

HOW TO RUN FOR OFFICE – A Candidate’s Guide to City Elections

The next City of Clovis General Municipal Election will be held on March 7, 2017. Two council seats will be voted upon and they are currently being held by Mayor Nathan Magsig and Councilmember Lynne Ashbeck. The two seats will be for a four year term through March 2021. In June of 2016, Mayor Magsig was elected to the Fresno County Board of Supervisors and is scheduled to be sworn in in January 2017. Due to the Mayor being elected to a separate office, he is not considered an incumbent for the March 2017 election.

On October 17, 2016 Councilmember Harry Armstrong resigned from his office. On that night the City Council called a special election to fill his seat and scheduled the election to be done in conjunction with the March 7, 2017 Election.

There will be a total of three offices voted upon in March 2017 – two four year terms and one two year term. The two year term is to fill the remaining two years of Councilmember Armstrong’s vacant office. A prospective candidate for either office can only submit nomination paperwork for one and not both offices. A candidate must identify which office he or she is seeking when nomination paperwork is issued. The nomination period for the March 2017 election is November 14 – December 9, 2016.

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What elected offices can I run for?

City of Clovis' elected officials are for the five council members. Elections for Council are held in March of odd-numbered years. Each of these offices is non-partisan. Only registered voters of the City of Clovis may vote to elect to fill council positions. Councilmembers are elected to serve four-year terms. An exception to the four year term is the special election to fill the remaining two years of Councilmember Armstrong's vacant office (2017 – 2019).

Am I eligible?

Candidates for office in the City of Clovis must be citizens of the United States and at least 18 years of age. Candidates must also be registered voters of the City and reside within the City limits of the City of Clovis prior to nomination papers being issued.

When can I run?

The City holds candidate elections every two years; any given seat is only up for election once every four years. If a seat is vacated prior to expiration of the term of office, then the Council will either appoint to fill the vacancy through the end of the term, or a special election will be held.

City elections are designed so that Council terms overlap. Two positions will be available in 2017, and the remaining three in 2019 for terms of four years each; these elections are scheduled in 2017, 2019, and 2021. An exception to the four year term is the special election to fill the remaining two years of Councilmember Armstrong's vacant office (2017 – 2019). Beginning in 2022 the elections will be moved from March odd year to November even year.

How do I run?

FEES

There is no filing fee to run as a candidate for any of the elected offices; however, there is a cost to submit a Candidate Statement of Qualifications for the Voter's Sample Ballot. Refer to the "**CANDIDATE STATEMENTS**" section for more information.

CANDIDATE DECLARATION

Candidates may wish to begin raising campaign funds well in advance of the beginning of the nomination period. If so, candidates must declare their intention to run for elected office on Candidate Intention Statement (Form 501) before raising or spending any money and/or accepting a loan. This includes any expenditures by the candidate of his/her personal funds. Candidates may set up a campaign committee by filing a Statement of Organization (Form 410) and open a bank account.

FUNDRAISING and CAMPAIGN DISCLOSURE

Before money is raised or spent in connection with the election, the candidate and his/her committee treasurer should become familiar with campaign finance and disclosure regulations, as well as the various campaign disclosure forms requirements. Refer to the California Fair Political Practices Commission (FPPC) [Campaign Disclosure Manual 2: Important Information for Local Candidates](#) (*Very large document. It may take time to load*). Candidates must comply with the State laws regulating campaign fundraising, recordkeeping and campaign disclosure.

Candidates must disclose the source of all personal funds deposited into his or her campaign bank account. If the source of funds is a loan to the candidate, the name and address of the lender and the terms of the loan must also be disclosed. The information required must be reported on a [Campaign Statement \(Form 460\)](#) on or before the date of the next pre-election statement which must be filed after the funds are deposited into the campaign bank account. Each candidate will file periodic campaign financial disclosure statements during the election cycle. The filing schedule will be provided in your Candidate's Packet. All State forms are available in the City Clerk's office and the FPPC online at www.fppc.ca.gov.

NOMINATION PAPERS

During the nomination period, appear in person at the City Clerk's Office. **Plan to attend a candidate orientation that will take approximately an hour.** You will be provided with a Candidate's Packet containing information to assist you in your election campaign and help you understand what is required of you. A representative of the candidate may pick up the Nomination Petition and Candidate's Packet on behalf of the candidate; however, candidates are encouraged to come in personally so that they have the opportunity of learning important information about running for office in Clovis.

In addition to receiving the Nomination Petition, you will also be provided with the forms necessary to comply with the requirements of the Political Reform Act, a calendar of important dates and deadlines, as well as other information regarding your duties and responsibilities of running for an elected office.

1) Who may circulate the nomination petition?

One circulator (an individual registered to vote in the City of Clovis) gathers signatures on the Nomination Petition. This is usually the candidate. The circulator will complete and sign the Circulator's Declaration on the back of the Nomination Petition.

2) Who may sign it?

Anyone who is an eligible, registered voter in the City of Clovis at the time of signing, including the circulator and the candidate, may nominate a candidate for an elected office by signing the Nomination Petition.

No voter may sign more than one Nomination Petition for the same office. If a voter signs a petition for more than one candidate for the same office, the voter's

signature shall be valid on only the petition which, taken in the order they were filed, was filed first.

3) How many signatures are needed?

