

# Getting Started Candidate Information

## CITY OF NORWALK GENERAL MUNICIPAL ELECTION MARCH 7, 2017

The City of Norwalk conducts elections every two years to elect members of the City Council. These elections are held on the first Tuesday after the first Monday in March of odd-numbered years as established in the California Elections Code.

The following information is intended to assist residents who are considering running for the office of Member of City Council in the City of Norwalk's General Municipal Election scheduled to be held on **Tuesday, March 7, 2017**.

This information is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Theresa Devoy, CMC  
City Clerk



## ***General qualifications to run for and hold public office:***

### **A candidate must be:**

- U.S. citizen;
- 18 years old on or before election day; and
- Registered voter living in the City of Norwalk at the time nomination papers are issued.

A candidate may not be in prison or on parole for a felony conviction.

## ***Getting started early . . .***

- Appoint a Treasurer for your campaign. Every Recipient Committee must have a Treasurer. The candidate may act as his/her own committee treasurer.
- Review Campaign Disclosure Manual 2 Information for Local Candidates and their primarily formed committees.
- File Form 501 Candidate Intention Statement before receiving contributions or spending own funds. Exception: This form is not required if you will not solicit any funds and your only expenditures will be from personal funds used for your statement of qualifications printed in the Sample Ballot Voter Information Pamphlet.
- Keep records of all expenditures or contributions of \$25 or more.
- Never accept or spend \$100 or more in cash.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate's personal funds, must be deposited in the campaign bank account prior to the expenditure.
- File Form 410 Statement of Organization within 10 days of receiving \$2,000 in contributions. Include bank account information on Form 410.
- File appropriate campaign disclosure forms. The most common forms to be filed are:
  - Form 460 – Recipient Committee Campaign Statement is filed by candidates or officeholders who have a controlled committee, or who raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office.
  - Form 450 – Recipient Committee Campaign Statement – Short Form

The manual/forms may be downloaded from the Fair Political Practices Commission (FPPC) website at [www.fppc.ca.gov](http://www.fppc.ca.gov) (most, if not all, forms are interactive on the website) or you may obtain copies from the Office of the City Clerk.

## ***During the filing for nomination period . . .***

The filing period is **Monday, November 14, 2016 through 1:00 p.m. on Friday, December 9, 2016**. If an incumbent does not file, the filing period for non-incumbents will be extended to 6:00 p.m. Wednesday, December 14, 2016. There is no filing fee to run for election as a member of the Norwalk City Council, however, candidates are responsible for the cost of a candidate statement in all required languages should one be submitted. Candidates must be registered voters in the City of Norwalk at the time nomination papers are issued. Prospective candidates will:

- Receive nomination paper and candidate packet from the City Clerk during the nomination period. The candidate packet will include the following materials:
  - Nomination paper
  - Candidate Statement Form
  - Form 700 – Statement of Economic Interests\*
  - Campaign forms (410, 460, 470, 497, 501)
  - Code of Fair Campaign Practices
  - Calendar of Election Events and Applicable Laws
  - Ballot Designation Worksheet
  - Foreign Language Translations Information Sheet
  - Candidate Statement Payment Agreement
  - Public Information Resume
  - Application to View Voter Registration Information
  - Campaign Filing Schedule
  - Campaign Disclosure Manual 2
  - City resolution(s)
  - Precinct map
  
- Obtain the signatures of at least 20 but not more than 30 voters, registered to vote in the City of Norwalk on the nomination paper.
- File the completed nomination paper and completed Form 700.

\*Form 700 – Statement of Economic Interest discloses assets and income of public officials and candidates. Upon election, members of City Council will file Form 700 annually.

Optional items to be filed (if these items are filed, they must be filed at the same time as the nomination paper and Form 700):

- Code of Fair Campaign Practices.
- Candidate Statement Form of 200 words or less. Pursuant to State Law, the Candidate Statement will be printed in English and Spanish in the Sample Ballot Voter Information Pamphlet to be mailed to all registered voters. Pursuant to the Voting Rights Act of 1965, as amended, in addition to English and Spanish, the City Clerk is required to translate statements and voter information into the Korean and Tagalog (possibly Chinese) languages and have that information available. Facsimile sample ballots will be prepared in these languages and mailed to only those voters who have previously requested it or request it during this election period.

