

**CANDIDATE GUIDELINES FOR MUNICIPAL OFFICE  
IN THE CITY OF VACAVILLE**

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City of Vacaville General Municipal Elections are held in November during even-numbered years. The next general municipal election will be held on Tuesday, November 3, 2020. With that election, Vacaville will begin the transition from at-large voting to district-based voting. The City will transition to six districts and only the voters within a district can vote for who will represent that district. Voters will elect Councilmembers to represent Districts 1, 3, and 5 for a four year term and District 6 for a two year term. The City Treasurer and City Clerk (at large seats) will also be open for election for a four year term. The information below is provided to assist potential candidates with important dates and guidelines for running for an elected position.

**1. ELIGIBILITY** Election Code §200-202; 10227; Government Code §34882

In order to be eligible to hold an elected office in the City of Vacaville, a person must be over the age of 18 and a registered voter of the district of the office which is sought at the time nomination papers are issued for his or her candidacy; and not otherwise disqualified from holding a civil office by the Constitution or laws of the State.

**2. OFFICES TO BE VOTED UPON at the November 3, 2020 Election**

To locate your voting district [click here to search by residential address](#).

District 1 City Council Seat – 4 year term  
District 3 City Council Seat – 4 year term  
District 5 City Council Seat – 4 year term  
District 6 City Council Seat – 2 year term  
City Clerk (at large) – 4 year term  
City Treasurer (at large) – 4 year term

**3. NOMINATION PERIOD AND CIRCULATING NOMINATION PETITION**

Election Code §10220, §10222, §10225, §10227

The nomination period for these offices will begin July 13, 2020, and will end on 5:30 p.m. on August 7, 2020. If nomination papers for an incumbent officer of the City are not filed by 5:30 p.m. on August 7, 2020, the nomination period *for that office* will be extended until August 12, 2020, at 5:30 p.m. Districts 1 & 3 do not have incumbent officers. Dilenna Harris is the incumbent officer of District 5, Raymond Beaty is the appointed incumbent officer of District 6, Michelle Thornbrugh is the City Clerk incumbent, and Jay Yerkes is the City Treasurer incumbent.

The City Clerk’s office is responsible for issuance and acceptance of nomination papers. Please plan on about 30 minutes to review paperwork. It is recommended that you make an appointment with the City Clerk to obtain nomination papers by calling 707.449.5110. City Offices are open Monday – Friday 8:00 a.m. to 5:30 p.m. (closed July 17, July 31 and August 14, 2020). The City Administration Office is located at Vacaville City Hall - 650 Merchant Street Vacaville. ***At the appointment you will receive the Nomination Petition, Candidate Statement application, Ballot Designation worksheet, Statement of Economic Interest Form 700 and information from the Fair Political Practices Commission and Solano County Registrar of Voters.***

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**A. Nomination Petition** Election Code §10222

The nomination petition must be signed by not less than 20, nor more than 30 registered voters within the district limits of the City of Vacaville nominating the candidate for the office they are seeking.

Whoever circulates the petition must personally witness each person's signature. If someone other than the candidate circulates the petition, the circulator must be a currently registered voter within the city limits of Vacaville. If someone other than the candidate files the petition, the Declaration of Candidacy must be notarized.

**B. Ballot Designation Requirements** Election Code §10102, 13107

Immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

- 1) No more than **three** words designating the current principal professions, vocations, and occupations of the candidate. Hyphenated words that appear in any generally available standard reference dictionary shall be counted as one word; all others as two separate words.
- 2) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing of the Nomination Papers to which he/she was elected by vote of the people.
- 3) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Papers and was elected to that office by a vote of the people.
- 4) The phrase "appointed incumbent" if the candidate holds office other than a judicial office by virtue of appointment and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

In accordance with the Elections Code, no election official shall accept a designation which:

- 1) Would mislead the voters.
- 2) Would suggest an evaluation of a candidate such as outstanding, leading, expert, virtuous, or eminent.
- 3) Abbreviates the word "retired" or places it following any word or words, which it modifies.
- 4) Uses the word or prefix such as "former" or "ex-," which means a prior status.
- 5) Uses the name of any political party, whether or not it has qualified for the ballot.

