



CARMEL-BY-THE-SEA

Candidate Guidebook



November 5, 2024
General Municipal Eleciton



Dear Potential Candidate:

Congratulations on your decision to run for public office! This is undoubtedly one of the most significant and impactful choices one can make. We hope this journey will be a positive experience for you.

This candidate handbook provides an overview of the essential forms and campaign deadlines related to the General Election on November 5, 2024. We encourage you to thoroughly review this material, as it may address many questions you have regarding the rules and guidelines for running for office.

Please note that this guide is for general reference only and does not replace legal advice. We strongly recommend consulting with private counsel if you have any legal inquiries.

As the City Clerk, I am the elections official for the City of Carmel-by-the-Sea. I am available to assist you with understanding the information presented in this guide. The Clerk's office is open Monday through Friday, between 9 am and 5 pm. You can reach me by phone at 831-620-2016, or email at nromero@ci.carmel.ca.us. Please note that an appointment is required to obtain and to file your nomination papers.

I wish you the best of luck!

Sincerely,

Nova Romero, MMC
City Clerk
Carmel-by-the-Sea

DISCLAIMER

The information contained in this candidate handbook is intended to serve as a guide for potential candidates. The contents of the guide and any legal interpretations contained herein are not to be relied upon as legal opinion. Reliance on the content without prior submission to and approval of your appropriate legal counsel is done at your own risk. This guide should be used as a general reference only, in addition to other references that may be used by you or your campaign. This guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation, or rule will apply. The City Clerk's office is precluded from providing you legal advice. It is suggested that legal advice come from private counsel.

Additional resources to consult include:

- Fair Political Practices Commission (FPPC): <http://www.fppc.ca.gov>
- Monterey County Elections website <https://www.montereycountyelections.us/home>
- Carmel-by-the-Sea Municipal Code <https://www.codepublishing.com/CA/CarmelbytheSea>
- CA Elections Code <https://leginfo.legislature.ca.gov/faces/home.xhtml>

If you have any questions regarding any of the enclosed information, please contact the City Clerk at (831) 620-2016.

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- E. FPPC Campaign Basics Fast Facts
- F. AB 571 Contribution Limits Fact Sheet
- G. Levine Act SB 1439 FAQ
- H. NetFile Campaign Filer App Training – Electronic Filing
- I. Carmel Candidate Forum Dates – September 2024

Nomination Documents issued in person

(not included in the guidebook)

1. **Candidate Filing Checklist**
2. **Nomination Papers (petition)**
3. **Ballot Designation Worksheet**
4. **Code of Fair Campaign Practices**
5. **Declaration of Candidacy**
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7. [FPPC Form 700](#)
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CANDIDATE FILING CHECKLIST

Listed below is the checklist indicating the various forms required to be filed for candidacy for a seat on the City Council. **It is the obligation of the candidate to ensure that he/she meets all filing requirements and deadlines.** All candidates are urged to file the necessary papers as early as possible in order to avoid last minute rush and confusion, or any misunderstanding. Additionally, it is recommended that the candidate file all papers involved with his/her candidacy personally.

Remember the deadline for filing all your nomination papers is Friday, August 9, at 5:00 p.m.*

The following list of nomination documents must be filed at the same time.

1. Make an Appointment to file Nomination Papers.

Call or email to schedule an appointment with the City Clerk: 831-620-2016, or nromero@ci.carmel.ca.us

Filing appointment date/time: _____

2. Nomination Documents – All documents must be filed at the same time

- Nomination Papers (petition)**
- Filing Fee - \$25.00 (check or cash payable to Carmel-by-the-Sea)**
- Ballot Designation Worksheet**
- Code of Fair Campaign Practices (optional)**
- Declaration of Candidacy, which includes:**
 - Name on Ballot (no title or degrees)
 - Ballot Designation (3 words or less)
 - Permission to Post
 - **Oath of Office – do not sign or fill this out yet!**
- FPPC Form 700 – on paper or e-filed**
- FPPC Form 501 – on paper (if not previously filed)**
- FPPC Form 470, OR, copy of Form 410 filed with SOS**
- Candidate Statement of Qualifications (optional)**
- Candidate Statement - Printed copy (200 words or less)**
- Candidate Statement emailed to nromero@ci.carmel.ca.us OR, on flash drive**
- Candidate Statement Filing Fee - \$157 (cash or check)**

CITY OF CARMEL-BY-THE-SEA

CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

CANDIDATE FILING FORMS

All filing documents are obtained and filed by the City Clerk, the elections official for the City of Carmel-by-the-Sea. Appointments will be made Monday through Friday, between the hours of 9:00 a.m. to 4:30 p.m. at:

City Hall
Administration Office
Monte Verde Street, between Ocean and Seventh Avenues
Carmel-by-the-Sea, CA 93921

To schedule an appointment to pull nomination papers, contact the City Clerk at nromero@ci.carmel.ca.us, or call 831-620-2016. Be prepared by checking your voter registration status before making your appointment.

Eligibility for office

(California Elections Code Section 201, 201, and CA Government Code Section 1021)

To hold an elective office within the City of Carmel-by-the-Sea, a person must be a United States citizen, 18 years of age or older, and must be a registered voter of the City of Carmel-by-the-Sea at the time nomination papers are issued. The City Clerk will NOT issue nomination papers if you are not a registered voter in the City of Carmel-by-the-Sea.

Filing of Nomination Papers

(California Elections Code Section 10224)

All Nomination Papers are filed with the City Clerk. Please note that all nomination papers must be filed at the same time, and an appointment with the City Clerk is required.

All Nomination Papers shall be filed with the City Clerk during regular business hours, 9:00 a.m. - 5:00 p.m., Monday through Friday no later than 5:00 p.m. on August 9, 2024. If an incumbent does not file, the close of the nomination period will be extended to 5:00 p.m. on Wednesday, August 14, 2024.

It is highly recommended that the candidate does not wait until the last day to file.

Nomination Papers (“Nomination Petition”)

(California Elections Code Section 10220 et seq.)

Nomination papers, also known as the “nomination petition”, are issued by the City Clerk during the nomination period. During this period, candidates may circulate their nomination petition to obtain signatures from registered voters in the City of Carmel-by-the-Sea. Only one person may circulate nomination papers for a candidate. A minimum of 20 signatures are required, and it is recommended that each candidate obtain 30 signatures. Candidates may sign their own nomination papers.

Before issuing nomination papers the City Clerk will confirm with the Monterey County Registrar of Voters that the individual seeking them is a registered voter in Carmel-by-the-Sea.

Gathering Signatures for Nomination

(California Elections Code Sections 10220, 10221, 10222)

Candidates must be nominated by gathering signatures from registered voters who reside in Carmel-by-the-Sea. These signatures must be gathered properly according to the law, either by the candidate or someone at least 18 years old. If not done correctly, the candidate's placement on the ballot could be challenged. It's crucial for candidates to gather the necessary signatures promptly so the Monterey County Elections department can verify them.

Petition Circulator

The first step you should take in completing your nomination papers (“petition”) is to decide if you will personally be the circulator or if someone will circulate it for you. Remember, there can only be one circulator, and whoever circulates the petition must personally witness each person's signature. Also remember, if you have someone else circulate the petition for you, they must complete the "Certificate of Circulators" as they are registered. The circulator may obtain signatures for the nomination petition of any potential candidate at any time no earlier than July 15th or later than August 9th (or August 14th if an incumbent does not file by the August 9th deadline). The circulator shall be a registered voter of the City of Carmel-by-the-Sea at the time they circulate the petition.

