



# City of Patterson

OFFICE OF THE CITY CLERK

## Candidate Instructional Guide: Running for Elective Office



## Presidential General Municipal Election November 5, 2024



# Office of the City Clerk/Elections Official of the City of Patterson

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Dear Candidate,

Thank you for your interest in running for elective office in the City of Patterson! There is no higher honor than serving the people as an elected official. Regardless of the position, our democracy works best when people are willing to step up and get involved.

For the November 5, 2024 Presidential General Municipal Election, there are three City Council seats up for election: District A and District C (four-year terms) and Mayor At-Large (two-year term).

The following information is intended to provide you with an overview of the requirements for running for elective office. It is not intended to be an all-encompassing guide; it simply summarizes the major provisions.


Additional information is available at the city's website at [www.ci.patterson.ca.us/462/Election-Information](http://www.ci.patterson.ca.us/462/Election-Information); at the Stanislaus County Registrar of Voters [www.stanvote.com](http://www.stanvote.com); and the California Secretary of State's website at [www.sos.ca.gov/elections](http://www.sos.ca.gov/elections).

For campaign finance disclosure related questions, information is available on the California Fair Political Practices commission website at [www.fppc.ca.gov](http://www.fppc.ca.gov)

As the City of Patterson's Election Official, I am available to you as a resource, and I encourage you to contact me if you have any questions. I can be reached at (209) 895-8012 or via email at [aalegre@ci.patterson.ca.us](mailto:aalegre@ci.patterson.ca.us).

I wish you the best of luck!

Sincerely,

  
Aracely Alegre, CMC  
City Clerk

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## INTRODUCTION

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### **About City Government**

The City of Patterson was incorporated on December 22, 1919 and is governed by a City Council – City Manager form of government. The City Council consists of five elected members, four from different districts who serve a four-year term and a Mayor at-large who serves a two-year term. Elections are staggered and held in even number years, with two council seats and a Mayor seat up for election on **November 5, 2024**. Annually, the City Council votes to appoint a Mayor Pro Tem from among its members.

The City Council determines the policies of the city government and appoints the City Manager. In determining policy, the City Council comes to a decision and authorizes its implementation. The City Council holds the City Manager responsible for the proper execution of policy decisions. The City Council has a general responsibility for effective administrative actions through the City Manager.

Although the City Council is primarily a legislative and administrative body, it often sits in a quasi-judicial capacity. Such matters as hearings on vacancies, use permits, civil service disciplinary hearings and hearings on the issuance or revocation of regulatory licenses are quasi-judicial in character. The council may also choose to appoint board or commissions to conduct studies in specialized areas and to act for the City Council in overseeing those areas.

### **Meetings**

The City Council holds regular public hybrid meetings (as authorized by law) on the first and third Tuesday of the month at 7:00 p.m. via zoom or in the City Council Chambers at City Hall, located at 1 Plaza, Patterson. Council members are asked to hold these dates available as early as 6:00 p.m. for the frequent need to hold special city council meetings. These meetings are typically held for closed session discussion(s).

### **Regional and Local Liaison Appointments**

Annually, the Mayor and Council bring forward a list of local and regional appointments for the upcoming year. Appointees serve and represent the city on a variety of government agencies. This includes representation on the Westside Healthcare Task Force, Stanislaus County Economic Development Action Committee (EDAC), Hazardous Waste Advisory Committee, Stanislaus County Disaster Council, Workforce Development Board, Stanislaus Homeless Alliance, San Joaquin Valley Special City Selection Committee, Del Puerto Health Care District, StanCOG, and League of California Cities.

### **Meeting Materials**

Materials for city council meetings are produced and published by the City Clerk's Office the Thursday prior to the regular Tuesday meetings. Members are encouraged to read and receive materials electronically. Supplemental or amended material may be presented for consideration before or during the meeting. Materials for regional and local liaison appointments will be provided by the respective agency in relation to their meeting schedules.

## INTRODUCTION

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### **Compensation**

Each member of the council shall receive, as salary, the sum of three hundred and ninety-six dollars (\$396) and the Mayor shall receive, as salary, the sum of six hundred and sixty dollars (\$660) per month, which shall be payable at the same time and in the same manner as the salaries are paid for other officers and employees of the city. Such salary is prescribed exclusive of any reimbursement for expenses incurred in the performance of official duties for the city.

### **Support Staff**

Council Members serve in a part-time capacity, and therefore do not have full-time dedicated staff. The City Clerk's Office, consisting of the City Clerk and Deputy City Clerk, provide limited support to the members, and serve as the primary conduit between members of the public and Council Members.

### **Terms of Office**

Council Members serve four-year terms and are elected by districts, while the Mayor serves a two-year term voted at-large. Council Members are sworn in after certification of the election results, typically the first or second meeting in December of each election year.

### **Taking Elective Office**

City Council certifies the election results upon receipt of the Registrar of Voter's official certification, which must be completed no later than 30 days following the election. This typically takes place at the first or second meeting in December. During this meeting, outgoing Council Members are provided the opportunity to be recognized and thanked for their dedicated service to the City and new members are sworn-in and seated at the Council Dias for the first time.

