

## **BASIC STEPS FOR RUNNING FOR OFFICE**

The City of Union City is a general law city. The conduct of elections for General Law cities is established by the State of California Elections Code and may be supplemented by City rules and regulations, such as campaign ordinances.

It's easy to get started running for office. In order to be eligible to hold office as a member of the City Council, a person must be a registered voter of Union City at the time nomination papers are issued for his or her candidacy. In order to qualify as a registered voter in Union City, you must be a United States citizen; a resident of Union City; at least 18 years of age on the date of the next election; and, not in prison or on parole for a felony conviction.

During a specific period known as the "Nomination Period," you obtain your official papers from the City Clerk; you have a minimum of 20, maximum of 30, registered voters from your city sign your papers; you complete the papers; and you turn them into the City Clerk.

However, before starting your campaign, you'll need to become familiar with a number of other requirements. This is not an all-inclusive list, so please be sure to check with your own legal advisor on other requirements.

### **FPPC RULES AND REQUIREMENTS**

You and your treasurer will need to become conversant with the rules of the Political Reform Act, which is the State law that regulates contributions and expenditures for elective offices in California. The Fair Political Practices Commission (FPPC) has regulatory responsibility and authority for the Act. The day-to-day implementation of the Act for City offices is the responsibility of the City Clerk.

FPPC manuals and forms are available from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from the City Clerk's office.

If you plan on receiving or spending more than \$1,000 on your campaign, here are some things you will need to do:

- Get a copy of Campaign Manual 2 from the FPPC website or from the City Clerk; read it and give a copy to your Treasurer.
- Check with your City Clerk to become familiar with any special requirements your City has regarding campaign contributions and expenditures, particularly those related to contribution limits and times during which contributions may be accepted.

- Before you collect or spend any funds in connection with your campaign, file a Form 501, Candidate Intention Statement.
- Open a bank account for your committee.
- Within 10 days of receiving \$1,000 in contributions, file a Form 410, Statement of Organization.
- Become familiar with campaign report filing requirements and deadlines.
- Attend an FPPC seminar (information available on the FPPC website or call the FPPC at 916-322-5660).

## HOW TO RUN FOR OFFICE

### Nomination Papers

Every election starts with a “nomination period.” This is the period of time that begins 113 days before the day of the election and ends 88 days before the day of the election. This is the only period of time during which you can obtain “nomination papers,” which are the forms you need to submit in order to run for office. Contact your City Clerk for an appointment.

For the **November 2010 election**, the nominating period opens on July 12, 2010, and closes at 4:00 p.m. on August 6, 2010.

### Obtain Signatures

Obtain the signatures of a minimum of 20, maximum of 30, registered voters on your nomination papers.

### Ballot Designation

This is the word, or group of not more than three words, which will appear on the ballot under your name. It designates your principal profession, vocation or occupation, subject to certain requirements of the Elections Code.

### Candidates' Statement

Start thinking about what you want your candidates' statement to say. Your statement is limited to 200 words, as defined by the Elections Code. Check with your City Clerk regarding costs and deposits related to printing, translating and publishing your candidate's statement.

### Campaign Signs

Campaign sign regulations vary greatly from city to city. Check with your City Clerk regarding your City's political sign ordinance and requirements.

**And Remember . . .**

**YOUR CITY CLERK IS HAPPY TO ASSIST YOU.**

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