The candidate must pay for having the candidate statement translated and printed in all required languages. The estimated cost of printing is generally between \$550-\$650 per language, and there are currently four languages including English. If a candidate chooses not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot.

## ***After the nomination period closes . . .***

### **CAMPAIGN DISCLOSURE STATEMENTS**

Candidates will be required to file periodic campaign disclosure statements during the course of the election. Campaign disclosure statements document receipts and expenditures made by the candidate and his/her committee during the course of running for election. Campaign disclosure statements are also filed semi-annually by members of City Council and by candidates who have not terminated their election committees. The City Clerk will provide you with due dates, filing periods, and forms to be filed. Interactive forms may also be obtained from the FPPC website: <http://www.fppc.ca.gov/>. See "Getting Started Early" above.

### **RECORD KEEPING**

During the course of the campaign, candidates and their campaign committee should:

- Keep originals of canceled checks, vouchers, and invoices. Contributors' checks of \$25 or more should be copied before being deposited.
- For mass mailings (200 pieces or more) keep record of date, method of postage, number of pieces, and a sample of each mass mailing.
- Records must be retained for four years after election.
- Expenditures/Contributions LESS than \$25
  - Keep dates and daily totals for expenditures/contributions less than \$25.
- Expenditures/Contributions of \$25 or more
  - Contributions
    - Date
    - Amount
    - Name & address of contributor
    - Cumulative amount received from each contributor
    - Monetary, in-kind or loan designation
  - Expenditures
    - Date
    - Amount
    - Name & address of payee
    - Description of goods or services
    - Same information is required for all sub-vendors

### **IMPORTANT THINGS TO REMEMBER**

1. **BEFORE RAISING OR SPENDING ANY MONEY**  
File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number from the Secretary of State by filing Form 410. *The FPPC now requires all committees to include the year of the election in the title. (i.e. Smith for Council 2017)*
2. **MARK YOUR CALENDAR**  
Know the due dates for campaign statements and file on time.
3. **KEEP GOOD RECORDS**  
Maintain details on contributions and expenditures of \$25 or more.
4. **\$100 OR MORE IN CASH?**  
Never accept or spend \$100 or more in cash.

5. **USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES**  
All personal funds of the candidate must first be deposited in the campaign bank account, except for campaign statement fee.
6. **CONTRIBUTIONS OF \$100 OR MORE**  
For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
7. **IDENTIFY CANDIDATE / COMMITTEE ON MAILINGS**  
Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
8. **NO PERSONAL USE OF CAMPAIGN FUNDS**  
Use campaign funds only for political, legislative, or governmental purposes.
9. **BE INFORMED**  
Attend a campaign workshop in your area. Check the FPPC website for information.

***For those who have an active committee from a previous election . . .***

1. Complete a new Form 501 (this must be done before receiving any contributions for the election).
  - o Mark the "initial" box
  - o Complete the entire form
  - o Sign and date the form
  - o File original Form 501 with the City Clerk
2. Complete a Form 410 (this must be done as soon as \$2,000 has been raised in contributions for the election). ***Previous unsuccessful candidates should have done this prior to the end of the reporting period following the last election in which you ran, if those funds were to be utilized again.***
  - o Mark the "Amendment" box and list your ID#
  - o Only complete the information that will change. *Please note that the FPPC now requires all committees to include the year of the election in the title.*
  - o Complete the "Type of Committee" and list the date of election as March 2017
  - o Both the Treasurer and Candidate must sign
  - o Mail the original and one copy to the Secretary of State and give a copy to the City Clerk

Note: You may keep your same bank account – you can change the name of the account with the bank if desired.

**Contact Information:**

City Clerk: (562) 929-5720 or [clerk@norwalkca.gov](mailto:clerk@norwalkca.gov)

FPPC: 1-866-ASK-FPPC (1-866-275-3772) or [www.fppc.ca.gov](http://www.fppc.ca.gov)

**\*REMEMBER, ALL CANDIDATES NEED TO SCHEDULE AN APPOINTMENT TO RECEIVE AND FILE NOMINATION DOCUMENTS. PLEASE CALL (562) 929-5720.**