

# Candidate Information Guide



**GENERAL MUNICIPAL ELECTION  
NOVEMBER 5, 2024**

Rebekah Barr, MMC  
City Clerk / Elections Official

*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.*



**OFFICE OF THE CITY CLERK**  
No. 1 The Plaza  
Sonoma CA 95476

Telephone (707) 933-2216  
FAX (707) 938-2559  
[www.sonomacity.org](http://www.sonomacity.org)

July 1, 2024

Dear Prospective Candidate:

This Candidate Guide has been prepared to assist candidates in preparing for the General Election scheduled to be held on Tuesday November 5, 2025. 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 guide 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 nor can we guarantee its accuracy in every particular; 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.sos.ca.gov](http://www.sos.ca.gov) 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](http://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. *It is also highly recommended that you make an appointment (required) early with the undersigned to handle all candidate needs including pulling your papers and filing them, as the Elections Official is the only individual who can issue or receive them.*

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 ([rbarr@sonomacity.org](mailto:rbarr@sonomacity.org)).

Sincerely,

*Rebekah Barr*

Rebekah Barr, MMC  
City Clerk / Elections Official

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## INTRODUCTION

*The following is a summary of election information. It is not a substitute for the provisions of state and local law which it summarizes. An attempt has been made to make this summary accurate, but if there are any differences between this summary and the applicable provisions of state law, Elections Code or the Sonoma Municipal Code or duly adopted City Resolutions, the state and local law will prevail. This is not to be construed as legal advice. You are advised to retain your own legal counsel to ensure compliance with applicable laws.*

**Election Date:** Tuesday, November 5, 2024

**Nomination Filing Period:** Monday, July 15, 2024, through Friday, August 9, 2024, at 5:00 p.m.

**Extension of Nomination Period:** Wednesday, August 14, 2024, at 5:00 p.m.

**City Clerk's Office Contact Information:** (707) 933-2216 • rbarr@sonomacity.org • City Hall, No. 1 The Plaza, Sonoma CA 95476

<u>City Council Member</u>	<u>Term Expires</u>
John Gurney, Mayor*	2026
Patricia Farrar-Rivas, Vice Mayor	2026
Jack Ding, Council Member	2024
Sandra Lowe, Council Member	2024
Ron Wellander, Council Member	2026

**Meeting Dates:** First & Third Wednesdays of each month, as well as other special meetings, as scheduled. Council Members also sit on various Boards and Commissions throughout Sonoma County and the Bay Area region, on behalf of the City of Sonoma.

\* The office of Mayor is a 1-year assignment appointed by the City Council.

## ELIGIBILITY

In order to be eligible to hold office as member of the Council, a person must be a U.S. citizen, 18 years of age on or before Election Day and a registered voter of the City of Sonoma at the time nomination papers are issued for his or her candidacy and shall continue to reside in the City of Sonoma during the term of office. (Government Code § 34882, 34904, 36502)

## OFFICES TO BE FILLED & BENEFITS

**Offices to be filled:** Two (2) City Council seats 4-year term to 2028, elected by the voters

**Salary:** Current Salary = \$300.00 per month

**Benefits:** Council Members are eligible for enrollment in City health insurance plans.

## Election Calendar – IMPORTANT DATES AND DEADLINES

All candidates running for office in November 2024 and committees supporting or opposing local candidates are required to file campaign statements electronically with the City Clerk. Refer to page #22 for Election Calendar.



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.

The City of Sonoma comprises 2.74 square miles within Sonoma Valley. The Mayacamas and Sonoma Mountain ranges on either side of the valley allow in just enough coastal fog to cool the vineyards on summer nights. Our "mediterranean" climate makes the valley not only one of the world's finest grape-growing regions, but a wonderful place to live for our 11,000 residents. The City has more than 1,300 business establishments and serves as the economic hub for the larger Sonoma Valley.

Sonoma is most recognized for its beautiful Sonoma Plaza. The eight-acre Plaza was laid out by General Mariano Vallejo in 1835 and is the largest of its kind in California. On September 24, 1961, it was dedicated as a National Historic Landmark. Sonoma's City Hall is in the center of The Plaza.

