

BASIC STEPS ON HOW TO RUN FOR OFFICE

OFFICE OF THE CITY CLERK



The City of San Dimas is a general law city. The City's Municipal Code establishes the conduct of elections and unless otherwise provided by ordinance or resolution (as noted directly below), all elections shall be in accordance with the provisions of the Elections Code of the State of California.



DISTRICT ELECTIONS

The San Dimas City Council voted to transition from “at-large elections” of Councilmembers to “by- district” elections on December 12, 2021. The office of Mayor will continue to be elected at-large.

The City was divided into four Council Districts and only the voters in a Council District decide who will represent that Council District on the City Council. Voters will elect Councilmembers to represent **Council Districts 1 and 3 during the March 5, 2024 General Municipal Election.**

Additional information may be found on the City's website at www.sandimasca.gov

It's easy to get started running for office. For the March 5, 2024 General Municipal Election, in order to be eligible to hold office as a member of the City Council, a person must be a registered voter residing in the Council District or of territory lawfully annexed thereto for at least 30 days next preceding the last day for filing of nomination papers as fixed by applicable State law in **Council Districts 1 and 3.**

In order to qualify as a registered voter in San Dimas, you must be a United States citizen; a resident of San Dimas; 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 San Dimas City Clerk; you have a minimum of 20, maximum of 30 registered voters from your city within your district 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 the City Clerk 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 (the 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 or from the City Clerk's office.

If you plan on receiving or spending more than \$2,000 on your campaign, here are some things you'll need to do:

- Get a copy of Campaign Manual 2 from the FPPC website; <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title2> - read it and give a copy to your Treasurer.
- 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 \$2,000 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 “Nominating 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.

Nomination Period for the March 5, 2024 General Municipal Election will open at 7:30 a.m. on Monday, November 13, 2023 and close at 4:30 p.m. on Friday, December 8, 2023. The candidate must complete and return all required nomination documents by the filing deadline. If an incumbent fails to submit his or her nomination paperwork by the deadline or fails to qualify to run for office by the deadline, the nomination period will be

extended until 5:30 p.m. on Wednesday, December 13, 2023, for all candidates, **with the exception of incumbents** for that particular office only.

OBTAIN SIGNATURES

Obtain the signatures of a minimum of 20, maximum of 30 registered voters on your nomination papers. (E.C. 10220)

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 (E.C. §§ 13107, 13107.3 and 13107.5; CCR §).

CANDIDATE’S STATEMENT

Start thinking about what you want your candidate’s statement to say. Your statement is limited to 200 words, as defined by E.C. 13307 and city resolution. 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. [Click here](#) to view San Dimas’ regulations. 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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