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- 6) Uses a word or words referring to a racial, religious, or ethnic group.
- 7) Refers to any activity prohibited by law.

If upon checking the Nomination Papers, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate of the inadequacy.

- 1) The candidate shall provide the election officer an alternate designation.
- 2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed after the final filing date for filing Nomination Papers.

**C. Candidate's Statement Election Code §13307**

A Candidate's Statement may be filed by the candidate, if he/she so desires, which will appear within the sample ballot in the voter pamphlet. The Statement must be filed with candidate's Nomination Paper and may be withdrawn, but not changed, by the candidate after it is filed before 5:30 p.m. on August 7, 2020, or if that office is extended, 5:30 p.m. on August 12, 2020. Candidate's Statements are printed in the voter pamphlet and mailed to each registered voter by the Solano County Registrar's Office. Spanish, and Tagalog translations are available for each statement at an additional cost. ***The cost for Candidate Statements in any of the languages is the responsibility of the Candidate and the full amount of all statements to be published will be required at the time the Statement is filed with the nomination petition.***

The Candidate's Statement may contain the candidate's name, age and occupation, plus a brief description of the candidate's education and qualifications in not more than 200 words expressed by the candidate himself/herself. Please see the "Candidate's Statement Guidelines" provided with the nomination material for important additional information to be used in completing your Statement.

You are requested to submit the statement via email or on a CD or thumb drive. Statements will be printed ***exactly*** as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation, and grammar. ***There is an additional \$25 charge by the Registrar's Office of Solano County for any statement that is not submitted electronically.***

**D. Statement of Economic Interest (Form 700)**

As a candidate for public office, you will be required to complete a Statement of Economic Interests (Form 700 Candidate Statement) when you file your Nomination Papers. A Form 700 is included in the nomination packet for your convenience. An interactive version of the Form 700 and instructions for completing the Form 700 are available at [www.fppc.ca.gov](http://www.fppc.ca.gov).

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All 700 forms for any city office are filed with the City Clerk and are forwarded to the Fair Political Practices Commission in accordance with Political Reform Act of 1974.

***Completed forms are public documents; nomination papers cannot be accepted without a completed Form 700.***

**E. Candidate Intention Notice (Form 501)**

State and local candidates and officeholders who intend to raise or spend campaign funds must file Form 501 (Candidate Intention) before soliciting or receiving any contributions (including loans). Please refer to the Information Manual on Campaign Disclosure provisions on the [www.fppc.ca.gov](http://www.fppc.ca.gov) website for instructions on completing the form.

**EXCEPTION:** The filing of Form 501 is not required if a candidate does not receive contributions and the only expenditures made will be the candidate's personal funds for a candidate statement of qualifications that will appear in the voter pamphlet. ***However, a Form 470 declaring that no contributions totaling over \$2,000 will be received or expended in a calendar year must be submitted.***

**4. FILING OF NOMINATION PAPERS/EXTENSION IF INCUMBENT DOES NOT FILE** Election Code §10221 & §10225

Filing –All Nomination Papers shall be filed with the City Clerk during regular business hours, 8:00 a.m. – 5:30 p.m., Monday through Friday, but not later than 5:30 p.m. on August 7, 2020. If nomination papers for an incumbent officer of the City are not filed by 5:30 p.m. on August 7, 2020, the nomination period ***for that office*** will be extended until August 12, 2020, at 5:30 p.m.

It is recommended that you make an appointment with the City Clerk's office by calling 707.449.5110 to turn in your nomination papers. Please plan on about 30 minutes to review paperwork and finalize signatures. The Nomination paper, Candidate Statement, Ballot Designation and Statement of Economic Interest, must be filed and any related fees paid at the same time.

If the nomination petition is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination petition and there is sufficient time to circulate a supplemental petition, the elections official shall retain the original nomination petition, provide a copy of the nomination petition to the candidate with an indication of which signatures are valid, and issue one supplemental petition to the candidate on which the candidate may collect additional signatures. The supplemental petition shall be filed not later than the last day for filing for that office.