The City of Sonoma is a General Law City and operates under the Council – City Manager form of government. The City Council is the governing body and has the power to make and enforce all laws and set policy related to municipal affairs. The City Manager is responsible for carrying out the policies of the City Council and for the proper and efficient management of municipal activities. The City Manager directs and manages the various department and municipal services through appointed Department Heads and Managers who directly supervise and administer the various City programs, services, and activities.

The City's General Fund FY 2024-25 budget is \$27.1 million with a total operating budget of \$47.2 million. The Capital Improvement Program budget is \$1.3 million. The assessed valuation for the City for FY 2023-24 was \$3.8 billion.

# 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 and has a population of just over 11,000.

The City Council is the legislative, or lawmaking, branch of Sonoma’s municipal government. Residents elect five Council Members 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. It establishes 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, Climate Action Commission, Cultural & Fine Arts Commission, Design Review & Historical Preservation Commission, Parks, Recreation & Open Space Commission, and the Traffic Safety Committee.

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 Council Members 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.



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## **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. The agenda is normally available the Friday before the Wednesday meeting. A complete agenda packet is made available for review at City Hall and on the City's CivicWeb Portal at <https://sonomacity.civicweb.net>. It is provided to Council Members electronically via a city issued iPad.

Regular meetings of the City Council are held at 6:00 p.m. the first and third Wednesday of each month in the City Council Chambers located at 177 First Street West. Special meetings to conduct the City's business may be called as needed. Council Meetings are held in a hybrid in-person/virtual format utilizing the online solution ZOOM.

## **Council Members' Qualifications, Terms, and Benefits**

To seek office, candidates must be 18 years of age, a resident of the City of Sonoma, a registered voter at time of being issued the nomination paper, and not disqualified from holding office by the Constitution or laws of the State of California (see applicable codes below). There is no filing fee.

*Government Code § 1020. A person is incapable of holding a civil office if at the time of his/her election or appointment they are not 18 years of age and a citizen of California.*

*Government Code § 36502. (a) A person is not eligible to hold office as council member, city clerk, or city treasurer unless they are 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 their 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.*

*Government 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.

Council Members 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 Vice Mayor are then selected by the Council for one-year terms at this same meeting, or in some circumstances, a subsequent meeting.

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

# NOMINATION DOCUMENTS AND FILING PROCEDURE

*Ca. Elections Code § 10220, 10224, 10225 (b)*

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, by appointment only. Registered voters nominate candidates for City Council by signing a Nomination Paper. Each candidate must be proposed by not less than twenty or no 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 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** - Monday, July 15, 2024, at 8:00 a.m., will be the first date and time that Nomination Papers will be available **by appointment only**.

Friday, August 9, 2024, at 5:00 p.m. will be final date and time for filing any Nomination Papers.

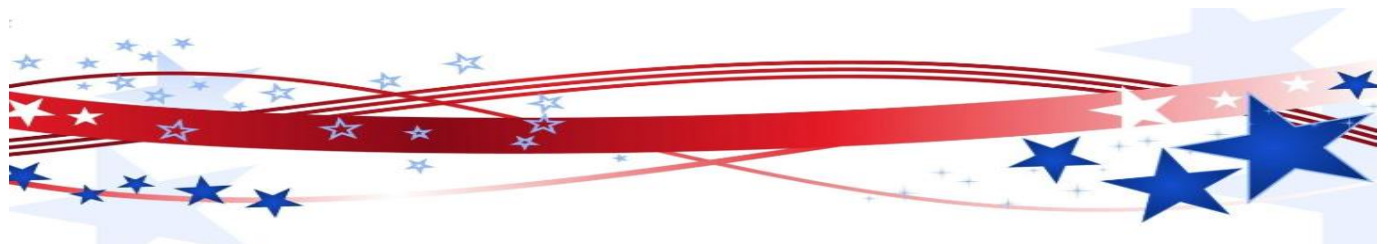
Due to Staff schedules, it is required that you contact the City Clerk's Office at (707) 933-2216 or via email at rbarr@sonomacity.org to schedule an appointment when filing nomination papers.

