

City of Sonoma



NOVEMBER 8, 2016 ELECTION

CANDIDATE HANDBOOK

Office of the City Clerk
No. 1 The Plaza
Sonoma CA 95476
(707) 933-2216

The contents of this handbook and any legal interpretations contained herein are not to be relied upon either as being correct factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate legal counsel is at the reader's risk.

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No. 1 The Plaza
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www.sonomacity.org

June 15, 2016

Dear Prospective Candidate:

This Candidate Handbook has been prepared to assist candidates in preparing for the Municipal Election scheduled to be held on Tuesday November 8, 2016. We offer this guide as a useful tool for understanding important papers, official forms, and campaign deadlines.

Please take the time to review the information, which will help answer many questions you may have regarding the rules and guidelines for running for public office.

This Handbook should be used as a general reference only in addition to other references that may be used by you or your campaign. This guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation or rule will apply. Because I am precluded by law from providing legal advice; any legal questions should be directed to private legal counsel.

Other valuable resources to you and your campaign are various State regulations that govern elections at the local level which may be found at: www.leginfo.ca.gov/calaw.html and the Fair Political Practices Commission (FPPC) website which provides campaign information and describes in detail financial disclosure and filing requirements. You may contact the FPPC at (866) 275-3772 and www.fppc.ca.gov.

We advise you to file your completed nomination forms EARLY within the nomination period. Deadlines are rigid and must be adhered to. Waiting until the last moment to complete and file documents may jeopardize your right to have your name appear on the ballot. If you have any questions about the nomination process or the upcoming election, please feel free to contact me by phone (707) 933-2216 or email (gjohann@sonomacity.org).

Sincerely,

Gay Johann
Assistant City Manager / City Clerk

November 8, 2016 Election Calendar

DAYS PRIOR	DATE	ACTION TAKEN
127 113	July 4 - July 18	NOTICE OF ELECTION Between these dates, the City shall publish Notice of Election to inform the public of the date of the election, offices to be filled, where nomination papers are available and the deadline for filing required forms for City positions. EC 12101, 12110, 12111
113 88	July 18 - August 12	FILING PERIOD – CANDIDATE NOMINATION PAPERS Between these dates, eligible candidates may obtain and file required nomination forms. EC 10220 et sec
	August 1	SEMI-ANNUAL CAMPAIGN STATEMENT The last day to file semiannual campaign statements, if required, by all candidates and committees. GC 84200
87 83	August 13 - August 17	EXTENSION OF NOMINATION PERIOD Extended candidate filing period for nomination papers. If an eligible incumbent does not file or fails to qualify by 5:00 p.m. on August 12, candidates other than the incumbent may obtain and file all required nomination forms. EC 10225
82	August 18	RANDOMIZED ALPHABET DRAWING The Secretary of State conducts a drawing to determine the order in which the candidate names will appear on the ballot. EC 13112
88 83	August 12 - Or August 17	INSUFFICIENT NUMBER OF NOMINEES (CANDIDATES) If at the close of the nomination period the number of persons nominated do not exceed the number of offices to be filled the city council may decide to fill the office by appointment or proceed with the election. Prior to the council's action, the City Clerk must publish a one-time notice of the facts and options under Elec. Code §10229. The council may not make an appointment until five days after this publication. If no appointment is made by the 75th day, the election is held. If any citywide office or measure is on the ballot, the election is held regardless of insufficient nominees. EC 10229
57 14	September 12 - October 25	WRITE-IN CANDIDACY Between these dates, any qualified person may obtain and file nomination forms to be a Write-In candidate for public office. EC 8600-8605
	September 29	FIRST PRE-ELECTION CAMPAIGN STATEMENT DUE Last day to file campaign statements for candidates and committees covering the period 7/1/16-9/24/16. GC 84200.7
15	October 24	VOTER REGISTRATION CLOSES Last Day to Register to Vote for the November 6, 2014 election. EC 2102, 2107
	October 27	SECOND PRE-ELECTION CAMPAIGN STATEMENT DUE Pre-election Campaign and Supplemental Independent Expenditure Statements due covering the period of 9/25/16-10/22/16. GC 84200.7
0	November 8	ELECTION DAY
	December 8	COUNTY CERTIFICATION Last day for County to certify election results. EC §15372
	TBD	DECLARE ELECTION RESULTS Council to adopt and certify election results (depending on when we receive certification from the County). Newly elected Council members will be sworn in. Mayor and Mayor Pro Tem will be selected. EC 9217, 10262-10263
	January 31, 2017	SEMI-ANNUAL CAMPAIGN STATEMENT The last day to file semiannual campaign statements, if required, by all candidates and committees covering the period 10/23/16-12/31/16. GC 84200