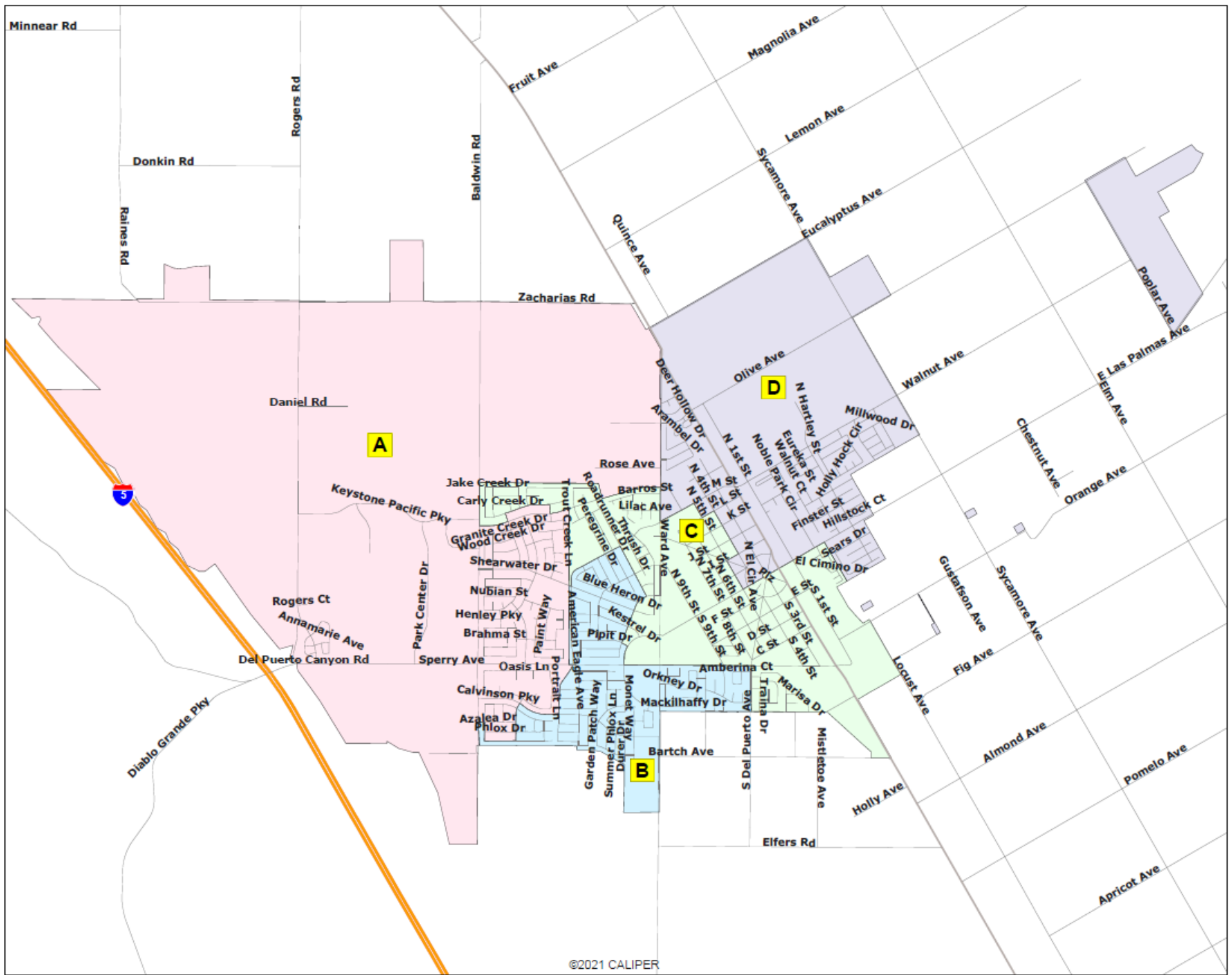
### **Records and Disclosure**

The California Public Records Act allows for public inspection of most government records. As a candidate for elective office, all documentation provided to the City of Patterson, including email and written correspondence, may be subject to public disclosure unless otherwise exempt under applicable law.

Council Members are provided with a city email account and are strongly encouraged to avoid using personal email accounts for conducting city business.

The *Nomination Paper* is the only document that requires the home address of the candidate. Pursuant to Elections Code (E.C.) section 17100(c), public access to this document is limited to viewing only. The *Nomination Paper* may not be copied, distributed or posted online.

All campaign reporting forms are public documents under the Political Reform Act and are subject to disclosure. Campaign reporting is required to provide receipts and expenditures in election campaigns and disclose assets and income of public officials that may affect their official actions. Full unreacted versions shall be provided to the public upon request.



## RUNNING FOR OFFICE

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### **Who can Run for Office?**

A candidate for City Council shall be at least 18 years of age, a citizen of the United States, and a resident and registered voter in the City of Patterson at the time of issuing nomination documents.

Candidates can verify their voter registration status by calling the Stanislaus County Elections office at (209) 525-5200.

### **Employment Restrictions for Elected Officials**

Government Code section 53227(a) prohibits an elected official from being an employee of the local agency they represent. It states: *An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless they resign as an employee.* If the employee does not resign, the employment shall automatically terminate upon their being sworn into office.

### **Filing for More than One Office**

Candidates should consider the common law doctrine of “incompatibility of offices”. This doctrine prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties. Candidates should refer to Government Code section 1099 for more information.

For additional information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 866-275-3772.

### **Nomination Process**

In order to qualify as a candidate on the ballot, a candidate shall successfully complete the nomination process. This includes the submission of all required nomination documents, as well as a Nomination Paper (issued by the City Clerk) with not less than 20 and no more than 30 signatures of registered voters residing within the district running for or at large for Mayor. This guide will provide detailed information regarding each form included in the nomination documents.

There is no filing fee for submission of nomination documents. If a candidate elects to submit a candidate statement of qualifications, there is a fee associated with printing the candidate statement that is due at the time of filing. **All documents must be submitted at once.** Candidates are encouraged to make an appointment with the City Clerk in order to obtain, review or file nomination documents. Once the nomination documents have been submitted to the City Clerk no changes shall be made, nor shall any additional information be provided.