Per Section 10229 of the Elections Code of the State of California, if no one or only one person is nominated for an elective office, appointment to the elective office may be made by the City Council. The person holding office would be considered as if elected.

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**5. SUCCESSFUL NOMINATION/CANDIDACY**

**A. Placement of Names on Ballot** Election Code §13112

Following the close of nominations, at 11:00 a.m. on August 13, 2020, a random drawing of letters of the alphabet will be conducted by the Secretary of State's Office.

Candidates' names will be placed on the ballot by their surnames in the order determined by this drawing. Candidates will be notified of the results of the drawing.

**B. City Orientation**

After the nomination period closes, all successful nominees will be invited to attend an orientation that will cover areas of importance and provide information relative to City governance and guidelines for communicating with the City during the remainder of the election period.

**C. Political Signs**

Political signs are a traditional means of expressing a candidate's philosophy or position. As a candidate for City Office, your interest in reducing litter and preventing aesthetic blight is appreciated.

Political signs may be placed on **private property only** during the election period, which is defined as that time beginning 90 days prior to any official election within Solano County and ending 30 days after the election. During an election period, the number of temporary signs on an allowed site is not limited. Temporary signs may be up to 100 square feet in size. The City requests all candidates voluntarily comply with the current sign regulations. *90 days prior to the November 2020 election is August 5, 2020.*

When placing signs, consideration should be given for pedestrian traffic and line of sight for motor traffic. Any signs deemed to be interfering with traffic safety standards, placed on public property, that are unsafe or in hazardous locations or placed on private property without the property owner's permission will be removed. Removed signs will be held for retrieval at the City Corporation Yard located at 1001 Allison Drive, Vacaville.

**D. Campaign Filing Requirements** Political Reform Act Of 1974 - Fair Political Practices Commission (FPPC)

The FPPC mandates filing requirements for local candidates. The City Clerk serves as the filing official for local campaign disclosure statements, as well as for the Statement of Economic Interests. The City Clerk does not verify the accuracy of a candidate's campaign financial filings. It is the candidate's responsibility to file accurately and may be contacted by the FPPC if an inaccuracy is suspected.

**1. Statement Of Organization (Form 410)**

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Form 410 must be filed by all candidates and “recipient committees” who have received \$2,000 or more in contributions (including the candidate’s personal funds) during a calendar year.

The Form 410 must be filed by all candidates and “recipient committees” with the Secretary of State within 10 days of receiving \$2,000 in contributions. The Secretary of State will issue an identification number to the committee. The identification number is to be included on all campaign disclosure forms.

If any of the information on a Statement of Organization changes, the committee must file an amendment to the Statement with the Secretary of State within 10 days of the change.

There are special requirements for committees which qualify (i.e. receive or spend \$2,000) during the 16 days prior to an election. Detailed instructions for completing the Form 410 are provided in the Information Manual on Campaign Disclosure Provisions that is provided by the FPPC [www.fppc.ca.gov](http://www.fppc.ca.gov).

**2. Recipient Committee Campaign Statement (Form 460)**

Candidates who have a controlled committee, or who have raised or spent, or will raise or spend, \$2,000 or more during a calendar year in connection with election to office are required to file the Form 460. This form should be filed with the City Clerk by the deadlines established by the FPPC. Late Statements are subject to a \$10 per day fine.

**3. Political Advertising Disclosure Requirements**

The Political Reform Act specifies that committees must include “paid for by” disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, electronic media ads, billboards and signs etc.

‘Campaigning and Political Signs and Election Day prohibitions’ pamphlet provided by the Solano County Registrar of Voters is included in your nomination packet. It is the candidate’s responsibility to familiarize themselves with the regulations regarding campaign activities.

**6. AFTER THE ELECTION** Govt. Code §54952.1.

Successfully elected candidates will meet City Directors, tour City facilities and will be provided a full onboarding orientation. Successful candidates will be strongly encouraged to attend the League of California Cities New Mayor and Councilmember Conference held in Sacramento in January of 2021 (Exact dates not yet announced). ***Term of office begins at the December 8, 2020 Council meeting, however once a nominee becomes a candidate elect, they are subject to the provisions of the Brown Act even before taking office.***