***IMPORTANT TELEPHONE
NUMBERS & WEBSITES***

<i>CITY OF SONOMA</i>		
		www.sonomacity.org
	Carol Giovanatto, City Manager - carolg@sonomacity.org	707.933.2213
	Gay Johann, Assistant City Manager/City Clerk, - gjohann@sonomacity.org	707.933.2216
	Planning Department (sign permit application)	707.933.2206
	Administrative Assistant (to confirm City Council agenda packets are ready)	707.933.2210
<i>SONOMA COUNTY REGISTRAR OF VOTERS</i>		http://vote.sonoma-county.org
	General Information Toll-free TDD (hearing impaired)	707.565.6800 800.750.8683 707.565.6888
	Campaign Materials Division (voter lists, maps, precinct information)	707.565.6818
	Voter Registration Division (voter registration forms, information)	707.565-6800
	Vote by Mail Division (vote by mail ballot applications, information)	707.565.6806
<i>OFFICE OF THE SECRETARY OF STATE</i>		www.sos.ca.gov
	Elections Division (general information)	916.657.2166
	Political Reform Division (committee ID number, termination of committee)	916.653.6224
<i>FAIR POLITICAL PRACTICES COMMISSION</i>		www.fppc.ca.gov
	Technical Assistance Division (campaign disclosure, conflict of interest disclosure)	866.275.3772 or 916.322.5660
	FAX	916.322.3711
	Enforcement Division (file complaint under Political Reform Act)	866.275.3772

CITY GOVERNMENT

Sonoma is a General Law City organized under the statutes of the State of California and governed by the California Constitution. Incorporated on September 3, 1883, the City, at present, encompasses approximately 2.5 square miles acres and has a population of 10,648.

The City Council is the legislative, or lawmaking, branch of Sonoma's municipal government. Residents elect five Councilmembers at large rather than by district, making each accountable to the entire citizenry. The Council acts as the board of directors of the municipal corporation and meets in a public forum where citizens may participate in the governmental process.

The City Council provides policy direction upon which all City actions, programs and priorities are based. They establish policy through the approval of the annual budget, Zoning Ordinance and General Plan, Capital Improvement Program, ordinances, resolutions, and motions. It is the responsibility of the City Council to make decisions that ensure the best utilization of City resources to meet the community's needs.

Sonoma operates under the Council-Manager form of government. The City Council hires a professional City Manager, who is responsible for all management functions for the City, including budget, ordinance enforcement and operations.

The Council also relies on the input of appropriate committees, commissions, and others interested in the issues under consideration to assist in the public debates upon which policy is formulated. City commissions, boards, and committees include the following: Planning Commission, Community Services & Environment Commission, Design Review & Historical Preservation Commission, Cultural and Fine Arts Commission, Traffic Safety Committee, and the Mobilehome Park Rental Review Board.

The Council extends its influence through its review and commenting upon proposed legislation in the State and Federal arenas, and participation in regionally oriented governing bodies. The City is represented on various state, county, and area commissions and committees by Councilmembers as appointed by the Council. Members of the City Council are often called upon to perform ceremonial duties in support of community programs and events.

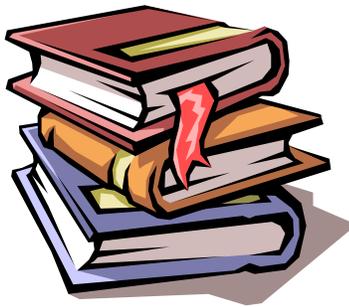


City Council Meetings

The variety and volume of business that comes before the City Council requires an efficient approach to conducting such matters. The City Clerk's office prepares an agenda for each meeting. Copies are normally available to the public on Thursday before the Monday meeting. A complete agenda packet is made available for review at City Hall, Sonoma Valley Library and on the City website at www.sonomacity.org.



Regular meetings of the City Council are held at 6:00 p.m. the first and third Monday of each month in the Community Meeting Room located at 177 First Street West. When a Monday meeting date falls on a holiday, the meeting is usually held the following Wednesday. Special meetings to conduct the City's business may be called as needed.



Councilmembers' Qualifications, Terms, and Benefits

To seek office, candidates must be 18 years of age, residents of the City of Sonoma, registered voters, and not disqualified from holding office by the Constitution or laws of the State of California. There is no filing fee. (CA code sections below)

CA Gov. Code § 1020. A person is incapable of holding a civil office if at the time of his/her election or appointment s/he is not 18 years of age and a citizen of California.

