



CITY OF ARTESIA

**Mayor (Four-year term)
and
Councilor (Four-year term)**

2022 CANDIDATE PACKET

City Clerk's Office
svalverde@artesianm.gov

(575) 748-8284

About this Guide:

This publication has been prepared by the Office of the City Clerk of Artesia, New Mexico, to serve as a reference for candidates seeking municipal office in the 2022 regular local election. We recommend that even experienced candidates take time to review this guide as recent amendments to local and state laws have made dramatic changes to the way elections are managed in New Mexico. Please note, this guide is intended to be a reference on the election process and not a legal authority. Despite our good faith efforts and multiple reviews, this guide may contain inadvertent errors. Please email svalverde@artesianm.gov immediately if you notice any error. Also, please remember that this guide is not a substitute for legal research or for the advice of an attorney. Copies of the New Mexico Election Code and the City Code can all be obtained electronically. It is important that users of this guide read it in conjunction with the laws referenced herein. This guide is written specifically for City Council and Mayor candidates for the 2022 regular local election. If you have any questions about the information in this guide or if you have questions regarding running for office that are not addressed in this guide, please feel free to call the City Clerk's office at: 575-748-8284 or 575-748-8289.



Table of Contents

2022 OVERVIEW OF REGULAR MUNICIPAL ELECTION CALENDAR	3
DECLARATION OF CANDIDACY INFORMATION	4
WHEN DO I FILE FOR OFFICE?	4
HOW DOES THE CITY CLERK CERTIFY MY CANDIDACY?	4
WHAT OTHER INFORMATION DO I NEED?.....	5
IS THIS A PAID POSITION?	5
CAN I STILL RUN FOR OFFICE IF I DON'T FILE ON JANUARY 7TH?	5
WHAT HAPPENS IF I CHANGE MY MIND ABOUT RUNNING FOR OFFICE?	6
CERTIFIED CANDIDATE INFORMATION	6
WATCHERS 1-2-27	7
ABSENTEE VOTING.....	8
ABSENTEE BALLOT APPLICATION	8
ABSENTEE BALLOTS.....	8
EARLY VOTING	8
SAMPLE BALLOTS.....	8
ELECTION RESULTS.....	9
FORMS AND REQUIREMENTS.....	9
POLITICAL SIGN REQUIREMENTS.....	10
CANDIDATE CONTACT INFORMATION.....	11



2022 Overview of Regular Municipal Election Calendar

10-26-21	Adoption of Resolution calling for Municipal Election	1-22-4
01/04/2022	Candidate filing day (9:00 a.m. – 5:00 p.m.)	1-22-3.1 E
01-07-22	Candidate certification by City Clerk by 5:00 p.m.	1.22.3.1. E
01-11-22	Last day to withdrawal of candidacy	01.10.6 C
01-11-22	Write-In candidate filing Day (9:00 a.m. – 5:00 p.m.)	1.22.3.1 E
01-14-22	Write-In candidate certification by City Clerk by 5:00 p.m.	1.22.3.1 E
01-18-22	Last day to withdrawal of write-in candidacy	10.10.6 C
02-01-22	Absentee voting begins	1.6.5 F
02-01-22	Early voting begins	1.6.5.7 A
02-25-22	Last day to mail absentee ballot	1.6.5 F
02-26-22	Last day for early voting 10:00 a.m. – 6:00 p.m.	1.6.5. A
03-01-22	ELECTION DAY 7:00 a.m. – 7:00 p.m.	1.22.3.1 A
03-07-22 – 03-11-22	Canvassing Board meets to certify canvass	1.13.13. A
6 days after canvass	Deadline to request recount/recheck	1.14.14
04-01-22	Candidate presents certificate election and takes oath of office	1.22.3.1 F 1.22.18



Declaration of Candidacy Information

If you are interested in becoming a candidate for Mayor or Councilor for the City of Artesia, Election Day is March 1st, 2022. As a potential candidate, there are things you need to know concerning the election process, your rights and responsibilities, and the rights and responsibilities of the City Clerk.

When do I file for office?

January 4th, 2022, between the hours of 9:00 AM and 5:00 PM is the only time the City Clerk can accept a declaration of candidacy for a candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form

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. There will be a notary available for your signature in the City Clerk's Office if you need one.

The Affidavit of voter registration must show the address as a street address, not a post office box. The address on the affidavit and the declaration must match. Certifications of voter registration may be obtained from the Eddy County Clerk. You may call the **North Eddy County Office** at **(575) 746-2541** or the **Carlsbad Office** **(575) 885-3383** to request your affidavit.