Qualified Signers

The second step is to obtain the signatures. Signatures qualify if they are registered voters of the City of Carmel-by-the-Sea (signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Monterey County Registrar of Voters Office). Potential candidates are required to obtain 20 valid signatures of registered voters residing in Carmel-by-the-Sea to qualify for the ballot. The City Clerk will issue nomination papers with enough space to collect 30 signatures, and it is recommended that the candidate obtain all 30 signatures in case some of the first 20 signatures do not qualify.

The Valid Signature

It is important that the candidate or their emissary make a concerted effort to obtain valid signatures as invalid signatures may slow the filing process causing unnecessary delays for the candidate and their campaign.

A Signature Can Be Challenged If:

- the signer is not a registered voter
- the printed information (name, address) are not written by the signer (i.e., a spouse wrote in the address for the other spouse)
- the signature on the petition does not compare to the signature on the voter's affidavit of registration
- the signer does not reside in the City of Carmel-by-the-Sea
- the signer uses a PO Box number or other mailing address for residence
- the signer has moved and did not re-register
- the signer prints their name for the signature (unless registered as such) • the signer uses ditto marks for an address
- the signer authorizes Power of Attorney to sign on their behalf
- the signer already signed a maximum number of petitions for the office
- incomplete address/missing city and zip code

Public Access

Pursuant to Elections Code 17100(c), nomination petitions, and those portions of the signatures In-Lieu of Filing Fee petitions applied to nominations, may be viewed but not copied. "Copied" is a generic term which includes, replication of any kind including on a copy machine, photography, and hand-written notes. DO NOT COPY or distribute copies of documents that contain signatures of voters.

Verification of Signatures

(California Elections Code Section 105)

Once the nomination petition is filed, the City Clerk will transmit the nomination petition to the Monterey County Election Department to verify the eligibility of signatures. If the petition contains less than twenty eligible signatures from registered voters, the City Clerk will issue a Supplemental Nomination Form to the candidate. The circulator must obtain the requisite supplemental signatures from eligible voters and the completed Supplemental Nomination Form must be filed with the City Clerk prior to the close of the nomination filing period.

Declaration of Candidacy

(California Elections Code Section 10223, 10227,10510 et seq.)

Along with the nomination petition, a Declaration of Candidacy form is required. This form is executed (signed) when nomination papers are filed and cannot be changed or added to after filing.

The Declaration of Candidacy is an official document indicating:

- How your name and ballot designation will appear on the ballot.
- That you declare that you meet the statutory and/or constitutional qualifications for the office sought.
- The information that you grant or deny the County and City Elections Officials to post online beyond your name and desired office.

When you come to your appointment to file your nomination documents, you will take the oath of office and sign the declaration of candidacy. **DO NOT SIGN THIS FORM IN ADVANCE – wait until your appointment to file nomination documents**. This document may be viewed by the public but not copied once filed.

Ballot Designation

(California Elections Code Section 10223, 13107 et. Seq.)

Each candidate must complete the ballot designation worksheet and file it at the same time as their nomination papers. The worksheet is used in part to facilitate review of a candidate's proposed ballot designation. Ballot designations are governed by Elections Code Sections 13107, 13107.3, 13107.5 and the California Code of Regulations (CCR) Title 2, Division 7, Section 20711.

The ballot designation will appear on the ballot under the candidate's name, designating the current elective office title, officeholder status, or profession.

Format of Ballot Designation

Ballot designations must be three words or less, and not exceed the maximum 55 characters to fit on the ballot. A ballot designation may be an elective office title, officeholder status, or profession.

The following examples illustrate each type. Combining these types is not permitted.

A. **Incumbent:** The word “Incumbent” may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

B. **Elective Office Title:** Words designating the elective public office held, provided the officeholder was elected to the office.

Example A: Governing Board Member

C. **Principal Occupation:** 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal professions, vocations, or occupations of the candidate.

Example A: High School Teacher

Example B: Attorney/Educator/Rancher

Example C: Businessman/Councilmember

Retired: The use of the word “retired” in a ballot designation is generally limited for use by individuals who have permanently given up their chosen profession, vocation or occupation.

The following factors can help determine if you can use the word “retired”:

- Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years.
- The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension.
- The candidate has reached at least the age of 55 years.
- The candidate voluntarily left his or her last professional, vocational or occupational position.
- The candidate's retirement benefits provide him or her with a principal source of income.

If a candidate is requesting a ballot designation that he or she is a retired elected official, the candidate must have previously voluntarily retired from elective office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word “retired” in his or her ballot designation.

A candidate may not use the word “retired” in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

Community Volunteer: A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation.
- A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation or occupation.

D) **No Occupation Desired:** If no ballot designation is requested, the word “NONE” and the candidate’s initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word “retired” or places it following any word(s) it modifies.
Unacceptable: Ret. Policeman
Policeman, Retired
- It uses a word or prefix, such as “former” or “ex”, which means a prior status, except for the word “retired” which is permitted.
Unacceptable: Former Policeman
Ex-Policeman
- It uses the name of any political party, whether or not it has qualified for the ballot.
- It uses a word or words referring to a racial, religious, or ethnic group.
- It refers to any activity that is prohibited by law.

Candidate Statement of Qualifications

(California Elections Code Section 13307)

Each candidate may file an optional Candidate Statement of Qualifications (“Candidate Statement”), to be printed in the voter pamphlet and mailed to each registered voter. The candidate statement is designed to familiarize voters with a candidate’s qualifications for the office sought.

Restrictions

The candidate statement must be 200 words or less, shall be limited to a “*recitation of the candidate’s own personal background and qualifications and shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities*”, and may not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The City Clerk shall not cause to be printed or circulated any statement that the election official determines is not so limited or that includes any prohibited reference.

Please see the "Candidate's Statement Guidelines" provided by the Monterey County Elections Office for additional information, which is included in the appendix of this guide.

Filing of the Candidate Statement

The Candidate Statement, if filed, must be filed with the candidate's nomination papers. In addition to filing a hardcopy of the statement, candidates must submit the statement in an electronic, editable text format, to the following email address: cityclerk@ci.carmel.ca.us, or, provided on a flash drive. Statements will be printed exactly as submitted in the electronic format; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation, and grammar before filing it with the City Clerk.

Cost

The fee for filing a Candidate Statement is **\$157**, payable by cash or check only (checks made payable to the City of Carmel-by-the-Sea). The fee is established by the Monterey County Elections Department, and is based on the estimated printing and mailing costs proportional to the number of registered voters in the City. All Candidate Statements will be printed in English and Spanish as required by law, and the cost of candidate statement includes translation fees.

Candidate Statements May be Withdrawn

The Candidate Statement may be withdrawn, but not changed, before the filing period ends on August 9, 2024, at 5:00 p.m. (or August 14 at 5:00 p.m., if applicable, due to an extension). A candidate must sign a document stating they choose to withdraw their statement, and the Statement filing fee of \$157 will be refunded. A new candidate statement cannot be filed to replace a withdrawn candidate statement. As no changes can be made, please carefully review the Candidate Statement before filing it with the City Clerk.

Public Review Period

The candidate statement will remain confidential until after the close of the filing period for the office sought. After the close of the candidate filing period, anyone may examine candidate statements.

Document Status – What is Viewable, Available for Copy and Confidential

(Elections Code Section 17100)

The Secretary of State's Office further clarified the confidentiality of certain documents. In all cases, whether for candidates or public, only the Ballot Designation Worksheet and financial disclosure forms are available for copy. The Declaration of Candidacy and the Code of Fair Campaign Practices may be viewed but not copied. Pursuant to Elections Code 17100(c), nomination petitions, and those portions of the signatures In-Lieu of Filing Fee petitions applied

to nominations, may be viewed but not copied. "Copied" is a generic term which includes, replication of any kind including on a copy machine, photography, and hand-written notes.

