



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: 8/18/2025

**= Mandatory, information must be provided*

Click or tap the boxes to enter text. If not applicable, indicate "N/A".

***Title:**

2025 Congressional District 7 Special General Election – Early Ballot Drop-Off Sites & Emergency Voting Locations

***Introduction/Background:**

On March 14, 2025, Gov. Katie Hobbs declared Special Primary and General elections after the death of Congressman Raúl Grijalva, who passed away on March 13, 2025. The Special General Election is scheduled for September 23, 2025. The Recorder's Office is responsible for managing the Early Voting process for all registered Pima County voters. The Early Voting process includes mailing Early Ballots, operating Early Voting sites and secure Ballot Drop-off sites before Election Day, and providing Emergency Voting locations.

Per the 2023 Arizona Election Procedures Manual, Chapter 2, section I (I)(1), the Board of Supervisors (BOS) must approve the proposed list of Ballot Drop-off sites when establishing multiple locations within a county.

Furthermore, A.R.S §16-542 (H) and A.R.S. §16-411(B)(5) require that the Board of Supervisors approve the proposed Emergency Voting locations to accommodate voters unable to cast a ballot in person on September 23, 2025, CD7 Special General Election Day. While the BOS need only approve Emergency Voting sites, this agenda item will also cover Early Voting sites.

***Discussion:**

The Arizona Congressional District 7 Special General Election is on Tuesday, September 23, 2025.

Our office will operate a limited number of Early Voting Sites to accommodate voters in CD7. Our office considered the past three General Election statistics in determining duration and locations for our sites. The following are key points regarding this election:

1. All registered voters for Pima County Voters in Arizona's Congressional District 7 are eligible to vote in the CD7 Special General Election.
2. Three (3) locations will be Early Voting sites for the duration of Early Voting and Emergency Voting from August 27 – September 20, and September 22, 2025, but will be closed on September 1, 2025. (See Exhibit A)
3. Four (4) more sites will open for the final three (3) days of Early and Emergency Voting on September 19, September 20, and September 22, 2025. (See Exhibit A)
4. All sites, including the Recorder's Eastside Office, will be ballot return locations, otherwise known as Ballot Drop-off locations.
5. Election Day Vote Centers will be facilitated by the Pima County Elections Department.

Ballot Drop Off Locations:

The Pima County Recorder's Office anticipates mailing more than 190,000 Early Ballots to voters for the General Election. Although most voters return their ballots by mail, the Recorder's Office operates multiple Ballot Drop-off sites across Pima County, in accordance with the Arizona Elections Procedures Manual, Chapter 2 I. (I), which has the force of law. These Ballot Drop-off sites offer voters another

method to return their ballots for processing. The Recorder's Office has operated ballot drop-off locations over multiple election cycles with great success. Historically, these sites receive thousands of ballots during Early Voting. The Early Ballot Drop-off sites see an extensive increase in the number of Ballot Drop offs the week before the election, when it is too late for voters to mail back their Early Ballots.

Recorder's Office personnel staff seven (7) ballot drop-off sites listed in Exhibit A. Site workers follow a strict chain of custody protocol for handling voted ballots, and extensive ballot security procedures to protect the integrity of the returned ballot.

The Pima County Recorder's Office has installed two (2) stand-alone Ballot Drop boxes that offer 24-hour access for voters dropping off ballots. These boxes were installed at our Downtown and Eastside locations and have camera coverage throughout Early Voting. All Ballot Drop boxes comply with requirements laid out in the Elections Procedures Manual with regards to security and chain-of-custody procedures.

The following is attached as Exhibit A to the resolution:

1. A list of all seven (7) Ballot Drop-off sites with their dates and the hours of operation
2. A list of the two (2) locations of the Ballot Drop boxes and the dates of operation
3. Ballot Drop-off locations on Election Day, September 23, 2025.

Staffing:

The seven (7) sites that will issue ballots during Early and Emergency Voting are staffed with highly trained election officers. Recorder staff will verify every voter's identity before issuing an early ballot, then secure the ballot using the same chain-of-custody procedures for a returned mailed Early Ballot. These sites have been vetted and are optimum for election operations, ensuring security and locations that meet community needs.