If you are unable to personally appear on January 4th, 2022, an Affidavit Authorizing Filing of Declaration of Candidacy is also available. This provides an authorized representative 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 City Clerk, it becomes a public record.

How does the City Clerk certify my candidacy?



From the information provided on the Declaration of Candidacy form, the City Clerk determines (in the case of someone filing to run for Mayor), if the individual resides within the municipal limits, and is a qualified elector. For someone who has filed to run for Councilor, the City Clerk determines if the individual is a qualified elector, and if the individual resides in the district for which he/she has filed a declaration of candidacy.

On January 7th, 2022, by 5:00 PM the City Clerk shall send notice to the candidate if the candidate is a qualified or non-qualified candidate.

What other information do I need?

Included in this information packet is a complete election calendar of events. If you have any questions on any of the events or any citywide question, call the **City Clerk's Office** at **746-2122 ext. 8289** or **ext. 8284** and we will try to find the answer.

You may also email your requests for information to: Summer Valverde (svalverde@artesianm.gov) or Cynthia Martinez (cmartinez@artesiannm.gov).

For information about any of the city departments, budget, etc. please contact the City Clerk's office, 746-2122. The City also has a website www.artesianm.gov that may answer some of your questions. Additional information about municipal government and elected officials can be found at the New Mexico Municipal League website www.nmml.org

Is this a paid position?

The compensation for Mayor for the City of Artesia is nine hundred dollars (\$900.00) per month.

The compensation for Mayor Pro Tem (selected by Councilors) is seven hundred dollars (\$700) per month.

The compensation for Councilors is six hundred dollars (\$600) per month.

Can I still run for office if I don't file on January 7th?

If you decide to run for office after the January 4th filing day, you may still choose to run as a write-in candidate.

January 11th, 2022, between the hours of 9:00 AM and 5:00 PM is the only time the City Clerk can accept a declaration of candidacy for a write-in candidate.

All candidates must file the following documents:

1. A Declaration of Candidacy form.



The Write-in 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. There will be a notary available for your signature in the City Clerk's Office if you need one.

If you are unable to personally appear on January 11, 2022, an Affidavit Authorizing Filing of Declaration of Candidacy is also available in this packet. This provides an authorized representative 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 City Clerk, it becomes a public record.

What happens if I change my mind about running for office?

For candidates that file on January 4th, 2022, the deadline to withdraw the candidacy is January 11th, 2022. This will remove the candidate's name from the ballot. If you, the candidate withdraws after this date, your name will still appear on the ballot. The form to withdraw the candidacy is included in this packet.

For write-in candidates that file on January 11th, 2022, the deadline to withdraw the candidacy is **January 18th, 2022**. The form to withdraw the candidacy is included in this packet.

Certified Candidate Information

1. After the election resolution has been adopted by the City of Artesia Council, the Secretary of the State will issue the Election Proclamation by **December 1st, 2021**. The City Clerk shall publish the Election Proclamation on the Municipal website by **December 16th, 2021**.
2. Applications for absentee ballots can be accepted starting **January 1st, 2022**. Anyone can request the application from the City Clerk's Office. Once the application is received by the City Clerk, it must be verified and accepted before a ballot can be mailed out. The first day that absentee ballots can be mailed is **February 1st, 2022**.
3. The Eddy County Clerk will close the voter registration books for the Municipal election at 5:00 P.M. on **February 1st, 2022**. If voter registration occurs after this date, the person will not be eligible to vote in the municipal



election. Contact the County Clerk's Office (575-885-3383) regarding the process to obtain voter registration forms.

4. The date, time, and place for Election School for all precinct workers will be announced at a future date. As a candidate you will be notified and are welcome to attend.
5. **February 26th, 2022** is the last day for early voting. **February 25th, 2022** is the last day to mail absentee ballots from the Clerk's Office.
6. Between **February 6th, 2022 and February 28th, 2022** will be the period to conduct election school.
7. **February 22nd, 2022** is the deadline to request a watcher for election day from Secretary of State. **February 26th, 2022** the Secretary notifies the City Clerk of any qualified watchers.
8. Election Day is March 1st, 2022. Polling places are open between the hours of 7:00 AM and 7:00 PM. The Presiding Judge and precinct workers at the polling place have control of the election process during this time. You, as a candidate, and the City Clerk may not interfere in any way with the election process.
9. No campaigning is allowed within **100 feet of the building** where the poll is located. There will be no campaign literature within **100 feet of the building**.
10. After the polls close, candidates or their authorized representatives may be present to observe the vote count at the polling place. All election results will be returned to City Hall after the precinct board has completed their procedures. The election returns will be given to the City Clerk, who will provide **UNOFFICIAL** results from the polling place.
11. **Between March 7th, 2022 and March 11th, 2022**, the County Commissioners will serve as the Canvassing Board. The time will be announced. This is the **OFFICIAL** result of the election.
12. Any information you may need as a candidate should be requested through the City Clerk's office.

