

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

1. ELIGIBILITY Election Code §200-202 & §10227; Government Code §36502
Government Code

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 City of Vacaville (residing within the City limits) 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 FILLED at the November 6, 2018 Election
Two (2) City Council Seats – 4 year terms
Mayor – 4 year term

Term begins at the December 11, 2018 Council meeting and expires December 13, 2022.

3. NOMINATION PERIOD Election Code §10220

Upon request of a candidate, the city elections official shall provide the candidate with a declaration of candidacy no earlier than July 16, 2018. The nomination paper must be signed by not less than 20, nor more than 30 registered voters within the city limits of the City of Vacaville nominating the candidate for the office they are seeking.

Interested persons may make an appointment with the City Clerk to have nomination papers issued beginning at 8:30 a.m. on July 16, 2018.

City Offices are open Monday – Friday 8:30 a.m. to 5:00 p.m.
City Administration Office - 650 Merchant Street Vacaville – 707.449.5110

The City Clerk **does not** provide legal interpretation or legal guidance on State rules or regulations.

4. CIRCULATING NOMINATION PETITION
Election Code §10221, 10222

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.

5. FILING OF NOMINATION PAPERS/EXTENSION IF INCUMBENT DOES NOT FILE
Election Code §10224 & §10225

Once you have obtained all of your signatures and no later than August 10, 2018, you must file the Nomination Papers with the City Clerk. **Please note that all papers (Nomination, Candidate Statement, Ballot Designation and Statement of Economic Interest, etc.) must be filed at the same time.**

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

If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination paper and there is sufficient time to circulate a supplemental petition, the elections official shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication on 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.

Filing – All Nomination Papers shall be filed with the City Clerk during regular business hours, 8:30 a.m. – 5:00 p.m., Monday through Friday, but not later than 5:00 p.m. on August 10, 2018. If nomination papers for an incumbent officer of the City are not filed by 5:00 p.m. on August 10, 2018, the nomination period *for that office* will be extended until August 15, 2018, at 5:00 p.m.

It is recommended that you make an appointment with the City Clerk to turn in your nomination papers rather than just stop in the office, as there is no guarantee as to how long you will have to wait. Please plan on about 30 minutes to review paperwork and finalize signatures.

6. BALLOT DESIGNATION REQUIREMENTS

Election Code §10102, 13107 and 13107.5

- A. 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) 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.
 - 2) 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.
 - 3) 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.
 - 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,

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

the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

- B. 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.
 - 6) Uses a word or words referring to a racial, religious, or ethnic group.
 - 7) Refers to any activity prohibited by law.
- C. 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.
- D. No designation given by a candidate shall be changed after the final filing date for filing Nomination Papers.

7. PLACEMENT OF NAMES ON BALLOT

Election Code §13112 (B)

Following the close of nominations, at 11:00 a.m. on August 16, 2018, 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.

8. CANDIDATE’S STATEMENT

Election Code §13307

A Candidate’s Statement may be filed by the candidate, if he/she so desires, for distribution to each voter 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 at any time before 5:00 p.m. on August 10, 2018, or **if that office is extended**, 5 p.m. on August 15, 2018.

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

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.

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.

Please see the "Candidate's Statement Guidelines" provided with this material for important additional information to be used in completing your Statement.

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 printing and handling this Statement in any of the languages is the responsibility of the Candidate. The Candidate Statement costs are as follows: ENGLISH \$458.77; SPANISH \$508.77; TAGALOG \$508.77. ***The full amount of all statements to be published will be required at the time the Statement is filed.***

**9. FILING REQUIREMENTS
POLITICAL REFORM ACT OF 1974 -
FAIR POLITICAL PRACTICES COMMISSION (FPPC):
fppc.ca.gov**

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.

A. 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 this 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.

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 will not be accepted without a completed Form 700.***

B. 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

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

(including loans). Please refer to the Information Manual on Campaign Disclosure Provisions 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 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.

C. Statement Of Organization (Form 410)

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 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 within 10 days of the change. Detailed instructions for completing the Form 410 are provided in the Information Manual on Campaign Disclosure Provisions.

There are special requirements for committees which qualify (i.e. receive \$2,000) during the 16 days prior to an election in which the committee would otherwise be required to file pre-election statements and for committees, which must amend certain information contained on a Statement of Organization during the 16 days before an election.

D. 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.

10. POLITICAL SIGNS

Vacaville Municipal Code 14.09.132.150 Temporary Signs Allowed without a Sign Permit.

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

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

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 2018 election is August 8, 2018. Any signs placed on public property that are unsafe or in hazardous locations will be promptly removed, as well as signs placed on private property without the property owner's permission. 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 will be removed. Removed signs will be held for retrieval at the City Corporation Yard located at 1001 Allison Drive, Vacaville.

11. MAILER REQUIREMENTS

The Political Reform Act specifies that a candidate or committee which sends a mass mailing must identify itself on the mailer. The definition of "Mass Mailing" is a mailing that consists of more than two hundred (200) substantially similar pieces of mail. The Elections Code requires that city and county clerks or election officials provide a copy of Government Code Section 84305 to each candidate, or his/her agent, at the time that a declaration of candidacy is filed. A copy of Section 84305 is provided in the 'Campaigning and Political Signs' pamphlet provided by the Solano County Registrar of Voters. It is the candidate's responsibility to familiarize himself/ herself with the regulations regarding campaign activities.

12. 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. After the election, successful candidates will be contacted to meet City Directors and tour City facilities and will be provided a full onboarding orientation.