CAMPAIGN DISCLOSURES

All candidates for state and local offices are required to file campaign disclosure statements. The Political Reform Act of 1974 (Act) governs the disclosure of political campaign contributions, spending by candidates and ballot measure committees. It also sets ethics rules for state and local government officials that impose strict limits on decisions or votes that affect the official's financial interests. The Act also regulates lobbyist's financial disclosure and lobbying practices. The California Fair Political Practices Commission (FPPC) is the state commission responsible for the impartial administration, implementation and enforcement of the Act.

Campaign Filings Are Public Record

(California Gov. Code section 81008)

All campaign statements ("statements") filed are a matter of public record. Statements are available online for public review with some information redacted. Please note that original unredacted copy of statements are available to the public to view in person, or request copies.

FPPC Rules and Requirements

Candidates and their treasurers must become familiar with the rules outlined in the Political Reform Act (Act), the state law governing contributions and expenditures for elective offices in California. Compliance with campaign laws and regulations is mandatory.

Please see the [FPPC website](#) to see their new "[FPPC Candidate Toolkit](#)" and "[Treasurers Guide Book](#)" page on how to get started. On the back of each FPPC form are instructions on how and when to file the form. It is vital that before submitting any forms that you have read and understood the purpose of each form. This will assist you as you move farther along in the candidate qualification process.

Summary of Campaign Disclosure Forms

- **Form 501 – Candidate Intention Statement**
A candidate for local office must file this form prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election. This original signed form is filed with the City. This form is due at the time of filing your nomination papers, or may be filed earlier if necessary.

- **Form 410 – Statement of Organization Recipient Committee**
If you expect to receive or spend \$2,000 or more on your campaign, you are required to file a Form 410 with the Secretary of State. A copy must also be submitted to the City

Clerk's Office. The Form 410 must be filed within ten (10) days of receiving \$2,000 in contributions.

❖ **Form 410 – Statement Type**

Initial

Mark the "initial" box and enter the date the committee qualification was met. If the committee has not met the qualification threshold, mark the "initial" and "Not Yet Qualified" boxes.

Qualification Threshold

The "date qualification threshold met" is the date the committee received contributions totaling \$2,000 or more during a calendar year.

Amendment

If any of the information reported on an initial statement of organization changes:

- Mark the amendment box,
- Include the committee's ID number and name,
- Provide the changed information, and
- Complete the verification.

➤ Form 700 – Statement of Economic Interests

➤ Form 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures in excess of \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the **Campaign Report and Statement Filing Schedule** included in this guide.

➤ Form 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement). A Form 470 Supplement is filed within 48 hours if a candidate receives \$2,000 or more in contributions or makes expenditures totaling \$2,000. See specific instructions included on the 470 form.

➤ **Form 497 – 24-hour Contribution Report**

Filed by candidate committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before an election. This form is filed electronically within 24 hours of receiving the contribution.

➤ **Form 496 – 24-hour Independent Expenditure Report**

Filed by candidate committees that make independent expenditures whose combined total is \$1,000 or more. This form is filed electronically within 24 hours of the expenditure.

Campaign Contribution Limits

The City of Carmel-by-the-Sea has not adopted campaign contribution limits, so all candidates are bound by State contribution limits as established by AB571. See chart below.

2023-2024 Contribution Limits for Cities That Have Not Enacted Limits		
Person (individual, business entity, committee/PAC)	Small Contributor Committee	Political Party
\$5,500	\$5,500	\$5,500

- [AB571 Fact Sheet](#) – Contribution Limits effective January 1, 2021 for city candidates.

NEW - Levine Act (SB 1439) – Effective January 1, 2023

In order to promote transparency and fairness in the governmental decision making process there are rules in place to prevent public officials from being unfairly influenced by contributors to their campaign. The type of activity these laws were enacted to limit is often referred to as “pay-to-play”.

A law aimed at preventing pay-to-play politics, Section 84308 generally prohibits a party seeking a contract (other than competitively bid), license, permit, or other entitlement for use from making a contribution of more than \$250 to an official of the agency. Statutes such as Section 84308 aim to maintain the integrity and public perception of government bodies and to prevent a culture in which bidders or applicants believe it is necessary to make political contributions to receive government contracts or permits.

In 2022, the California Legislature passed SB 1439, a bill that amended Section 84308 of the Political Reform Act (“the Act”). The changes took effect on January 1, 2023. The amendments

significantly broadened the scope of the statute—most significantly by applying the statute’s restrictions to agencies whose members are directly elected by voters.

Section 84308 prohibits certain officials, including local elected officials, from taking part in an entitlement for use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for 12 months after a final decision is rendered in such a proceeding.

As of January 1, 2023, Section 84308 now operates differently in two key ways:

1. Section 84308 now applies to agencies whose members are directly elected by voters including local elected officials such as city councilmembers and county supervisors serving on their respective boards; and
2. Officials are prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant for 12 months after the final decision of a proceeding.

Additional information can be found on the FPPC’s website at <https://www.fppc.ca.gov/content/fppc-v2/fppc-www/learn/pay-to-play-limits-and-prohibitions.html> (SB1439).

Additional Resources provided by the FPPC

- [Fast Facts Campaign Basics Factsheet](#)
- [Local Candidate / Committee Checklist](#)

Electronic Filings

Chapter 2.04.170 of the Carmel-by-the-Sea Municipal Code requires electronic filing of campaign statements. Candidates must file campaign disclosure statements electronically, with some exceptions. See list below:

FPPC forms filed on paper:

- Form 501 – Candidate Intention Statement
- Form 410 – Statement of Organization Recipient Committee

FPPC forms that may be filed electronically or on paper:

- Form 700 - Statement of Economic Interests Form (Candidate)
- Form 470 – Officeholder and Candidate Campaign Statement – short form

The City uses NetFile, a web-based filing system that allows filers to complete and submit forms electronically. In addition, one-on-one trainings with NetFile are available. The City Clerk will create a NetFile user account and provide login instructions for each candidate.

Good Record Keeping

Candidates should review the FPPC Campaign Disclosure Manual 2 regarding record keeping. All money used for campaign purposes, including your personal funds, must be deposited into a

separate campaign bank account prior to the expenditure. The only exception is the candidate statement fee.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

- Date spent or received
- Dollar Amount
- Name and Address of Contributor (or Payee)
- Contributor's Occupation and Employer (for contributions of \$100 or more)
- Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily total of all expenditures and contributions. Records must be maintained for four years after the election.

Important Filing Information

The following are just a few important points to remember when completing FPPC forms. Please consult the FPPC manuals or contact the FPPC directly for any direction on completing campaign disclosure forms.

Terminating your committee

If you do not officially terminate your committee after the election, you will be required to continue to meet periodic filing deadlines, in addition, committees will continue to have to make an annual payment of \$50 to the Secretary of State's Office.

You may terminate your committee if:

(All the following criteria must be met.)

- You have filed all required campaign statements.
- Your final campaign statement has a \$0 balance.
- You do not anticipate receiving further contributions.
- You do not anticipate making further expenditures.
- You are not expecting a refund for filing or ballot statement fees paid from committee funds.

The following forms must be completed to terminate your committee:

In addition to checking the appropriate "Type of Statement" box, remember to check the "Termination" box on all termination statements. Please visit www.fppc.ca.gov or call 1-866-275-3772 if you have any questions about how to terminate your committee.