## RUNNING FOR OFFICE

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### **Nomination Period**

Pursuant to California Elections Code, the nomination period shall begin on **Monday, July 15, 2024** and end on **Friday, August 9, 2024**. During the nomination period, the City Clerk shall issue and accept nomination documents during regular business hours of Monday through Friday 8:00 a.m. to 5:00 p.m. **Appointments are required.**

The deadline for filing nomination documents is **Friday, August 9, 2024 at 5:00 p.m.** Candidates arriving after the deadline will be turned away. **NO EXCEPTIONS ARE PERMITTED.**

### **Extended Nomination Period**

If an incumbent for elective office has not filed nomination documents for a particular district or the Mayor at-large, by the close of the nomination period, the nomination period shall be extended to 5:00 p.m. Wednesday, August 14, 2024, for the corresponding district or Mayor-at-large. Candidates arriving after the deadline will be turned away. **NO EXCEPTIONS ARE PERMITTED.** During the extended period, **no incumbent may file nomination documents.**

### **Submission of Nomination Documents**

All nomination documents shall be submitted at one time. In order to ensure that nomination documents are complete and aligned with all regulatory requirements, candidates are encouraged to schedule a submission appointment prior to the filing deadline. This provides time to review documentation with the City Clerk and ensure that documentation is complete and acceptable. Depending on the state of public health conditions, the City Clerk may require appointments.

Appointments may be made by contacting the City Clerk at (209) 895-8012 or via email to [aalegre@ci.patterson.ca.us](mailto:aalegre@ci.patterson.ca.us).

### **Withdrawal of Candidacy**

Withdrawal of candidacy is permitted up to the close of the nomination period of Friday, August 9, 2024 at 5:00 p.m. If the nomination period is extended, withdrawal is permitted up to the close of the extended nomination period of Wednesday, August 14, 2024 at 5:00 p.m.

### **Order of Names on the Ballot**

The Secretary of State shall conduct a randomized alphabetical drawing on Thursday, August 15, 2024 to be used in determining the order of names on the ballot. Each candidate will be placed on the ballot in the order that each of the letters of the surname was drawn. For example, the placement of candidates with the surname of Campbell and Carlson will depend on the order in which the letters M and R were drawn.

Candidates will be notified by the City Clerk of the order via email within 48 hours of the drawing.

## RUNNING FOR OFFICE

### KEY CANDIDATE ACTION DATES

<b>Action/Description</b>	<b>Date</b>
Filing deadline for Semi-Annual <i>Campaign Disclosure Statement Form 460</i>	6/31/2024
Start of late campaign contribution reporting period (within 24 hours)	8/7/2024
Nomination Period	7/15/2024 – 8/9/2024
Deadline for filing nomination documents with the City Clerk	8/9/2024 5:00 p.m.
Last day to withdraw candidate’s statement	8/12/2024 5:00 p.m.
Extended deadline to file nomination documents with the City Clerk. <b>Note: Only if all incumbents do not file by 8/9/2024</b>	8/14/2024 5:00 p.m.
Extended deadline to withdraw candidate’s statement (if nomination period is extended)	8/15/2024 5:00 p.m.
Secretary of State to hold randomized alpha drawing	8/15/2024
Filing deadline for First Pre-Election <i>Campaign Disclosure Statement Form 460</i>	9/26/2024
Write-in nomination period	9/9/2024 – 10/22/2024
Filing deadline for Second Pre-Election <i>Campaign Disclosure Statement Form 460</i>	10/24/2024
<b>Election Day</b>	<b>11/5/2024</b>
Filing deadline for Semi-Annual <i>Campaign Disclosure Statement Form 460</i>	1/31/2025

<b>Action Description</b>	<b>Date</b>
County Voter Information Guide Mailing Period	9/26/2024 – 10/15/2024
Vote-by-Mail Mailing / Application Period	10/7/2024 – 10/29/2024
Last Day to Register to Vote	10/21/2024
Official Canvass of the Vote	11/7/2024 – 12/5/2024

## NOMINATION DOCUMENTS

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In order to qualify as a candidate, the following nomination documents shall be submitted during the nomination period:

- Candidate Check List
- Candidate Media Release and Contact Information
- Nomination Paper
- Ballot Designation Worksheet
- Candidate's Statement of Qualifications Form (optional)
  - Payment of \$750.00
- Statement of Economic Interests Form 700
- Code of Fair Campaign Practices (optional)
- Candidate Intention Statement Form 501
- Candidate Campaign Statement Form 470 (if applicable)
- Political Signs Deposit of \$200 (if applicable)

The following pages will provide detailed information regarding each forms included in the nomination documents.

### **Nomination Paper**

The *Nomination Paper* can only be issued by, and subsequently filed with the City Clerk during regular business hours during the statutory nomination period. The document shall remain intact as one document. The information contained on the first page of the Nomination Paper shall be pre-populated and signed by the City Clerk.

Each candidate shall be nominated by not less than 20 but no more than 30 registered voters residing within the district running for or within the city if running for Mayor. This is accomplished by obtaining signatures of registered voters on the *Nomination Paper*.

The Oath of Allegiance section of the *Nomination Paper* is administered by the City Clerk (or designee) and will be signed by the candidate in the presence of the City Clerk or their designee at the time the filing of nomination documents.

### **Signing a Nomination Paper**

Any registered voter in the city, including the candidate, may sign a *Nomination Paper*. The signatures on the *Nomination Paper* shall be written in the same manner as their voter registration in blue or black ink.

