

City of Sonoma



NOVEMBER 4, 2014 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
Sonoma CA 95476

Telephone (707) 933-2216
FAX (707) 938-2559
www.sonomacity.org

May 12, 2014

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 4, 2014. 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).

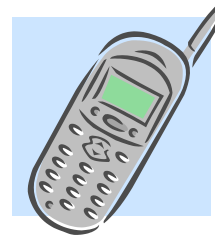
Sincerely,

Gay Johann
Assistant City Manager / City Clerk

November 4, 2014 Election Calendar

DAYS PRIOR	DATE	ACTION TAKEN
127 113	June 30, 2014 July 14, 2014	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 14, 2014 August 8, 2014	FILING PERIOD – CANDIDATE NOMINATION PAPERS Between these dates, eligible candidates may obtain and file required nomination forms. EC 10220 et sec
	July 31, 2014	SEMI-ANNUAL CAMPAIGN STATEMENT The last day to file semiannual campaign statements, if required, by all candidates and committees. GC 84200
87 83	August 9, 2014 August 13, 2014	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 8, candidates other than the incumbent may obtain and file all required nomination forms. EC 10225
83 73	August 13, 2014 August 23, 2014	PUBLIC REVIEW PERIOD – Candidate Statements Ten calendar day review period for candidate statements filed as of 8/10/2014 EC 13313
82	August 14, 2014	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 8, 2014 Or August 13, 2014	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 8, 2014 October 21, 2014	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
	October 6, 2014	FIRST PRE-ELECTION CAMPAIGN STATEMENT DUE Last day to file campaign statements for candidates and committees covering the period ending September 30, 2014. GC 84200.7
15	October 20, 2014	VOTER REGISTRATION CLOSES Last Day to Register to Vote for the November 6, 2014 election. EC 2102, 2107
	October 23, 2014	SECOND PRE-ELECTION CAMPAIGN STATEMENT DUE Pre-election Campaign and Supplemental Independent Expenditure Statements due covering the period of October 1 – October 20, 2014. GC 84200.7
0	November 4, 2014	ELECTION DAY
	December 2, 2014	COUNTY CERTIFICATION Last day for County to certify election results. EC §15372
	December 1 or 15, 2014	DECLARE ELECTION RESULTS Council to adopt and certify election results. Newly elected Council members will be sworn in. Mayor and Mayor Pro Tem will be selected. EC 9217, 10262-10263
	January 31, 2015	SEMI-ANNUAL CAMPAIGN STATEMENT The last day to file semiannual campaign statements, if required, by all candidates and committees. GC 84200

***IMPORTANT TELEPHONE
NUMBERS & WEBSITES***



CITY OF SONOMA		
		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
SONOMA COUNTY REGISTRAR OF VOTERS		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
OFFICE OF THE SECRETARY OF STATE		www.sos.ca.gov
	Elections Division (general information)	916.657.2166
	Political Reform Division (committee ID number, termination of committee)	916.653.6224
FAIR POLITICAL PRACTICES COMMISSION		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.

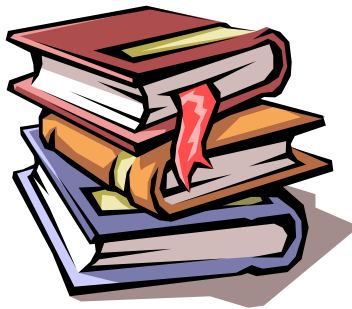


City Council Meetings

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

Candidates must reside in and be a registered voter in the City of Sonoma to take out nomination papers.

A person is eligible to hold office as Mayor, Councilmember, City Clerk, or City Treasurer if s/he is at the time of assuming such office an elector of Oxnard, and was a registered voter in Sonoma at the time nomination papers are issued to the candidate as provided for in Section 10227 of the Elections Code.

