



CITY OF SANTA MARIA
OFFICE OF THE CITY MANAGER
Records/City Clerk, Ext. 2306

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July 18, 2022

TO: All Candidates

FROM: Rhonda M. White, CMC, Chief Deputy City Clerk

SUBJECT: MUNICIPAL ELECTIONS PROCESS AND CANDIDATE INFORMATION

Thank you for your interest in the City of Santa Maria and most importantly in becoming a candidate for an elected City office. The General Municipal Election will be held on Tuesday, November 8, 2022.

In our attempt to better assist you, be more environmentally friendly, and fiscally conservative, staff has assembled a variety of documents and important information to help guide you through the nomination process which are linked on the Candidate's Information webpage: <https://cityofsantamaria.org/electioncandidates>.

The webpage also includes many other resources that should assist in explaining various rules and regulations as you conduct your campaign. We are confident you will find the webpage and all its resources helpful, but it is not intended to substitute legal advice. The law precludes this office from responding to legal questions, and you are encouraged to consult or seek legal assistance as needed.

This memo is also provided to bring to your attention to the required forms, instructions, timelines, filing requirements, and general information.

1. Nomination Paper – The nomination period begins Monday, July 18, 2022, and closes at 5:00 p.m. on Friday, August 12, 2022. If an incumbent does not file in one of the two District elections (District 3 or District 4), nominations for that position only will be extended five (5) days and close at 5:00 p.m. on Wednesday, August 17, 2022.

One circulator (an individual registered to vote in the District in which you run) gathers signatures on the nomination paper. This is usually the candidate. The circulator will complete and sign the Circulator's Declaration on the back of the nomination paper.

Any person signing a nomination paper must be a registered voter of the District in which the candidate is running.

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Twenty (20) valid signatures of registered voters are required for the nomination papers; however, it is recommended that a candidate gather 30 signatures in the event some of the signatures are determined to be invalid.

2. Candidate's Statement – The candidate's statement is optional. However, if filing a Candidate's Statement, a deposit of \$1,000 is due at the time you file the Nomination Paper. Once a Candidate's Statement has been filed, it can be withdrawn, but not changed. If the Statement is withdrawn, a full refund will be received. Candidate's Statements must be submitted electronically and in hard copy and will be translated into Spanish. It is recommended that you email an advance copy of your Candidate's Statement to me for review for compliance prior to filing it with your Nomination Papers where it could be rejected if it does not meet the regulations.

You will need the following when you file your Nomination Paper.

- **Nomination Paper** – With required signatures from registered voters of the District in which you, the candidate, are running for City Council, and completed and signed "Declaration of Circulator." The "Affidavit of Nominee and Oath or Affirmation of Allegiance" may be completed in the presence of the City Clerk.
- **Ballot Designation Worksheet** – Your Nomination Paper contains a place for you to specify what ballot designation you would like printed after your name on the ballot, i.e. incumbent, real estate agent, doctor, etc. The ballot designation must reflect your occupation. Effective January 1, 2008, State law requires you to submit a ballot designation worksheet justifying the ballot designation you have chosen.
- **Deposit** - \$1,000 payable to the City of Santa Maria if filing a Candidate's Statement. Any additional cost or refund will be announced when the exact amount is determined by the County after the election.
- **Candidate's Statement of Qualifications** – with deposit noted above. The Candidate's Statement of Qualifications **must be typed in upper and lower case letters and MUST NOT EXCEED 200 WORDS. Email an electronic version of your statement to rwhite@cityofsantamaria.org**. You may submit your statement for review prior to its filing to confirm that it meets the requirements for publication.
- **Form 700 Statement of Economic Interest** – completed and signed by Candidate.
- **Code of Fair Campaign Practices** – this is optional, but recommended.
- **Form 501** (Candidate Intention Statement) if not already filed.

Remember to file with the Secretary of State:

- ✓ Form 410 (Statement of Organization Recipient Committee) – once you have raised or spent \$2,000 in contributions and/or expenditures. Submit a copy to the City Clerk's Office. If you have not previously filed a Form 410, you will be required to submit a check in the amount of \$50 with your form to the Secretary of State.

Other important filing dates:

- **September 29, 2022** – First Pre-election Campaign Financial Statement, Form 460 (period covered is January 1, 2022, through September 24, 2022, **or** if a Form 460 has previously been filed, the period covered is July 1, 2022, through September 24, 2022).
- **October 27, 2022** – Second Pre-election Campaign Financial Statement (period September 25, 2022, through October 22, 2022).
- **January 31, 2023** – Semi-annual Campaign Finance Statement (period October 23, 2022, through December 31, 2022.)

CONTACTS:

Rhonda M. White, CMC, Chief Deputy City Clerk
City of Santa Maria/City Clerk's Office.....(805) 925-0951, Ext. 2307

Santa Barbara Elections Office.....(805) 568-2207 or 346-8374

Fair Political Practices Commission.....(916) 322-5660

Should you need any further information or assistance, please do not hesitate to contact the City Clerk's Office. We are here to help you through this process as much as we legally can. Good luck with your campaign.