- Form 410 – File original with the Secretary of State (SOS) and a copy with the City Clerk
- Form 460 – File original with the City Clerk

Late Filings

There are no provisions for granting “extensions” of the filing deadlines. If a candidate, officeholder, or committee is required to file a statement with MCE and has failed to do so by the deadline, MCE or the FPPC may provide written notice that the statement must be filed within 10 days (5 days for 2nd Pre-Election Statement) noting that a fine may be levied.

Fines may not be waived if a statement is not filed within 10 days after specific notice is sent by the elections official (or 5 days for 2nd Pre-Election Statements). Failure to file a statement after appropriate notice will be referred to enforcement official and can result in substantial criminal, civil and administrative penalties.

Contacting the FPPC

The City Clerk’s Office is available to answer general election questions but at no time is permitted to offer legal advice. For questions regarding the completion of FPPC forms, please contact the FPPC by email at advice@fppc.ca.gov.

CODE OF FAIR CAMPAIGN PRACTICES

(Election Code 20400, 20420, 20440-20444)

State law requires at the time nomination papers are issued, the City Clerk shall give the candidate a copy of the "Code of Fair Campaign Practices." The City Clerk shall inform each candidate that subscription to the Code is voluntary.

ELECTION ACTIVITIES IN GENERAL

POLITICAL SIGNS

The relevant sections of the Carmel-by-the-Sea Municipal code (Chapter 17.40 - Signs) follow this overview. Important things to remember when placing your temporary election signage:

- DO NOT post signs on any utility pole within the City. This violates California Penal Code 556.1 and 591.
- DO NOT post election signage on public property or public rights-of-way.
- Political signs may be posted on private property with permission from the owner.
- Political signs are temporary and do not require a permit, however, they must not exceed 12 square feet. During the period of 90 days preceding any general or special election, and continuing until 10 days after such election, more than one such sign may be displayed per street frontage.

Still have questions regarding Political Signs? Please contact the Community Planning and Building Department at 831-620-2010.

Excerpts from Carmel-by-the-Sea Municipal Code Chapter 17.40 - Signs

17.40.020 Permit Process

C. No Permit Required. The following signs on private property do not require a permit:

1. Off-premises temporary signs in residential areas as permitted by California Civil Code Section 713, provided such signs do not exceed one per street frontage.
2. Signs regulating parking, designating hazards or providing public safety warnings.
3. Signs constructed, placed or maintained by a Federal, State or local government agency with permission of the property owner.
4. Signs that are specifically authorized or required to be constructed, placed or maintained by law, or as a condition of any regulatory permit.
5. Temporary signs; provided, that such signs are not permanently affixed to property, do not exceed one temporary sign per street frontage, and do not have a sign area greater than 12 square feet. During the period of 90 days preceding any general or special election, and continuing until 10 days after such election, more than one such sign may be displayed per street frontage.
6. Signs described in CMC 17.40.050 and 17.40.060. (Ord. 2021-04 § 2, 2021; Ord. 2009-07 Att. A, 2009; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

17.40.070 Prohibited Signage

The following signage shall be prohibited in all zones:

- A. Signs visible from exterior areas of a building that are flashing, self-illuminated, neon, phosphorescent, glossy, incorporate internal lights or movement, and televisions or

monitors which are used to attract attention to, advertise, announce, or communicate information of any kind to the public.

- B. Signs which include strings of small lights around doors or windows.
- C. Signs, displays or other installations that include balloons, streamers, or other similar notice-attracting features.
- D. Inflatable signs.
- E. Projecting signs.
- F. Signs located in such a manner to constitute a potential traffic hazard or obstruct the view of any authorized traffic sign or signal device, or designed to resemble or conflict with any authorized traffic control sign.
- G. Signs emitting audible sounds.
- H. Signs in the public right-of-way, except for signs posted by a Federal, State, or local governmental entity with permission of the City and application notices posted in accordance with CMC 17.46.070(A)(1). (Ord. 2023-06 § 3, 2023; Ord. 2021-04 § 2, 2021; Ord. 2004-02 § 1, 2004; Ord. 2004-01 § 1, 2004).

MASS MAILING

(Government Code Section 84305)

Government Code Section 84305 is included in this packet and each candidate is encouraged to read it. More information regarding mass mailing is located in the “Monterey County Candidate Guidelines” located at <https://www.montereycountyelections.us/candidate-guidelines/>.

REGISTERED VOTERS INDEX

The index of registered voters may be obtained from the Monterey County Elections Office. Information regarding purchasing this information on the Monterey County Elections website: <https://www.countyofmonterey.gov/government/departments-a-h/elections/candidates/voter-data-users/>

The Cost of Election Data

Current pricing is based on time and materials, which is custom per request. Therefore, if you have a data request, please call (831) 796-1499 for pricing information based on your specific request. **Please note, monies used toward a data file will count as an expenditure and require completion of a FPPC Form 501.**

ELECTIONEERING

(Elections Code Section 319.5)

No person shall, on election day, or at any time a voter may be casting a ballot, within 100 feet of any election’s official’s office or any building or location containing a polling place (including outdoor curbside voting areas or other vote by mail drop off locations) do any of the following:

- Circulate any petition of any kind

- Solicit a vote or speak to a voter on the subject of their ballot
- Place any signs or speak to any voter regarding voter qualifications
- Participate in any electioneering (visible or audible) activity

Electioneering is defined by Elections Code section 319.5 as visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100-foot limit specified.

ELECTION DATES TO REMEMBER

July 15 to August 9	Filing Period of Nomination Papers Between these dates, eligible candidates for all offices may obtain and file required nomination forms, submit candidate statements and payments
July 31	Semi-Annual Campaign Statements Due (Period covered * -- 6/30/24)
August 9	Candidate Filing Period Closes at 5:00 p.m.
August 10 to 14	Extended Candidate Filing Period for Nomination If an eligible incumbent does not file or fails to qualify by 5:00 p.m. on August 9, a candidate other than an incumbent may obtain and file all required nomination forms.
August 9	Last Day for Local Jurisdiction to File a Measure
Sept. 9 to Oct. 22	Statement of Write-in Candidacy Between these dates, any qualified person may obtain and file nomination forms to be a Write-in candidate for public office. Filing fee is not required.
September 26	First Pre-Election Statement Due/Supplemental Expenditure Reports Due (Period covered 7/1/24 – 9/21/24)
Oct. 20 to Nov. 5	Late Contribution/Independent Expenditure Report
October 21	Voter Registration Closes
October 24	Second Pre-Election Statement Due (Period covered 9/22/24 – 10/19/24)
November 5	Election Day
December 3	Last day for County to certify election results

***Click the link below for the full Monterey County Elections Calendar*

[County of Monterey Elections Calendar - 11/05/2024 Presidential General Election](#)

Guidelines

In the Voter Information Guide, all candidate statements will be of uniform format, font, size, spacing, and darkness. All candidate statements will be printed in block paragraph.