## NOMINATION DOCUMENTS

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### **Circulating the Nomination Paper**

The *Nomination Paper* may be circulated by the candidate or by any other person 18 years of age. Only one person may circulate the *Nomination Paper*. Whoever circulates the *Nomination Paper* shall personally witness each signature and complete and sign the Affidavit of Circulator. This includes name, address, circulation dates; and is signed under penalty of perjury.

### **Handling the Nomination Paper**

As provided in Elections Code section 18200-18205, no person shall submit a *Nomination Paper* knowing that any part of it has been made falsely. No person shall fraudulently deface or destroy, or willfully suppress all or part of any *Nomination Paper*; or deliberately fail to file at the proper time and in the proper place any *Nomination Paper* in their possession which is entitled to be filed. No person shall, directly or indirectly, pay, solicit, or receive anything of value in order to induce a person not to become, or to withdraw as a candidate.

### **Verification of Signatures**

The City Clerk shall cause all *Nomination Papers*, in the order received, to be validated by the Stanislaus County Elections Office. Signature verification typically takes 24-48 hours and candidates will be notified by the City Clerk immediately upon completion.

### **Supplemental Nomination Paper**

If, after submitting nomination documents, the *Nomination Paper* is verified to have less than the minimum number of signatures needed to qualify, the candidate may be issued a *Supplemental Nomination Paper*. With this supplemental document, the candidate may gather additional qualifying signatures. A copy of the original *Nomination Paper* indicating which signatures are valid will be provided with the *Supplemental Nomination Paper*. The original *Nomination Paper* shall remain on file with the City Clerk.

A *Supplemental Nomination Paper* shall not be issued after the filing deadline. Therefore, if a candidate is unsure they have a sufficient number of qualified signatures it is recommended they submit nomination documents early. The issuance of a *Supplemental Nomination Paper* does not extend the filing deadline.

### **Ballot Designation Worksheet**

Candidates who qualify for the ballot have the option of a printed ballot designation directly below their name. This designation is used to describe the candidate's elected or appointed office, or their principal profession, vocation or occupation. Elections Code requires the completion of a Ballot Designation Worksheet as part of the nomination documents, even if choosing no ballot designation.

Ballot designations shall strictly adhere to the provisions of Elections Code. After the filing of nomination documents, the City Clerk shall review and verify that each designation is in compliance. If a ballot designation does not adhere to the Elections Code, the candidate shall be

## NOMINATION DOCUMENTS

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notified that the designation must be changed. If the candidate does not respond within three days of the notification (E.C. 13107(f)), the City Clerk shall withdraw the designation.

Ballot designations become public upon the close of the nomination period. Designations shall not be changed after the final filing date, except as specifically requested by the elections official due to determination of a violation of restrictions set forth by elections code.

### **Selecting a Ballot Designation**

A candidate may submit a proposed ballot designation pursuant to one of four provisions outlined in section 13107 of the California Elections Code.

#### **Option 1:** *Name of Candidate's Elective Office*

When a candidate holds elective office, or is a judicial officer, the designation may be the elective office the candidate holds at the time of filing nomination documents. There is no word limit for designations under this category.

A copy of the candidate's official Certificate of Election shall be provided as proof of elective office.

For example: City of Patterson Council Member; or Patterson Joint Unified School District Board Member

#### **Option 2:** Term "Incumbent"

The term "incumbent" shall only be used by a candidate who is a candidate for the same office which they hold at the time of filing nomination documents and shall not be used in conjunction with any other words.

#### **Option 3:** Terms "Appointed Incumbent" or "Appointed"

A candidate may propose a ballot designation consisting of the phrase "appointed incumbent" if the candidate holds an office, other than a judicial office, by virtue of appointment, and is a candidate for election to the same office. This designation is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed in-lieu of an election.

Under this option, a candidate may also propose a ballot designation consisting of the word "appointed" in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. There is no word limit for designations under this category.

For example: Appointed Stanislaus County Supervisor

#### **Option 4:** Principal Profession, Vocation, or Occupation

If a candidate proposes a designation of this type, the designation shall be limited to three words and shall be the candidate's *current* principal profession, vocation or occupation, or that of the candidate during the calendar year immediately preceding the filing of nomination documents.

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If engaged in multiple principal professions, vocations or occupations, the candidate may designate multiple professions, vocations or occupations separated by a slash “/”. Each profession, vocation or occupation shall independently qualify.

For example: Certified Public Accountant; or Certified Accountant/Farmer; or Accountant/Farmer/Teacher

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it as their principal profession, vocation or occupation if the candidate has a current, active license as of the date of filing nomination documents and has complied with all applicable requirements respective of the licensure, such as payment of licensing fees. A candidate may not use a ballot designation based on a license that is inactive, suspended or revoked by the issuing agency.

### Retired

The use of “retired” as a ballot designation is generally limited to use by individuals who have permanently given up their chosen principal profession, vocation or occupation. The following shall be considered for any designation including the word retired:

- Prior to retiring from their principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;
- The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- The candidate has reached at least the age of 55 years;
- If the candidate is requesting a ballot designation indicating that they are a retired public official, the candidate shall have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office;
- The candidate voluntarily left their last principal professional, vocational or occupational position;
- The candidate has not had another more recent, intervening principal profession, vocation or occupation; and
- The candidate’s retirement benefits are providing them with a principal source of income.

The word “retired” shall only be used alone, or as a prefix to the retired principal profession, vocation or occupation. It shall not be abbreviated or placed following any word that it modified.

