



GENERAL FILING INFORMATION

Candidate Qualifications

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

Nomination Filing Dates

Nomination Papers are available from the City Clerk's Office from July 16, 2018 to August 10, 2018. Nomination Papers must be filed with the City Clerk's Office no later than **5:00 PM on Friday, August 10, 2018**.

If an incumbent does not file, the nomination period will be extended by the City Clerk's Office for a period of five additional days. The last day to file, if the nomination period is extended, will be **Wednesday, August 15, 2018 at 5:00 PM**.

There is a **\$25.00 filing fee**, which is to be paid upon the filing of the Nomination Papers. The Nomination Papers, Candidate's Statement, and Statement of Economic Interests must be filed at the same time.

Circulation 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 nor more than 30 currently registered voters who are residents of the City of Paso Robles. Please be vigilant that the signatures you seek are from qualified voters (*those in the Jardine area and outskirts of Paso Robles are not registered within City limits*) The City Clerk's Office will certify each signature on the petition with the County Clerk-Recorders Office. Petitions are not open to public inspection until after the nomination period has closed.

Filing the Nomination Papers

The Declaration of Circulation (on the back of the Nomination Papers) 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 in the presence of the City Clerk, a Deputy City Clerk or a Notary Public.

Withdrawal of Nomination Papers

No candidate may withdraw as a candidate after 5:00 PM on August 10, 2018.

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's Office 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.

A Ballot designation worksheet has been provided and is required to be returned with the nomination papers.

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 16, 2018. The City Clerk's Office will be notified of the order and will publish a Notice of Nominees in the local newspaper.

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

Each candidate may or may not submit a Candidate's Statement to the voter. The form will be provided, but is optional. If a candidate chooses not to publish a Candidate's Statement, he/she must sign and check the declination box provided and return it to the City Clerk's Office.

The maximum number of words permitted in the Candidate's Statement is 200. Guidelines for computing word count are found in a handout that is part of the Candidate packet. The statement should be single spaced, double spaced between paragraphs. The County Elections Office asks for no underlining, no bolding, and no bullets.

The estimated cost of the Candidate's Statement is \$210. 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 within 30 days of the election any unused portion of the deposit. Translation and printing

of the Candidate's Statement in Spanish is estimated to be an additional **\$310** and subject to the same deposit/refund structure.

The Candidate's Statement must be submitted in hard copy and digitally. Please submit a hard copy and also email your statement to the City Clerk's Office at cityclerk@prcity.com before the end of the nomination period.

Filing a Candidate's Statement

If the candidate chooses to publish a Candidate's 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 PM 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. For more information, please visit the Fair Political Practices Commission (FPPC) website at: <http://www.fppc.ca.gov/>

Campaign Disclosure Statements

Please refer to the Campaign Disclosure Information Manual 2 that is published by the Fair Political Practices Commission at <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html>. If you have any questions about appropriate form filing, please call the City Clerk's Office at 237-3888, or the Fair Political Practices Commission toll-free at 1-866-275-3772.

Candidate and Treasurer Training

The Fair Political Practices Commission (FPPC) provides training events and information on candidate, treasurer and committee duties under the Political Reform Act. Training topics include initial campaign activities, contributions and expenditures, reporting, advertising disclaimers, and post-election tasks. These tools, including on-line video training, can be accessed at: <http://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>

Statement of Economic Interests

Pursuant to State Law, each candidate for City Council shall file, no later than August 10, 2018, a statement disclosing his or her investments and interests in real property with the City Clerk's Office (Form 700). If, after you have read the instructions on the back of the forms, you have specific questions about what is reportable, please call the Fair Political Practices Commission at **1-866-275-3772** between the hours of 8:00 AM and 5:00 PM. 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’s Office. Once, each year, the officeholder is required to file annual Statements of Economic Interests.

Election Day

The polls officially open at **7:00 AM and close at 8:00 PM**. The ballots are delivered to the San Luis Obispo 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 PM.

Election returns can be viewed in the following ways:

1. The County Clerk-Recorder will post and update returns every 15-30 minutes 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. The new council members will be sworn in at the meeting of December 4, 2018 (tentative date) or at the next meeting following certified results.

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. More information on the Brown Act, can be found here: http://ag.ca.gov/publications/2003_Intro_BrownAct.pdf

Ethics Training - AB 1234

California Assembly Bill 1234 requires local officials to receive two 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. You will be provided further instructions on how to comply with this requirement after being officially seated.