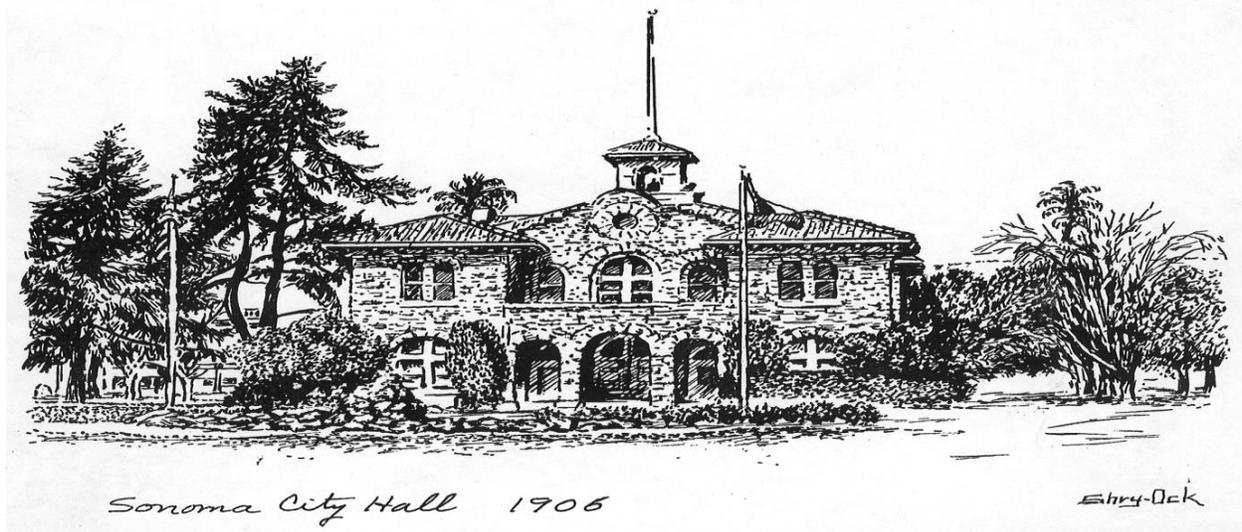
CA Gov. Code § 36502. (a) A person is not eligible to hold office as councilmember, city clerk, or city treasurer unless he or she is at the time of assuming the office an elector of the city, and was a registered voter of the city at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code. If, during his or her term of office, he or she moves his or her place of residence outside of the city limits or ceases to be an elector of the city, his or her office shall immediately become vacant.

CA Gov. Code § 1021. A person is disqualified from holding any office upon conviction of designated crimes as specified in the California Constitution and laws of California.

Members of the City Council are elected at large for four-year terms, which overlap. Two members are elected during one election and three are elected two years later. The City has not established limitations on the number of terms that may be served.

Councilmembers assume their position upon taking the oath of office, which is administered by the City Clerk at the City Council meeting called to certify the election results. This meeting is generally held the first week in December but the date depends on when the election results are received from the County Registrar of Voters office. The Mayor and Mayor Pro Tem are then selected by the Council for one-year terms at this same meeting.

Councilmembers receive \$300 a month and may participate in City-paid medical insurance plans. Expenses incurred by Councilmembers related to City business will be reimbursed.



Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in Northern California to live, visit, and do business. Ours is a diverse community where residents and their children can and want to remain. In 2020, Sonoma will be a place where:

- Innovative, creative and sustainably-designed development respects the availability of natural resources and enhances the scale, character, and natural setting of the community.
- The community's history and its role as a cultural center are enhanced through public art, special events, and careful preservation of historic features.
- A vibrant, entrepreneurial economy is fueled largely by retention and incubation of locally-owned businesses that complement the small-town atmosphere and provide high-paying jobs.
- Housing is available and affordable to the residents and the local workforce to support an economically diverse population.
- Creeks, trees, other natural features are valued and preserved, and open space and agricultural lands are protected—both in and around the city.
- Residents have access to a variety of high-quality recreational opportunities.
- Walking and bicycling are safe and the use of clean-fuel transit is popular. Traffic congestion is mitigated.
- Residents enjoy peace, quiet, and security, as well as efficient, high-quality public services.
- The City enjoys productive relationships with neighboring communities to effectively address regional issues, including planning, service provision and capital improvements.

Adopted by the City Council on October 4, 2006

NOMINATION DOCUMENTS AND FILING PROCEDURE

All filing documents are obtained from, and upon completion, filed with the Office of the City Clerk, No. 1 The Plaza, Sonoma CA during regular business hours. Registered voters nominate candidates for City Council by signing a Nomination Paper. Each candidate must be proposed by not less than twenty or more than thirty voters. Any registered voter of the City may sign a nomination paper. In this instance, since there are two offices being voted on, voters may sign up to two nomination papers. Candidates may sign their own nomination paper. The Sonoma County Registrar of Voters Office will check all signatures for validity. If the number of valid signatures is less than 20, the candidate has not qualified for placement on the ballot.

