general election if you ran in the immediately preceding primary election and failed to be nominated to the office sought in the current election. Even if your initial candidacy was disqualified because you did not collect enough valid signatures to be placed on the ballot for the primary election, you are ineligible to file as a write-in candidate. [A.R.S. 16-312](#)

WRITE-IN VOTES MAY ONLY BE COUNTED FOR THOSE PERSONS WHO HAVE

**FILED REQUIRED NOMINATION PAPERS.
FINANCIAL DISCLOSURE STATEMENT**

A completed Financial Disclosure Statement must be filed by any candidate running for public office at the time nomination petitions are filed. The statement shall cover the preceding twelve-month period.

FILING PERIOD

The earliest date for filing petitions is March 7, 2022. **The deadline for filing petitions, Nomination Paper, and Financial Disclosure Statement is 5:00 p.m., on April 4, 2022.** Please contact the City Clerk’s Office at stacy.saltzburg@flagstaffaz.gov or 928-213-2076 to make an appointment to file nomination paperwork.

✓ Checklist for Filing

The following forms with original signatures must be filed **at the same time** in the City Clerk’s Office, **no later than 5:00 p.m.**, Monday, April 4, 2022:

1. Nonpartisan Nomination Paper
2. Nonpartisan Nomination Petitions
3. Financial Disclosure Statement

****If using the E-QUAL system, all paperwork must be filed on the **same day** as the E-QUAL signatures are submitted online.****

CAMPAIGN FINANCE

Campaign finance laws are complex and highly technical. City staff cannot interpret campaign finance law for you. We will provide you with information, forms, guides, and laws needed to complete the required forms. The Arizona Secretary of State’s Office has published an [Arizona Campaign Finance Handbook](#) to guide candidates through the campaign finance reporting process.

For a legal interpretation of campaign finance law, and to ensure compliance with state law, you may wish to consult with an attorney.

CANDIDATE COMMITTEE

In accordance with [A.R.S. §16-905\(B\)](#), once a potential candidate has received contributions or made expenditures, in any combination, of at least \$500, a Statement of Organization must be filed with the City Clerk’s Office within ten days, if it has not already been filed.

CAMPAIGN FINANCE REPORTS

Candidate committees are required to file campaign finance reports throughout the election period. One set of Campaign Finance Report forms has been included in the candidate packet. This is intended for use as a master copy for reference. Campaign Finance Reports may now be filed electronically through email to stacy.saltzburg@flagstaffaz.gov. **Be sure that you make a note of your filing deadlines and that your reports are filed in a timely manner.**

Campaign finance report forms are available in electronic format on the City’s [website](#). The forms are fillable and can be copied directly to your computer.

The required reports and respective dates for filing are:

Report	Reporting Period	Report Due
2022 1 st Quarter	01/01/2021 – 03/31/2022	04/01/2022 – 04/15/2022
2022 2 nd Quarter	04/01/2022 – 06/30/2022	07/01/2022 – 07/15/2022
2022 Pre-Primary	07/01/2022 – 07/16/2022	07/17/2022 – 07/23/2022
2022 3 rd Quarter	07/17/2022 – 09/30/2022	10/01/2022 – 10/15/2022
2022 Pre-General	10/01/2022 – 10/22/2022	10/23/2022 – 10/29/2022
2022 4 th Quarter	10/23/2022 – 12/31/2022	01/01/2023 – 01/15/2023

FALSE REPORTS AND FAILURE TO FILE STATEMENTS

A political committee failing to file any of the required campaign finance reports is subject to a civil penalty of \$10 for each day the violation continues during the first fifteen days after the filing deadline and \$25 for each subsequent day that the filing is late. Penalties accrue until the late report is filed.

TERMINATION OF POLITICAL COMMITTEES

You may terminate your candidate committee only if all of the following conditions have been met:

1. The committee chairman and treasurer file a completed Termination Statement form along with an appropriately filled out campaign finance report certifying that the committee will no longer receive any contributions or make any disbursements.
2. The committee has no outstanding debts or obligations.
3. All surplus monies have been disposed of together with a statement of the manner in which the surplus monies were disbursed, including the name and address of each recipient of surplus monies, and the date and amount of each disposition of surplus monies.

CAMPAIGNING

This campaign information serves as a guideline to all candidates (incumbent and non-incumbent) during the election campaigns:

- Use of the City's logo on campaign material and related communication platforms, such as social media accounts is prohibited.
- [Arizona Revised Statutes 9-500.14](#) prohibits the use of City resources to influence elections.
- All legally declared candidates for any elected office will not issue any printed or electronic newsletters, brochures, or web-based information updates that are produced with City dollars.
- No election related materials or petitions are to be circulated within any City building.

SIGNS

Political signs for candidates must comply with the City of Flagstaff Sign Standards ([Section 10-50.100](#)). For further information please contact Community Code Compliance at 928-213-2147.

Campaign signs may be placed no more than seventy-one (71) days before a primary election (May 23, 2022) and ending fifteen (15) days after the general election (November 23, 2022), except for candidates in a primary election who do not advance to the general election, in which case, the period ends fifteen (15) days after the primary election (August 17, 2022).