Watchers 1-2-27



If a candidate wishes to have a Watcher for the polling place, candidates must provide written notice to the Secretary of State. The Secretary of State will notify the City Clerk by February 26th, 2022.

- Watchers may be appointed for early voting or election day.
- Watchers shall be voters of a precinct located in the county in which they are appointed (§1-2-22).
- There can only be one Watcher per polling place.
- Watchers **CANNOT** be a Sheriff/Deputy Sheriff, Marshal/Deputy Marshal, Municipal/State Police Officer a Candidate or Family (Spouse, Parent, Child, Brother, or Sister).

Absentee Voting

Absentee Ballot Application

To vote absentee, anyone may request an application for an absentee ballot, by contacting the City Clerk's office at **575-746-2122**. The City Clerk cannot by law automatically send applications to the elderly or disabled.

When a completed application is received in the office of the City Clerk, the voter will be verified on the Voter Register List as a qualified elector of the City. If the application is accepted, the City Clerk will issue an absentee ballot. If the application is rejected, the applicant is notified and the reason for rejection is included.

Absentee Ballots

From **February 1st, 2022 through February 25th, 2022** – absentee ballots may be mailed to a voter.

The City Clerk shall accept an official ballot in an official outer envelope, delivered in person by the voter, a caregiver to the voter, or a member of the voter's immediate family. ("Immediate family member" means spouse, children, parents, brothers and sisters").

Early Voting

From **February 1st, 2022 through February 26th, 2022** – in person by machine.

NOTE: During the period for absentee and early voting, the area of City Hall where voting takes place, is considered a polling place. There will be no campaigning or campaign literature allowed in this area.

Sample Ballots



Sample ballots will be available in the City Clerk's office on or about January 31, 2022. Sample ballots will be made available in reasonable quantities to all interested persons for distribution to the voters.

Election Results

The City Council Chambers will serve as Election Central on Election Day. All results will be posted as they are brought in from the polling places. Please remember that these results are considered "**unofficial**" until they are canvassed between March 7th, 2022 and March 11th, 2022.

Once the candidate received their Certificate of Election by the Secretary of State's Office, the swearing in for candidates will be by the City Clerk on April 1st, 2022, and the candidates will assume office.

Forms and Requirements

Included in this information package are various forms you will need to file during the election process. If you need additional forms, please contact the City Clerk's office.



Political Sign Requirements

In accordance with the City of Artesia Municipal Code, the following requirements must be complied with:

Complete copies of the City of Artesia Municipal Code and the Manual of Uniform Traffic Control Devices (MUTCD) are available for inspection at the Planning Office 801 Bush, Artesia, NM 88210. Copies of this public record will be available upon request for a standard copying fee. The Artesia Municipal Code is also available on-line at www.artesianm.gov.

The Planning Office is happy to answer any questions concerning the format and placement of any sign. If you prefer, a site visit can be scheduled to examine a specific location.

Definition of the current zoning of a specific location

Definition of an easement or right-of-way width of a specific location

Definition of traffic sight distances in general or for a specific location

Indication that a specific property or building is owned by the City

Interpretation of the City of Artesia Municipal Code or of the MUTCD

Once the election is over, please remove all campaign signs within three (3) days of the election.

If you have a proposed sign that you would like to have reviewed, if you would like to discuss a sign format or location, if you would like to schedule a site visit or if you have any other questions, please contact Don Plotner, Building Inspector or Jesse Dominguez, Code Enforcement Officer at 748-8298.





CANDIDATE CONTACT INFORMATION
March 2022 Election

Please complete the information below and return the form to the City Clerk. This will allow us to contact you with information during the election process.

Name: _____

Mailing Address: _____

Telephone Numbers:

Home: _____

Cell: _____

Work: _____

Fax: _____

Email Address: _____



