CITY OF ST. HELENA
CANDIDATE ORIENTATION

November 3 2020 General Municipal Election
WELCOME & INTRODUCTION

- City Clerk
- Candidate Guide
- City Government & City Council Role
- Eligibility Requirements, Terms, & Benefits
- Nomination Process
- Important Dates & Deadlines
The City Clerk is the Elections Official for the City of St. Helena

Per Elections Code 320, the City Clerk is the Elections Official for the City, unless the City Council has by resolution requested that the board of supervisors permit the county clerk to render specified elections services to the City.

- Voter Registration
- Conduct Stand-Alone or Consolidated Elections for Council/ Mayor/Treasurer /City Clerk
- Ballot Measures/Charter Amendments Initiative (Elections Code 9214)
- Referendum (Elections Code 9236)
- Recall (Elections Code 11360)
CANDIDATE GUIDE

• Prepared to assist candidates in preparing for the election
  ✓ Important Papers
  ✓ Official Forms & Candidate Responsibilities
  ✓ Campaign Deadlines

• General reference only – Does not have the effect of law, regulation, or rule and its accuracy is not guaranteed in every particular
• St. Helena is a General Law City
• The City Council is the legislative, or lawmaking, branch of St. Helena’s municipal government
• Council Meetings are held on the 2nd and 4th Tuesday’s; special meetings are often scheduled to consider important or time-sensitive items
In order to be eligible to seek a Mayoral or Council seat in the upcoming election, an individual must meet the following criteria:

- 18 years of age
- Resident of the City of St. Helena
- Registered Voter at the time papers are issued (RIGHT NOW)
- Not Disqualified from Holding Office

The Mayor is elected at large for a two-year term and Council Members are elected at large for four-year terms, which overlap. They assume their position upon taking the oath of office at the meeting called to certify the election results. Typically the first week of January.

Vice Mayor is selected by the Council for the Mayor’s term of office.

Council Members receive $300.00 per month stipend, Health Insurance, Deferred Compensation and PERS.
• All filing documents obtained and filed with the Office of the City Clerk

• Registered voters nominate candidates by signing a Nomination Paper – since there are two seats open, they can sign ONLY two nomination papers

• Nomination period ends on Friday, August 7\textsuperscript{th} at 5:00pm unless one of the incumbents does not file. If this happens, the deadline will be extended to Wednesday, August 12\textsuperscript{th} at 5:00pm

• A candidate can withdraw their nomination papers prior to the close of the nomination period.
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<tr>
<th>FORM #</th>
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<td>Certificate of Residency</td>
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<td>Nomination Paper</td>
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<td>Ballot Designation Worksheet</td>
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<td>Form 700 Statement of Economic Interests</td>
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<td>City of Sonoma Voluntary Expenditure Ceiling Statement (Acceptance of the Expenditure Ceiling is optional)</td>
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<td>Candidate’s Statement of Qualifications Election Form</td>
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<td>7</td>
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<td>Code of Fair Campaign Practices</td>
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<td>As Applicable: Form 501 Candidate Intention Statement Filed With: City Clerk</td>
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<td>As Applicable: Form 470 Officeholder and Candidate Campaign Statement - Short Form Filed With: City Clerk</td>
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<td>As Applicable: Form 410 Statement of Organization Recipient Committee Filed With: • Original and One Copy filed with Secretary of State • Copy filed with City Clerk</td>
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<td>✔️</td>
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<td>As Applicable: Form 460 Recipient Committee Campaign Statement Filed With: City Clerk</td>
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<td>12</td>
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<td>✔️</td>
<td>Campaign Disclosure Manual 2 - EXTREMELY IMPORTANT and helpful information regarding state campaign finance and disclosure law that applies to local candidates and committees.</td>
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FORM #1 – REQUIRED
CERTIFICATE OF RESIDENCY

Candidates for City Council must submit a statement that the Candidate is a registered voter and resides within the City of St. Helena.
NOMINATION FORMS

FORM #2 – REQUIRED

NOMINATION PAPER

• **VERY IMPORTANT** – Handle Carefully
• 20 – 30 Signatures – No less, No more
• Sign your own nomination paper
• Double-check every signature for completeness to avoid challenge/rejection
• File ASAP in case a Supplemental Paper is required
• Declaration of Circulator – Who?
• Affidavit of Nominee & Oath of Allegiance – (DO NOT SIGN UNTIL IN THE PRESENCE OF CITY CLERK)
**FORM #3 – REQUIRED**