Pursuant to [Section 10-50.100 of the Flagstaff City Code](#), General Restrictions to All Signs, signs may not be placed in the following locations:

- Within, on, or projecting over a City right-of-way.
- On public property.
- Any location that obstructs the view of any authorized traffic sign, signal, or other traffic control device.
- Areas allowing for ingress to or egress from any door, window, or any exit way required by the Building Code or Fire Department regulations currently in effect.

Portable campaign signs for candidates are permitted on private property in all zoning districts with the consent of the property owner. Please note, however, that the total amount of portable signage allowed on private property is limited. Private commercial properties are allowed to display twenty-four (24) square feet of portable signage, while private residential properties are allowed to display sixteen (16) square feet of portable signage. It is up to the individual property owners to decide how much, if any, of their portable signage allotment will be devoted to portable campaign signs. The City does not regulate when portable campaign signs may be placed on private property or for how long.

If a private property owner displays portable signage in excess of the allowed square footage for the parcel, the City will contact the property owner and request that the excess signage be removed.

It is up to the property owner to decide which signs to remove. If the signs are not removed within twenty-four hours after notification, the City may cite the property owner for the violation.

If a portable campaign sign is placed in violation of [City Code Section 10-50.100](#), the City will notify the campaign of the violation. If the sign remains in violation at least twenty-four hours after the notification, the City will take enforcement action against the campaign, which may include removal of the sign and/or issuing a citation to the campaign.

If the City deems that the placement of a political sign constitutes an emergency, the City may immediately relocate the sign. The City will notify the campaign committee that placed the sign within twenty-four hours after the relocation.

PROMOTIONAL MATERIAL

A person, other than an individual, that makes an expenditure, including an independent expenditure, for an advertisement or fund-raising solicitation shall include the following disclosures in the advertisement or solicitation:

1. The words “paid for by,” followed by the name of the person making the expenditure for the advertisement or fund-raising solicitation.
2. Whether the expenditure was authorized by any candidate, followed by the identity of the authorizing candidate, if any.

“Person” means an individual or a candidate, nominee, committee, corporation, limited liability company, labor organization, joint venture, partnership, trust, association, organization, joint venture, cooperative or unincorporated organization or association. Since an individual is exempt from this requirement, consult with your attorney if you receive complaints regarding lack of disclosure to determine if it is an individual not required to disclose or a person who failed to disclose.

A political action committee must disclose the names of the three political action committees making the largest aggregate contributions to the committee making the expenditure and exceeds \$20,000 during the election cycle, as calculated at the time the advertisement was distributed for publication, display, delivery or broadcast.

Candidates will now be required to include a “Paid for By” disclosure and the name of the person making the expenditure on campaign signs. The disclosure must also state whether the expenditure was authorized by any candidate, followed by the name of the authorizing candidate, if any.

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

If the advertisement is:

1. Broadcast on radio, the disclosure shall be clearly spoken at the beginning or end of the

advertisement.

2. Delivered by hand or mail or electronically, the disclosure shall be clearly readable.
3. Displayed on a sign or billboard, the disclosure shall be displayed in a height that is at least four percent of the vertical height of the sign or billboard.
4. Broadcast on television or in a video or film, the disclosure shall be both written and spoken at the beginning or end of the advertisement and the written disclosure statement shall be printed in letters that are displayed in a height that is at least four percent of the vertical picture height. The written and spoken disclosure is not required if the written disclosure statement is displayed for the greater of at least one-sixth of the broadcast duration or four seconds.

This disclosure requirement exempts social media messages, text messages, or messages sent by a short message service; advertisements that are placed as a paid link on a website, if the message is not more than 200 characters in length, and the link directs the user to another website that complies with the disclosure requirements; advertisements that are placed as a graphic or picture link, if the required disclosure statements cannot be conveniently printed due to the size of the graphic or picture, and the link directs the user to another website that complies with the disclosure requirements; bumper stickers, pins, buttons, pens, and similar small items on which the required statement cannot be conveniently printed; a solicitation of contributions by a separate segregated fund; a communication by a tax-exempt organization solely from its members; and a published book or a documentary film or video.

An entity that makes independent expenditures or ballot measure expenditures in excess of \$1,100 during a reporting period shall file an expenditure report with the clerk for the applicable reporting period. Expenditure reports shall identify the candidate or ballot measure supported or opposed, office sought by the candidate, if any, election date, mode of advertising, and first date of publication, display, delivery or broadcast of the advertisement.

Committees or Agents

The Arizona Constitution provides for the enactment of legislation requiring campaign contributions and expenditures made by committees on behalf of candidates for public office to be matters of general public knowledge before and after each election. A committee shall preserve the following records for two years following the end of the election cycle (reminder: an election cycle is two years):

1. All contributions made or received by the committee.
2. The identification of any contributor that contributes in the aggregate at least \$50 dollars to the committee during the election cycle, the date and amount of each contribution, and the date of deposit into the committee's account.
3. Cumulative totals contributed by each contributor during the election cycle.

