



FREQUENTLY ASKED QUESTIONS



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NOMINATION OF CANDIDATES & SIGNATURE GATHERING

Is there a filing fee involved in my candidacy?

There is no filing fee to file the Nomination Paper. There is a \$1000.00 deposit to cover the cost of printing of the Candidate's Statement, if you choose to have one.

May my spouse, friend, or campaign manager pick up and file my nomination documents?

The City Clerk's office provides a great deal of information to prospective candidates and prefers to go over the information with the prospective candidate when they pick up their Candidate's Packet. While election law does allow another person to pick up and file nomination papers, candidates are urged to come in person. The oath of affirmation and the Affidavit of Nominee must be certified by the City Clerk, Deputy City Clerk, or before a Notary Public. It is much easier for a candidate to file the nomination papers in person.

What if I change my mind about being a candidate after filing nomination papers?

You may withdraw as a candidate at any time PRIOR to the close of the nomination period which is August 12, 2022, or August 17, 2022, if the nomination period is extended. After that date, you are NOT permitted to withdraw officially, and your name will appear on the ballot.

What happens if some of the signatures I obtain on my nomination papers are not registered voters or do not live within the City?

The Nomination papers allow you to obtain thirty (30) sponsor's signatures, only twenty (20) signatures are required to qualify as a candidate. You are encouraged to obtain all thirty (30) signatures so that if some are invalid, you could still qualify. It is also important that you file your nomination papers as early as you can because the signatures must be verified and certified by the County Clerk. If you wait until the last day and your sponsor's signatures, for any reason, are insufficient, you will not have qualified as a candidate. If you file early, there will be time for the County Clerk to check the signatures, and you will be notified of any insufficiencies. You may then have an opportunity to circulate a Supplemental Nomination Paper to obtain additional signatures to qualify yourself as a candidate, if necessary. Supplemental Nomination Papers must be filed by the close of the nomination period.

FREQUENTLY ASKED QUESTIONS CONTINUED

May I sign my own Nomination Papers?

Yes, you and any qualified relatives may also sign your papers.

When will I be informed of my candidate qualification status?

You will be informed by email and in writing as soon as your Nomination Papers are qualified or disqualified.

How soon will a list of qualified candidates be available after the close of the nomination period?

The nomination period closes on August 12, 2022, unless an incumbent does not file and then the period is extended to August 17, 2022. A list of candidates will be available the next working day and should be available for distribution by 5:00 p.m. on Monday, August 15 or on Thursday, August 18. The Official List of Candidates will be updated on the City's website following the random drawing by the Secretary of State on August 18th to determine order in which the candidate names will show on the ballot. You may come to the City Clerk's office and pick up a copy of the list of candidates or it will be available on the City's website at www.cityofsantamaria.org/elections.

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Is there a fee to file a Candidate's Statement of Qualifications?

Yes, a deposit in the amount of \$1,000 is required at the time the Candidate's Statement of Qualifications is filed to cover the cost for printing in the Sample Ballot in English and Spanish. Once the Santa Barbara County Elections office provides the City with the actual costs for printing the Candidate's Statement of Qualifications, the City will then reimbursement the candidate for any amount over the actual cost for the printing, or bill the candidate any costs incurred over the deposit amount provided.

May I change or correct my Candidate's Statement of Qualifications after it has been submitted?

No. Check your Candidate's Statement of Qualifications carefully before it is submitted. The County Elections Office will not correct misspellings, grammar, or punctuation in your Statement. It is recommended that the City Clerk's Office review an advanced copy of the Candidate Statement prior to filing your nomination papers.

If I submit a Candidate's Statement of Qualifications, and I change my mind, may I withdraw the statement?

The Candidate's Statement of Qualifications may be withdrawn, but not changed, 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, August 12, or August 17, 2022.

FREQUENTLY ASKED QUESTIONS

CONTINUED

Will the public be able to see my Candidate's Statement of Qualifications prior to the close of the Nomination Period?

No, only the City Clerk will review your Candidate's Statement. However, after the close of the Nomination Period, all Candidates' Statements of Qualifications will be available to the public for inspection for a period of ten (10) days. Your Candidate's Statement of Qualifications will also appear on the City's website after the close of the Nomination Period.

CAMPAIGNING AND CONTRIBUTIONS

When can I start collecting contributions?

A candidate must file Form 501 (Candidate Intention Statement) prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. A candidate must file a separate Form 501 for each election, including re-election to the same office. An exception to filing Form 501 is if the candidate will not solicit or receive contributions from other persons and the only expenditures will be from his/her personal funds used for the filing fee and/or Candidate's Statement of Qualifications for the Sample Ballot, not exceeding \$2,000.

