



Candidate Information

Election Day: November 5, 2019

Open Positions for the City of Las Cruces:

Mayor

Councilor for District 1

Councilor for District 2

Councilor for District 4

Presiding Municipal Judge

Linda Lewis, CMC

City of Las Cruces City Clerk

575-541-2115, llewis@las-cruces.org

2019 ELECTION CALENDAR

- 08-07-19 Secretary of State issues Local Election Proclamation
- 08-07-19 Last day for candidates to update their voter registration
- 08-27-19 Candidate filing day at the County Clerk's Office
- 08-27-19 Filing of 1st campaign expenditure report with the City Clerk (*LCMC Sec. 8-37A(1)*) **(Only the Candidate or an authorized person can file this report and there is a \$50.00 per day penalty for late filing) (LCMC Sec. 8-37A(1))**
- 09-06-19 Deadline for Candidate Certification and Notification to candidates in writing by County Clerk
- 09-03-19 Candidate Disclosure Statement due to City Clerk (City Charter Sec. 10.10(a))
- 10-08-19 Early voting begins at the Doña Ana County Government Center, 845 N. Motel Blvd. (M-F 8:00am-5:00pm)
- 10-15-19 Filing of 2nd campaign expenditure report to City Clerk (*LCMC Sec. 8-37A(3)*) **(Only Candidate or authorized person can file this report, \$50.00 per day penalty for late filing) (LCMC Sec. 8-37(d))**
- 10-19-19 Early voting begins at seven (7) alternate locations (Tues-Sat 11:00am-7:00pm)
- 10-29-19 Deadline for candidates to file a petition for appointment of watchers and alternates for each polling place.
- 11-02-19 Last day to vote for Early Voting
- 11-05-19 ELECTION DAY**
- 11-15-19 Deadline to certify election results by Board of County Commissioners
- 11-26-19 Secretary of State Canvass Board Certification
- 12-05-19 Filing of final campaign expenditure report to City Clerk. (*LCMC Sec. 8-37A(5)*) **(Only Candidate or authorized person can file this report, \$50.00 per day penalty for late filing)(LCMC Sec. 8-37(d))**
- 12-10-19 **OATH OF OFFICE.** Doña Ana County Commission Regular Meeting
- 01-06-20 First meeting of **ALL** newly elected municipal officials.

DECLARATION OF CANDIDACY INFORMATION

If you are interested in becoming a candidate for Mayor, Councilor or Presiding Judge for the City of Las Cruces - Election Day is November 5, 2019. As a potential candidate, there are things you need to know concerning the election process.

WHEN DO I FILE FOR OFFICE?

August 27, 2019, between the hours of 9:00 a.m. and 5:00 p.m. This is the **ONLY** time the County Clerk can accept a declaration of candidacy for a candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form; **AND**
2. The Las Cruces City Charter requires a candidate for municipal court judge to be a member of the New Mexico State Bar, Section 9.03(a). A copy of the candidate's New Mexico State Bar card is **required** to be filed with their declaration of candidacy.
3. Campaign Finance Report - file with the City Clerk at City Hall
4. Disclosure Statement – file with the City Clerk at City Hall

The Declaration of Candidacy form is provided with this information packet and must be used for filing. **Only this form will be accepted.** Please read through the form and understand the requirements of the information you need to provide. Your signature is required to be notarized.

If you are unable to personally appear on August 27, 2019, you may authorize another individual to file on your behalf by including an Affidavit Authorizing Filing of Declaration of Candidacy with your Declaration of Candidacy form. This provides an authorized representative to file for you during the election process. An authorized representative acts for the official candidate in any part of the election process that requires or permits a candidate to appear. This form is required to be notarized. You, as the candidate, must sign your Declaration of Candidacy, the representative may not.

When the Declaration of Candidacy is filed in the office of the County Clerk, **it becomes a public record.**

On September 6, 2019, the County Clerk shall notify in writing the certified candidates as well as those who have not been certified and the reason for non-certification.

WHEN IS MY DISCLOSURE STATEMENT DUE?

Your Candidate Disclosure Statement must be filed within five (5) working days of filing for office. **It must be filed by Tuesday, September 3, 2019 at the City of Las Cruces Clerk's Office.**

WHAT OTHER INFORMATION DO I NEED?

Included in this information packet is a complete election calendar of events. If you have any questions regarding the administration of the election on November 5th, 2019, please call the **County Clerk's Office** at **647-7428** and they will assist you.

If you need information on **Campaign Finance Reporting**, contact the Las Cruces City Clerk at **541-2115**.

If you need information on **Las Cruces City Budget**, contact the Budget Office located on the 3rd floor of City Hall. **541-2300**.

Las Cruces City Personnel Information may be reviewed in Human Resource located on the 2nd floor of City Hall. **528-3100**.

The County administers the election and the Secretary of State conducts oversight of Municipal elections. If you wish to contact the Secretary of State, **Bureau of Elections**, their number is **505-827-3600**.