Top-Two Candidates	<ul style="list-style-type: none"> ✓ Optional ✓ Must <u>resubmit</u> a new candidate statement of qualifications along with the payment if they would like it to appear in the November 5, 2024 voter information guide.
Due Date	<ul style="list-style-type: none"> ✓ At the time of finalizing your candidacy along with costs. <p style="text-align: right;"><i>ELECTIONS CODE 13307</i></p>
Template for Content	<ul style="list-style-type: none"> ✓ Name ✓ Age (optional) ✓ Occupation (optional) <ul style="list-style-type: none"> • Can differ from ballot designation, not subject to ballot designation regulations • If it extends beyond one line it will be included in word count ✓ A brief description of the candidate's education and qualifications ✓ Written in the first person
Restrictions	<ul style="list-style-type: none"> ✓ Shall be limited to a candidate's own personal background and qualifications. ✓ Shall not in any way make reference to another candidate. ✓ Local non-partisan candidate shall not include party preference nor membership or activity in partisan political organizations. ✓ No statement shall contain any false, slanderous, or libelous statements. Authors are not exempt from any civil or criminal action or penalty. ✓ The statements may be withdrawn, but not changed, during the nomination filing period and until 5 p.m. of the next working day after the close of the nomination period. <p style="text-align: right;"><i>ELECTIONS CODE 13307, 13308</i></p>
Requirements	<ul style="list-style-type: none"> ✓ Typed in English <ul style="list-style-type: none"> • Monterey County Certified Translators will translate into Spanish. ✓ Electronic Copy (identical to printed copy) – Microsoft Word document or editable text format <ul style="list-style-type: none"> • Email attachment to: CandidateServices@countyofmonterey.gov • USB drive ✓ Hard copy (printed copy, identical to electronic copy) <ul style="list-style-type: none"> • If there is a discrepancy between the electronic copy and the hard copy, the hard copy will prevail.
Not Permitted	<ul style="list-style-type: none"> ✓ Handwritten statements ✓ Bullet or outline formats ✓ Special formatting including bolding, <i>italics</i>, <u>underlining</u>, or ALL CAPITAL LETTERS (except for titles and acronyms) ✓ Special characters or symbols (including but not limited to (diamonds, stars, bullets, circles, boxes, check marks, asterisks, #, +, etc.) ✓ Statements addressing opponents or other elected officials
Be prepared	<ul style="list-style-type: none"> ✓ Make sure your statement is about you (not your opponent) ✓ Type and proof well in advance of filing (it cannot be changed) ✓ Know your word count, review the Candidate Statement – Word Count Criteria section in this guide ✓ Documents will be printed as submitted ✓ Spelling, punctuation, and grammatical errors will not be corrected by MCE

Word Count Criteria

The following are the guidelines for computing the word count for candidate statements.

- ✓ The word count begins after the headings “Occupation” and “Age.”
- ✓ In the event that occupation carries on to the second line, the word count will begin on that second line.

Each word in the candidate statement is counted as one word except below:

Punctuation	Punctuation is not counted.
Titles	Words used by MCE as part of a standardized heading, such as “Argument in Favor of Measure Z” or “Statement of Candidate for Mayor” are not counted.
Cities/Counties	All geographical names shall be counted as one word. For example, “Monterey County”, “City of Salinas”, “County of Santa Cruz”, and “City and County of San Francisco” are considered one word. The names of school districts, special districts and political subdivisions are considered geographical names as well. For example, “North County Fire Protection District” and “Monterey Peninsula Community College District” are each one word.
Proper Nouns	All proper nouns, including geographical names, shall be considered as one word; for example, “City and County of San Francisco” or “Salinas High School” shall be counted as one word. (Generic location terms such as “North County” or “South County” do not constitute proper nouns and each word will be counted separately)
Hyphenations	Hyphenated words that appear in any generally available U.S. dictionary published in the last 10 years shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word. MCE has a dictionary on hand and will reference this dictionary as the deciding factor.
Dates	Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. October 29, 2007 shall be counted as two words, whereas 10/29/2007 will be counted as one word.
Numbers	Any number consisting of a digit or digits shall be considered as one word (i.e. “100”). Any number that is spelled shall be considered as a separate word (“one hundred” is two words).
Phone & Internet	Website addresses or telephone numbers are one word.

Template for Candidate Statement of Qualifications

CANDIDATE STATEMENT OF QUALIFICATIONS
TEMPLATE

NAME: _____ AGE: _____

OCCUPATION: _____

**NOTE: Occupation and Age are optional. If you do not list an Age or Occupation, the words "Age" and "Occupation" will not be printed in the voter information guide. Occupation does not follow ballot designation rules.*

CANDIDATE SIGNATURE: _____

OFFICE RUNNING FOR: _____

DATE: _____

EMAIL:
(This will not be published in the voter guide) _____

PHONE NUMBER:
(This will not be published in the voter guide) _____

***CANDIDATE STATEMENTS ARE FINAL ONCE SUBMITTED. CHANGES ARE NOT ALLOWED ONCE SUBMITTED.**

Examples

The following pages offer a sample of a Candidate’s Statement of Qualifications, as it will appear in the Voter Information Guide. Statements will be printed within a box size in the voter guide as follows:

- 200 words: Approximately 3 ¾” x 4 ½”
- 250 & 400 words: Approximately 3 ¾” x 8 ⅞”

The word count begins after the headings “Occupation” and “Age.” For an explanation of word count procedures, refer to section [Candidate Statement – Word Count Criteria](#) in this guide.

The following two examples illustrate how the candidate statement will appear in both English and Spanish.

- 200-word statements allow 4 statements per page.
- 250- and 400-word statements allow 2 statements per page.

Example 1 – English Version



Paid candidate statements: Supervisor, District 6

This section may not contain every candidate on your ballot. Each candidate’s statement is written and paid for by the candidate. The candidate’s statements are printed exactly as submitted. Statements are printed in the random alpha order conducted by Elections Official.

<p>Oliver Candidate Occupation: Teacher Age: 42 I can bring to the office a diversity of viewpoints and experience. Born and raised in the Monterey Bay Area, with my family still farming, I can appreciate the general concerns. On the other hand, having been in business since my undergraduate days at USCMB, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community. I am a graduate of USCMB with a B.S. and MBA; US Air Force Sergeant; married and parent of 2; small business owner; homeowner. In addition, I have either served or am serving in the following clubs and organizations: Rotary; Chamber of Commerce; Ocean Club; PTA; Arts Council; and Rock the Farm. If elected to this office, I will do my best to continue to serve as a leader and role model for our community and children. For more information about my campaign and endorsements, visit www.Vote4Me.com.</p>	<p>Name Occupation: Age: ## Statement here</p>
--	--

Example 2 – Spanish Version

Declaraciones pagadas del candidato: Supervisor, Distrito 6

Es probable que esta sección no contenga a todos los candidatos de la boleta electoral. La declaración de cada candidato ha sido escrita y pagada por el candidato. Las declaraciones del candidato se imprimen exactamente según se entregan. Las declaraciones se imprimen en un orden alfabético aleatorio llevado por el Funcionario Electoral.

Oliver Candidate Ocupación: Maestro Edad: 42	Nombre Ocupación: Edad: ##
<p>Puedo aportar al cargo una diversidad de puntos de vista y experiencia. Nacido y criado en la región de la Bahía de Monterey, con una familia que aún cultiva la tierra, puedo comprender las inquietudes de otros. Por otra parte, dada mi experiencia comercial desde que mis estudios en USCMB, y con mi experiencia en los campos de bienes raíces y de arrendamiento de bienes, puedo entender los aspectos prácticos de las necesidades de vivienda en nuestra comunidad.</p> <p>Egresado de USCMB con Licenciatura en Ciencias y Maestría en Administración de Empresas; sargento de la Fuerza Aérea de EE.UU.; casado y con dos hijos; propietario de pequeña empresa; propietario residencial. Además he participado o participo en los siguientes asociaciones y organizaciones: Rotary; Cámara de Comercio; Ocean Club; Asociación de Padres y Maestros; Arts Council; y Rock the Farm.</p> <p>Si me eligieran a este cargo, me esforzaría por continuar siendo un líder y un ejemplo para nuestros hijos y nuestra comunidad.</p> <p>Para información sobre mi campaña y endosos, visite www.Vote4Me.com</p>	

LITERATURE REQUIREMENTS

§ 16 Election Code A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

CA Govt Code § 84305

(a) (1) Except as provided in subdivision (b), a candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the candidate's, candidate controlled committee established for an elective office for the controlling candidate's, or political party committee's address is a matter of public record with the Secretary of State.