Emergency Voting:

To accommodate voters who experience an emergency that prevents them from voting in person on or before Election Day, the Recorder's Office will convert the seven (7) Early Voting sites to Emergency Voting locations on Saturday, September 20, 2025, and Monday, September 22, 2025. The proposed locations and hours of operations for the Emergency Voting locations are attached as Exhibit A. In the attached Exhibit B is the statement voters must sign at the site declaring an emergency. Voters will not be asked to disclose the nature of their emergency. Early Ballot Drop off is also permitted at the Emergency Voting Locations.

***Conclusion:**

Voting is a fundamental right of all citizens. Creating equitable opportunities for all voters to participate is in the best interest of Pima County. Early Voting and Ballot Drop-off sites offer many voters a secure, convenient way to return an Early Ballot directly to election officials or to vote in-person if they choose. Emergency Voting locations ensure eligible voters are not disenfranchised from the voting process due to an emergency.

***Recommendation:**

The Pima County Recorder's Office recommends approval of the proposed Ballot Drop-off locations and Emergency Voting locations presented to the Board and recommends further that the Board authorize the County Recorder to operate these locations to ensure the voters of Pima County have appropriate access to participate in the 2025 Congressional District 7 Special General Election.

***Fiscal Impact:**

There is no fiscal impact for these Emergency Voting and ballot drop-off locations. There are no fees associated with properties owned by Pima County or any tribal locations. This is a budgeted expense reflected in the FY2025-26 Recorder Budget and should be reimbursed by the state of Arizona.

***Board of Supervisor District:**

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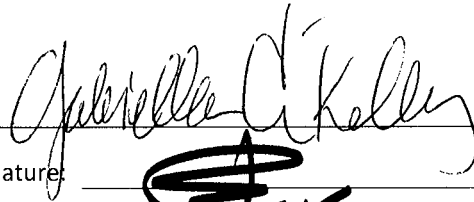
Department: Recorder

Telephone: 520-724-4330

Contact: Marion Chubon

Telephone: 520-724-4321

Department Director Signature: _____



Date: _____

8/11/2025

Deputy County Administrator Signature: _____



Date: _____

County Administrator Signature: _____

Date: _____

8/11/2025

RESOLUTION 2025-_____

A RESOLUTION OF THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA; RELATING TO ELECTIONS; APPROVING THE EARLY BALLOT DROP-OFF SITES AND AUTHORIZING EMERGENCY VOTING LOCATIONS FOR THE 2025 CONGRESSIONAL DISTRICT 7 SPECIAL GENERAL ELECTION

WHEREAS, a special General election for voters in Arizona's Congressional District 7 will be held on September 23, 2025, with early voting starting on August 27, 2025, where all eligible registered voters residing in Congressional District 7 in Pima County are able to participate; and

WHEREAS, in conformity with the 2023 Arizona Elections Procedures Manual, Chapter 2, Sec. 1, (I)(1), the Pima County Board of Supervisors shall approve all early ballot –drop-off locations operated by the Pima County Recorder's Office that provide voters additional options for returning a voted early mail ballot; and

WHEREAS, pursuant to Arizona Revised Statute §16-411(B)(5), the Legislature has given the authority to the Board of Supervisors to authorize the County Recorder to operate emergency voting locations as designated by the Board, to ensure citizens are still able to vote when extraordinary circumstances arise that prevent their ability to cast a ballot at a vote center on election day; and

WHEREAS, pursuant to A.R.S. § 16-542(H), when voting at an emergency voting location, voters are required to provide identification, and to sign a statement that they are experiencing an emergency that would prevent them from voting in person on election day; and

WHEREAS, the Board of Supervisors has previously approved multiple early ballot drop-off locations and emergency voting locations throughout Pima County in prior election cycles.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF PIMA COUNTY, ARIZONA, AS FOLLOWS:

SECTION 1. The Pima County Recorder shall make available seven (7) early ballot drop-off locations and seven (7) emergency voting locations throughout Pima County listed in Exhibit A to this Resolution, incorporated by this reference, for the September 23, 2025, Congressional District 7 Special General Election.

SECTION 2. Emergency voting locations identified in Exhibit A will only be open on Saturday, September 20, 2025 and on Monday, September 22, 2025, from 9:00am to 3:00pm unless otherwise noted in the exhibit.