**Extension if Incumbent Does Not File** – If Nomination Papers for an incumbent City Council Member are not filed by 5:00 p.m. on Friday, August 9, 2024, the Nomination Period will be extended until Wednesday, August 14, 2024, at 5:00 p.m.

**Withdrawal of Candidate** – A candidate may withdraw his/her nomination papers up until the close of the nomination period. All nomination papers for a given candidate must be filed at the same time. EC § 10224, 10225 (b).

**Write-In Candidates** - Write-In Candidates can pick up nomination documents starting Monday, September 9, 2024, at 8:00 am. Tuesday, October 22, 2024, at 5:00 p.m. will be the final date and time for filing any write-in nomination documents. EC § 8600

**Filing Fee** – The City of Sonoma does **not** collect a filing fee. However, you are required to pay the printing and translation costs of the Candidate's Statement. Statements are printed in English and Spanish, as required by law.





# T HE NOMINATION 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		✓	Candidate's Statement of Qualifications Election Form	
5*	✓		Form 700 Statement of Economic Interests	
6		✓	Code of Fair Campaign Practices	
7*	<b><u>As Applicable</u></b> Must be filed before raising or spending any money, including candidate's personal funds		Form 501 Candidate Intention Statement	Filed With: City Clerk
8*	<b><u>As Applicable</u></b> 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: <ul style="list-style-type: none"> <li>Original and One Copy filed with Secretary of State</li> <li>Copy filed with City Clerk</li> </ul>
9*	<b><u>As Applicable</u></b> Applicable to those who receive or spend more than \$2,000. Additional reports may be required		Form 460 Recipient Committee Campaign Statement	Filed With: Electronically in NetFile System to City Clerk
10*	<b><u>As Applicable</u></b> 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: Electronically in NetFile System to City Clerk
11*	<b><u>As Applicable</u></b> Applicable if a committee receives or makes contributions total in the aggregate \$1,000 or more.		Form 497 24 Contribution Report	Filed With: Electronically in NetFile System to City Clerk within 24 hours
NOTE	<b>FOR INFORMATION PURPOSES ONLY</b>		Sonoma Ordinance #09-2022 - <b>EXTREMELY IMPORTANT</b> and helpful information relating to campaign contribution and financing regulations here in the City of Sonoma.	
NOTE	<b>FOR INFORMATION PURPOSES ONLY</b>		Campaign Disclosure Manual 2 - <b>EXTREMELY IMPORTANT</b> and helpful information regarding state campaign finance and disclosure law that applies to local candidates and committees.	

\* Per City Ordinance, all campaign forms must be filed electronically using the City's NetFile System.

## Description of Nomination Forms & Instructions

### **Form #1, CERTIFICATE OF RESIDENCY – Ca. Elections Code §36502**

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 – Ca. Elections Code §10220, 10221, 10222**

This form is important and should be handled **very** carefully. It is recommended that you file as far in advance as possible of the deadline so that any deficiency in the paper may be found and cleared in time to qualify.

The Nomination Paper may be taken out and filed with the City Clerk only by appointment during regular business hours during the nomination period. The City Clerk, or her designee, will verify that you are a registered voter in the City of Sonoma, 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. EC § 17100(c)

The **first step** to consider in completing your petition is to decide if you will personally be the circulator or if someone will circulate it for you. Only one person can circulate the petition. Remember, whoever circulates the petition must personally witness each person's signature. Also, if you have someone else circulate the petition for you, they must be 18 years of age or older and must complete the "Declaration of Circulator". If the candidate chooses to personally be the circulator, *the "Declaration of Circulator" portion should be completed in the presence of the City Clerk* at the time the candidate files his/her Nomination Paper. **Do not sign it prior to that time.**

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

The **second step** is to obtain the signatures. You are responsible for obtaining the signatures of not less than twenty (20), and no more than thirty (30), registered voters who are eligible to vote for the candidate. It is advisable to obtain the full 30 signatures. This will give you 10 extra signatures in case some of the first 20 signatures do not qualify. Signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Sonoma County Registrar of Voters Office. Please do not use ditto marks; this will invalidate the signature.