4. The name and address of every person that receives a contribution, expenditure or disbursement from the committee, including the date and amount, and for any expenditure or disbursement, the purpose of the expenditure or disbursement.

Private Corporations and Labor Organizations

Corporations, limited liability companies, and labor organizations shall not make contributions to a candidate committee but may make unlimited contributions to persons other than candidate committees and may make independent expenditures in candidate elections.

A fund that is established by a corporation, limited liability company, labor organization or partnership for purposes of influencing the result of an election must register as a political action committee.

If the organization spends in excess of \$1,100 for an independent expenditure in a city or town election during a reporting period, they shall file an expenditure report with the clerk for the applicable reporting period. Expenditure reports shall identify the candidate or ballot measure supported or opposed, office sought by the candidate, if any, election date, mode of advertising, and first date of publication, display, delivery or broadcast of the advertisement. The 24-hour notification requirement has been repealed.

An expenditure is **not** an independent expenditure if either of the following applies:

1. There is actual coordination with respect to an expenditure between a candidate or candidate's agent and the person making the expenditure or that person's agent.
2. The expenditure is based on nonpublic information about a candidate's or candidate committee's plans or needs that the candidate or candidate's agent provides to the person making the expenditure or that person's agent and the candidate or candidate's agent provides the nonpublic information with an intent toward having the expenditure made.

In evaluating whether an expenditure is an independent expenditure, the clerk or city or town attorney may consider the following to be rebuttable evidence of coordination:

1. Any agent of the person making the expenditure is also an agent of the candidate whose election or whose opponent's defeat is being advocated by the expenditure.
2. In the same election cycle, the person making the expenditure or that person's agent is or has been authorized to raise or spend monies on the candidate's behalf.
3. In the same election cycle, the candidate is or has been authorized to raise money or solicit contributions on behalf of the person making the expenditure.

Coordination does not exist under either of the following:

If the person making the expenditure maintains a firewall between the person and that person's agent in compliance with all of the following:

1. The person's agent did not participate in deciding to make the expenditure or in deciding the content, timing or targeting of the expenditure;
 - a. The person making the expenditure has a written policy establishing the firewall and its requirements.
 - b. Solely because an agent of a person making the expenditure serves or has served on a candidate's host committee for a fund-raising event.

An expenditure that is coordinated with a candidate, other than a coordinated party expenditure, is deemed an in-kind contribution to the candidate.

Any entity that makes an independent expenditure must register as a committee only if it is organized for the primary purpose of influencing the result of an election and knowingly receives contributions or makes expenditures, in any combination, of at least \$1,100 in connection with any election during a calendar year. If the committee test is met, the entity shall file with the city clerk as a political action committee under the regular campaign finance laws. If the test is not met, the entity does not have to register but must file an Independent Expenditure Report during the reporting period if the entity spends in excess of \$1,100.

POLICIES

Campaigning on City Property

The City Manager has issued a policy statement included as [Exhibit B](#) that requires all employees to remain free from political activity while on duty, while on City premises, or in an official uniform of the City. We ask you not to place City employees in a difficult position by approaching them directly with questions, requests for information, or to sign petitions.

Requests for Information

Recognizing the City's responsibility to provide accurate information and equal treatment to all Council candidates, the City Manager has issued a policy statement included with this handbook as [Exhibit C](#). All candidates will be treated equally under this policy.

Requests to meet with City staff will be accepted after the candidate filing deadline (April 4, 2022). You'll need to submit a written request to meet with staff to the City Clerk's Office. We'll contact the appropriate department head to arrange the meeting. One two-hour candidate meeting will be allowed per department/division, so it is important to identify all key personnel who should be in attendance. In addition, all candidates will be invited to attend the meeting which will be scheduled around all candidates' availability. Following the meeting, staff will prepare a written report that

will be filed with the City Clerk's Office.

Requests for copies of documents must be submitted in writing to the City Clerk's office. The City's standard copying fee of \$.50 per page will be charged.

EXHIBIT A



KATIE HOBBS
SECRETARY OF STATE

CANDIDATE GUIDE

HOW TO CREATE A NOMINATION PETITION ONLINE

Candidates running for county, city, town, and precinct committeeman office in Arizona may collect 100% of their required nomination petition signatures through the E-Qual system. E-Qual enables eligible voters to electronically sign these petitions. Arizona Online Petition Portal allows candidates to create and manage their online nomination petitions for elections by participating jurisdictions. The use of this system is authorized by [Arizona Revised Statutes § 16-317 \(A\)](#).

In addition to electronic petitions, paper petitions will still be accepted and are encouraged as a supplement to the online signatures for the purpose of building a cushion. When circulating petitions in hard copy, please make sure the information on the paper forms matches the information on the electronic forms.

Before any signature is collected, a Statement of Interest form must be filed with your election office.

For candidates who do not wish to use the E-Qual system, the existing hard copy nomination petition process can still be used as an alternate option.

Please contact your election office with any questions.