Nomination Period - The candidate must complete and return all nomination papers by the filing deadline. The nomination period begins **July 18, 2016**. It ends 88 days before the general municipal election except when an incumbent does not run. If an incumbent fails to submit nomination papers, the nomination period is extended to 83 days before the election. A candidate may withdraw his/her nomination papers up until the close of the nomination period. All nomination papers must be filed at the same time. The deadlines for filing nomination papers for the November 2016 election are:

- **August 12, 2016**, 5:00 p.m.; or
- **August 17, 2016**, 5:00 p.m. (if one of the incumbents fails to file nomination papers by August 12 the filing period will be extended to August 17. Only non-incumbents may file through this date.)

Withdrawal of Candidate - No candidate shall withdraw his or her nomination documents after 5:00 p.m. on the filing deadline.. EC 10224, 10225 (b).

OATH OF OFFICE

I, _____, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

The Forms

Below is a list of forms and documents that will be provided at the time the Official Nomination Forms are issued. The list indicates which forms are optional and which are required to be filed. All required forms and any optional forms you decide to file, **must be submitted at the same time.**

FORM #	REQUIRED	OPTIONAL	FORM	
1	✓		Certificate of Residency	
2	✓		Nomination Paper	
3	✓		Ballot Designation Worksheet	
4	✓		Form 700 Statement of Economic Interests	
5	✓		City of Sonoma Voluntary Expenditure Ceiling Statement (Acceptance of the Expenditure Ceiling is optional)	
6		✓	Candidate's Statement of Qualifications Election Form	
7		✓	Code of Fair Campaign Practices	
8	<u>As Applicable</u> Must be filed before raising or spending any money, including candidate's personal funds		Form 501 Candidate Intention Statement	Filed With: City Clerk
9	<u>As Applicable</u> Applicable if your receipts or expenditures do not exceed \$2,000 in the calendar year. Additional reports may be required		Form 470 Officeholder and Candidate Campaign Statement - Short Form	Filed With: City Clerk
10	<u>As Applicable</u> Must be filed within 10 days of receiving \$2,000 or more in contributions (\$50 fee)		Form 410 Statement of Organization Recipient Committee	Filed With: • Original and One Copy filed with Secretary of State • Copy filed with City Clerk
11	<u>As Applicable</u> Applicable to those who receive or spend more than \$2,000. Additional reports may be required		Form 460 Recipient Committee Campaign Statement	Filed With: City Clerk
12	FOR INFORMATION PURPOSES ONLY		Campaign Disclosure Manual 2 - EXTREMELY IMPORTANT and helpful information regarding state campaign finance and disclosure law that applies to local candidates and committees.	

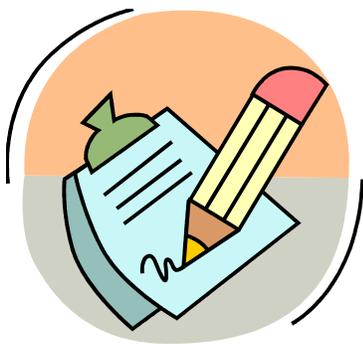
Description of Forms

Form #1, CERTIFICATE OF RESIDENCY - Candidates for City Council must submit a statement that the candidate is a registered voter and resides within the City of Sonoma.

Form #2, NOMINATION PAPER - The Nomination Paper may be taken out and filed with the City Clerk only during regular business hours during the nomination period. The City Clerk, or her designee, will complete the upper portion and affix her signature on the front page of the nomination paper at the time it is issued. Public access to the Nomination Paper is limited to viewing the document only. The public may not copy or distribute copies of a Nomination Paper. (E.C. 17100(c))

Once a Nomination Paper is filed, it may not be returned to the candidate to obtain additional signatures. If the nomination is determined to be insufficient or the candidate fails to obtain enough valid signatures, the City Clerk will issue one supplemental petition on which the candidate may collect additional signatures. The supplemental petition shall be filed no later than the last day for filing the Nomination Paper.

A person other than the candidate may obtain the Nomination Paper on behalf of the candidate. The person designated to obtain the petition must be authorized in writing to obtain the forms. The authorization must name the designated person by name and must be signed by the candidate - original signature only. The person obtaining the Nomination Paper must receive and sign for the complete nomination packet.



Signatures - The candidate is responsible for obtaining the signatures of not less than twenty (20), nor more than thirty (30) registered voters who are eligible to vote for the candidate. No voter may sign more nomination forms than there are positions. A candidate may sign his/her own nomination form. Candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be filed and examined for sufficiency well before the filing deadline. Each signer shall at the time of signing the nomination paper personally affix his or her signature, printed

name, and place of residence, giving street and number.

It is important that the candidate or his/her circulator make a concerted effort to obtain valid signatures as invalid signatures may slow the filing process causing unnecessary delays for the candidate and his/her campaign. The following guidelines will be used when reviewing signatures on Nomination Papers.