Acceptable: Retired or Retired Policeman

Not Acceptable: Ret. Policeman or Policeman Retired

### Community Volunteer

“Community Volunteer” shall constitute a valid principal vocation or occupation subject to the following conditions:

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1. A candidate's community volunteer activities constitute their principal profession, vocation or occupation;
2. A candidate is not using the designation in combination with any other principal profession, vocation or occupation; and
3. A candidate is not engaged concurrently in another principal profession, vocation or occupation.

### **Unacceptable Ballot Designations**

Any ballot designation that is prohibited by Elections Code, is misleading, or otherwise improper shall be rejected. This includes if the designation:

- Would mislead the voter
- Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent
- Contains the name of any political party, whether or not it has qualified for the ballot
- The use of any word(s) referring to a racial, religious or ethnic group
- Reference to any activity that is prohibited by law
- Uses a word or prefix, such as "former" or "ex-," which means a prior status.

### **Candidate Statement of Qualifications (Optional)**

The Candidate Statement is an optional statement that provides candidates the opportunity to share additional descriptive and qualitative information about themselves. The statement may include the name, age and occupation of the candidate. Candidate statements are limited to 200 words and are printed in the official voter information guide in English and Spanish as well as facsimile ballots in Assyrian/Syriac, Khmer/Cambodian and Punjabi and mailed to all registered voters.

The Candidate Statement will remain confidential until 5:00 p.m. Friday, August 9, 2024, the close of the nomination period. If the nomination period is extended, statements shall remain confidential until 5:00 p.m. Wednesday, August 14, 2024. For additional information regarding the extended nomination period, please refer to the Running for Office section of this guide.

The Candidate Statement Form shall be filed with the City Clerk at the same time as filing nomination documents. In addition to a signed paper original, the form shall be provided electronically in editable format via email to [aalegre@ci.patterson.ca.us](mailto:aalegre@ci.patterson.ca.us)

### **Deposit for Candidate Statement**

If a candidate elects to submit a statement, there shall be a deposit in the amount of seven hundred and fifty dollars (\$750) due at the time of filing nomination documents. Payment may be submitted in the form of cash, check or money order payable to the City of Patterson.

This deposit represents the estimated cost of translating, printing, publishing and distributing the candidate statement as part of the voter's information guide. As provided by the Stanislaus County Elections Department, the cost of the statement is estimated as it is prorated among those who

## NOMINATION DOCUMENTS

submit statements, and the number of registered voters. Therefore, the exact amount cannot be determined until after the election.

If the final cost is less than the deposit, the candidate shall be refunded the difference within 30 days of the City receiving the final election services invoice from Stanislaus County. If the final cost is more than the deposit, the candidate shall be invoiced and required to pay the remaining balance within 30 days.

### Withdrawal of Statement

The statement may be withdrawn, but not altered, up until **5:00 p.m. on Monday, August 12, 2024**, the first working day following the close of the nomination period. If the nomination period is extended, the deadline to withdraw is extended to **5:00 p.m. on Thursday, August 15, 2024**. For additional information regarding the extended nomination period, please refer to the Running for Office section of this guide. Any request to withdraw shall be made by the candidate in writing to the City Clerk.

### Word Count, Format and Content of Statement

Candidate Statements are limited to **200 words** and must be of uniform size and font. Each word shall be counted as one word except as follows:

Category	Example	Word Count
Acronyms and abbreviations	CSUS, C.S.U.S., Nov., etc.	One
Dates	01/01/2014 or January 1, 2014	One
E-Mail	stanvote@stancounty.com	One
Geographical name	Stanislaus County or City of Modesto	One
Hyphenated words - Published in U.S. dictionary within the past 10 years	Mother-in-law	One
Hyphenated words - <u>Not</u> published in U.S. dictionary within the past 10 years	Taxpayer-advocate	One for each (Two)
Internet address	www.stanvote.com	One
Numbers using digits	1, 10, 100, etc.	One
Numbers spelled out	One Hundred Thousand	One for each (Three)
Numerical computations	50%, 1/2, 2.3, etc.	One
Telephone numbers	209-525-5200	One

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Statements shall be printed exactly as submitted, no proofing or editing will be done by the City Clerk once submitted. Statements that exceed the word count will be shortened by removing words from the end of the statement until the word limit is reached. Candidates are encouraged to request a review of the statement for word count and format with the City Clerk, prior to submission of nomination documents.

The statement shall not refer to opponents in any manner and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations or refer to any individual running for the same office.

If a candidate names any person or organization as an endorser within the text of the statement, the candidate must submit with the statement written consent of the person/organization named.

When a quote is used, the candidate shall provide the original document in which the quote was printed, or a signed statement from the person who was quoted.

### Public Review Period

Immediately following the close of the nomination period, during a 10-calendar day public review period, any City of Patterson voter or the city's elections official, may examine the Candidate Statements and seek a writ of mandate or an injunction challenging any or all of the material in a statement.

### **Statement of Economic Interests (Form 700)**

Each candidate is required to file a candidate type *Statement of Economic Interests Form 700 (Form 700)* at the time nomination documents are filed. The *Form 700* requires disclosure of investments, interests in real property, and business positions held on the date nomination documents are filed with the City Clerk. In addition, income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing is reportable. The filing of a candidate *Form 700* is mandated by state law and is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of nomination documents.

The City Clerk is the Filing Official for the *Form 700*, and shall retain a copy of each filing, and forward the original to the State Fair Political Practices Commission (FPPC), the official Filing Officer for the *Form 700*. If a candidate is successful, they will be required to file an assuming type *Form 700* within 30 days of being sworn into office. Subsequently, they will be required to file an annual statement for the duration of their service, at which time a leaving type *Form 700* will be required within 30 days of leaving office.