CREATE AN ACCOUNT OR LOG IN IF YOU HAVE AN ACCOUNT

1. GO TO THE ONLINE PETITION PORTAL FOR LOCAL OFFICES

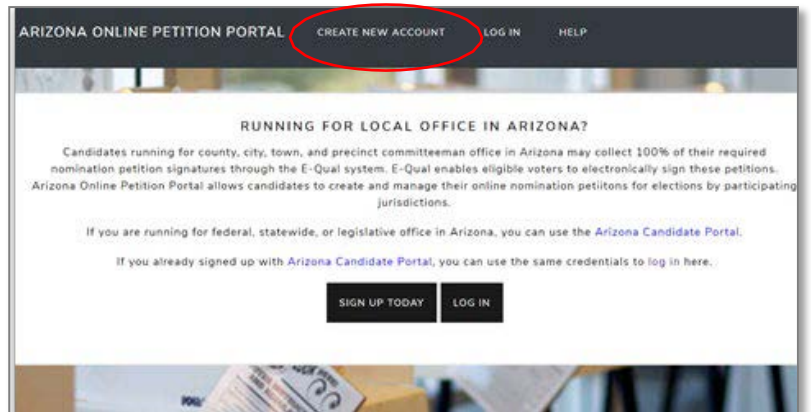
<https://apps.azsos.gov/apps/election/eps/Portal/>

Please note, local candidates CANNOT use the regular Arizona Candidate Portal. The regular Arizona Candidate Portal is used for federal, legislative or state candidacy. Local candidates must use the Arizona Online Petition Portal for local offices.

2. CREATE NEW ACCOUNT

If you have never used E-QUAL as a candidate, click 'Create New Account' from the top menu bar or 'Sign Up Today' on the home page.

If you have run for a federal, legislative or state office, you can sign in using the same log in information (user name/password) that you use to sign into the regular Arizona Candidate Portal.



3. FILL OUT THE FORM

Fill out the form and click 'Create My Account'.

You should get a message saying that a confirmation email has been sent to your email. Go to your email inbox. Open the email that was sent from the Arizona Secretary of State. Click the link inside to confirm your email. You should now be able to log in to the petition portal. If you are not seeing the e-mail after a few minutes, check your spam folder.

CREATE NEW ACCOUNT

Please use a reliable email address that you check regularly and will be able to access should you ever need to reset your account. This email address will not be published. It is solely for communication between the registrant and the administrator. Your account will remain with you through future election cycles.

If you already signed up with [Arizona Candidate Portal](#), you can use the same credentials to log in here.

Please fill out the form below to get started. All fields are required.

First Name* Required	Last Name* Required
Email Address* Required	Confirm email address* Required
Password* Required	Confirm password* Required

Your password must be at least 6 characters long and contain one digit.

[CREATE MY ACCOUNT](#)

4. LOG IN

Enter your account email address and password and click 'Log In'.

LOG IN

LOG IN OR CREATE A NEW ACCOUNT TO CREATE ONLINE CANDIDATE NOMINATION PETITIONS.

If you already signed up with [Arizona Candidate Portal](#), you can use the same credentials to log in here.

Email Address* Required
Password* Required

[LOG IN](#)

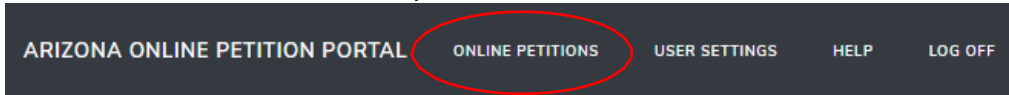
[Create New Account](#)

[Forgot your password?](#)

CREATE A CANDIDATE

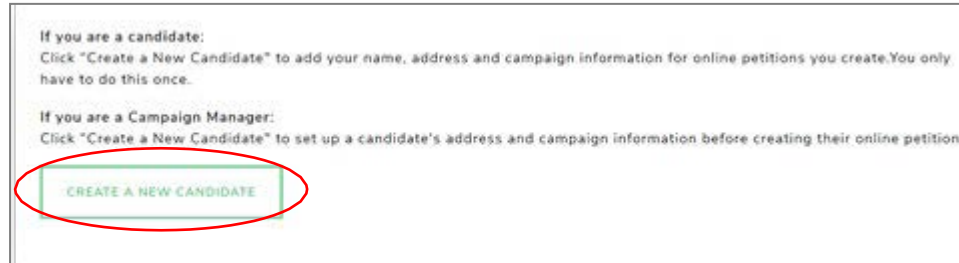
1. CLICK 'ONLINE PETITIONS'

Click 'Online Petitions' in the top menu.



2. CLICK 'CREATE A NEW CANDIDATE'

Click 'Create a New Candidate.'



3. FILL OUT THE FORM

Fill out your candidate information and click 'Save Candidate Information' at the bottom when you are done. Please note that the information entered here will be auto filled when creating your petition.

CREATE CANDIDATE

Candidate Name* * Required Field
Candidate name as you want it to appear on ballot for new petitions.
Required

ADDRESS
Home address used for new petitions.

Address Line 1*
Required

Address Line 2
Optional

City* State* ZIP Code*
Required AZ Required

County*
Required

CAMPAIGN INFORMATION

To update, click the candidate name and edit the information. Any changes here are only good for newly created petitions. If a petition is currently open, **any changes made here will not be reflected on the open petition.**

CAMPAIGN MANAGERS: If you are a campaign manager and will be monitoring multiple candidates, you can do this by following the above steps to create additional candidates. The candidates will be listed for you to view.