A signature on a nomination paper can be challenged if:

- The signer is not a registered voter
- The signature on the petition does not compare to the signature on the voter's affidavit of registration
- The signer does not reside within the City of Sonoma
- The signer uses a PO Box number for residence
- The signer provides an address that is different from the one on the affidavit of registration on record
- The signer prints his/her name for the signature (unless registered as such)
- The signer uses ditto marks for an address
- The signers printed name and address were not affixed in their own hand

Candidate's Information - The candidate completes the Candidate's Information section.

Declaration of Circulator - This section must be completed and signed by the circulator (person who obtains the signatures). The circulator, whether the candidate or another person, must be a registered voter of the City. Whoever circulates the petition must witness all signatures and complete and sign the Declaration of Circulator.

Affidavit of Nominee and Oath or Affirmation of Allegiance

- The name of the nominee and the office sought are to be typed or printed in the space provided. **IMPORTANT:** The candidate's name and designation as provided by the candidate on the Affidavit of Nominee is the way it will appear on the ballot. Candidates must use their full legal name: nicknames or shortened versions of the full legal name may be listed in quotes. The Affidavit of Nominee cannot be changed after the nomination process is complete. The designation should be the 1st Alternative indicated on the Ballot Designation Worksheet (next form).



Form #3. BALLOT DESIGNATION WORKSHEET - The Ballot Designation Worksheet is used to facilitate the review of the candidates proposed ballot designation. The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation. Candidates wishing to have a ballot designation appear on the ballot, **MUST** complete and file the ballot designation worksheet at the time they file their nomination papers. If a candidate does not submit a ballot designation worksheet, they will not have a designation listed under their name on the official ballot.

Ballot Designations

The designation chosen must be from one of the four categories below - EC §13107(a)

1	Elective Office: Words designating the elective office he/she holds.
2	Incumbent: The word “incumbent” if the candidate is a candidate for the same office which he/she holds at the time of filing, and to which he/she was elected.
3	3-Word Profession/Occupation/Vocation: No more than three words designating the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
4	Community Volunteer: 13107.5. (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions: <ul style="list-style-type: none"> (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation. (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation. (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation. The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

Unacceptable Designations

Pursuant to Elections Code 13107(b), no designation will be accepted which:

1	Would mislead the voter
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(s) it modifies
4	Uses a word or prefix such as “former” or “ex”, which means a prior status, except for the word “retired” which is permitted
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 that is prohibited by law

No title or degree shall appear on the same line on the ballot as the candidate's name, either before or after the candidate's name. (EC 13106)

Rejected Ballot Designations

If a Nomination Paper bears a designation in violation of any of these restrictions, the candidate will be notified by registered mail and shall, within three days from the date of receipt of the notice, appear at the City Clerk's office and provide an alternate designation. If he/she fails to provide such an alternate designation, no designation will appear after the candidate's name on the ballot. (EC 13107(c)(1)(2))

FORM #4, FORM 700 - STATEMENT OF ECONOMIC INTERESTS - The Political Reform Act (California Government Code sections 81000-91015) requires local government officials, some employees and candidates to publicly disclose their personal assets and income. They must also disqualify themselves from participating in decisions, which may affect their personal financial interests. The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing Form 700 Statement of Economic Interests and for interpreting the law's provisions.

All candidates are required to file a completed Statement of Economic Interests Form 700 disclosing investments, interests in real property, and any income received during the immediately preceding 12 months at the time they file their Official Filing Forms. The form must be filed at the time Nomination Papers are filed. An interactive version of this form is available on the Fair Political Practices Commission website: www.fppc.ca.gov. If you have any questions regarding completion of the form, contact the FPPC at 866-ASK FPPC (888-275-3772). Statements of Economic Interests are public documents and, as such, are available to anyone requesting to review and/or obtain copies.



FORM #5, VOLUNTARY EXPENDITURE CEILING STATEMENT - All candidates must complete the Voluntary Expenditure Ceiling Statement indicating whether they will or will not accept the City's voluntary expenditure ceiling.

City of Sonoma regulations limit the amount of campaign contributions as follows

- Maximum monetary contribution - \$100
- Maximum non-monetary contribution - \$400

Campaign contribution limits for candidate who voluntarily adopt a campaign expenditure ceiling of \$10,000 are as follows:

- Maximum monetary contribution - \$200
- Maximum non-monetary contribution - \$800

The regulations require candidates to file a statement of acceptance or rejection of the voluntary expenditure ceiling before accepting any contributions.

FORM #6, CANDIDATE'S STATEMENT OF QUALIFICATIONS – Use this form to indicate that you do or do not elect to include a Statement of Qualifications. The actual statement (if one is submitted) should be attached to this form.