Twenty (20) valid signatures of registered voters are required on the Nomination Petition to qualify as a candidate; however, it is recommended that a candidate gather at least thirty (30) signatures in the event some of the signatures are determined to be invalid. Candidates are encouraged to submit their Nomination Petitions well before the deadline of the close of nomination period. A supplemental Nomination Petition may be issued if enough signatures are not determined to be valid, provided there is still sufficient time to do so before the closing date.

A signature on the Nomination Petition will be considered invalid if the Fresno County Elections Official determines that 1) the signer is not a registered voter of the City of Clovis; 2) the name and/or signature does not match the affidavit of registration; and/or 3) the address listed by the signer does not match what appears of the affidavit of registration.

4) Where/When to file?

At the City Clerk's Office, 1033 Fifth Street, Clovis, CA 93612. The March 7, 2017 Election nomination period is November 14, 2016 and closes at 4:30 p.m. on December 9, 2016. The deadline is extended to December 14, 2016, if an incumbent does not file during the regular nomination period. In June of 2016, Mayor Magsig was elected to the Fresno County Board of Supervisors and is scheduled to be sworn in in January 2017. Due to the Mayor being elected to a separate office, he is not considered an incumbent for the March 2017 election. Nomination paperwork can also be filed with the Fresno County Clerk located at 2221 Kern St, Fresno, CA 93721 (Phone: (559) 600-2575).

5) May Nomination Petitions be withdrawn after they are filed?

Once filed with the City Clerk's office, the Nomination Petition may be withdrawn through the deadline for the close of the Nomination Period, or the deadline of the extended Nomination Period, if applicable. Otherwise, a person who has submitted a Nomination Petition may not withdraw as a candidate once the Nomination Period has closed.

6) When do Nomination Papers become public records?

Nomination Papers filed with the City Clerk's office are considered confidential until the nomination period closes. The papers are not released to the public until the nomination period has officially closed, at which time they become public records subject to disclosure and copying, with one exception: the Nomination Petition containing the names, addresses and signatures of voters is considered a protected document and may not be photocopied.

CANDIDATE STATEMENTS

Each candidate may submit, with a deposit fee of \$1,000, a 200-word Candidate Statement of Qualifications to place a brief background statement in the voter's Sample Ballot. A deposit to cover the actual printing costs in an amount estimated by the City Clerk's office will be collected at the same time the Candidate Statement is filed. Should a candidate decide to do a Candidate Statement of Qualifications, the Candidate Statement and deposit must be filed at the same time as the Nomination Papers. The candidate is entitled to a refund if the actual cost is less than the deposit. The candidate is also obligated to pay the difference should the actual cost be more than the deposit collected. A Candidate Statement cannot be changed after it is filed, but it may be withdrawn by 4:30 p.m. of the next working day after the close of the nomination period. Candidate Statements are confidential until after the close of the nomination period.

BALLOT DESIGNATION

The ballot designation appears on the official ballot under the candidate's name.

1) No more than three (3) words designating either the current principal profession, vocation or occupation of the candidate, or the profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of the nomination documents, i.e. Business Person, Real Estate Agent.

2) Words designating the elective office the candidate holds at the time of filing the Nomination Papers to which he or she was elected by the vote of the people, i.e. Councilmember or Incumbent.

Detailed instructions will be provided to candidates at the time Nomination Papers are issued.

STATEMENTS OF ECONOMIC INTERESTS

Each candidate will be provided, as part of the Nomination Papers, a Form 700 – Statement of Economic Interests. The candidate must disclose investments and interests in real property held by the candidate on the date of filing, and income received during the twelve (12) months prior to the date of filing for the elected office. Form 700 shall be filed with the Nomination Papers in the City Clerk's office before the nomination period closes.

ELECTION SIGNS

These rules and regulations are as follows:

1. The signs cannot exceed 32 sq. ft. in size but may be double faced. All signs must be on private property. There may not be more than one (1) sign per candidate per site.

2. Signs may not be placed on public property or in the public right-of-way. If there is a question as to the public property or the public right-of-way, contact the City Clerk's Office for clarification (324-2072 / John Holt).
3. The Department of Transportation prohibits any temporary political sign from being placed in the right-of-way of any highway or within 660' of the edge of and visible from the right of way of a landscaped freeway (Freeway 168).
4. Signs may not be placed in such a manner, which would, in the opinion of the City, create a safety hazard (i.e. obstruct the view at an intersection).
5. Signs may not be placed on fences surrounding public property, on public structures or on power, telephone, or light poles.
6. Signs, which are placed in violation of these rules and regulations, may be removed by City personnel. If possible, the candidate or representative will be notified of such violation and directed to remove the sign(s) to correct the violation.
7. All signs may be placed no earlier than **December 7, 2016 - ninety (90) days** prior to the election and must be removed not later than **fourteen (14) days** after the election (**March 21, 2017**).
8. It is highly recommended that permission be obtained from the property owner when placing signs on private property. The City is not responsible for signs placed on private property that are removed by the property owner.

SALARIES/BENEFITS

Each member of the City Council receives, exclusive of any money paid as reimbursement for actual and necessary expenses incurred in the performance of official City duties, as salary, \$1,366 per month. Council members are also eligible for health and medical benefits.

For questions, please contact the City Clerk's office at (559) 324-2060 or by email to johnh@cityofclovis.com.