(2) Except as provided in subdivision (b), a committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass mailing that is not required to include a disclosure pursuant to Section 84502 unless the name, street address, and city of the committee is shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type that is in a color or print that contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the committee's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) (1) A candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee shall not send a mass electronic mailing

unless the name of the candidate or committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(2) A committee, other than a candidate controlled committee established for an elective office for the controlling candidate or a political party committee, shall not send a mass electronic mailing that is not required to include a disclosure pursuant to Section 84502 or 84504.3 unless the name of the committee is shown in the electronic mailing preceded by the words "Paid for by" in at least the same size font as a majority of the text in the electronic mailing.

(d) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

(e) For purposes of this section, the following terms have the following meaning:

(1) "Mass electronic mailing" means sending more than two hundred substantially similar pieces of electronic mail within a calendar month.

(2) "Sender" means the candidate, candidate controlled committee established for an elective office for the controlling candidate, or political party committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable pursuant to Sections 84200 to 84217, inclusive.

(3) To "pay for" a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment: (A) to any person for the design, printing, postage, materials, or other costs of the mailing, including salaries, fees, or commissions, or (B) as a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(f) This section does not apply to a mass mailing or mass electronic mailing that is paid for by an independent expenditure.

PENAL PROVISIONS-ELECTION CAMPAIGNS

CA Elec Code § 18303

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

CA Govt Code § 91000

(a) Any person who knowingly or willfully violates any provision of this title is guilty of a misdemeanor.

(b) In addition to other penalties provided by law, a fine of up to the greater of ten thousand dollars (\$10,000) or three times the amount the person failed to report properly or unlawfully contributed, expended, gave or received may be imposed upon conviction for each violation.

(c) Prosecution for violation of this title must be commenced within four years after the date on which the violation occurred.

CA Govt Code § 91001

(a) The Attorney General is responsible for enforcing the criminal provisions of this title with respect to state agencies, lobbyists and state elections. The district attorney of any county in which a violation occurs has concurrent powers and responsibilities with the Attorney General.

(b) The civil prosecutor is primarily responsible for enforcement of the civil penalties and remedies of this title. The civil prosecutor is the commission with respect to the state or any state agency, except itself. The Attorney General is the civil prosecutor with respect to the commission. The district attorneys are the civil prosecutors with respect to any other agency. The civil prosecutor may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Upon written authorization from a district attorney, the commission may bring any civil action under this title which could be brought by a voter or resident of the jurisdiction. Under such circumstances, Section 91007 shall not apply to the commission.

(c) Whether or not a violation is inadvertent, negligent or deliberate, and the presence or absence of good faith shall be considered in applying the remedies and sanctions of this title

DEFINITION OF MASS MAILING AND SENDERS

California Code of Regulation § 18435

- (a) A “mass mailing” has been made when over two hundred substantially similar pieces of mail have been sent within a calendar month.

(b) The sender, as used in Section 84305, is the candidate or committee who pays for the largest portion of expenditures attributable to the designing, printing, and posting of the mailing which are reportable under Sections 84200-84217.

(c) For purposes of this section to “pay for” a share of the cost of a mass mailing means to make, to promise to make, or to incur an obligation to make, any payment:

 - (1) To any person for the design, printing, postage, materials or other costs (including salaries, fees, or commissions) of the mailing; or
 - (2) As a fee or other consideration for an endorsement or, in the case of a ballot measure, support or opposition, in the mailing.

(d) The identification required by Section 84305 shall be preceded by the words “Paid for by.” These words shall be presented in the same size and color as the identification required by Section 84305, and shall be immediately adjacent to and above or immediately adjacent to and in front of the required identification.

(e) The requirements of Section 84305 to identify the name of the candidate or committee sending a mass mailing apply to over 200 substantially similar messages distributed to the public through electronic mail by a candidate or committee within a calendar month.

CA Code of Regulation § 18435.5. Slate Mailer Requirements.

(a) Section 84305.5 requires a slate mailer to identify the slate mailer organization or committee sending the slate mailer, and to designate by an asterisk (*) each candidate and each ballot measure supported or opposed in a slate mailer for which payment of \$100 or more has been received by the organization or committee (either from the candidate, ballot measure committee, or from any other person “at the behest” of a candidate or ballot measure committee as defined in Regulation 18225.7).

(b) To ensure that it is easily legible, the Notice to Voters required by Section 84305.5 shall appear with a reasonable degree of color contrast between the background and the statement and must appear on a plain background, not superimposed over an illustration or a patterned background. Examples of a reasonable degree of color contrast that would meet the standard required by Section 84305.5 are when the disclaimer is printed in black text on a white background or a similar degree of color contrast between the background and the text of the disclaimer.

(c) **Slate Mailers in Multiple Languages.** The Notice to Voters in a slate mailer shall appear in English. In addition, if all or a significant portion of the slate mailer appears in a language other than English, the Notice to Voters must also appear in that language.

(d) In addition to applying to slate mailers sent by traditional mail, the slate mailer identification and disclaimer requirements of Section 84305.5 apply to slate mailers distributed electronically.

**FPPC Filing Schedule for
State Candidates and their Controlled Committees
Listed on the November 5, 2024 Ballot**

Deadline	Period	Form	Notes
July 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing – <i>File anytime other than the 90-day election cycle</i>	497	<p>Only E-filers file this report:</p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required. File within 10 business days of receipt of contribution.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure listed on the November 5, 2024, ballot, or made to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received. E-file only. No paper copy is required.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. Paper copies must be filed by personal delivery, guaranteed overnight service, or by email with a verified digital signature.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee files termination Forms 410 and 460 before December 31, 2024.

See next pages for additional reporting information.



Additional Reports

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-filers Only):** File Form 496 (24-Hour/10-Day Independent Expenditure Report) or Form 497 (24-Hour/10-Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) a payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) a payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). **E-filers must also file a paper copy.****
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate listed on the ballot but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- ****Paper Filings:** All paper filings *may* be filed by first-class mail or by email with a verified digital signature unless otherwise noted. Persons required to file a report or statement by paper with the Secretary of State's Office *may* instead file by email (digitalfiling@sos.ca.gov) with a verified digital signature or other digital means as prescribed by the Secretary of State's Office. Please visit the Secretary of State's [website](#) for more information on how to file with a digital signature. Refer to the [filing with a digital signature fact sheet](#) for assistance in creating your digital ID.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees that are e-filers, file reports with the Secretary of State. Candidate controlled committees that are not e-filers file paper copies with the elections' official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provides he or she has not exceeded the limits.
- **E-filer:** A state committees that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.**
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more later during the calendar year, a campaign committee must be opened, and a Form 470 Supplement and a Form 410 must be filed.
- **Forms 496 and 497:** All reports filed online only.



- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days.
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 5, 2024, ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Penalties:** Late statements and reports are subject to a fine of \$10 per day on both the paper and the e-filed version (i.e., \$20 per day for a late Form 460). Failure to file a statement or report could result in an enforcement penalty of \$5,000 per violation.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 1](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.





STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
Local Candidate/Committee Checklist

File Form 501 (Candidate Intention)

You must file [Form 501](#) before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

Candidates Raising and Spending Less than \$2,000

File Form 470 (Officeholder and Candidate Campaign Statement Short Form)

The [Form 470](#) is filed by candidates who do not have a controlled committee and do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

Candidates Raising \$2,000 or More

File Form 410 (Statement of Organization)

Once you receive or spend \$2,000 or more in a calendar year, you must file a [Form 410](#) as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

Open a Campaign Bank Account

All monetary contributions (including all personal funds you use for your campaign) must be deposited in the campaign bank account before being spent. Never deposit campaign contributions in your personal bank account.