When officeholders or candidates receive contributions of \$2,000 or more, are they required to have a committee?

Yes, an officeholder or candidate who receives contributions (including loans) that total \$2,000 or more in a calendar year must file a Statement of Organization, Form 410, with the Secretary of State, with a copy to the City Clerk.

Must a committee wait until \$2,000 is received to file a Statement of Organization?

No, a committee may file a Statement of Organization before it is actually qualified. "Not yet qualified" should be entered in the "Date Qualified" space on the form.

If I am only spending my own money on my campaign, do I still need to file campaign statements?

Yes, you are still subject to the filing requirements of the Political Reform Act.

Where can I obtain filing forms?

Campaign disclosure forms are available from the Office of the City Clerk, as well as downloadable from the City's Election website at www.cityofsantamaria.org/electioncandidates or from the Fair Political Practices Commission (FPPC) website [<http://www.fppc.ca.gov/forms.html>].

May I serve as my own campaign treasurer?

Yes, State law allows you to serve as your own treasurer, as long as this is designated on Form 410 – Statement of Organization.

FREQUENTLY ASKED QUESTIONS CONTINUED

Are extensions given for campaign disclosure filing deadlines?

Except for deadlines that fall on a Saturday, Sunday or official state holidays, no provisions exist for extensions of filing deadlines. A statement not filed on or before the deadline is considered late and is subject to late filing penalties.

Does the City of Santa Maria have campaign contribution limits?

The City of Santa Maria has adopted zero-limits for campaign contribution levels per [Resolution No. 2020-120](#).

VOTER REGISTRATION & BALLOT DISTRIBUTION

When will sample ballots be mailed to voters?

State law requires that sample ballots be mailed to all qualified voters between 40 and 21 days before the election or September 29 through October 18, 2022.

What is the first day that the permanent vote-by-mail ballots will be distributed?

The first day the Santa Barbara County Elections Office will begin distributing permanent vote-by-mail ballots on October 10, 2022.

When is the last day to register to vote?

The last day to register to vote is October 24, 2022.

ELECTION RESULTS, INSTALLATION OF OFFICIALS & FORM OF GOVERNMENT

When will the official results of the election be received and certified as correct?

The Registrar of Voters has 30 days after the election to canvass the election and certify the results. The City Clerk will present the results to the City Council for its acceptance at the next available Council meeting after receiving the Registrar of Voters certification.

How can I find out the election results?

The ballots will be counted on Election Night at Santa Barbara County Elections Office, 4440-A Calle Real, Santa Barbara, CA 93110, (805) 568-2200, after the polls are closed at 8:00 p.m. Preliminary results are posted on the Santa Barbara County Elections website <https://www.countyofsb.org/2813/General-Election> and updated periodically throughout the evening, and covered on local television channels.

When and how are the Mayor and Mayor Pro Tempore selected?

The Mayor is elected by the vote of the people for a term of four (4) years and is sworn in at the time the newly elected Councilmembers are sworn in. The Mayor Pro Tempore is

FREQUENTLY ASKED QUESTIONS CONTINUED

nominated by the Mayor and ratified by the City Council for a term of one year at the last City Council meeting in December.

What is the role of the Mayor?

The Mayor represents the City at community functions, maintains liaison with other governmental agencies, and serves as the presiding officer at the City Council meetings.

What is the Council/City Manager form of local government?

The Council/City Manager form is the system of local government that combines the strong political leadership of elected officials in the form of the City Council with the strong managerial experience of the City Manager.

What is the purpose of the Council/City Manager form of local government?

The Council/City Manager form of local government is intended to provide the City Council with the power to govern a community and set policy and the City Manager has the authority to carry out the Council's goals and programs.

What is the difference between the Council and the City Manager?

The City Council is the community's legislative body and is similar to the Board of Directors of a private or public corporation. It provides direction on business matters, sets policy, and adopts the annual budget. It hires the City Manager and supervises his/her performance. The City Manager serves as the City Council's chief advisor, prepares the budget, oversees the staff, and acts to carry out the City Council's goals and programs.

How is City policy formulated and established under the Council/City Manager plan?

The City Council retains the sole power of being the policy making and legislative body for the City. However, both the City Council and City Manager have responsibilities for initiating considerations of new policies. The City Manager routinely prepares policy alternatives and recommendations for consideration by the City Council. The City Council may adopt, reject, or modify the recommendations. The City Manager is bound by whatever action the City Council takes and is responsible for implementation of the City Council-approved policy.