The City of Patterson uses an electronic filing system (NetFile) for elected officials. In addition, an interactive version of this form is available on the FPPC's website [www.fppc.ca.gov](http://www.fppc.ca.gov) along with a *Form 700* that is specifically designed for visually impaired filers using screen readers. The FPPC also provides advice regarding the form that can be obtained by telephone at 1-866-275-3772 or 1-916-322-5660 or email at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

## NOMINATION DOCUMENTS

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### **Code of Fair Campaign Practices (Optional)**

The Code of Fair Campaign Practices is an optional form in which a candidate may choose to publicly agree to follow the principles of decency, honesty, and fair play. If filed, the form shall be submitted to the City Clerk with nomination documents and will be retained for public inspection until 30 days after the election.

### **Candidate Authorization and Acknowledgement Form**

The Candidate Authorization and Acknowledgement Form is used to ensure a candidate's understanding that all information provided as part of the nomination process is considered public information subject to public inspection pursuant to the Public Records Act and California Election Law.

This form indicates the selection of each candidate regarding posting of personal address and contact information on the City's website. If not authorized, any reference in nomination documents will be redacted. The form also requests acknowledgement of certain deadlines and modifications to normal business hours during the nomination period.

In addition to nomination documents, candidate media release and contact information will be visibly posted online, as provided by the candidate on this form.

# CAMPAIGN REPORTING REQUIREMENTS

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## CAMPAIGN REPORTING REQUIREMENTS

*The information provided below is an overview of requirements. Individuals participating in related election activities are responsible for ensuring they meet the requirements of California Government Code, California Elections Code, and any other applicable statutory requirements. The City Clerk cannot render legal, accounting or other professional election advice or services.*

Campaign reporting requirements are statutory requirements set by the Political Reform Act (Act), contained in Government Code sections 81000-91015, and enforced by the California Fair Political Practices Commission (FPPC).

The Act is intended to provide the public with details on who contributes money or items to a candidate's campaign, and how the candidate spends that money. All candidates are required to file some level of campaign disclosure documents and/or reports. It is important to adhere to the state mandated deadlines for filing of campaign disclosure forms. Forms that are not filed or are filed after the deadline are subject to enforcement, fines and other penalties as allowed by law.

### Getting Started

Prepared by the FPPC, [\*Campaign Disclosure Manual 2 – Information for Local Candidates\*](#) is the best resource for candidates regarding how to complete campaign reporting forms, establish a campaign committee, manage a campaign account, and what Government Code requires of a candidate and committee treasurer. The manual is available on FPPC's website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

The FPPC is available by phone at 1-866-ASK-FPPC to provide assistance to anyone who has a reporting requirement under the Political Reform Act. Advice hours are Monday through Thursday from 9:00 a.m. – 11:30 a.m.

### Establishing a Bank Account

Candidates who anticipate soliciting or receiving contributions from others, or who anticipate spending over \$2,000 of personal funds in connection with the election shall open a campaign bank account. A candidate's personal funds used to pay for the candidate's statement does not count toward the \$2,000 threshold.

Campaign contributions may not be commingled with any individual's personal funds. All contributions shall be deposited in, and expenditures made from, the campaign bank account. Additional details can be found in chapter two of the *Campaign Disclosure Manual*.

### Candidate & Treasurer Workshops

The FPPC offers workshops for candidates and treasurers throughout the election season at various locations throughout the State. The workshops are scheduled live with FPPC technical advisors, through webinars and through YouTube. Staff unravel the technical complexities involved in campaign disclosure law, discuss the importance of recordkeeping, provide instructions regarding how to complete campaign disclosure forms and allow for enough time for a question and answer

## CAMPAIGN REPORTING REQUIREMENTS

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period. More information is available on the FPPC's website at <http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>.

### Campaign Disclosure Reporting Forms

The following is a summary of commonly used campaign reporting forms. All forms can be completed using the FPPC's PDF fillable documents and require a paper submission with an original signature to the appropriate filing officer, as indicated below. Forms are available on the FPPC's website at [www.fppc.ca.gov](http://www.fppc.ca.gov). A snapshot diagram of basic filing requirements is included at the end of this section.

#### Candidate Intention Statement (Form 501)

- Original and one copy filed with the City Clerk

The *Form 501* shall be filed **prior** to soliciting or receiving contributions, and before any campaign expenditure is made from personal funds. The only exception is when a candidate spends personal funds to pay for a candidate's statement that is submitted with the nomination documents.

#### Candidate Campaign Statement Short Form (Form 470)

- Original and one copy filed with the City Clerk

If a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year, the candidate may file a *Form 470*. Payments from the candidate's personal funds used to pay for a candidate's statement submitted with nomination documents does not count toward the \$2,000 threshold. This form shall be submitted at the time the candidate files nomination documents, if the candidate has not formed a recipient committee.

If a *Form 470* is filed and later in the calendar year \$2,000 or more is raised or spent, the candidate's filing obligations and deadlines shall change. If this occurs, a *Form 470S* (supplemental) shall be filed with the City Clerk within 48 hours of reaching this threshold and notification shall be sent to all candidates seeking the same office.

#### Statement of Organization (Form 410)

- Original filed with the **Secretary of State**, one copy filed with the City Clerk

Filing Fee: \$50 (annually)

All candidates that receive \$2,000 or more in contributions in a calendar year qualify as a recipient committee and shall file with the Secretary of State a *Form 410* **within ten days** of meeting the threshold. There is a \$50 payment due at the time of filing, and thereafter annually by January 15th until such time as the committee is terminated. Upon submission the candidate will be issued a committee ID number.