Committee Treasurer

The Act requires that every committee appoint a treasurer. The individual listed on the most recent Form 410 with the Secretary of State continues to be legally responsible until an amendment is filed to designate a new treasurer. Please note a candidate may act as his or her own treasurer.

File Campaign Statements

You must file campaign statements ([Form 460](#)) disclosing the committee's activity during a specified period. Please access the Commission's filing schedules to find the schedule that applies to you/your election. Committees are required to file campaign statements as well as other reports including semi-annual campaign statements until the committee terminates.

24-Hour Reports

Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, including loans from the candidate, the [Form 497](#) must be filed within 24 hours.

Local Campaign Contribution Limits

Make sure you are aware of any local contribution limits before accepting contributions.

After the Election

Following the election, your duty to file campaign statements continues until your committee terminates. In order to terminate, you must file a Form 460 with your local filing officer reporting a zero balance AND a Form 410 indicating the termination with the Secretary of State's Office and a copy with your local filing officer.

This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.



STATE OF CALIFORNIA
FAIR POLITICAL PRACTICES COMMISSION
Local Candidate/Committee Checklist

Additional Resources and Helpful Links

- [Campaign Manual 2 - For Local Candidates and their Controlled Committees](#)
- [All Campaign Forms](#)
- [Filing Schedules](#)
- [Fact Sheet on Terminating Your Committee](#)
- [Political Advertisement Disclaimers for Candidate Committees for their own Election](#)
- [Frequently Asked Questions on Campaign Activity](#)
- [Local Campaign Ordinances](#)
- [City and County Campaign Contribution Limits](#)

Have Further Questions?

Feel free to contact us by email at advice@fppc.ca.gov or by phone at 1-800-ASK-FPPC.
Please note that our advice phone hours are 9:00 am – 11:30 am, Monday through Thursday.

Forms and manuals can be found on the FPPC website at:

<http://fppc.ca.gov>



This factsheet provides guidance and a general overview of the rules for campaigns, but it does not replace any requirements under the [Political Reform Act](#) or [Fair Political Practices Commission Regulations](#). Information here should be used in conjunction with a careful review of the applicable laws.



CAMPAIGN BASICS

For candidates spending \$2,000 or more

CAMPAIGN RULES PAGE:

Bookmark the [Campaign Rules](#) page to find resources and answers to campaign-related questions throughout your campaign. All links noted below can be reached through the [Campaign Rules](#) page.

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#)

TWO IMPORTANT RULES TO REMEMBER:

- Candidates **MUST** file Form 501 before soliciting or accepting contributions.
- Candidates **MUST** deposit funds into the campaign bank account before spending money on the campaign. Candidates may not spend money out of pocket for campaign expenses.

FORMS TO START:

- Form [501](#) – Candidate Intention Statement
- Form [410](#) – Statement of Organization (No bank account yet? Enter “Pending” where asked.)
- Form [700](#) – Statement of Economic Interests (See your elections official for filing date.)

ID NUMBER:

1. Send completed Form 410 to CA Secretary of State (SOS) and a copy to your local filing official.
2. SOS issues the committee ID number and posts it to their website, usually within 1-2 business days after receiving your completed Form 410.
3. To find your committee ID number, go to cal-access.sos.ca.gov.
4. Enter your committee name in the search bar at top left of the screen.
 - If your committee ID number is not available, SOS may not have posted it yet. Or, the Form 410 may be incorrect and SOS will send you a notice via USPS.
 - To find out the status of your ID number, contact the SOS at (916) 653-6224.

FILING SCHEDULES & DEADLINES:

Determine what campaign reports are due, and when they're due, by reviewing your [filing schedule](#).

MOST COMMON CAMPAIGN REPORTS:

- Form [460](#) – Recipient Committee Campaign Statement
- Form [497](#) – 24-Hour Contribution Report

MANUALS:

- Disclosure [Manual 1](#) – State Candidates
- Disclosure [Manual 2](#) – Local Candidates and Judges

CANDIDATE/TREASURER VIDEO:

Watch the [Candidate/Treasurer video](#) and print the accompanying [slides](#).

TRAINING OPPORTUNITIES:

In addition to the video above, you may learn more by registering for [webinars and workshops](#).

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#) > [Training & Outreach](#) > [Candidate, Treasurer, or Committee?](#)

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

Fair Political Practices Commission

Contribution Limits: City and County Candidates¹

Introduction

Pursuant to Assembly Bill 571 (Stats. 2019, Ch. 556, AB 571 Mullin), beginning January 1, 2021 a state campaign contribution limit will by default apply to city and county candidates when the city or county has not already enacted a contribution limit on such candidates. Along with the new campaign contribution limit, there are also other related provisions that formerly applied only to state level candidates that will now apply to city and county candidates. Please note that none of the provisions of AB 571 discussed in this fact sheet apply to candidates in cities or counties for which the city or county has enacted campaign contribution limits.

Current State Contribution Limit

The contribution limit that will now apply to city and county candidates pursuant to AB 571 is updated biennially for inflation. Contribution limits can be found in Regulation 18545(a)² and on the FPPC website's [FPPC Regulations page](#). The default limit for contributions to city and county candidates subject to AB 571 for 2023-2024 is set at \$5,500 per election.

Other Provisions Affecting City and County Candidates

Several other provisions will now apply to city and county candidates in jurisdictions that have not enacted campaign contribution limits, including the following:

- A candidate may not make a contribution over the AB 571 limit to another candidate in jurisdictions subject to the AB 571 limit with limited exceptions related to recall elections, legal defense funds and candidate-controlled ballot measure committees. (See Regulation 18535 for more information.)
 - A candidate that has qualified as a committee must establish a separate controlled committee and campaign bank account for each specific office. Candidates may not redesignate a committee for one election for another election.
 - Candidates may transfer non-surplus campaign funds from one candidate-controlled committee to another committee controlled by the same candidate for a **different** office if the committee receiving the transfer is for an elective state, county or city office. However, contributions transferred must be attributed and transferred using the “last in, first out” or “first in, first out” accounting method and
-

shall not exceed the applicable contribution limit per contributor. If a candidate is seeking to transfer campaign funds from one controlled committee to another for the **same** office a candidate may carry over non-surplus campaign funds raised in connection with one election to pay for campaign expenditures incurred in connection with a subsequent election for the **same** office without attributing or using the “last in, first out” or “first in, first out” accounting method. (See Regulation 18536 for more information on the transfer and attribution of contributions and See Regulation 18537.1 for more information on carryover of contributions.)¹

- Candidates may not personally loan to a candidate’s campaign an amount for which the outstanding balance exceeds \$100,000. “Campaign” includes both the primary and general, or special and special runoff, elections. However, a candidate may loan each committee for a different office or term of office up to \$100,000. A candidate may not charge interest on any such loan the candidate made to the candidate’s campaign. (See Regulation 18530.8 for more information.)
- Candidates may establish a committee to oppose the qualification of a recall measure and the recall election when the candidate receives a notice of intent to recall. Campaign funds raised to oppose the qualification of a recall measure and/or the recall election would not be subject to any campaign contribution limit under the Act. (See Regulation 18531.5 for more information.)
- A candidate for local office may open a candidate-controlled general purpose ballot measure committee to oppose or support a measure being voted on. The committee must identify on its campaign statements and reports each measure for which an expenditure of \$100 or more is made. (See Regulations 18421.8 and 18521.5 for more information.)
- Contributions after the date of the election may be accepted to the extent contributions do not exceed net debts outstanding from the election, and contributions do not otherwise exceed applicable contribution limits for that election. (See Regulation 18531.64 for more information.)