PETITIONS FOR CALVIN COOLIDGE						CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS		
City of Phoenix	2020 General Election	City Council District 1	April 30, 2020 @ 08:52 AM	Open	View	

PETITIONS FOR DWIGHT EISENHOWER						CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS		
City of Phoenix	2020 General Election	City Council District 1	April 30, 2020 @ 08:52 AM	Open	View	

CREATE A PETITION

1. CLICK 'CREATE NEW PETITION'

This button is found to the right of the candidate name.

Thank you. The candidate was updated.

If you are a candidate:
Click on the candidate name to update your name, address and campaign information for any new petitions you create.

If you are a Campaign Manager:
Click "Create a New Candidate" to create new candidates and add their petitions. Click on the candidate name to update the candidate's name, address and campaign information for new petitions.

CREATE A NEW CANDIDATE

PETITIONS FOR JOE SMITH

CREATE NEW PETITION

From the drop-down menu under 'Jurisdiction' select the jurisdiction. Under 'Election Year', select the election's year if it hasn't been automatically selected for you. Under 'Office' select which office you are seeking. **Double check you selected the correct options.**

Click 'Next' to go to the next screen. Note: If there is only one option in a dropdown, that option will automatically be selected for you.

CREATE ONLINE PETITION

IMPORTANT: Before a candidate may begin collecting signatures they MUST file a statement of interest with the filing office for which they are running.

Jurisdiction*
Required

Election Year*
Required

Office*
Required

NEXT >>

2. CANDIDATE INFORMATION

The candidate information is auto filled from the 'Create Candidate' form. In this form you can update all the fields.

The last two boxes of this form 'Campaign Email Address' and 'Campaign Phone Number' are optional fields for voter information/education. Please note this information will be displayed on your petition form for public viewing.

When typing your name in the 'Candidate Name' field, please place your name as you would like it to appear on the ballot.

Full residential addresses are needed, please do not put PO Boxes in any address field.

CREATE ONLINE PETITION

Jurisdiction specific instructions.

Candidate Name*
Candidate name as you want it to appear on ballot.
Theodore "Teddy" Roosevelt

ADDRESS

Address Line 1*
7564 NOTRE-DAME RD

Address Line 2
Optional

City*
Mesa

State*
AZ

ZIP Code*
84007

County*
Maricopa

CAMPAIGN INFORMATION
The following information is optional and will be shown to signers.

Campaign Email Address
sample@email.com

Campaign Phone Number
111-111-1111

All of the information you supply on this page will appear on your petition and be viewable online.

<< PREVIOUS NEXT >>

Please review other important reminders for candidates listed on the next page before completing this form.

Important Reminders for Candidates:

1. When typing your name into the 'Candidate Name' field, type your name as you would like to see it appear on the ballot.
2. In the 'Address' field, a physical (residential) address is required. Do not enter any PO box addresses.
3. Review the information entered carefully before creating a new petition. Once a petition is created, the information cannot be modified. If changes are needed, the petition would need to be voided (releasing any signatures collected to that point) or closed, and a new petition created.
4. Please contact your Election Office with any questions.

DOUBLE CHECK YOUR INFORMATION! Once your petition has been created, the **ONLY** way to change this information is to void (remove all signatures) or close (cannot accept new signatures) your petition and create a new one with the correct information. **THE INFORMATION PROVIDED HERE GOES ON YOUR PETITION!** After you have reviewed your information, click "Next".

2. REVIEW & CREATE PETITION

On the third and final screen, you will be asked to review the petition text.

Once you click on 'Create Petition' the information on the petition **CANNOT** be changed. If you wish to change anything at this point, click 'Previous' before clicking on 'Create Petition.' Once everything looks good, click 'Create Petition' to finish the creation process.

REVIEW

Review the following and click "Create Petition" button at the bottom of the page.

ENGLISH

NOMINATION PETITION FOR CITY COUNCIL MEMBER

I, the undersigned, a qualified elector residing within District 1 of the City of Phoenix, Arizona, hereby join in a petition for the nomination of Theodore "Teddy" Roosevelt, who resides at 7564 NOTREAL RD Mesa AZ 54657 in the City of Phoenix, Arizona, for the office of City Council Member from District 1, to be voted for at the municipal election to be held in the City of Phoenix, on the 3rd day of November, 2020, and I hereby affirm that I am qualified to vote for this office, that I have not signed and will not sign a petition nominating any other candidate for the above named office, and that my actual residence is as set opposite my name below. I further declare that if I choose to use a post office box address on this petition, my residence address has not changed since I last reported it to the County Recorder for purposes of updating my voter registration file.

