

Flagstaff, Arizona



CANDIDATE ELECTION HANDBOOK

2016

Prepared by:

Flagstaff City Clerk's Office
211 W. Aspen Ave.
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928-213-2076

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INTRODUCTION

The information in this booklet is prepared for you by the Flagstaff City Clerk's Office. We are happy to provide you with laws and required forms, as well as information related to the election process. However, if you have questions regarding the interpretation of election law and/or legal sufficiency of your filing, you may wish to consult with an attorney.

For questions and information, feel free to contact:

Flagstaff City Clerk's Office
City of Flagstaff
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Flagstaff, Arizona 86001

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CANDIDATE QUALIFICATIONS

Article II, Section 5, of the Flagstaff City Charter requires the Mayor and Councilmembers to be qualified electors of the City. A Mayor or Councilmember cannot hold any other public office except that of 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

To be a candidate for office of Mayor or Councilmember, you must be a qualified elector as defined by the Arizona State Constitution and the laws of the State of Arizona for state and county electors. 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. In addition, you must be a resident of the City for at least one year prior to any election.

ELECTION PACKETS

City of Flagstaff election packets contain the required forms for filing nomination petitions, a Political Committee Statement of Organization form, information on campaign finance laws, and campaign finance forms. These forms are described in more detail later in this handbook.

PLEASE NOTE: You must file a political committee Statement of Organization or a \$500 Threshold Exemption Statement **BEFORE** receiving or expending money, or distributing campaign literature.

CANDIDATE CHECKLIST

We will ask you to sign a candidate checklist that acknowledges receipt of all campaign materials. It should be completed when you or your representative pick up an election packet. As part of the initial meeting, we review all of the documents with you and explain their purpose. Together, we verify that all of the documents listed on the receipt are in the packet. Nevertheless, should you lose your packet or any of its documents and/or forms, we can easily replace the materials for you.

FINANCIAL DISCLOSURE STATEMENT

Your completed Financial Disclosure Statement is required at the time nomination petitions are filed.

NOMINATION PETITIONS (NONPARTISAN)

The election packet contains five nonpartisan nomination petitions. Candidates usually prefer to include a photograph where indicated, fill in the blanks and then copy as needed.

The earliest date for filing petitions is May 2, 2016. **The deadline for filing petitions, Nomination Paper and Financial Disclosure Statement is 5:00 p.m., on June 1, 2016.**

Percentage of Signatures Required

The percentage 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. In the 2014 mayoral election, 15,417 votes were cast for Mayor. This means that your nominating petitions must contain between **771** (5%) and **1,542** (10%) valid signatures.

NOMINATION PAPER/AFFIDAVIT OF QUALIFICATION/CAMPAIGN FINANCE LAWS STATEMENT

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.

PETITION CIRCULATORS

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. For more information regarding non-resident petition circulators, click [here](#).

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 A 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 July 21, 2016, for the primary election or September 29, 2016, for the general election (40 days prior to the election).

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, with one exception: death, withdrawal, or disqualification of a candidate whose name appears on the ballot. 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.

WRITE-IN VOTES MAY ONLY BE COUNTED FOR THOSE PERSONS WHO HAVE FILED REQUIRED NOMINATION PAPERS.

CAMPAIGN FINANCE

Campaign finance laws are complex and highly technical. As in past elections, City staff cannot interpret campaign finance law for you. We will provide you, though, with information, forms, guides, and laws needed to complete the required forms. The election packet contains:

1. Instructions on how to access ARS Title 16, Chapter 6, Campaign Contributions and Expenses.
2. Copies of required campaign finance forms, along with an instruction handbook for completing the forms.

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

FORMS AND REPORTS

NOTE: You must file a Political Committee Statement of Organization or a \$500 Threshold Exemption Statement **BEFORE** receiving or expending money, or distributing campaign literature.

All of the following forms are available in electronic format on the City's website at [FORMS](#). The forms are fillable and can be copied directly to your computer.