You may sign your own nomination form. No voter may sign more nomination forms than there are positions to be filled at the election. There are three positions to be filled at this election.

It is highly recommended that you try to obtain the required number of signatures as soon as possible in order for your nomination papers to be filed and examined for sufficiency well

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before the filing deadline. Each signer shall at the time of signing the nomination paper personally affix his or her signature; a printed name may render that signature invalid.

It is important that a concerted effort is made to obtain valid signatures as invalid signatures may slow the filing process causing unnecessary delays for you and your 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 signer's printed name and address were not affixed in his/her 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 you or another person, must be 18 years of age or older. Whoever circulates the petition must witness all signatures and complete and sign the Declaration of Circulator. Again, if you are the circulator do not complete this portion until you file your nomination papers.

**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. **Do not sign until in the presence of the City Clerk.**

***IMPORTANT NOTE:*** *Your name and designation as provided by the candidate on the Affidavit of Nominee are the way they will appear on the ballot. You must use your 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 1<sup>st</sup> Alternative indicated on the Ballot Designation Worksheet (next form). The "Affidavit of Nominee and Oath or Affirmation of Allegiance" portion must be completed in the presence of the City Clerk at the time you file your Nomination Paper. Do not sign it prior to that time.*

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**Form #3, BALLOT DESIGNATION WORKSHEET – Ca. Elections Code §13107**

The Ballot Designation Worksheet is used to facilitate the review of your proposed ballot designation. The ballot designation is the word or group of words that will appear on the ballot under your name, designating your 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 his/her name on the official ballot.

***Ballot Designations*** - The City Clerk, as Elections Official, follows the Secretary of State Ballot Designation Regulations set forth in the California Administrative Code, Chapter 7 (commencing with section 20710) and EC § 13107.

On the ballot, immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

- (1) Words designating the elective city, county, district, state, or federal office, which the candidate holds at the time of filing of the Nomination Paper, to which the candidate was elected by vote of the people.
- (2) The word "incumbent" if the candidate is a candidate for the same office which the candidate holds at the time of filing the Nomination Paper and was elected to that office by a vote of the people. A candidate shall not use the word "incumbent" if the candidate was elected to their office in an at-large election and is a candidate in a district-based election.
- (3) No more than three words designating either 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) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which the candidate holds and to which the candidate was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of Elections Code.

***Unacceptable Ballot Designations -***

No election official shall accept a designation 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 or words, which it modifies.
- (4) Uses the word or prefix such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

- (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 prohibited by law.

**Rejected Ballot Designations -**

If upon checking the Nomination Paper the election official finds the *designation to be in violation* of any of the restrictions set forth in this subdivision, the election official shall notify the candidate by registered or certified mail, return receipt requested. *The candidate shall, within three (3) days excluding Saturday, Sunday, and state holidays, from the date of receipt of the notice, appear before the election officer and provide an alternate designation.*



In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances heretofore set forth.

**FORM #4, CANDIDATE'S STATEMENT OF QUALIFICATIONS – Ca. Elections Code §13107-13312**

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 of 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.

**Format of Statement of Qualifications –**

All statements should be typewritten in upper and lower case, with paragraphs clearly indicated. Your name, age and occupation are not included in the word count. If you leave your age or occupation blank, it will not be printed (we will not contact you to determine whether this was intentional). Statements are printed in BLOCK PARAGRAPH STYLE with

**IMPORTANT NOTE:** *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 your ballot designation. If its length extends beyond one line, words appearing on the second line will be counted toward the word maximum.*

spacing between paragraphs (no indentations). Words in all capitals, indentations, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space allotted will be wrapped. This office will not be responsible for the accurate printing of any statement which must be reconfigured to comply with these guidelines. Although we prefer that the statement be submitted on our form, we do accept statements that are typewritten and attached to our form. However, it is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form.