ESPAÑOL

PETICIÓN DE NOMBRAMIENTO PARA MIEMBRO DEL CONCEJO MUNICIPAL

Yo, el que firma abajo, soy un elector calificado que reside dentro del distrito 1 de la municipalidad de Phoenix, Arizona, y por medio de la presente me uno a la petición para el nombramiento de Theodore "Teddy" Roosevelt, que reside en el 7564 NOTREAL RD Mesa AZ 54657 en la Municipalidad de Phoenix, Arizona, para el puesto de Miembro del Concejo Municipal para el Distrito 1, para ser elegido en la elección municipal que se llevara a cabo en la Municipalidad de Phoenix, el día martes, 3 de noviembre de 2020, y por la presente afirmo que estoy calificado para votar para este puesto, que no he firmado y que no firmaré una petición nombrando a ningún otro candidato para el puesto mencionado arriba, y que mi domicilio es el que aparece abajo, al lado de mi nombre. Asimismo, declaro que si he decidido utilizar un buzón de correo postal en esta petición, mi dirección de residencia no ha cambiado desde la última vez que se la proporcioné al Registrador del Condado para actualizar los datos de mi registro electoral.

<< PREVIOUS CREATE PETITION CANCEL

You will be returned to the Online Petitions page and the petition you just created will be listed below your candidate name.

PETITIONS FOR THEODORE "TEDDY" ROOSEVELT					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	Open	View

HOW TO VOID A PETITION

1. UNDERSTAND WHAT VOIDING A PETITION MEANS

You can void an open petition, but you cannot void one once it has been closed or filed. Voiding a petition releases any E-QUAL signatures collected and cannot be undone. If the petition was created for the wrong office or jurisdiction, the candidate would want to void it. If the candidate decides not to run, they can void their petition which would allow voters to sign another candidate's petition.

2. VOID THE PETITION

Click 'View' next to the petition to view the petition details.

City of Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	Open	View
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Click 'Void Petition'

ONLINE PETITION

Candidate Name:	Theodore "Teddy" Roosevelt	E-Qual Link:	https://goqa.azsos.gov/cb56
Election:	City of Phoenix 2020 General Election November 03, 2020	Office:	City of Phoenix City Council District 1
Date Opened:	May 01, 2020	Signatures Collected in E-Qual:	0
Campaign Contact Information:	sample@email.com	Status:	Open
Collection Starts:	April 07, 2020 @ 12:00 AM	Filing Period:	April 29, 2020 @ 08:00 AM to July 06, 2020 @ 05:00 PM

VOTER SIGNATURES

Search: **CLEAR SEARCH** EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

Previous Next



You will get a popup message asking you to confirm the action. Click 'Yes, I want to void this petition.'

ARE YOU SURE YOU WANT TO VOID THIS?

Voiding your petition will discard all signatures gathered for this particular petition. This action cannot be undone.

YES, I WANT TO VOID THIS PETITION. **NO**

You will now see that your petition has been voided and you can no longer view it.

PETITIONS FOR THEODORE "TEDDY" ROOSEVELT					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	April 30, 2020 @ 08:53 AM	Voided	

HOW TO CLOSE A PETITION

1. UNDERSTAND WHAT CLOSING A PETITION MEANS

When you close a petition, this means voters cannot add more signatures to your petition. This action cannot be undone. However, you can create supplemental petitions to gather more signatures up to the minimum number of signatures for the office, if needed.

2. CLOSING THE PETITION

From the petition details screen, click 'Close Petition'

ONLINE PETITION

Candidate Name:	Theodore "Teddy" Roosevelt	E-Qual Link:	https://goqa.azsos.gov/cb56
Election:	City of Phoenix 2020 General Election November 03, 2020	Office:	City of Phoenix City Council District 1
Date Opened:	May 01, 2020	Signatures Collected in E-Qual:	0
Campaign Contact Information:	sample@email.com	Status:	Open
Collection Starts:	April 07, 2020 @ 12:00 AM	Filing Period:	April 29, 2020 @ 08:00 AM to July 06, 2020 @ 05:00 PM

VOTER SIGNATURES

Search: CLEAR SEARCH EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries Previous Next



You will get a popup message asking you to confirm the action. Click 'Yes, I want to close this petition.'

ARE YOU SURE YOU WANT TO CLOSE THIS?

Closing your petition means voters can't add more signatures. This action cannot be undone. You can, however, create a new supplemental petition to gather more signatures.

YES, I WANT TO CLOSE THIS PETITION. **NO**

You will now see that your petition has been closed.

PETITIONS FOR ABRAHAM LINCOLN					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	April 30, 2020 @ 08:48	Closed	View

HOW TO SUBMIT A PETITION

1. UNDERSTAND WHAT SUBMITTING A PETITION MEANS

If your election office has enabled online submission, you can submit your E-Qual petition signatures online instead of printing the report to file in person. You have to close your petition before you will be able to submit it.

Note: You still have to file all your other candidate documentation, including any signatures gathered in person, with your election office. Contact your election office for further information.