Political Committee Statement Of Organization

If you receive contributions or make expenditures totaling more than \$500 in connection with a campaign for public office, the law states that a political committee must be created to serve as your campaign committee. In this case, a Political Committee Statement of Organization must be filed within five days of receiving such contributions or making such expenditures. If any information contained on the statement of organization changes, it must be amended within five days of the change of information.

\$500 Threshold Exemption Statement

If you don't anticipate spending or collecting \$500 during the election period you may file a \$500 Threshold Exemption Statement. A copy of the form is included in the election packet. Upon filing the statement, additional campaign finance reports over the election period are unnecessary. However, all records should be maintained because if your committee's expenditures or contributions exceed \$500, a full campaign finance report must be filed with our office within five business days, after which you will need to file subsequent regular reports prior to each reporting deadline.

Political Committee Campaign Finance Report

Political and 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 election packet. This is intended for use as a master copy from which you can make additional copies for your various reporting periods. If needed, though, we have extra copies and will be happy to provide them to you. Additionally, these forms are available on the City's website. **Be sure that you make a note of your filing deadlines and that your reports are filed in a timely manner.** The required reports and respective dates for filing are:

REPORT	PERIOD COVERED	FILING PERIOD
JANUARY 31	11/25/14 thru 12/31/15.....	01/01/16 and 02/01/16
JUNE 30.....	01/01/16 thru 05/31/16.....	06/01/16 and 06/30/16
PRE-PRIMARY	06/01/16 thru 08/18/16.....	08/19/16 and 08/26/16
POST-PRIMARY.....	08/19/16 thru 09/19/16.....	09/20/16 and 09/29/16
PRE-GENERAL	09/20/16 thru 10/27/16.....	10/28/16 and 11/04/16
POST-GENERAL.....	10/28/16 thru 11/28/16.....	11/29/16 and 12/08/16
JANUARY 31	11/29/16 thru 12/31/17.....	01/01/18 and 01/31/18

Either you or your committee treasurer must sign each report listed above.

No Activity Statement

If you don't receive any contributions or make any expenditures during a period in which a campaign finance report is required, the committee treasurer or candidate may sign and file a Political Committee No Activity Statement, in lieu of filing a report. One copy of the form is included in the election packet and may be photocopied if an additional quantity is needed.

CAMPAIGN CONTRIBUTION LIMITS

Campaign contribution limits are listed on the 2016 Election Cycle Campaign Contribution Limits chart contained in the election packet.

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 business day the violation continues, up to a total of \$450. If a committee fails to file a report fifteen days after receipt of written notice from the City Clerk that such report is due, the City Clerk must notify the City Attorney of the committee's failure to file the report, and the committee becomes liable for a civil penalty of \$25 for each subsequent day the filing is late.

A candidate who knowingly refuses or fails to file a campaign finance report may not offer himself for nomination or election to any salaried state or local office for a period of five years.

Upon request from the Attorney General, Secretary of State, or any officer with whom a political committee's finance reports are filed, the treasurer of the committee must provide any of the records required to be kept by the committee.

TERMINATION OF POLITICAL COMMITTEES

You may terminate your political 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.

Surplus monies must be disposed of as follows:

1. Retained for use in a subsequent election, which includes a transfer by a candidate's campaign committee to that candidate's campaign committee designated for a subsequent election.
2. Returned to the contributor to the extent records are available permitting such return.
3. Contributed to a state, county, or local committee of a political party.
4. Donated to a charitable organization qualified under § 501(c)(3) of the United States Internal Revenue Code.
5. Donated to a political committee other than a candidate's campaign committee.
6. In the case of a political committee other than a candidate's committee, surplus monies can be contributed to a candidate's campaign committee, if the contribution is within the contribution limits set by law.

The use of surplus monies for the personal use of a candidate or any person related to the candidate by blood or marriage is prohibited.