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.

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, they 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. EC §13313(a)(b)

**Financial Responsibility** – It is your responsibility to pay the entire cost of printing your Candidate's Statement of Qualifications in the ballot pamphlet. If opting to have a Statement of Qualifications printed in the ballot pamphlet, you must submit a deposit in the amount of \$1,005 for English and Spanish at the time nomination papers are filed. This amount represents an estimate of the actual

**IMPORTANT NOTE:** *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.*



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, you will be billed the extra amount; if the actual cost is less, you 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.

Per the Voting Rights Act, Section 203, Sonoma County has met the population threshold and is now required to print all voter information in both English and Spanish.

### **WORD COUNTING GUIDELINES - Ca. Elections Code §9**

- (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, including a generally available standard reference dictionary published online, 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 website addresses shall be counted as one word.

***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"***

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS	Age: 32
Occupation: Businesswoman	
I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.	
I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.	
I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.	
I am looking forward to serving you on the Washington Unified School District Governing Board.	
Thank you for your vote.	

**FORM #5, FORM 700 – STATEMENT OF ECONOMIC INTERESTS – Ca Gov. Code §81000-91015**

The Political Reform Act 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.

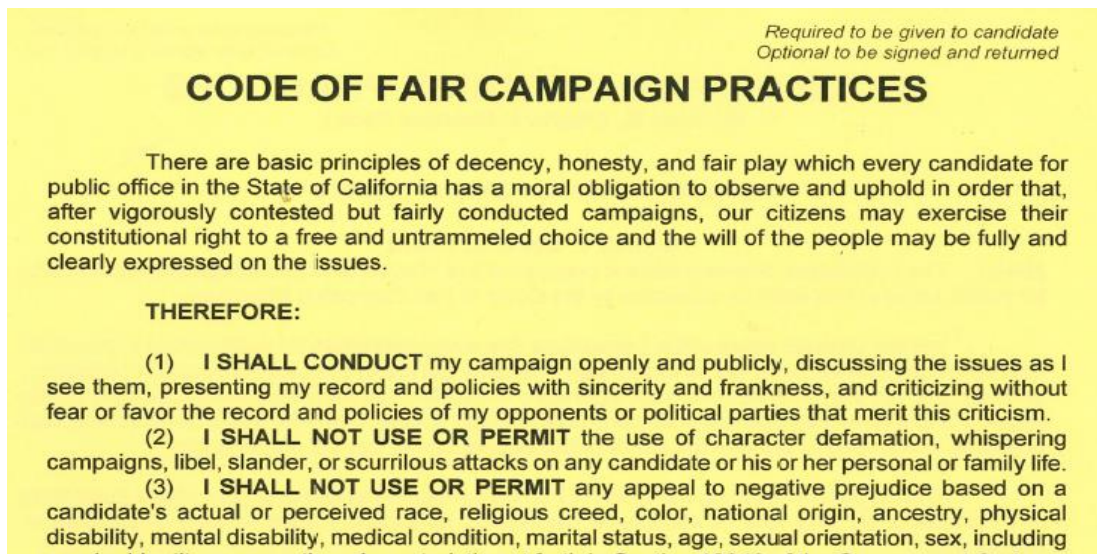
All candidates are required to file a completed Statement of Economic Interests Form 700 disclosing investments, interests in real property, and any income received during the immediately preceding 12 months



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](http://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 #6, 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.



# C **AMPAIGN FINANCE, DISCLOSURE & THE FPPC**

Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission.

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 FPPC.

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.

## ***City of Sonoma Campaign Regulations and Contribution Limits –***

Sonoma’s elections are conducted in accordance with the California Elections Code. In addition, the City has imposed contribution limitations on campaigns for City elective offices. These requirements and limitations, which are in addition to state requirements, are contained in Sonoma Municipal Code §2.02.

Contribution Limits - For the 2024 General Municipal Election the limits have been adjusted to \$520.00. These limits apply to both monetary and non-monetary or "in-kind" contributions.