2. SUBMITTING THE PETITION

From the petition details screen, click 'Submit Petition to Filing Office'

Election:	City of Tempe 2022 Primary Election March 08, 2022	Office:	City of Tempe City Council
Date Opened:	January 14, 2021	Signatures Collected in E-Qual:	0
Campaign Contact Information:		Status:	Closed January 14, 2021 @ 08:36 AM
Collection Starts:	December 30, 2020 @ 08:00 AM	Filing Period:	January 13, 2021 @ 11:59 PM to January 25, 2021 @ 11:59 PM

GUIDES

[2022 City Council Candidate Election](#)

VOTER SIGNATURES

Search: CLEAR SEARCH EXPORT ALL TO CSV

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries Previous Next

VOID PETITION PRINT PETITION AND SIGNATURES SUBMIT PETITION TO FILING OFFICE

You will get a popup message asking you to confirm the action. Click 'Yes, submit this petition.'

×

ARE YOU SURE YOU WANT TO SUBMIT THIS?

This action cannot be undone. After clicking "Yes", please wait until the process completes and you are returned to your petition.

YES, SUBMIT THIS PETITION. NO

You will now see that your petition has been submitted.

HOW TO PRINT A PETITION

1. VIEW THE PETITION

Click on "View" at the right hand side of the petition to open the petition details page

PETITIONS FOR ABRAHAM LINCOLN					CREATE NEW PETITION
JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	April 30, 2020 @ 08:48	Closed	View

2. PRINT THE PETITION

From the petition details page, click 'Print Petition and Signatures'. You will be directed to a PDF which you can download, save and print.

ONLINE PETITION

Candidate Name:	Theodore "Teddy" Roosevelt	E-Qual Link:	https://goqa.azsos.gov/cb56
Election:	City of Phoenix 2020 General Election November 03, 2020	Office:	City of Phoenix City Council District 1
Date Opened:	May 01, 2020	Signatures Collected in E-Qual:	0
Campaign Contact Information:	sample@email.com	Status:	Open
Collection Starts:	April 07, 2020 @ 12:00 AM	Filing Period:	April 29, 2020 @ 08:00 AM to July 06, 2020 @ 05:00 PM

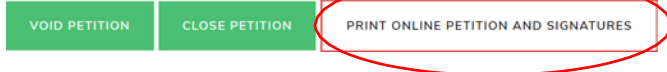
VOTER SIGNATURES

Search:

LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
There are no voter signatures for this petition at this time.					

Showing 0 to 0 of 0 entries

Previous Next



HOW TO SEARCH AND EXPORT VOTER SIGNATURES

1. VIEW THE PETITION

Click 'View' next to the open petition to open the petition details page.

JURISDICTION	ELECTION	OFFICE	OPEN DATE	STATUS	
City of Phoenix	2020 General Election	City Council District 1	May 01, 2020 @ 01:40 PM	Open	View

2. PRINT THE PETITION

Just above the voter signature table, use the search field to search signatures and/or click on 'Export All to CSV' to download a .csv file of all the petition's signatures.

VOTER SIGNATURES					
Search: <input type="text"/> <input type="button" value="CLEAR SEARCH"/>					<input type="button" value="EXPORT ALL TO CSV"/>
LAST NAME	FIRST NAME	ADDRESS	EMAIL	COUNTY	SIGNED
D [REDACTED]	R [REDACTED]	[REDACTED] N 34TH DR, PHOENIX, AZ, 85027		Maricopa	04/30/2020
C [REDACTED]	J [REDACTED]	[REDACTED] W GROVERS AVE, PHOENIX, AZ, 85053		Maricopa	04/30/2020
B [REDACTED]	A [REDACTED]	[REDACTED] N 29TH DR, PHOENIX, AZ, 85053		Maricopa	04/30/2020

Showing 1 to 3 of 3 entries

Previous **1** Next

EXHIBIT B

CITY OF FLAGSTAFF

City Employee Directives

No. 2-170

Title: CIRCULATING POLITICAL PETITIONS IN CITY BUILDINGS

Effective: January 1, 2016

Revision:

Contact: City Manager's Office

A question has been raised on whether or not political petitions may be circulated in City buildings.

It has been our long-standing practice not to allow political petitions to be circulated in City buildings to avoid the public perception that the City sponsors or endorses a particular candidate or issue. In addition, Section 1-60-020 of the Employee Manual prohibits all City employees from engaging in political activity while on City premises, or while in an official uniform of the City. Therefore, we believe City employees should not be placed in the position of reacting one way or another to political/election issues while in their work place.

While it has been the practice to prohibit the circulation of political petitions in City buildings, until now, we have lacked a written policy. Because the question continues to be raised, I am issuing a formal policy, via this notice to all employees, prohibiting the circulation of political petitions in City buildings. The policy applies to all local, state, and national political petitions, both in support of or opposition to political issues or candidates.

Petitions for or against issues, ordinances, resolutions, laws, statutes, or acts of any political subdivision, including petitions circulated to place initiatives and referendums or the name of any person on a ballot for election to any public office shall not be circulated within any City building.

An employee becoming aware of anyone circulating a political petition as described herein should inform the circulator of our policy or refer him/her to the City Clerk.

Thank you for your cooperation.

EXHIBIT C

CITY OF FLAGSTAFF

City Employee Directives

No. 2-050

Title: **REQUESTS FROM COUNCIL CANDIDATES**

Effective: 1994

Revision: **11/15/2005; 07/23/07;
7/28/09; 1/1/2016**

Contact: Office of the City Clerk

I. PURPOSE

To ensure that consistent, accurate, and timely information is provided to all Council candidates and that all Council candidates are treated the same.