If, during his/her term of office, s/he moves his/her place of residence outside of Sonoma or ceases to be an elector of the city/district, his/her office shall immediately become vacant. (Government Code Sec. 34904 and 36502)

A candidate for nomination or election to public office who is a minor shall have the rights and liabilities of an adult, both civil and criminal, with regard to his/her activities as a candidate. (Government Code Sec. 275.2)

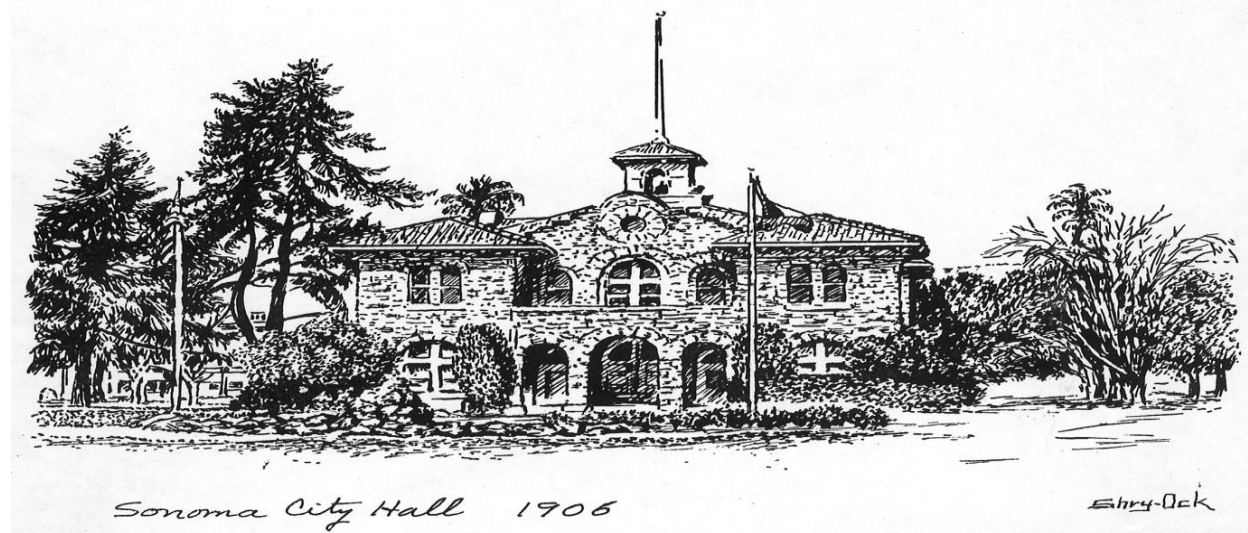
A person is incapable of holding a civil office if at the time of his/her election or appointment s/he is not 18 years of age and a citizen of California. (Government Code Sec. 1020)

A person is disqualified from holding any office upon conviction of designated crimes as specified in the California Constitution and laws of California. (Government Code Sec. 1021)

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. 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 three offices being voted on, voters may sign up to three 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 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 14, 2014**. 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 2014 election are:

- **August 8, 2014**, 5:00 p.m.; or
- **August 13, 2014**, 5:00 p.m. (if one of the incumbents fails to file nomination papers by August 10 the filing period will be extended to August 13. 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 August 8, 2014. If the filing period is extended, as above, a candidate may withdraw his or her declaration of candidacy until 5:00 p.m. on August 13. 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		✓	Candidate's Biographical Form
9	<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
10	<u>As Applicable</u> Applicable if your receipts or expenditures do not exceed \$1,000 in the calendar year. Additional reports may be required		Form 470 Officeholder and Candidate Campaign Statement - Short Form Filed With: City Clerk
11	<u>As Applicable</u> Must be filed within 10 days of receiving \$1,000 or more in contributions		Form 410 Statement of Organization Recipient Committee Filed With: <ul style="list-style-type: none"> • Original and One Copy filed with Secretary of State • Copy filed with City Clerk
12	<u>As Applicable</u> Applicable to those who receive or spend more than \$1,000. Additional reports may be required		Form 460 Recipient Committee Campaign Statement Filed With: City Clerk
13	FOR INFORMATION PURPOSES ONLY		Form 700 Reference Pamphlet (Additional information related to completion of the Form 700)
14	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:

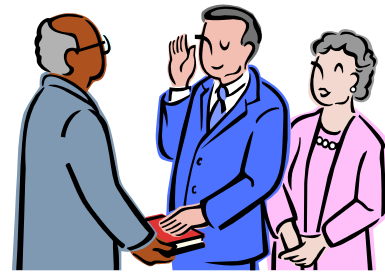
- The signer is not a registered voter
- The signature on the petition does not compare to the signature on the voter's affidavit of registration
- The signer does not reside within the City of Sonoma
- The signer uses a PO Box number for residence
- The signer provides an address that is different from 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 13107.5 et sec)

1	<p>Elective Office: Words designating the elective office he/she holds.</p>
2	<p>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.</p>
3	<p>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.</p>
4	<p>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:</p> <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. <p>The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.</p>

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 \$350 (for English only) or (\$700 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.

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

WORD COUNTING GUIDELINES

Elections Code §9.

- 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 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 consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits 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”.

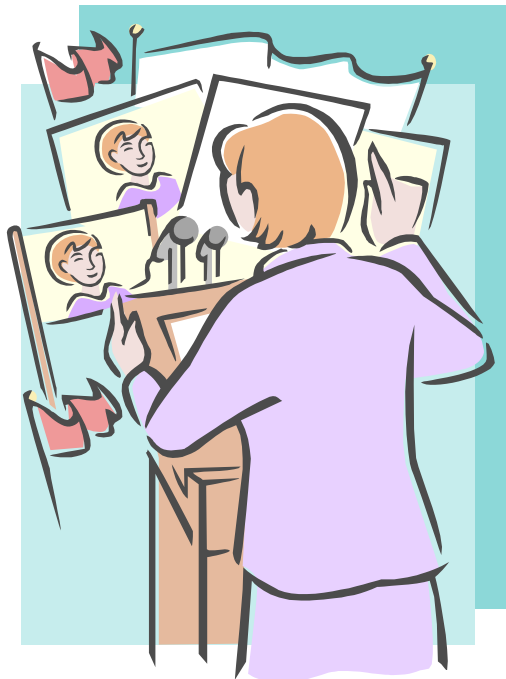
VOTER’S PAMPHLET	
LOCAL NONPARTISAN CANDIDATE’S STATEMENTS OF QUALIFICATIONS	
<p>The following pages may not contain a complete list of candidates. A complete list of candidates appears on the Sample Ballot. Each statement is volunteered by, and (unless otherwise determined by the governing body) is 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, 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.

FORM #8, CANDIDATE’S BIOGRAPHICAL FORM

As a courtesy to the public, news media and the City, a candidate may submit a biographical form disclosing personal information about the candidate’s background, family, education, memberships and hobbies. If you choose to submit the information, it will be used to give information over the phone and at the public counter when requested. It may be duplicated and given to any interested party.



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 \$1,000. 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 2014".

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 2014".