SECTION 3. The Pima County Recorder shall require voters who vote at an emergency voting location during the designated emergency voting period to sign the statement of emergency attached hereto as Exhibit B to this Resolution.

SECTION 4. The Pima County Recorder shall require in-person voters to provide a valid form of identification in accordance with A.R.S. § 16-579 or as otherwise provided by law.

PASSED AND ADOPTED this ____ day of August, 2025 by the PIMA COUNTY BOARD OF SUPERVISORS

PIMA COUNTY BOARD OF SUPERVISORS

Chair, Pima County Board of Supervisors

ATTEST:

Clerk of the Board of Supervisors

APPROVED AS TO FORM:

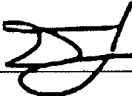

Daniel Jurkowitz
Deputy County Attorney

EXHIBIT A - TO RESOLUTION
2025 Special CD7 General Election
Early Ballot Drop-off Sites & Emergency Voting Locations

Early Voting Sites <i>Sitios de Votación Anticipada</i>					
Site Name <i>Nombre del sitio</i>		Address <i>Dirección</i>	Dates/Times M-F only <i>Fechas/Horas</i> <i>Lun-Vie solamente</i>	Emergency Voting <i>Votación de Emergencia</i>	Election Day Día de Elección Tuesday/ <i>martes</i> 9/23
1	Recorder's Main Office	240 N Stone Ave	8/27 - 9/18 8 am - 5 pm 9/1 closed <i>cerrado</i> 9/19 - open until 7 pm <i>abierto hasta las 7 pm</i>	9/20 9 am - 3 pm 9/22 8 am - 5 pm	Drop-Off Only
2	Recorder's Country Club Office	6550 S Country Club Rd			Drop-Off Only
3	Recorder's Eastside Office	6920 E Broadway Blvd			Drop-Off Only
4	Sahuarita Library	670 W Sahuarita Rd	9/19 8 am - 7 pm	9/20 9 am - 3 pm 9/22 9 am - 3 pm	Not Open
5	Tribal Chambers Pascua Yaqui Tribe	7474 S Camino de Oeste			Vote Center
6	Salazar-Ajo Library	15 W Plaza Ste 179, Ajo			Not Open
7	TOKA Community Building	51 Baboquivari Dr, Sells			Not Open
Ballot Drop Box Locations <i>Ubicaciones de Buzones de Votación</i>					
Drop Box Site* <i>sitio de buzón de votación</i>		Address <i>Dirección</i>	Dates and Times <i>Fechas y horarios</i>		
Recorder's Main Office (Drop Box)		Driveway between/ <i>camino de entrada entre</i> 240 N Stone & 200 N Stone	Ballot Drop-Off via 24 Hour Ballot-Drop Box open from 8 am on 8/27 to 7 pm on 9/23 <i>Solo entrega de boletas a través del buzón de votación de 24 horas</i> <i>abierto desde las 8 am del 8/27 hasta las 7 pm del 9/23</i>		
Recorder's Eastside Office (Drop Box)		6920 E Broadway Blvd			

*Secured 24 hour Ballot Drop Box located outside

revised: 8/8/2025

EXHIBIT B - to Resolution

Approving the 2025 CD7 Special General Election Ballot Drop-Off Sites & Emergency Voting Locations

PIMA COUNTY EMERGENCY VOTING STATEMENT

I declare under penalty of perjury that I am experiencing or have experienced an emergency after 5:00 p.m. on the Friday immediately preceding the election and before 5:00 p.m. on the Monday immediately preceding the election that will prevent me from voting at a polling place on Election Day.

Print First & Last Name: _____

Voter's Signature: _____ Date/Time: _____

Voting Location: _____ & Staff Initial: _____

CONDADO PIMA DECLARACIÓN DE VOTO DE EMERGENCIA

Declaro bajo la pena del perjurio, que estoy experimentando o he experimentado una emergencia, después de las 5:00 p.m. del viernes inmediatamente antes de la elección y antes de las 5:00 p.m. del lunes inmediatamente después de la elección, que me impedirá votar en un lugar de votación el día de las elecciones.

Nombre y apellido: _____

Firma del Votante: _____ Fecha/Hora: _____

Lugar De Votación: _____ e Iniciales: _____