Examples of non-monetary or “in-kind” contributions include:

- Signs, postage, and printing
- Food and entertainment provided for a fundraiser
- Discounts or rebates that are not extended to the general public
- Mailing lists, mailings, and other advertising
- Use of an office, automobile, or airplane
- Mail production, postage, printing, shipping, data and graphics
- Media consulting services
- Video services
- Food for volunteers
- Slate mailer/slate cards
- Campaign materials, flyers for rally, buttons, t-shirts

Per Sonoma Municipal Code Chapter 2.03, all filings are required to be completed electronically. NetFile is the system that the City of Sonoma utilizes for this process. Upon submitting your nomination papers, an email will be sent with instructions on accessing the NetFile disclosure portal.

## FAIR POLITICAL PRACTICES COMMISSION (FPPC)

The Fair Political Practices Commission (FPPC) is a five-member independent, non-partisan commission that has primary responsibility for the impartial and effective administration of the Political Reform Act. The FPPC mandates the filing requirements for candidates.

Appropriate information manuals, addendums, and forms will be provided to each candidate. Copies of the Political Reform Act, manuals, additional forms, and other helpful information may be obtained by contacting the FPPC. The FPPC website will connect you with valuable tools.

1-916-322-5660 / 1-866-ASK-FPPC (1-866-275-3772) – Monday – Thursday 9 am to 11:30 am  
<http://www.fppc.ca.gov/> [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

### ***Candidate Toolkit***

The FPPC has prepared this informative page to assist with a toolkit to help navigate campaign finance. It can be found on their website at:

<https://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>

### ***Candidate & Treasurer Training***

The FPPC offers training events for candidates and political treasurers. Topics include initial campaign activities, contributions and expenditures, reporting, advertising disclaimers, and post-election tasks. Registration is required for in-person training and live webinars.

Also, they have provided an On-Demand Video to assist with how to get started with your campaign, discuss campaign contributions and restrictions, finances and recordkeeping, how to complete and file campaign reports and what to do after the election. You can access the video at: <https://youtu.be/sLXfEGpyExw?si=FVQDFThcarOxD7-b>

### ***Committee Naming Requirements - 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 2024".

**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 2024".



Review the FPPC website to become familiar with the resources available (including training, additional information on disclosure requirements, advertising regulations, etc.).

SUMMARY OF DISCLOSURE FORMS	
# 7 - 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. <b>This form is filed electronically with the City Clerk.</b>
# 8 - 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. <b>File an original and one copy with the Secretary of State along with a check for \$50, and one copy with the City Clerk.</b>
#9 - Form 460 (Long Form) <i>Recipient Committee Campaign Statement</i>	This form is used by candidates and their controlled committees to disclose itemized receipts and expenditures. <b>File an original electronically with the City Clerk.</b>
#10 - Form 470 (Short Form) <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. <b>File an original electronically with the City Clerk.</b>
#11 - Form 497 <i>24 Hour Contribution Report</i>	This form provides immediate reporting of contributions received or made near or on the election date. The Form must be <u>filed</u> if a committee receives or makes contributions total in the aggregate \$1,000 or more. <b>File an original electronically with the City Clerk within 24 hours of the time the contribution was made.</b>

### **Campaign Disclosure Filing Dates**

All candidates running for office in November 2024 and committees supporting or opposing local candidates are required to file campaign statements electronically with the City Clerk. Please refer to the calendar on page #21 for the full election/filing calendar. 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
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> </ul>
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sep 26, 2024 <i>1<sup>st</sup> Pre-Election</i>	7/1/24 – 9/21/24	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 24, 2024 <i>2<sup>nd</sup> Pre-Election</i>	9/22/24 – 10/19/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.</li> </ul>

***IMPORTANT NOTE:*** As a courtesy, the City Clerk may send reminders of upcoming filing dates and requirements. However, it is your responsibility to make sure that you are meeting the statutory requirements contained in the Political Reform Act.