CERTIFIED CANDIDATE INFORMATION

1. After the issuance of the Local Election Proclamation by the Secretary of State, it will be published twice in English and Spanish
2. The County Clerk will certify the ballots on September 6, 2019 and the Candidate's name will appear on the ballot **exactly as shown on the candidate's voters registration.**
3. The Doña Ana County Commission will appoint the election board members. No relatives of any candidate can serve on an election board.
4. Certification of the voting machines will be done in October. The County Clerk notifies the public of the time and place of the machine certification and voters, members of the public, and candidates are welcome to observe.
5. Election training for all election board members will be done in October. The County Clerk notifies of the time and place of the election training and are welcome to observe.
6. October 29, 2019 is the deadline for candidates to file a petition for appointment of watchers and alternates for each polling place.
7. November 2, 2019 is the last day for early voting.
8. **Election Day is November 5, 2019. Voting times are between the hours of 7:00 am and 7:00 pm.** The Presiding Judge and Election Board workers at each polling place have control of the election process during this time. Candidates may not interfere in any way with the election process.
9. There is **no campaigning within 100 feet of the door through which voters enter to vote.** There will be no campaign literature allowed within this space.
10. After the polls close, a copy of the unofficial results from that polling location will be posted at that site and available to the public. All election results will be returned to the Doña Ana County building after the election board has completed their

procedures. The election returns will be given to the County Clerk, who will provide **UNOFFICIAL** results from each polling place.

11. The Board of County Commissioners will convene as the county canvassing board within 10 days.
12. A ceremony to administer the **OATH OF OFFICE** for **all newly elected officials** will be scheduled at a Doña Ana County Commission meeting after the election, on December 10 before the start of their terms on January 1, 2020.
13. The first regularly scheduled meeting for the newly elected municipal officials will be held on January 6, 2020 after completion of any unfinished business by the outgoing Council.

WATCHERS AND OBSERVERS

If a campaign wishes to have a watcher for their polling places, you must notify the Secretary of State seven days prior to the start of early voting or election day. The Secretary of State will notify the County Clerk of the list of qualified watchers five days before Election Day.

On Election Day, qualified watchers shall present written appointment to the Election Board of a polling place.

NMSA Section 1-2-29. Watchers and election observers; permissible activities.

A. Upon presentation to a precinct board [election board] of a written appointment, a watcher or election observer may:

- (1) be present at any time from the time the election board convenes at the polling place until the completion of the election board's duties after the polls close;
- (2) be permitted to observe that the election is being conducted in accordance with the Election Code;
- (3) view the precinct voter list to ascertain whether a voter has voted, subject to the same prohibitions and restrictions as are placed upon challengers by the Election Code;
- (4) view any voting machine being used in the precinct in the same manner that challengers may examine the voting machines; and
- (5) make in any polling place and preserve for future reference written memoranda of any action or omission on the part of any member of the election board charged with the performance of a duty by the Election Code.

B. A watcher appointed on behalf of candidates may be present only in polling locations within the county of appointment

FORMS AND REQUIREMENTS

Included in this information package are various forms you will need to file throughout the election process. All forms should be originals and you can make copies of the forms for your use during the campaign.

POLITICAL SIGN REQUIREMENTS

According to the Municipal Sign Code (Section 36-86 LCMC 1997) the following requirements must be complied with:

Sec. 36-86. Political signs.

1. No individual political sign shall exceed 32 square feet in area (unless the political sign is on a duly permitted billboard).

2. No political signs may be erected earlier than ninety (90) days before the election (August 7, 2019) and shall be removed within ten (10) days following the election (November 15, 2019).
3. Political signs are permitted to be placed on fences/walls (e.g. chain link fences, retaining walls, rock walls), but are not permitted to be placed in clear sight triangles or in a manner that would prevent clear sight of vehicles. For more information on sign placement, please review LCMC Section 36-11 or contact the Sign Administrator for the City of Las Cruces, 528-3222.
4. All campaign advertising or communication must specify the name of the sponsor or the name of a responsible officer who authorized the printing or publication in a municipal election. A telephone contact number for the entity or individual must be included on the advertising or communication. (LCMC Section 8-34).

Declaration of Candidacy

I, _____, (candidate's name on certificate of registration), being first duly sworn, say that I am a voter of the county of _____, State of New Mexico. I reside at _____ and was registered to vote at that place on the date of the proclamation calling this election;

I reside within and am registered to vote in the area to be elected to represented;

I desire to become a candidate for the office of _____ at the regular local election to be held in November of the year this declaration is filed;

I will be eligible and legally qualified to hold this office at the beginning of its term; and

I make the foregoing affidavit under oath, knowing that any false statement herein constitutes a felony punishable under the criminal laws of New Mexico.

Signature of Declarant

Mailing Address

Residence Address

Subscribed and sworn to before me this _____ day of _____, 2019.

My commission expires: _____
Notary Public

Received in the office of the County Clerk at _____ (am/pm) on the 27 th day of August, 2019. _____ County Clerk

6. List all real estate in which you have any interest, stating for each piece of property the nature of your interest, and a legal description or other description sufficient to identify the location and extent of property held.

7. List all investments held.

Signature

Printed Name

Date

Representative Affidavit

**AFFIDAVIT AUTHORIZING FILING
OF DECLARATION OF CANDIDACY
AND AUTHORIZED REPRESENTATIVE FOR
ELECTION PROCESS**

I, _____, being first duly sworn upon my oath do hereby state for my affidavit, that I hereby appoint and authorize

_____ who resides at

_____ Las Cruces, New Mexico to file my declaration of candidacy and act as my authorized representative for the election process with the office of the County Clerk of the City of Las Cruces, New Mexico.

Signature of Declarant

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public

My commission expires:

CAMPAIGN FIANCING SUMMARY STATEMENT

Candidate or Committee Name: _____

Mailing Address/Zip Code: _____

Contact Person & Telephone: _____

	First Statement	Second Statement	Third Statement	Total of all statements
Contributions - Cash/Checks				
Contributions - In-Kind				
Total Contributions				
Expenditures - Cash/Checks/Loans				
Expenditures - In-Kind				
Total Expenditures				

Required by Article VII, Section 7.01(D) of the Las Cruces City Charter

Signature

Subscribed and sworn to before me this _____ day of _____, 2019.

Notary Public

My commission expires:
