

IMPORTANT ELECTION DATES CHECKLIST

- Jan/Feb 2020 NRCB Formation of Election Board:
One Inspector & Two Judges
- February 2020 Election Board to receive ALSD Election Advisory Guide and Election Materials.
- Weeks of Feb 23 and –
March 2, 2020 Notice of NRCB Election to be posted
- March 23, 2020 **Deadline:** Submit to ALSD Write-in Candidate Nomination Petition. No Signatures Required.
NOTE: copy of candidate's cooperator agreement, voter registration and driver's license should be provided to ALSD.
- April 13, 2020 **Deadline:** for Election Board to Submit to ALSD the Ballot Request Form.
- April 22, 2020 **Deadline:** Submit to ALSD Nominated Candidate Petition 25 Signatures Required
NOTE: copy of candidate's cooperator agreement, voter registration and driver's license should be provided to ALSD.
- April 23, 2020 Official Ballots Mailed out by ALSD to be mailed to cooperators and for polling locations.
Email Notification of Uncontested Election – In This Case, No Election Will Need to be Held.
- May 2, 2020 Election Day
- May/June 2020 Elected Supervisors meet to select temporary chair and submit nominees to the ALSD Commissioner for the two appointed positions.

Biennial Election of Supervisors:

A.R.S. § 37-1051 A. establishes the first Saturday in May of even numbered years as the election date.

NRCD Election Board:

Early on, usually January or February of the election year, each district shall appoint an election board responsible for the entire election process (A.R.S. § 16-531). Election officers must be qualified district electors. It is the duty of the election board to conduct the election in a fair and unbiased manner. The inspector is the chair of the election board and may appoint qualified judges if, during the progress of the election, any judge ceases to act. In all questions concerning the eligibility of voters, the election board is to act as a body and the concurrence of a majority shall be the decision of the board.

The Electoral Board shall consist of:

- a) One inspector: preferably one of the elected supervisors who is not up for election.
- b) Two judges: additional supervisors or cooperators of the district at large. The election board is responsible for posting public notices of election, availability of nominating petitions, monitoring the polling place, tallying of cast ballots, submitting the final tally sheet to the ASLD NRCD Manager, and the security / retention of all election records.

Notice of Election:

The notice is usually completed in February or March and should inform the general public of:

1. The name of the district soliciting petitions for candidate nomination.
2. The date of the election.
3. The location / locations of the polling place.
4. The time period during which the polling place is open.
5. Candidate qualification and eligibility requirements:
 - a. Must be 18 years of age.
 - b. A registered voter in the State of Arizona.
 - c. A resident of the district in which the election is being held.
 - d. Have a current Cooperative Agreement with the district in question.
6. Instructions on how to become a cooperator with the district, if they are not.
7. Location at which nomination papers and write-in papers may be obtained.
8. Instructions on where both types of nominations need to be filed. Nominating papers must be filed 10 days and Write-in papers filed 40 days prior to the scheduled date of election at the following location:

NRCD Program Manager
Arizona State Land Department
1616 W. Adams
Phoenix, AZ 85007