# E

## LECTIONEERING PROHIBITIONS & CORRUPTION OF THE VOTING PROCESS

*CA Elections Code § 319.5, 18370, 18541*

"Electioneering" is defined in California Elections Code section 319.5 as "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, a vote center, an elections official's office, or a satellite location under Section 3018." This effectively means electioneering cannot be conducted within 100 feet of the entrance to the polling place. Prohibited materials and information include, but are not limited to:

- A display of a candidate's name, likeness, or logo
- A display of a ballot measure's number, title, subject, or logo
- Buttons, hats, pencils, pens, shirts, signs, or stickers containing information about candidates or issues on the ballot
- Any audible broadcasting of information about candidates or measures on the ballot
- Loitering near or disseminating visible or audible electioneering information near a vote-by-mail drop-box

It should be noted that a campaign slogan or a political movement slogan (or the initials representing the campaign or political movement - i.e. BLM, MAGA, etc.) does not constitute electioneering under the legal definition of electioneering as stated above. Accordingly, the display of slogans on clothing, face coverings, and/or buttons is not prohibited.

***Corruption of the Voting Process*** - A person shall not, with the intent of dissuading another person from voting, within the 100-foot limit specified in subdivision (b), do any of the following:

- Solicit a vote or speak to a voter on the subject of marking the voter's ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of the voter's qualifications except as provided in Section 14240.
- Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- Obstruct ingress, egress, or parking.
- The activities described in subdivision (a) are prohibited within 100 feet of either of the following:
  - The entrance to a building that contains a polling place as defined by Section 338.5, an elections official's office, or a satellite location specified in Section 3018.
  - An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.
- A person shall not, with the intent of dissuading another person from voting, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:
  - Solicit a vote.
  - Speak to a voter about marking the voter's ballot.
  - Disseminate visible or audible electioneering information.

Any person who violates or conspires to violate either of these election codes is guilty of a crime – misdemeanor or felony. And can be punishable by imprisonment in a county jail for not more than 12 months, or in the state prison.

# **P**OLITICAL 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 - CA Government Code § 82041.5, 84305***

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 their agent at the time of filing the Nomination Paper. A copy of Government Code §84305 is included in your packet, along with other important literature requirements.

### **LITERATURE REQUIREMENTS**

#### **§ 16, Elections Code**

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

### **MASS MAILING REQUIREMENTS**

## **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 §18.12.090 (L) – Political Signs:***

Political signs displayed within 90 days prior 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:***

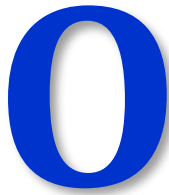
No person, firm, or corporation, except a public officer or employee in performance of a public duty, shall paste, paint, print, nail, tack or otherwise fasten any card, banner, handbill, sign, poster or advertisement or notice of any kind, except construction warning signs, or cause the same to be done, 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.

### **State Regulations - Along a State Highway:**

California State Route 12 (Broadway/W Napa Street/Sonoma Highway) runs through the City of Sonoma so candidates must also comply with the State of California regulations pertaining to political signs.

A Statement of Responsibility for Temporary Political Signs must be filled out and submitted to the Department of Transportation Division of Right of Way. For additional information visit: <http://www.dot.ca.gov/trafficops/oda/political.html>

***IMPORTANT NOTE:*** Campaign Signs are not allowed on any public property, including utility or light poles within the City of Sonoma.



## OTHER USEFUL INFORMATION

If you have any questions, always feel free to contact the City Clerk at (707) 933-2216 or [rbarr@sonomacity.org](mailto:rbarr@sonomacity.org).

### **Placement of Names on the Ballot - CA Elections Code §13112**

The Secretary of State will conduct a random alphabetical drawing on August 15, 2024, to determine the order in which qualified candidates' name shall appear on the ballot for election held on November 5, 2024. Candidates' names will be placed on the ballot by their surnames in the order determined by this drawing. Candidates will be notified in writing of the results of the drawing.

### **City Council Agenda Packets**

Agenda packets for the City Council are posted on the City's CivicWeb Portal if you would like to review items that are being considered. It is strongly encouraged that you subscribe so that you receive notifications when they are posted. Typically, this is completed on the Friday prior to the City Council meeting. The City of Sonoma CivicWeb Portal can be accessed at <https://sonomacity.civicweb.net>; You will be able to subscribe to the notifications here as well.