CAMPAIGNING

PROMOTIONAL MATERIAL

A political committee that makes an expenditure for campaign literature or advertisements that expressly advocate the election or defeat of any candidate or that makes any solicitation of contributions to any political committees must, with the exceptions noted below, disclose who has paid for the document. The disclosures must be printed clearly and legibly in a conspicuous manner or, if the advertisement is broadcast on a telecommunications system, the disclosure must be spoken with the following exception: For communications that are broadcast on a telecommunications system or other medium that can provide a viewable disclosure and a spoken disclosure, the disclosure may be made in printed format only and a spoken disclosure is not required. If the literature or advertisement has been authorized or paid for by the candidate or his campaign committee or an agent of either of them, it must be so noted on the documents. If not authorized or paid for by the candidate or his committee, then the name of the committee that paid for the ad and the name, address and phone number of the chairman of that committee must be included, plus a notation that the literature is not authorized by the candidate or his committee.

This disclosure requirement (A.R.S. §16-912) exempts bumper stickers, campaign buttons and similar small items as well as signs paid for by a candidate with campaign monies or by a candidate's campaign committee, or to a solicitation of contributions by a separate segregated fund from corporations or labor organizations. For printed material that is delivered or provided by hand or by mail, the disclosure must be printed clearly and legibly and include the words "*paid for by*" followed by the name of the entity making the expenditure and shall state that it is not authorized by any candidate or candidate's committee.

If the communication is broadcast on a telecommunications system, the disclosure shall be both written and spoken at the end of the communication, except that if the written disclosure statement is displayed for at least five seconds of a thirty second communications broadcast or ten seconds of a sixty second communications broadcast, a spoken disclosure statement is not required. The written disclosure statement shall be printed in letters that are displayed in a height that is equal to or greater than four per cent of the vertical picture height.

If the expenditure for the literature or advertisements is an independent expenditure, the political committee, in addition to the disclosures required above, must include on the literature or advertisement the names and telephone numbers of the three political committees making the largest contributions made during the calendar year in which the independent expenditure is made to the committee making the independent expenditure. If an acronym is used to name any political committee, the name of any sponsoring organization of the committee must also be printed or spoken.

A political committee, corporation, limited liability company or labor organization that makes independent expenditures for literature or an advertisement relating to any one candidate or office within sixty days of the election, must send by certified mail a copy of the literature or advertisement to each candidate named or otherwise referred to in the literature or advertisement twenty four hours after depositing it at the post office for mailing or twenty-four hours after submitting it to a telecommunications system for broadcast or twenty-four hours after submitting it to a newspaper for printing.

Persons who violate the laws pertaining to campaign literature and advertisements are subject to a civil penalty of up to three times the cost of the literature or advertisement.

Private Corporations and Labor Organizations

Private Corporations and Labor Organizations Corporations, limited liability companies and labor organizations may now make independent expenditures in candidate elections and may contribute to an independent expenditure committee. If they spend \$1,000 or more in a city election in an election cycle they must register and notify the city clerk not later than one day after making that expenditure. Saturdays, Sunday and legal holidays are not included in this deadline calculation. Notification must be made each time an amount over \$1,000 is expended; registration is only required once during an election cycle. The clerk is to provide public access to the information, but is not required to provide website access.

Registration shall include the name and address of the corporation, limited liability company or labor organization plus the name, title, e-mail address and telephone number of the person who authorized the independent expenditure. Each notification must include:

1. The name and address of the corporation, limited liability company or labor organization making the independent expenditure.
2. The amount of the expenditure and the name of the vendor or other payee receiving the expenditure.
3. The name of the candidate and race in which the expenditure was made and whether the expenditure was in support of or opposition to the candidate.
4. The communication medium and description of what was purchased with the expenditure.
5. The date of the expenditure.

If the corporation, limited liability company or labor organization did not register and provide a notarized sworn statement in advance of the expenditure, the corporation, limited liability company or labor organization shall file with the city clerk within five days after the initial \$1,000 expenditure a notarized sworn statement that the person, agent or officer filing the registration and notice had authority to make that expenditure on behalf of the corporation, limited liability company or labor organization. Until the city clerk receives the notarized sworn statement, the clerk shall categorize the notification as unverified. If the city clerk does not receive the notarized sworn statement within the required five day time frame, the notification shall be categorized as both unverified and delinquent. The city clerk must make reasonable efforts to contact the entity that made the expenditure and remove the notification from public view within a reasonable time if unable to verify that the entity made the expenditure. Otherwise the entity is subject to the provisions for violation of campaign finance laws as provided in A.R.S. §16-924 and a civil penalty of up to three times the total amount of the expenditure. The city clerk would report an alleged violation to the city attorney.

There are very specific requirements for indicating the source of funds. Any literature or advertisement that is purchased with monies from a corporation, limited liability company or labor organization making an independent expenditure in an attempt to influence the outcome of a candidate election must disclose the name of the corporation, limited liability company or labor organization making the expenditure. Any disclosure statement required must be printed clearly

and legibly in a conspicuous manner. If the communication is broadcast on radio, the information must be spoken at the end of the communication. If the communication is broadcast on a telecommunications system, the information must be both written and spoken at the end of the communication, except that if the disclosure statement is written for at least five seconds of a 30 second advertisement broadcast or 10 seconds of a 60 second advertisement broadcast, a spoken disclosure statement is not required. If the communication is broadcast on a telecommunications system, the written disclosure statement is to be printed in letters equal to or larger than four per cent of the vertical picture height. The literature or advertisement must include the words "paid for by" in the disclosure followed by the name of the entity making the expenditure and also state that it is not authorized by any candidate or candidate's campaign committee.

This requirement does not apply to bumper stickers, pins, buttons, pens and similar small items on which the disclosure statements cannot be conveniently printed or to a communication by an organization solely to its members. Penalties for failure to register, notify or disclose include being subject to a civil action pursuant to A.R.S. § 16-924 brought by the city or town attorney for a civil penalty of up to three times the total amount of the expenditure. Any person who makes a knowingly false filing relating to an independent expenditure is guilty of a class 1 misdemeanor. Cities may make their own reasonable cause determinations for violations of A.R.S. §16-914.02 or may elect to continue to have the office of the Secretary of State make those reasonable cause determinations on their behalf. A civil or criminal enforcement action may not be filed until after the issuance of a reasonable cause determination.

Any entity that makes an independent expenditure and that is organized primarily for the purpose of influencing an election and that is a combination of corporations, limited liability companies or labor organizations or that is a corporation, limited liability company or labor organization that accepts donations or contributions shall file with the city clerk as a political committee under the regular campaign finance laws.

For the purposes of this filing requirement, an expenditure occurs on the date on which literature or advertisements are deposited at the post office for mailing, submitted to a communications system for broadcast or submitted to a newspaper or similar print medium for printing and, with respect to an expenditure for signs, the date on which a sign is first posted. Independent expenditure has the same meaning prescribed in A.R.S. §16-901, except that it is made by a corporation or its subsidiaries, branches, divisions or affiliates and their families, a limited liability company or a labor organization and with the exception of the date of the expenditure as described in this paragraph.

SIGNS

The Flagstaff City Council is currently in the process of revising the City's Sign Code (City Code Division 10.50-100), which will likely impact where and the manner in which political campaign signs can be displayed in the City of Flagstaff. The revised sign code is scheduled to be adopted in early April 2016 and effective 30 days later. Please check the City Election Policies/Signs website in April for updates.

CANDIDATE FORUM

A Council candidate orientation meeting will be held sometime in 2016. Department and division heads will be on hand for presentations and to provide an opportunity for you to ask questions and learn more about City operations.

POLICIES

Campaigning on City Property

City personnel rules require 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 Council 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 B. All candidates will be treated equally under this policy.

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.

Requests to meet with City staff will be accepted after the candidate filing deadline (June 1, 2016). 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.

IMPORTANT DATES TO REMEMBER

Last day to Register to Vote in Primary Election:	Monday	08/01/16
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PRIMARY ELECTION/Last Day to Return Ballots	Tuesday	08/30/16
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Last Day to Register to Vote in General Election	Monday	10/10/16
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ELECTION DAY/Last Day to Return Ballots	Tuesday	11/08/16
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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.

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 **4:00 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.