Each candidate may prepare a statement to be included in the Voter Information Pamphlet prepared and distributed by the Sonoma County Registrar of Voters. The statement may include the name, age and occupation of the candidate and a brief description the candidate's own education and qualifications of no more than 200 words written in the first person (i.e. "I am running"). The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed in the City Clerk's office when his or her nomination papers are returned for filing. Once filed, a statement may not be changed; however, the statement may be withdrawn during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

In addition to the restrictions set forth above, a candidate's statement shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

Please note that the "**Occupation**" field in the Candidate's Statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. If its length extends beyond one line, words appearing on the second line will be counted toward the word maximum.



Other things to remember:

- Type statement exactly as you wish it to appear - statements are printed exactly as submitted, *including errors*.
- Submit letters of consent for each person listed as an endorser in your statement.
- Do not use words that are underlined, **bolded**, *italics*, Initial Capitalized or ALL CAPITALIZED.
- Do not use any unusual spacing, punctuation, indentations, "bullets" or an "outline" format.
- Check for spelling, punctuation and grammar. Remember statements cannot be changed once they are filed.

Public Review - Statements remain confidential until expiration of the filing deadline; however are available for public examination in the office of the City Clerk during the 10-day calendar review period commencing at 8:00 a.m. the next business day after the nomination period ends prior to submission for printing. During this period any voter of the City, or the County Election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted.



Financial Responsibility: It is the responsibility of the candidate to pay the entire cost of printing their Candidate's Statement of Qualifications in the ballot pamphlet. Those opting to have a Statement of Qualifications printed in the ballot pamphlet must submit a deposit in the amount of \$400 (for English only) or (\$870 for English and Spanish) at the time nomination papers are filed.

This amount represents an estimate of the actual cost for the candidate's statement printed in the Sample Ballot Pamphlet. This estimate is an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements and the layout of the Sample Ballot and Voter Information Pamphlet. If the actual cost exceeds the amount of the deposit, the candidate will be billed the extra amount; if the actual cost is less, the candidate will receive a refund of the difference. Please include a check or money order payable to the City of Sonoma. Please note that sometimes it may take the County several months after the election to produce our final billing statement to enable us to settle up with the candidates.

The Sonoma City Clerk is not bound by the estimate and will bill the candidate for additional actual expenses or refund any excess paid depending on the final actual cost.

WORD COUNTING GUIDELINES - CA Elections Code §9.

(a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

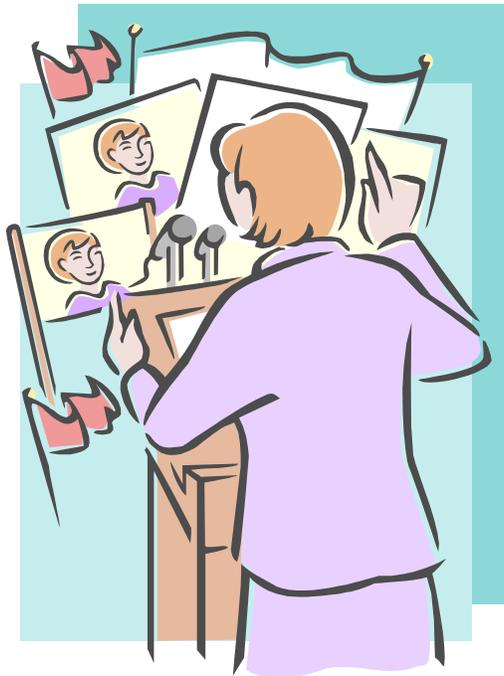
SAMPLE OF THE PRINTED CANDIDATE STATEMENT

This is a sample of a Candidate’s Statement of qualifications, as it will appear in the Voter’s Information Pamphlet. The word count begins after the heading “Occupation”.

VOTER’S PAMPHLET	
LOCAL NONPARTISAN CANDIDATE’S STATEMENTS OF QUALIFICATIONS	
<p>The following pages may not contain a complete list of candidates. A complete list of candidates appears on the Sample Ballot. Each statement is volunteered by, and (unless otherwise determined by the governing body) is printed at the expense of the candidate.</p>	
CITY OF SONOMA – CITY COUNCIL	CITY OF SONOMA – CITY COUNCIL
<p>CHRIS CANDIDATE Occupation: Teacher Age: 42</p> <p>I can bring a diversity of viewpoints and experience to the City Council. I was born and raised in Sonoma Valley with both parents teaching in the local schools. I came back after college because I wanted my children to be raised here and to enjoy the wonderful sense of community that we enjoy.</p> <p>My credentials include: Graduate of Sonoma Valley High School; UCSB graduate with a B.S. in Economics; married with two children attending local public schools; small business owner; homeowner.</p> <p>In addition, I have either served or am currently serving on the following clubs and organizations: Rotary, Chamber of Commerce, SV Hospital Foundation, and Planning Commission.</p> <p>If elected to this office, I will do my best to continue to serve as a leader and role model for our community and children.</p>	<p>The Spanish translation would appear here for candidates who request and purchase a Spanish translation of their Candidate’s Statement.</p> <p>Or, this space would be used for other candidates running for the same office.</p> <p>Candidate’s statements will appear in the same order as the candidate’s names appear on the ballot.</p>