### **Voter Registration Deadline**

The last day to register to vote for this election is Monday, October 21, 2024. You can obtain voter registration form at the City Clerk's Office or register online at <https://registertovote.ca.gov/>.

### **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 (subject to availability).

### **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>.

### **Certification of Election Results and Seating of Elected Officers**

Once received from the Registrar of Voters Office, the City Clerk will present the certified election results to the City Council. They will accept the results and the newly elected City Council members will be sworn in at a City Council meeting. The date of this meeting is determined depending on when the results are received.

## November 5, 2024, General Municipal Election Calendar

DAYS PRIOR	DATE	ACTION TAKEN
127 113	July 1 - July 10	<b>NOTICE OF ELECTION</b> Between these dates, a Notice of Election shall be published 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 15 - August 9	<b>FILING PERIOD - CANDIDATE NOMINATION PAPERS</b> Between these dates, eligible candidates may obtain, and file required nomination forms. EC 10220 et sec
	July 31	<b>SEMI-ANNUAL CAMPAIGN STATEMENT</b> The last day to file semiannual campaign statements, if required, by all candidates and committees. GC 84200
87 83	August 10 - August 14	<b>EXTENSION OF NOMINATION PERIOD</b> 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 11, candidates other than the incumbent may obtain and file all required nomination forms. EC 10225
82	August 15	<b>RANDOMIZED ALPHABET DRAWING</b> The Secretary of State conducts a drawing to determine the order in which the candidate names will appear on the ballot. EC 13112
75	August 9 or August 14	<b>INSUFFICIENT NUMBER OF NOMINEES (CANDIDATES)</b> 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 9 - October 22	<b>WRITE-IN CANDIDACY</b> 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 26	<b>FIRST PRE-ELECTION CAMPAIGN STATEMENT DUE</b> Last day to file campaign statements for candidates and committees covering the period 7/1/24 - 9/21/24. GC 84200.7
15	October 21	<b>VOTER REGISTRATION CLOSES</b> Last Day to Register to Vote for the November 5, 2024, election. EC 2102, 2107
	October 21	<b>SECOND PRE-ELECTION CAMPAIGN STATEMENT DUE</b> Pre-election Campaign and Supplemental Independent Expenditure Statements due covering the period of 9/22/24 - 10/19/24. GC 84200.7
0	November 8	<b>ELECTION DAY</b>
	December 5	<b>COUNTY CERTIFICATION</b> Last day for County to certify election results. EC §15372
	TBD	<b>DECLARE ELECTION RESULTS</b> 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, 2025	<b>SEMI-ANNUAL CAMPAIGN STATEMENT</b> The last day to file semiannual campaign statements, if required, by all candidates and committees covering the period 10/23/22 - 12/31/22. GC 84200



## Important Contact Information

<b>CITY OF SONOMA</b>		<b>www.sonomacity.org</b>
Rebekah Barr, MMC, City Clerk, - rbarr@sonomacity.org		707.933.2216
Monique Saviez Burns, Deputy City Clerk – msaviez@sonomacity.org		707.933.2212
David Guhin, City Manager – dguhin@sonomacity.org		707.933.2215
Planning Department (sign permit application)		707.933.2206
<b>SONOMA COUNTY REGISTRAR OF VOTERS</b>		<b>http://vote.sonoma-county.org</b>
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
<b>OFFICE OF THE SECRETARY OF STATE</b>		<b>www.sos.ca.gov</b>
Elections Division (general information)		916.657.2166
Political Reform Division (committee ID number, termination of committee)		916.653.6224
<b>FAIR POLITICAL PRACTICES COMMISSION</b>		<b>www.fppc.ca.gov</b>
Technical Assistance Division (campaign disclosure, conflict of interest disclosure)  FAX		866.275.3772 or 916.322.5660  916.322.3711
Enforcement Division (file complaint under Political Reform Act)		866.275.3772