SUMMARY OF DISCLOSURE FORMS

<p><i>#9, Form 501 Candidate Intention Statement</i></p>	<p>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.</p>
<p><i>#10, Form 470 Officeholder and Candidate Campaign Statement Short Form</i></p>	<p>Form 470 may be used when a candidate does not have a controlled committee and does not anticipate raising or spending \$1,000 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.</p>
<p><i>#11, Form 410 Statement of Organization Recipient Committee</i></p>	<p>A person or group that receives \$1,000 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.</p>
<p><i>#12, Form 460 Recipient Committee Campaign Statement</i></p>	<p>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.</p>
<p>The forms listed below are available @ www.fppc.ca.gov</p>	
<p><i>Form 465 Supplemental Independent Expenditure Report</i></p>	<p>An “Independent Expenditure” is an expenditure made in connection with a communication that expressly advocates a position (for or against) a candidate which is not made to, or at the behest of, the affected candidate. A separate Form 465 is required for each if \$1,000 or more was spent. File an original and one copy with the City Clerk.</p>
<p><i>Form 470 Supplement</i></p>	<p>A candidate who filed Form 470 in connection with an election and subsequently receives contributions or makes expenditure totaling \$1,000 or more is required to file this form. File an original and one copy with the City Clerk.</p>
<p><i>Form 496 Late Independent Expenditure Report</i></p>	<p>Local candidates or committees making independent expenditures totaling \$1,000 or more to support or oppose a single candidate or ballot measure during the 16 days immediately preceding the election must report it on Form 496 within 24 hours of making the expenditure. File an original and one copy with the City Clerk.</p>
<p><i>Form 497 Late Contribution Report</i></p>	<p>Any candidate or committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election must file a report within 24 hours of the contribution. File an original and one copy with the City Clerk.</p>

CAMPAIGN STATEMENT FILING SCHEDULE

All candidates running for office in November 2014 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.

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 4, 2014

CONTACT THE FPPC WITH QUESTIONS

- FPPC E-mail Advice advice@fppc.ca.gov
- Toll-Free Advice Line 1-866-ASK-FPPC
 - Website: www.fppc.ca.gov

Deadline	Period	Form	Notes
Jul 31, 2014 <i>Semi-Annual</i>	thru – 6/30/14	460	<ul style="list-style-type: none">▪ All committees must file Form 460.
Within 24 Hours Contribution Reports	8/6/14 – 11/3/14	497	<ul style="list-style-type: none">▪ 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 4, 2014, 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.
Oct 6, 2014 <i>Pre-Election</i>	7/1/14 – 9/30/14	460 470	<ul style="list-style-type: none">▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).▪ The October 5 deadline falls on Sunday, so the deadline is extended to the next business day.
Oct 23, 2014 <i>Pre-Election</i>	10/1/14 – 10/18/14	460	<ul style="list-style-type: none">▪ All committees must file Form 460.▪ File by personal delivery, guaranteed overnight service or online.
Feb 2, 2015 <i>Semi-Annual</i>	10/19/14 – 12/31/14	460	<ul style="list-style-type: none">▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2014.▪ The January 31, 2015, deadline falls on Saturday, so the deadline is extended to the next business day.

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 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 on the following pages for your information:

CALIFORNIA GOVERNMENT CODE
TITLE 9. POLITICAL REFORM
CHAPTER 4. CAMPAIGN DISCLOSURE
ARTICLE 3. PROHIBITIONS

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).

84305.5. (a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:

- (1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman 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 street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.
- (2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

<p>NOTICE TO VOTERS</p> <p>THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, or does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an *.</p>

- (3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.
- (4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an *. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an *. The * required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the * designation applies except that in no case shall the * be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.
- (5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.
- (b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the * designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

ELECTIONEERING ON ELECTION DAY - 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 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 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.
- e) As used in this section "100 feet of a polling place 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 violations of this section is guilty of a misdemeanor. EC 18370.

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.

Within the City of Sonoma: Sonoma Municipal Code Section 18.12.080L:

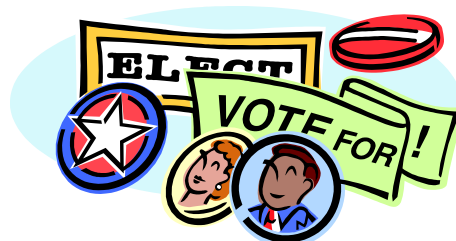
Political signs pertaining to a valid election held within the city may be displayed without a permit, subject to the following regulations:

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.

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



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

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

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

**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 period beginning August 8, 2014 through December 1, 2014. 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 either the December 1 or December 15, 2014 City Council meeting (depending on when the results are received).