



**NOVEMBER 3, 2020 GENERAL ELECTION
SPECIAL CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING
NOMINATION PAPERWORK DUE TO COVID-19**

During the Stay at Home Order issued by the Governor, the City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020, election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

ISSUING CANDIDATE NOMINATION DOCUMENTS DURING THE NOMINATION PERIOD

In-person Appointments During Business Hours - By Appointment Only - Candidates may be issued nomination documents in-person during available hours by appointment only at the City Clerk's Office, No. 1 The Plaza, Sonoma, California. Appointments must be made 24 hours in advance.

We also offer appointments by Zoom, an online video conferencing service, in conjunction with the issuance of documents.

Zoom Online Video Conferencing Appointments - Candidates may choose to be issued nomination documents by mail (USPS) or pick-up at City Hall. Once documents have been received, they will attend a Zoom online video meeting. Appointments will be during available hours by appointment only and must be made 24 hours in advance.

Below are the guidelines:

- a. Candidates must first contact the City Clerk's Office by email (rbarr@sonomacity.org) or phone (707) 933-2216 to speak with the City Clerk to determine their preference for receiving nomination documents:
 - Appointment in person during available business hours
 - Appointment via Zoom online video conferencing service
- b. After setting an appointment, but prior to issuing nomination documents, the City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. In-person appointment requirements - Mask/face covering is required for staff and all candidates or representatives. The attendance by the candidate or their representative at the in-person appointment is limited to one person (including the candidate). A 6-foot physical distancing is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, doorknob, chair (hard surfaces), and pens before each appointment.
 - Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf, and the authorization must name the designee by name, and must have the original wet signature of the candidate.

- d. If the candidate is requesting to receive documents via mail, after verification of eligibility, the City Clerk will send the candidate a “Request to Receive Documents/Candidate Acknowledgement” form that must be filled out and returned by the candidate via USPS mail, by overnight service, or by email (see attached). To meet the requirements of Elections Code section 8028(b), the “Request to Receive Documents/Candidate Acknowledgement” form must be filed with the City Clerk prior to issuing nomination documents to the candidate.
- e. The candidate will receive nomination documents via their preferred choice by way of one or more of the following methods:
 - In Person
 - Hard copy by USPS mail

EXECUTION OF CANDIDATE DOCUMENTS

Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the City Clerk’s office via USPS mail (with original wet signature(s), preferably in blue ink)
- b. In-person during available business hours, by appointment
- c. Via an online video conferencing service (i.e. ZOOM)

RECEIPT OF CANDIDATE DOCUMENTS AND FILING DEADLINES

In order to be a qualified candidate for the office, ***the completed documents with original “wet” signatures, preferably in blue ink, must be received by the City Clerk by the close of the nomination period (5:00 p.m. on August 7, 2020) for that particular office. If the nomination filing deadline for an office is extended for non-incumbents under Elections Code 10225, the completed documents with original signatures, preferably in blue ink, must be received by the City Clerk by the extended deadline (5:00 p.m. on August 12, 2020).***

A candidate may electronically submit his or her completed documents to the City Clerk by email, to allow us to begin the review and verification process as soon as is practicable. **However, please note**, electronic versions of forms will be used **solely** for the purpose of review by the City Clerk to process and verify candidate information and **will not deem a candidate as qualified** to run for office **until such time as the original documents are received**.

SUBMISSION OF ORIGINAL DOCUMENTS

The candidate may do so during available business hours by one or more of the following methods:

- a. In person, by appointment only
- b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink)
- c. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.
- d. Other delivery service upon submission of a signed “Authorization Form for Another Person to Obtain or File Nomination Documents” to the City Clerk’s Office.

CITY OF SONOMA

REQUEST TO RECEIVE DOCUMENTS
CANDIDATE ACKNOWLEDGEMENT FOR MAILED OR ELECTRONIC ISSUANCE
OF CANDIDATE DOCUMENTS
November 3, 2020, General Municipal Election

Instructions for candidates:

1. Indicate acknowledgement of the guidance and requirements by signing and dating the form. Your original, handwritten signature is required. Electronic signatures are not accepted.
2. Return the signed acknowledgement to the City Clerk Department prior to your appointment to be issued nomination papers. You may return the form by mail, in-person, or send it electronically by email to rbarr@sonoma.org.

Pursuant to official guidance issued by the Secretary State on May 5, 2020, elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official.

Candidates must submit the original candidate documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the deadline for filing (postmark is not accepted, must be physically received in the office prior to 5:00 p.m. on the deadline).

Required candidate documents with original signatures received by the election official after the deadline for filing will not be accepted.

In order to make any edits or changes when the required documents are filed, the candidate or a designated agent of the candidate (authorized in writing by the candidate) must be physically present in the City Clerk Department at the return appointment.

I hereby acknowledge receipt of this information regarding required candidate documents from the City of Sonoma Elections Official.

Printed Name of Candidate

Candidate's Signature

Date