



RUNNING FOR LOCAL OFFICE

Make a difference...

Serve your community!

Provided by the Office of the City Clerk



Dear Potential Candidate,

This brochure was prepared to assist Solvang electors who are considering running for office. This guide is not all-encompassing; it merely summarizes the basic requirements to establish candidacy.

Candidates, political committees, and anyone interested in elective office should not, therefore, rely solely on this guide, but should seek legal counsel or contact the City Clerk's Office for more detailed information.

There are five elected positions in Solvang: a Mayor and four Councilmembers. The Mayor and Council Members are elected at large, the Mayor for a term of two years and the Councilmembers for terms of four years.

General municipal elections are conducted every even-numbered year and are consolidated with the November state election conducted by the Santa Barbara County Elections Division.

This November, the City of Solvang will have four offices up for election: The Mayor and three City Council Members, two Council Members with four year terms and one with a two year term (as one of our incumbent councilmembers was the result of an appointment). The Mayoral and two year term City Council candidate with the highest number of votes will be elected, and the two candidates with the highest number of votes for the four year term City Council seats will be elected.

I trust this brochure will address many of your preliminary questions, but please feel free to contact the City Clerk's Office at (805) 688-5575 if you need additional information.

Election Day is November 6, 2018... Every Vote Counts!

Best Wishes,
Lisa S. Martin, City Clerk

Declaring Candidacy

In order to become a candidate, the first step in the process is to file a Fair Political Practices Commission (FPPC) Form 501 (Declaration of Candidacy) with the City Clerk. The form may be obtained in hard copy from the City Clerk or electronically from FPPC's website at www.fppc.ca.gov. This form must be filed before soliciting or receiving any contributions and/or before making expenditures from personal funds on behalf of candidacy.

A candidate who spends or plans on raising and spending \$2,000 or more but does not have a campaign committee must file a Form 460 by July 31, 2018.

A candidate must form a campaign committee within 10 days of receiving \$2,000 in contributions by filing FPPC Form 410. The form may be obtained from the City Clerk's Office or the FPPC website. The candidate must file the originally signed form with the Secretary of State, and a copy with the City Clerk. The Secretary of State will then issue a campaign committee number for use on campaign literature and future campaign disclosure filings. All recipient committees that file a Form 410 must pay an annual fee of \$50 to the Secretary of State until the committee is terminated.

Filing Nomination Papers

All candidates wishing to be placed on the ballot are required to complete the nomination process. To obtain nomination papers, schedule an appointment to meet with the City Clerk during the nomination period, which is **July 16, 2018 to August 10, 2018**. Nomination "papers" cannot be pulled prior to July 16. *Elections Code §10220*

During your meeting with the City Clerk, you will be given a Candidate Filing Guide containing useful information and regulations regarding your campaign. You will also receive the following documents to complete and file by the end of the nomination period:

- Nomination Petition
- Ballot Designation Worksheet
- Candidate's Statement of Qualifications Form (filing is optional)
- Code of Fair Campaign Practices (filing is optional)
- Form 700, Statement of Economic Interests
- Form 501, Candidate Intention Statement (if not yet filed)
- Form 410, Committee Organization Statement (if not yet filed)

Filing a Candidate's Statement of Qualifications to be printed in the voter information guide is optional. Candidates who choose to file a statement must bear the actual cost of printing and distribution. The Registrar of Voters will estimate the cost, and the candidate will pay the estimated cost at the time of filing nomination papers. Statements are limited to 200 words.

AGE AND CITIZENSHIP

A person must be 18 years of age and a citizen of the state at the time of his or her election. *Government Code §1020*

RESIDENCY FOR MAYOR OR CITY COUNCIL

At the time nomination papers are issued, a person running for Mayor or Council Member must be a resident of the City of Solvang. Not all Solvang postal addresses are within the incorporated City boundaries. Check with the City Clerk if you are unsure if your residence is in the City limits.

Solvang Charter Article VI

REGISTERED VOTER

At the time nomination papers are issued, a person running for Mayor or Council Member must be a registered voter within a City of Solvang precinct.

Solvang Charter Article VI

CONVICTION OF CRIMES

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State.

Government Code §1021

FILING FOR MORE THAN ONE OFFICE

No person may file nomination papers for more than one office at the same election. *California Elections Code §8003b, §10220.5*

Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission. Failure to file appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. Failure to file within prescribed deadlines can also lead to monetary filing penalties for each day a statement is late. The appropriate forms may be obtained from either the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

Please be aware that all statements and information submitted in conjunction with the statements are a matter of public record, available for review by any requester.

STATE REQUIREMENTS

The Political Reform Act (Title 9 of the Government Code), in part, provides that:

- Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. *Gov. Code §81002(a)*
- Assets and income of public officials that may be materially affected by their official actions should be disclosed, and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided. *Gov. Code §81002(c)*

Forms and manuals may be obtained from the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

LOCAL REQUIREMENTS

Solvang's elections are conducted in accordance with the California Elections Code. All City candidates must report contributions and expenditures on the FPPC forms and comply with disclosure requirements and filing deadlines set forth in the Political Reform Act.

FEDERAL REQUIREMENTS

The Federal Election Campaign Act (2 U.S.C. Section 441e) prohibits contributions from foreign nationals in connection with any local, state, or federal election for political office.

Frequently Asked Questions

Q Must I live in Solvang in order to run for elected office?

A Yes, you must be a resident of the city you wish to represent and be a registered voter of the City to run for a seat on the City Council. Candidates for Mayor must also be residents and registered voters of the City.

Q If a person owns a business in Solvang, but does not live in Solvang, is she or he able to sign the nomination petition?

A No, only persons residing and registered to vote in Solvang may sign the petition. *California Elections Code §10220*

Q Are the mayoral and council positions partisan or non-partisan?

A Elections for city offices are non-partisan, meaning candidates do not have to declare a political party in order to run for office.

California Elections Code §334

Q How many signatures are required on the nomination petition?

A A minimum of 20 and a maximum of 30.

California Elections Code §10220

Q Do I have to wait until the nomination filing deadline to turn in my nomination petition and other forms?

A No, you may turn in the forms as soon as they are complete. Candidates are encouraged to make an appointment with the City Clerk to file nomination papers. Candidate statements are confidential until the conclusion of the nomination period.

Q Who do I contact if I have additional questions?

A The City Clerk is the Elections Official for Solvang and will answer your questions or refer you to the appropriate person or agency. The City Clerk may be reached at (805) 688-5575.

**CITY OF SOLVANG
OFFICE OF THE CITY CLERK**

1644 Oak Street, CA 93463 Phone: (805) 688-5575

www.cityofsolvang.com

- Nomination Papers
 - Candidate Statements
 - Forms and Manuals
 - Filing Schedules
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**SANTA BARBARA COUNTY
Registrar of Voters**

4440-A Calle Real, Santa Barbara, CA 93110 Phone: (805) 568-2200

www.sbcvote.com

- Mail Ballots
 - Voter Index/Precinct Lists
 - Mailing Labels
 - Voter Registration
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**SECRETARY OF STATE
Political Reform Division**

1500 11th Street, 4th Floor, Rm 495, Sacramento, CA 95814

Phone: (916) 653-6224

www.sos.ca.gov

- Committee Identification Numbers
 - Formation and Termination of Committees
-

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620, Sacramento, CA 95814

Phone: (866) 275-3772 (Toll Free)

www.fppc.ca.gov

- Campaign Disclosure
- Conflict of Interest Statement