Anytime an amendment to the *Form 410* is submitted to the Secretary of State, the candidate shall file a copy with the City Clerk.

## CAMPAIGN REPORTING REQUIREMENTS

FPPC Regulation 18402 requires that all candidate-controlled committees contain the last name of the candidate, the office sought, and the year of the election in the name of the committee. Candidates may not re-designate a prior committee for a future election. A new campaign bank account and new campaign committee must be established for each election.

### Recipient Committee Campaign Statement (Form 460)

- Original and one copy filed with the City Clerk

Candidates for office who receive contributions or have expenditures in excess of \$2,000 shall file pre-election and semi-annual campaign statements during the year in which their election is being held. Government Code requires the continued filing of campaign statements until the committee has been terminated. Disclosure requirements are complicated and lengthy; and therefore, are not detailed in this manual. Candidate should refer to the detailed instructions in chapter eight of the *Campaign Disclosure Manual 2*.

### 24-hour Contribution Report (Form 497)

- Submitted to the City Clerk (no signature required)

Candidates who make or receive contribution(s) totaling \$1,000 or more to/from a single source during the 90-day period before or on the date of the election file this form. Contributions reported on the *Form 497* must also be reported on the committee's next *Form 460*.

Reporting is required within 24 hours of meeting the threshold, and therefore shall be filed by email to [cityclerk@ci.patterson.ca.us](mailto:cityclerk@ci.patterson.ca.us), delivered in person, guaranteed overnight or via fax to 209-895-8019.

### **Campaign Disclosure Reporting Deadlines**

Several campaign disclosure statements are required by candidates who qualify as a recipient committee. The reporting period of these statements are pursuant to Government Code. For the November 5, 2024 General Election, the reporting deadlines are as follows:

<b>Deadline</b>	<b>Filing Type</b>	<b>Form</b>	<b>Period Covered</b>
<b>July 21, 2024</b>	Semi-Annual	460 or 470	* - 6/30/2024
<b>Within 24 hours</b>	24 Hour Contribution	497	8/7/24 – 11/5/24
<b>September 26, 2024</b>	1 <sup>st</sup> Pre-Election	460 or 470	7/1/24 – 9/21/24
<b>October 24, 2024</b>	2 <sup>nd</sup> Pre-Election	460	9/22/24 – 10/19/24
<b>January 31, 2025</b>	Semi-Annual	460	10/20/24 – 12/21/24

\* The period covered by any statement begins on the day after the closing of the last statement, or January 1 if no previous statement has been filed.

## CAMPAIGN REPORTING REQUIREMENTS

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### **Defeated Candidates/Outgoing Officeholders**

Following the election, unsuccessful candidate or defeated officeholders should begin reviewing their campaign funds and allowable uses, as well as determine if their recipient committee should be terminated.

### **Terminating a Recipient Committee**

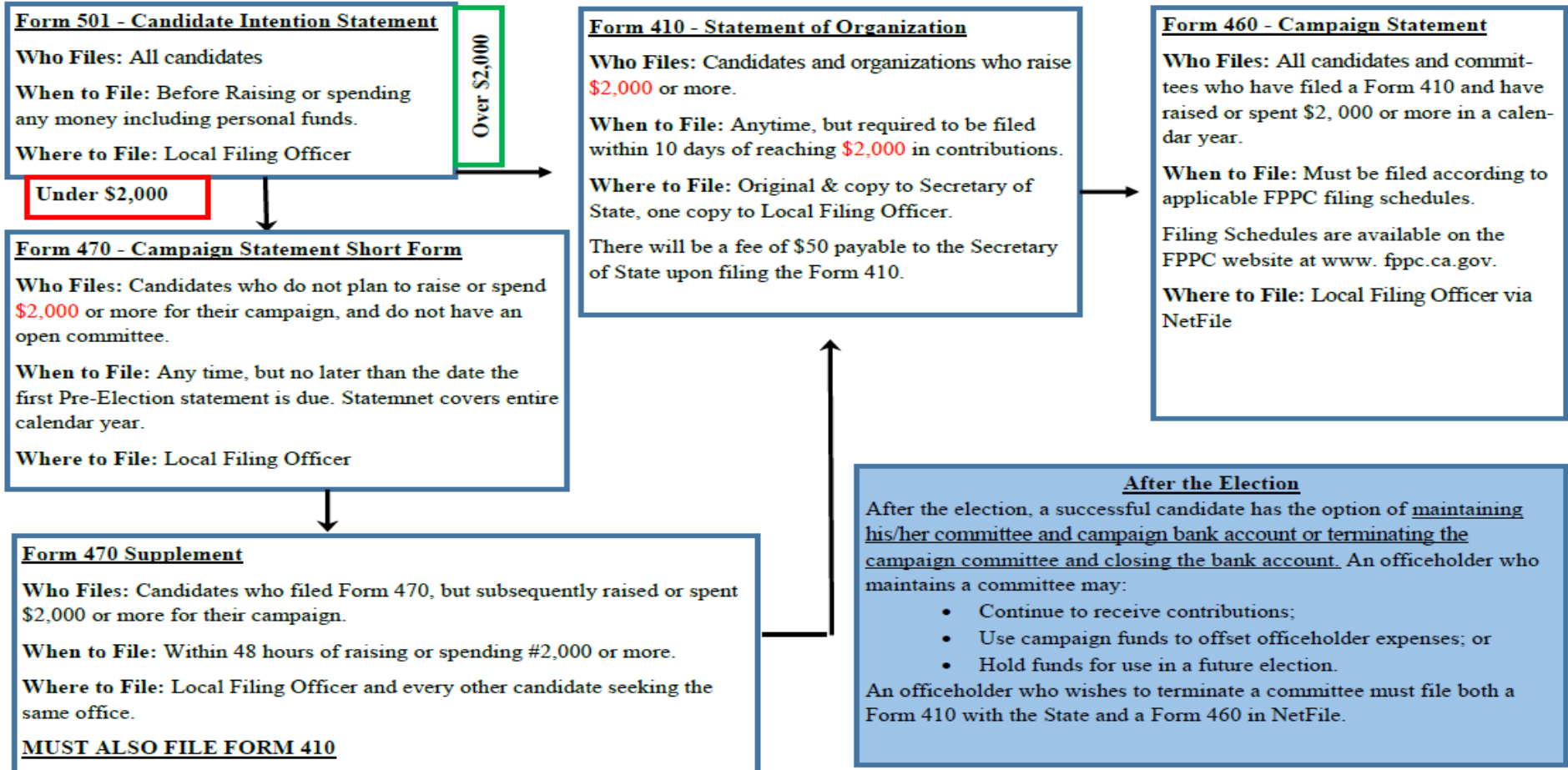
When all financial obligations are met, the committee's account has been spent or distributed, and a candidate ceases to raise or spend funds, the committee should be terminated. An original *Form 410* indicating termination shall be filed with the Secretary of State, and a copy submitted to the City Clerk.