II. SYNOPSIS

In 1994, the City Manager formalized the City's long-standing policy that all candidates and candidate groups are to be treated equally. In compliance with the Manager's directive, information requested by a candidate or candidate representative is to be provided to all candidates in the election. In addition, City Personnel Rules (Employee Handbook, No. 1-60-20, "Political Activity") require employees to remain free from political activity while on duty, while on City premises, or in an official uniform of the City.

III. APPLICATION

This policy shall apply to all City Councilmember or Mayoral candidates including incumbents seeking reelection.

IV. DEFINITIONS

A candidate is defined as:

- A. One who has filed the nomination paper, statement of organization, nominating petitions containing sufficient signatures to qualify for the ballot, and a financial disclosure statement with the City Clerk's office to run for the office of Mayor or City Councilmember; or
- B. One who has taken out a City Council or Mayoral candidate packet.

V. PROCEDURE TO IMPLEMENT DIRECTIVE

All known candidates will be informed of the process for obtaining information as outlined below and asked not to place City employees in a difficult position by approaching them directly with questions, requests for information, or to sign Council petitions while on duty.

Information provided to Council candidates is disseminated through the City Manager's Office via the City Clerk. Any candidate or candidate representative requesting information or meetings with staff should be directed to the City Clerk's office.

VI. RESOURCES AVAILABLE TO CANDIDATES

- A. City website: www.flagstaff.az.gov
- B. City Council Meetings: 1st and 3rd Tuesday of every month at **4:30 p.m. and 6:00 p.m.** (Fully linked agenda packets are available on the City's website.)
- C. City Council Work Sessions: Every 2nd, 4th, **or** 5th Tuesday (when applicable) at 6:00 p.m. (live streamed on the City's website and available at any time thereafter)
- D. Board and Commission Meetings (Agendas are available on the City's website.)
- E. City Council meeting minutes and board and commission meeting minutes (available on the City's website)
- F. Cityscape
- G. City Council Candidate Briefing Forum
- H. Local news media.

All of these resources will help candidates on city issues, programs, and activities.

VII. REQUESTS FOR COPIES OF RECORDS

Requests for copies of records are processed in the same manner as citizen requests (Policy No. 2-030 "Copy Charges") and must be submitted in writing to the City Clerk. A candidate wishing to view public documents may do so at no charge during regular business hours. A copy (or copies) of a public document may be obtained; however, a per-page copy fee is assessed. Many City documents are available on line at no cost on the City's website.

VIII. CANDIDATE FORUM/BRIEFING

A candidate briefing is conducted by the City of Flagstaff each election year. Candidates are encouraged to attend the forum and engage in discussion with city staff at that time. At this forum, major policy documents are provided to official Council candidates and presentations are made to candidates by the City Manager and department heads. Candidates are given the opportunity for questions and answers.

IX. REQUESTS TO MEET WITH CITY STAFF

Council candidates may schedule meetings with the City Manager, Deputy City Managers, and the City Clerk to obtain information and get to know the community and the organization. However, candidates are expected to adhere to the protocols outlined below when requesting to meet with all other City staff.

Requests from candidates to schedule meetings with city staff will be accepted after the candidate filing period has expired. No meetings between City staff and candidates will be scheduled prior to the expiration of the candidate filing period. Requests to meet with City staff shall be in writing (e-mail is permissible) and submitted to the City Clerk's office.

- A. The City Clerk will arrange the meeting with the appropriate department head and division head who will determine who will attend the meeting and participate in discussions with candidates.
- B. Because only one meeting per division is allowed and because such meetings will not exceed two hours in duration, it is important for the candidate to identify all the critical division personnel with whom the candidate would like to visit. If follow-up is needed after the meeting, it is permissible for the candidate and the department head/division head to visit either in person, on the telephone, or through some other medium.
 - 1. To avoid any perception or appearance of beneficial opportunity provided to any candidate, all known candidates will be invited to participate in the discussion, and the meeting will be arranged around the schedules of all parties.
 - 2. Meetings with candidates shall be documented and notes filed with the City Clerk's Office.
- C. Candidates may schedule meetings with employee groups/unions; however, the meetings must take place in a location other than at a city-owned facility and at a time when the employee(s) is/are not on duty. Notes of these meetings are not required and department heads, division heads, or other administrative personnel need not attend them.
- D. Candidates who have bona-fide business with the city on other than election matters may continue in the ordinary conduct of their business. If there is any doubt as to whether or not a candidate's business is election-related or related to private business, staff is directed to send the candidate to the City Clerk's office for clarification.
- E. Incumbent City Councilmember candidates are not restricted in any way from carrying out their official business with City staff as long as the interactions and conduct are not election-related. The guiding rule will be that if a Councilmember has routinely engaged in certain interactions, the continuation of such activities is deemed to be a routine performance of duties. However, requests and conduct during an election cycle that are newly arising and have the appearance of being geared toward the election will be redirected to the City Manager's Office for review and determination.