**BALLOT DESIGNATION WORKSHEET**

The ballot designation is the word or group of words that will appear on the ballot under your name, designation your principal profession, vocation, or occupation.
FORM #4 – REQUIRED/NOT REQUIRED

CANDIDATE’S STATEMENT OF QUALIFICATIONS

- Statement that is included in the Voter Information Pamphlet
- No more than 200 words and written in the 1st person
- No “all caps”, indents, italics, underline, stars, dots, etc.
- No reference to another candidate
- Statement not required/Form is!
FORM #6 – REQUIRED

FORM 700 – STATEMENT OF ECONOMIC INTERESTS

• Required by Political Reform Act
• Disclosure of investments, interests in real property, and any income received in preceding 12 months at time of filing
• Filed at the time nomination papers are filed
• Interactive version available
• Public document
CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right in a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

1. I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with integrity and fairness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
2. I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate’s ethnic or personal traits, religious creed, color, national origin, ancestry, physical disability, marital disability, mental condition, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with whether person who has any of the abovementioned characteristics set forth in Section 12940.
3. I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that tampers with or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enlisting to vote, or voting.
4. I SHALL NOT accept election help or campaign contributions for myself or for any other candidate from my employees.
5. I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
6. I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditure, hereby voluntarily and solemnly, subscribe to, and hereby pledge myself to conduct my campaign in accordance with the above principles and practices.

Signature

Printed Name

Date of Donation

• Created to encourage candidates to follow basic principles of honesty and fair play
• Form reporters/public asks about first
• All candidates are required to file campaign disclosure statements disclosing contributions received and expenditures made
• Learn the rules - compliance is the responsibility of candidate and treasurer
• Deadlines are not “fluid” – Fines can be assessed

• Fair Political Practices Commission (FPPC)
  • Administers the Political Reform Act
  • Mandates filing requirements for candidates
  • Available to provide advice
  • Gift Tracking Mobile application
  • Candidate and Treasurers Seminars
  • Control Committee naming requirements
FORM #8 – AS APPLICABLE

FORM-501

CANDIDATE INTENTION STATEMENT

• Must be filed prior to the solicitation or receipt of any contribution or expenditure of any personal funds used for the election

• FILE WITH THE CITY CLERK
FORM #9 – AS APPLICABLE

FORM-410

STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

- Must file when qualified as Recipient Committee - $2,000 qualifies!
- File one original and one copy with the Secretary of State along with a $50.00 check
- File one copy with City Clerk
FORM #10 – AS APPLICABLE
FORM-460
RECIPIENT COMMITTEE CAMPAIGN STATEMENT

- Use to disclose itemized receipts and expenditures
- 2 pre-election filings
- Semi-annual filing
- File and original and one copy with the City Clerk
FORM #11 – AS APPLICABLE

FORM-470

OFFICEHOLDER & CANDIDATE CAMPAIGN STATEMENT

- Used when there is no controlled committee and raise/spend $2,000
- Only filing – unless its not
- File and original and one copy with the City Clerk
FORM #12 – AS APPLICABLE

FORM-497

24 HOUR CONTRIBUTION REPORT

- Provides immediate reporting of contributions received/made near or on the election date
- Only filing – unless its not
- File and original and one copy with the City Clerk within 24 hours
All candidates running for office are required to file campaign statements

- July 31 2020 – Semi-annual
- Sept 24 2020 – 1st Pre-election
- Oct 22 2020 – 2nd Pre-election
- Feb 1 2020 – Semi-annual
- Within 24 Hours – Contribution reports

Form 460 or 470
Form 460 or 470
Form 460
Form 460
Form 497
• Electioneering Prohibitions
  ✓ Ca Elections Code § 319.5
  ✓ Ca Elections Code § 18370

• Political Advertisement Regulations
  ✓ Ca Elections Code § 20008
  ✓ False or Forged Campaign Material - Penal Code 115.2

• Mass Mailing
  ✓ Ca Government Code § 82041.5, 84305 (Copy included in binder)
• Campaign Signs
  ✓ Must meet both local & state regulations
  ✓ Ca Penal Code §556.1

• City Regulations
  ✓ St. Helena Municipal Code §17.148.090 Temporary noncommercial signs

• State Regulations – Along a State Highway
  ✓ Statement of Responsibility for Temporary Political Signs
• Placement of Names on the Ballot
  ✓ Ca Elections Code §13112
• City Council Agenda Packets
• Voter Registration Deadline
• Voter List & Campaign Materials
• Elections Results
• Certification of Election Results & Seating of Elected Officers
• November 3 2020 Election Calendar
• Important Contact Information