At the time the *Form 410* for termination is filed with the City Clerk, a termination *Form 460* shall also be filed, indicating a zero cash balance. This final statement should report the committee's activity since the close of the reporting period of the previous statement filed.

# CAMPAIGN REPORTING REQUIREMENTS



Basic Filing Guide for Candidates & Committees. For more information you may contact FPPC at [1-866-ASK-FPPC](tel:1866ASKFPPC) and by going to the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov)



## ELECTION ACTIVITIES IN GENERAL

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### **Voter Registration**

To vote in any election, a citizen must be properly registered 15 days prior to the election date. For the November 5, 2024 election, voters must be registered at their current residential address by Monday, October 21, 2024.

You are eligible to vote in the municipal election if you are:

- A United States citizen
- A resident of the City of Patterson
- 18 years or older on Election Day
- Not in prison, or on parole, serving state prison sentence in a county jail, or serving sentence for a felony
- Not found to be mentally incompetent by a court of law

You need to update your registration if:

- You moved to a new residence
- You changed your name
- You wish to change your political party choice

The California Secretary of State's Online Voter Registration website is <http://registertovote.ca.gov/>. Postage-paid voter registration forms are available at: U.S. Post Offices, Public Libraries, City Halls, DMV offices and the County Election Office in Modesto.

### **Mass Mailings**

Government Code section 82041.3 defines a mass mailing as over two hundred substantially similar pieces of mail but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry.

Government Code section 84305 further states that candidates are prohibited from sending mass mailings without disclosing certain information, in a certain format. Candidates are strongly encouraged to consult the full text to ensure compliance with state law.

For more information regarding campaign advertising requirements and restrictions, please visit the [FPPC's website](#).

### **Political Signs**

The placement of political signs is subject to local regulation. In the City of Patterson, sign regulations and restrictions are covered under the City of Patterson Municipal Code Chapter 18.90. Candidates or political committees desiring to post signs within the city shall first post a refundable deposit of two hundred dollars (\$200) with the City Clerk. No political sign shall be a roof sign, and no political sign shall be posted on, under above or across any public property, or within or above a public right-of-way.

## ELECTION ACTIVITIES IN GENERAL

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Campaign signs are considered “temporary” under the City of Patterson Municipal Code and are subject to those regulations as to number, size, and location as identified in the City of Patterson Municipal Code section 18.90.080.

No political signs shall be posted earlier than forty-five (45) days prior to the election at which the candidates or measures will be voted upon, and each sign shall be removed within ten (10) days after the election. If a sign is not removed, notice shall be issued and the responsible party shall remove the sign within seven (7) days of the notice to remove the sign. If not removed within that time, violations are punishable in compliance with Title 1, Chapter 1.16 of the City of Patterson Municipal Code.

Throughout this election period, please have your campaign workers confirm that all signs are posted legally. We also ask that you respect the wishes of property owners when displaying and distributing campaign information. Please be advised that City Staff will remove all signs that do not conform to the City’s sign regulations and will hold them for pick up. Arrangements to pick up non-conforming signs can be made by contacting the City Clerk’s Office, at 209-895-8012 or email [cityclerk@ci.patterson.ca.us](mailto:cityclerk@ci.patterson.ca.us).

### **Electioneering**

No person shall, on election day, or at any time a voter may be casting a ballot, within 100 feet of any election’s official’s office or any building or location containing a polling place (including outdoor curbside voting areas or other vote by mail drop off locations) do any of the following:

- Circulate any petition of any kind
- Solicit a vote or speak to a voter on the subject of their ballot
- Place any signs or speak to any voter regarding voter qualifications
- Participate in any electioneering (visible or audible) activity

Electioneering is defined by Elections Code section 319.5 as visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100-foot limit specified.

### **Election Night Activities**

Election results are available from the Stanislaus County Election Division’s website at [www.stanvote.com](http://www.stanvote.com), beginning at 8:00 p.m. on Election Night. Results will be updated periodically, until all Election Day ballots are counted. Candidates and/or members of their campaigns are welcome to observe the Election Night processes at the County Elections Office, 1021 I Street, Suite 101, Modesto. Observer guidelines will be issued upon arrival.

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