FORM #7, CODE OF FAIR CAMPAIGN PRACTICES

In 1982 the State Legislature created a voluntary “Code of Fair Campaign Practices” to encourage candidates for public office to follow basic principles of honesty and fair play. Subscription to the Code is voluntary. The City Clerk is required, at the time an individual is issued his/her nomination papers, to provide the candidate a blank form on which to subscribe to the Code of Fair Campaign Practices and a copy of the Elections Code provisions. Those wishing to subscribe to the Code of Fair Campaign Practices must complete and sign the form and file it with the City Clerk at the time Official Filing Forms are submitted.



CAMPAIGN DISCLOSURE

All candidates for state and local office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000-91015 of the California Government Code and are enforced by the Fair Political Practices Commissions (FPPC).

For general questions regarding the Political Reform Act, you may contact the Technical Assistance Division of the Fair Political Practices Commission at (916) 322-5660, or toll-free 1-866-ASK-FPPC. From their website, www.fppc.ca.gov, you may also request advice via email. When you become a candidate for office, you will be provided with Campaign Disclosure Manual 2 and the forms most commonly used by candidates running for local office. Candidates and committee treasurers are encouraged to become familiar with all of the disclosure requirements and FPPC forms to ensure compliance is obtained. All forms and manuals can be found on the FPPC website. **It is the responsibility of the candidate to make sure that they are meeting the statutory requirements contained in the Political Reform Act.**

CANDIDATE & TREASURER SEMINARS

The FPPC will conduct a series of campaign seminars for candidates and treasurers. Conducted by a political reform consultant, these two-hour seminars are free of charge and are tailored for campaigns that will raise or spend over \$2,000. Information on filing deadlines, how to report contributions and expenditures, record keeping, and more will be discussed. Reservations are required; call 1-866-ASK-FPPC (1-800-275-3772) OR 916.322.5660 to find out more.

COMMITTEE NAME REQUIREMENTS, per FPPC Regulation 18402:

Candidate Controlled Committees. The name for all local committees must include the candidate's name, office sought and year of the election. The name of the City is not required. An example would be: "Jones for Council 2016".

Primarily Formed Committees to Support or Oppose Candidates. A committee that is primarily formed to support or oppose a candidate, but not controlled by the candidate, must include the last name of the candidate, the office sought, year of the election, and whether the committee supports or opposes the candidate; for example "Committee to Support Jones for Council 2016".

SUMMARY OF DISCLOSURE FORMS

#8, Form 501 <i>Candidate Intention Statement</i>	Basic form that must be filed prior to the solicitation or receipt of any contribution or expenditure of any personal funds used for the election. This form is filed with the City Clerk.
#9, Form 470 <i>Officeholder and Candidate Campaign Statement Short Form</i>	Form 470 may be used when a candidate does not have a controlled committee and does not anticipate raising or spending \$2,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$1,000. File an original and one copy with the City Clerk.
#10, Form 410 <i>Statement of Organization Recipient Committee</i>	A person or group that receives \$2,000 or more in contributions in a calendar year qualifies as a recipient committee and must file Form 410. After Form 410 is filed, the Secretary of State will issue an identification number for your campaign committee. File an original and one copy with the Secretary of State, and one copy with the City Clerk.
#11, Form 460 <i>Recipient Committee Campaign Statement</i>	This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures. File an original and one copy with the City Clerk.
These and additional forms are available @ www.fppc.ca.gov	

CAMPAIGN STATEMENT FILING SCHEDULE

All candidates running for office in November 2016 and committees supporting or opposing local candidates are required to file campaign statements with the City Clerk. Please refer to the calendar on page one for the filing schedule. Filing after a deadline may lead to late filing penalties of \$10 for each day the statement is late, and committees that fail to file are subject to administrative penalties of up to \$5,000 per violation.

Deadline	Period	Form	Notes
Aug 1, 2016 <i>Semi-Annual</i>	thru - 6/30/16	460	All established committees must file a Form 460. The July 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Within 24 Hours Contribution Reports	8/10/16 - 11/8/16	497	File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or measure being voted upon November 8 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, fax or online.
Sep 29, 2016 <i>Pre-Election</i>	7/1/16 - 9/24/16	460 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 27, 2016 <i>Pre-Election</i>	9/25/16- 10/22/16	460	All committees must file Form 460. File by personal delivery, guaranteed overnight service or online.
Jan 31, 2017 <i>Semi-Annual</i>	10/23/16- 12/31/16	460	All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.

ELECTIONEERING PROHIBITIONS:

CA Elections Code § 319.5: "Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.

