



## **CITY OF BUELLTON**

GENERAL MUNICIPAL ELECTION - November 3, 2020

### **FILING INFORMATION**

#### **Candidate Qualifications:**

To be eligible to run for office, a candidate must be a resident of the City of Buellton and a registered voter at the time he/she pulls Nomination Papers. Both qualifications must be met.

Please note that a person convicted of certain types of felonies shall not be a candidate and is not eligible for election to office. Please refer to California Elections Code §20 for more information regarding this restriction.

#### **Nomination Filing Dates:**

Nomination Papers are available, by appointment, from the City Clerk's Office from July 13, 2020 to August 7, 2020. Your Nomination Papers must be filed with the City Clerk no later than 5:00 p.m. on Friday, August 7, 2020.

If an incumbent does not file, the nomination period will be extended by the City Clerk for a period of five additional days. The last day to file, if the nomination period is extended, will be Wednesday, August 12, 2020 at 5:00 p.m.

#### **Circulating and Signing Nomination Papers:**

Any registered voter who is a candidate for any elected office may obtain signatures and sign his or her own Nomination Papers. The candidate's signature shall be given the same effect as that of any other qualified signer.

Each candidate shall be proposed by not less than 20 and nor more than 30 currently registered voters who are residents of the City of Buellton. The City Clerk's Office will certify each signature on the petition within 30 days following the close of the nomination period. Petitions are not open to public inspection until after the nomination period has closed.

#### **Filing the Nomination Paper:**

The Declaration of Circulator (on the back of the Nomination Paper) must be signed by the person who circulated the petition. (In most cases, this is the candidate him/herself).



The candidate need not file the Nomination Papers personally, however, the "Affidavit of Nominee" must be signed before the City Clerk.

**Withdrawal of Nomination Paper:**

No candidate may withdraw as a candidate after 5:00 p.m. on August 7, 2020.

If an incumbent does not file, the nomination period will be extended by the City Clerk for a period of five additional days. The last day to withdraw, if the nomination period is extended, will be August 12, 2020 at 5:00 p.m.

**Candidate's Ballot Designation:**

The ballot designation is the word, or words, which will appear on the ballot under the candidate's name. No more than three words may be used designating the profession, vocation or occupation of the candidate. If you are unsure about a proper designation, call the City Clerk's Office for assistance.

The City Clerk shall NOT accept a ballot designation which:

1. Misleads the voter.
2. Suggests an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. 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."
4. Uses the name of any political party.
5. Uses a word(s) referring to a racial, religious, or ethnic group.
6. Uses a title or degree appearing on the same line as the candidate's name.

For additional information on acceptable designations, contact the City Clerk.

**Ballot Order of Candidates:**

The Secretary of State determines, by random drawing, the order in which candidates are listed on the ballot. The drawing will be conducted on August 13, 2020. The City Clerk will be notified of the order and will publish a Notice of Nominees in the local newspaper. The City Clerk's Office will also notify the Candidates of the order by email.



**Candidate's Statement** (for Voter's Pamphlet):

Each candidate may or may not submit a Candidate's Statement to the voters. The form has been provided, but it is optional. If a candidate chooses not to publish a Candidate's Statement, he/she must sign the decline form also provided and return it to the City Clerk's Office when returning the Nomination Papers.

The maximum number of words permitted in the Candidate's Statement is 200. Guidelines for computing word count are found on the back of the statement form. The statement should be single spaced, double spaced between paragraphs. The County asks for no underlining, no bolding, and no bullets.

The estimated cost of the Candidate's Statement is \$676.00. This cost may increase or decrease. Candidates are required to pay the costs of the statement in advance. The City Clerk's Office shall bill each candidate for any cost in excess of the deposit or shall refund any unused portion of the deposit once final costs are received from the County.

The Candidate Statement must be submitted both in hard copy and digitally. Please submit a hard copy and also email your statement, or provide the digital version on flashdrive, to the City Clerk at [lindar@Buellton.com](mailto:lindar@Buellton.com) at the time of paperwork submittal.

**Filing a Candidate's Statement:**

If the candidate chooses to publish a Candidate Statement, it shall be filed in the office of the City Clerk when his/her nomination papers are returned for filing. The statement may be withdrawn, but not changed, during the period for filing nomination papers until 5:00 p.m. of the next working day after the close of the nomination period. Candidate's Statements shall remain confidential until the expiration of the filing deadline.

**Mass Mailing Requirements:**

Candidates who anticipate sending mass mailings (200 or more identical or nearly identical pieces sent within a calendar month) must read and follow the mass mailing requirements set forth by the Political Reform Act. A copy has been provided.

**Campaign Disclosure Statements:**

Please refer to the Campaign Disclosure Information Manual 2 that is located in your candidate binder provided to you by the City Clerk. If you have any questions about appropriate form filing, please call the Fair Political Practices Commission (FPPC) toll-free at 1-866-275-3772.



### **Statement of Economic Interests:**

Pursuant to State Law, each candidate for City Council shall file a statement disclosing his or her investments and interests in real property with the City Clerk (Form 700). If, after you have read the instructions on the back of the forms, you have specific questions about what is reportable, please email the FPPC at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) or call them between the hours of 9 a.m. and 11:30 a.m. at 1-866-275-3772.

**Note:** You do not have to disclose your personal residence if you own your home.

If elected, the candidate will be required to file within 10 days another Form 700 - Assuming Office Statement - with the City Clerk. The City Clerk will notify you when the Form 700 is due. While in office, the officeholder is required to file a Statement of Economic Interests each year. This statement is typically due in April.

### **Election Day:**

The polls officially open at 7:00 a.m. and close at 8:00 p.m. The voted ballots are delivered to the Santa Barbara County Courthouse. They are then tallied and the results are released to the public. Vote by Mail ballot and early precinct results can be available as early as 8:30 p.m.

Election returns can be viewed in the following ways:

1. The County Clerk-Recorder will be posting and updating returns on the Internet.
2. Local television stations will also provide updates.

### **Following the Election - Seating the new Council Member:**

It takes approximately ten working days for the County Clerk to certify the results of the election. It is anticipated that the new council members will be sworn in at the meeting of December 10, 2020.

### **The Brown Act:**

Candidates who have been elected but are not yet sworn in are subject to the Brown Act (Open Meeting Law). This means that they should avoid meetings or serial communications with current members of the body and/or other members-elect until they have been briefed on the law by the City Attorney, City Manager and/or City Clerk.



**Ethics Training – AB 1234:**

California Assembly Bill 1234 became effective January 1, 2006. This Bill requires local officials to receive two (2) hours of specified ethics training every two years. If you are successful in the election, you will be required to take Ethics training within the first year of your term. This training is available online and you will be given further instructions on how to comply with this requirement.

**Sexual Harassment Prevention Training and Education – AB 1661:**

California Assembly Bill 1661 became effective January 1, 2017. This Bill requires local officials to receive two (2) hours of specified harassment training every two years. If you are successful in the election, you will be required to take harassment training within the first six months of your term. This training is typically taken in person and you will be given further instructions on how to comply with this requirement.