

PRE- AND POST-ELECTION STEPS FOR SPECIAL DISTRICTS

BEFORE THE ELECTION

Public Notices Regarding the Election:

If the district's election is held in conjunction with the General Election (the November election held in even-numbered years), it is not necessary to publish notice of the election. (See A.R.S. §16-226.)

If the district's election is not held in conjunction with the General Election it is considered to be a "nonpartisan" election and notice of the election must be provided. (See A.R.S. §16-227 and §16-228 for specifics regarding notice requirements.)

Affidavit of Compliance:

If the district's election is not held in conjunction with the General Election, the district must file with the Board of Supervisors an affidavit of compliance with applicable federal and state election laws no later than five (5) days before the election, as required by A.R.S. §16-229. An Affidavit of Compliance form is available on the Special Districts Department page of the Yavapai County website, under "Forms."

AFTER THE ELECTION

Canvass the Election:

The governing body of the district must meet in a public meeting and canvass the election not less than six (6) days nor more than twenty (20) days after the election. If any election returns are not available, the canvass is postponed from day to day until all the returns have been received or until the canvass has been postponed six (6) times. (See A.R.S. §16-642.)

Following the governing body's canvass, a certified copy of the canvass must be sent to the Board of Supervisors. The Board of Supervisors will acknowledge receipt of the canvass at a public meeting, and will send the district confirmation that the canvass was received and acknowledged. For purposes of contesting an election, the canvass is not complete until a copy has been received by the Board of Supervisors. (See A.R.S. §16-642.)

Districts that contain more than one election precinct must file a canvass that contains the number of votes by precinct received by each candidate. (See A.R.S. §16-646.)

Two canvass forms are available on the Special Districts Department page of the Yavapai County website, under "Forms." One form is designed for districts that contain only one election precinct. The other form is for precincts that contain more than one election precinct and is designed to allow for attachment of the election results that the Yavapai County Elections Department provides to districts for which it conducts elections. The form allowing for attachment of election results may also be used by districts with only one election precinct if that is more convenient for them.

Tie Vote: If you have a tie vote, follow the provisions of A.R.S. §16-649.

Provide Election Certificates, Oaths of Office and Open Meeting Law Information:

An Election Certificate, Oath of Office form and copy of the Open Meeting Law should be provided to each person elected to office. An Election Certificate form in fillable format is available on the Special Districts Department page of the Yavapai County website, under "Forms." Also available on that page is an Oath of Office form in fillable format. Officers must complete the Oath of Office prior to being seated on the board. Under "Useful Publications" on the same page there is a link for the Open Meeting Law where you can print off a copy of the Open Meeting Law booklet prepared by the Arizona Ombudsman Office. Copies of the Open Meeting Law booklet are also available at no charge from the Ombudsman Office. Call that office at 1-800-872-2879 or 602-277-7292 to request copies.

Update Board Membership:

In an effort to keep its Special Districts Directory up to date, Yavapai County requests that when you file your canvass with the Board of Supervisors you also provide a list of the members of your board of directors that has been updated to include newly-elected members. A form for this is available on the Special Districts Department page of the Yavapai County website under "Forms."