CA Elections Code § 18370:

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in Section 14240.
- d) Do any electioneering as defined in Section 319.5.
- e] As used in this section "100 feet of a polling place, a satellite location under Section 3018, or an election official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots. Any person who violates any of the provisions of this section is guilty of a misdemeanor.

P **POLITICAL ADVERTISEMENT REGULATIONS**

Elections Code §20008 states, "Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point Roman type, whichever is larger, the words "**Paid Political Advertisement**". The Words shall be set apart from any other printed matter. As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office."

FALSE OR FORGED CAMPAIGN MATERIALS (Penal Code 115.2)

115.2.(a) No person shall publish or cause to be published, with actual knowledge, and intent to deceive, any campaign advertisement containing false or fraudulent depictions, or false or fraudulent representations, of official public documents or purported official public documents.

- (b) For purposes of this section, "campaign advertisement" means any communication directed to voters by means of a mass mailing as defined in Section 82041.5 of the Government Code, a paid newspaper advertisement, an outdoor advertisement, or any other printed matter, if the expenditures for that communication are required to be reported by Chapter 4 (commencing with Section 84100) of Title 9 of the Government Code.
- (c) Any violation of this section is a misdemeanor punishable by imprisonment in the county jail, or by a fine not to exceed fifty thousand dollars (\$50,000), or both.

MASS MAILING

As defined in Government Code §82041.5, "Mass Mailing" means over two hundred substantially similar pieces of mail. The City Clerk is required to provide a copy of Government Code §84305 to each candidate or his or her agent at the time of filing the Nomination Paper. Government Code §84305 is reproduced below for your information:

CA Gov. Code §84305. (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

CAMPAIGN SIGNS - Both State and local laws regulate the posting of political signs and distribution of handbills on public and private property. California Penal Code §556.1 requires prior consent before placing advertising on private property.

City Regulations:

Sonoma Municipal Code §18.12.080L – Political Signs:

Political signs pertaining to a valid election held within the city may be displayed without a permit, subject to the following regulations:

1. Size. Each sign shall not exceed eight square feet in area.
2. Time. Each sign shall be removed within 10 days following the election.
3. Unimproved Property. If the signs are to be displayed on unimproved property, the candidate shall file written approval of the property owner and a deposit of \$25.00 with the city clerk for the signs, to be refunded upon removal of the signs.
4. Political signs shall not be displayed on public property.

Sonoma Municipal Code §18.28.036 Prohibited locations – Sign posting in a public place.

No person, firm, or corporation, except a public officer or employee in performance of a public duty, shall paste, paint, print, nail, tack or otherwise fasten any card, banner, handbill, sign, poster or advertisement or notice of any kind, except construction warning signs, or cause the same to be done, on any curbstone, lamp post, utility pole, hydrant, bridge, wall, fence or tree, upon any public sidewalk, street, alley, or other public property, except as may be required by ordinance or law.

Additional information and sign permits may be obtained from the City Planning Department, 707-933-2206.

NOTE: CAMPAIGN SIGNS ARE NOT ALLOWED ON ANY PUBLIC PROPERTY, INCLUDING UTILITY OR LIGHT POLES WITHIN THE CITY OF SONOMA.

Along a State Highway: See the next two pages for information regarding placement of political signs along a State Highway.

**DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM**



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

OTHER USEFUL INFORMATION

CITY COUNCIL AGENDA PACKETS

As a courtesy to City Council candidates, the City will provide complete agenda packets for the City Council meetings during the nomination period. Packets are normally prepared on the Thursday prior to the City Council meeting. Sometimes the process runs late on Thursday so always call to see if the packet is ready before coming in to pick it up. Also, packets can also be downloaded from the City's website @ www.sonomacity.org. Contact City Clerk Gay Johann 933.2216, gjohann@sonomacity.org, **to subscribe to this free service.**

VOTER LISTS AND, CAMPAIGN MATERIALS

Voter registration information and maps may be obtained from the Sonoma County Registrar of Voters office. Information is available on CD's, labels, or lists.

ELECTION RESULTS

A candidate for nonpartisan office is elected if he/she receives a majority of the total votes cast for that office. Where more than one person is being elected to vacancies, those candidates with the highest number of votes will be elected.

The Sonoma County Registrar of Voters (ROV) office will conduct the official canvass which normally commences immediately upon the close of the polls on Election Day. Election night results are not final until completion of the canvass. Results may be accessed on ROV website at <http://vote.sonoma-county.org>.

CITY COUNCIL CERTIFICATION OF ELECTION RESULTS AND SEATING OF ELECTED OFFICERS

Once received from the Registrar of Voters Office, the City Council will accept the certified election results and the newly elected City Council members will be sworn in at a City Council meeting (Date to be determined depending on when the results are received).