



STATE OF ARIZONA
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Guidelines for Letters of Authority Designating Spokespersons

Pursuant A.R.S. 4-201E, written arguments filed by *a person on behalf of a corporation or other legal entity or association* **must be accompanied** by a copy of the entity's organizing document, a designation of the office or position that the person holds within the organization and a copy of the written appointment of the person to speak on behalf of the organization.

If the written arguments are filed by *a neighborhood association, block watch or other unincorporated association*, written arguments **must be accompanied** by a letter of authority designating that person as a spokesperson.

Letters of authority designating a spokesperson shall meet the following criteria and must accompany the written argument to be considered by the Board:

- 1) On letterhead of the association or corporation, which letterhead shall include a valid Arizona address and phone number for the person[s] authorized to designate a spokesperson.
- 2) Signed by the President, Vice President, Chair or Vice Chair of the association or corporation.
- 3) Signed by someone other than the designated spokesperson. Example, if the President is designated as the spokesperson, the Vice President shall sign the letter and vice versa.

Letters may designate an alternate spokesperson. Letters transmitted via email as an attachment will be accepted.