¹ This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions.

² The Political Reform Act is contained in Government Code Sections 81000 through 91014. All statutory references are to the Government Code, unless otherwise indicated. The regulations of the Fair Political Practices Commission are contained in Sections 18110 through 18997 of Title 2 of the California Code of Regulations. All regulatory references are to Title 2, Division 6 of the California Code of Regulations, unless otherwise indicated.¹

- Candidates are permitted to raise contributions for a general election before the primary election and may establish separate campaign contribution accounts for the primary and general so long as candidates set aside contributions and use them for the general or special general election as raised. If the candidate is defeated in the primary election or otherwise withdraws from the general election, the general election funds must be refunded to contributors on a pro rata basis less any expenses associated with the raising and administration of the general election contributions. (See Regulation 18531.2 for more information.)
- Candidates that are currently in office that are running for reelection to the same seat in an election after January 1, 2021 may carry over campaign funds without attribution as mentioned above. Candidates running for a different office also do not need to do LIFO FIFO or attribution for the election immediately subsequent to the election prior to 2021 for which the money was raised.
- Candidates must disclose cumulative totals of contributions received or made for each election on campaign statements. (See Regulation 18421.4 for more information.)

FAQs

A. If a city or county does not currently have contribution limits set within their ordinance would the state contribution limit be the default?

Yes. The state contribution limit stated above would be the default contribution limit if the city or county ordinance is silent on whether there are contribution limits within that jurisdiction or if there is no city or county ordinance in place.

B. Is there a way for a city or county to adopt “no” contribution limits for city or county elective city and county offices?

Yes. A city or county may elect to have “no” contribution limits. To do so, it must explicitly state in the city or county ordinance that there are no limits on contributions. If it is explicit that the city or county has implemented “no” contribution limits, the state contribution limit will not apply as a default for that jurisdiction.

C. Can a city or county ordinance be less restrictive than the AB 571 limit (e.g., the city or county limit is set higher than the state limit)?

Yes. A city or county can set contribution limits higher than the default state limit.

D. If a city or county imposes contribution limits, is the Commission responsible for enforcing those limits?

No. The Commission will not regulate the administration or enforcement of the penalties. Cities or counties with existing limits or that adopt their own limits are not subject to the state limit and may impose their own penalties for violations.

E. If a city or county has voluntary contribution limits, but no mandatory contribution limits will the state limit be applicable?

Yes. A city or county must enact mandatory contribution limits to avoid the state limit applying to elective city and county offices.

F. Does the default contribution limit also include judicial candidates?

No. Elective city and county offices do not include judicial offices.

G. If a city or county has imposed contribution limits for particular city or county offices (e.g., Board of Supervisors), do those limits also apply to other positions such as the District Attorney or would the default state limit apply if a particular position is not specifically addressed by the city or county?

The default state limit would apply to other positions for which the city or county has not set contribution limits. A city or county ordinance must explicitly state the city or county contribution limits and for which elective offices those limits will apply. A city or county may adopt a general provision implementing a contribution limit for all elective city and county offices in that jurisdiction. As noted above, a city or county may also adopt an ordinance that states the city or county is adopting no contribution limits for any offices to avoid the default state limit applying.

H. Does AB 571 apply to special district or school district elections?

No. AB 571 applies only to city and county elections for offices that a city or county has not implemented its own contribution limit.

I. Does AB 571 apply to the office of County Superintendent of Schools or the office of County Board of Education?

AB 571 does apply to the office of County Superintendent of Schools because it is considered a “county” office. However, the office of County Board of Education is not subject to AB 571 because it’s not considered a “county” position.

J. Can candidates that are subject to the AB 571 contribution limit open an officeholder committee?

No. Officeholder committees are not permitted for candidates subject to the AB

571 contribution limit. However, a candidate may use a committee for the officeholder's future election for officeholder expenses. A candidate may also use existing funds in the election committee for current office for officeholder expenses.

K. Does the AB 571 contribution limit apply to debt retirement for the 2020 election?

No. For purposes of retiring debt, the contribution limit is the one that was applicable to that election. The Act did not impose a contribution limit on city and county candidates in 2020.

L. If a contribution was received for an election occurring after January 1, 2021, PRIOR to January 1, 2021, does this contribution count towards the new AB 571 contribution limit after January 1, 2021?

No. The Commission adopted a formal opinion on April 15, 2021 that states contributions made prior to the effective date of AB 571 are not aggregated with contributions made on or after the effective date of AB 571 for purposes of the new contribution limit. Therefore, if someone contributed up to or above the current limit to an AB 571 committee prior to January 1, 2021 the same person can give additional contributions to the same committee up to the AB 571 contribution limit on or after January 1, 2021.

M. If a contributor gave \$10,000 in 2020 (prior to the AB 571 limit going into effect) to a committee for a 2022 primary election, what happens?

The AB 571 contribution limit does not apply to contributions made prior to January 1, 2021 so a contribution of this amount is permissible.

N. Does the AB 571 contribution limit apply to political party committees and small contributor committees making contributions to candidates subject to the AB 571 limit?

Yes. Political parties and small contributor committees are only permitted to give contributions to candidates subject to the AB 571 in amounts up to the applicable AB 571 contribution limit for that candidate.

O. Does the AB 571 limit apply to county central committee candidates?

No. AB 571 imposes a contribution limit on city and county elective offices when a local jurisdiction has not already done so. Local jurisdictions are prohibited from placing contribution limits on county central committee candidates; therefore, AB 571 is not applicable to those offices.

P. If an election was held in November 2023, but resulted in the need for a run-off election to be held in February 2024, how would the contributions be treated under AB 571?

The run-off election is considered a new election. If a contributor gave any amount to an AB 571 candidate for the November 2023 election, the same contributor would still be permitted to contribute up to \$5,500 (the AB 571 limit) to the same candidate for the February 2024 run-off election.

Q. An AB 571 candidate for city council would like to send out a request for contributions to their constituents. Do they need to include anything specific in the request?

Yes. A candidate that is subject to AB 571 must have the following information in the solicitation: the name of the controlled committee soliciting contributions, and the specific office for which those contributions will be used.

R. If an AB 571 candidate is the subject of a recall, is their committee to oppose the recall subject to contribution limits?

No. There are no contribution limits for a committee controlled by a candidate that is the subject of a recall that is formed to oppose the recall.

S. An AB 571 candidate has debts for an election held after January 1, 2021, may the candidate terminate their committee?

No. If a candidate-controlled committee has outstanding debts for an election held after January 1, 2021, they may not terminate without resolving or paying off the debt. When the committee has no net debts outstanding, the committee must be terminated within 24 months after the earliest of the date the candidate is defeated, leaves office, or the term of office for which the committee was formed ends, or, for withdrawn candidates no later than 24 months after the election from which the candidate withdrew. Please see Regulation 18404.1 for more on termination requirements for committees subject to AB 571.

T. If a local jurisdiction, which is subject to AB 571, passes a local campaign contribution ordinance, are the candidates still subject to AB 571?

No. They would no longer be subject to AB 571.

Index of Regulations and Government Codes:

FPPC Regulations:

[18404.1](#)

[18421.4](#)

[18421.8](#)

[18521](#)

[18521.5](#)

[18523.1](#)

[18530.2](#)

[18530.8](#)

[18531.2](#)

[18531.5](#)

[18531.61](#)

[18531.63](#)

[18531.64](#)

[18535](#)

[18536](#)

[18537.1](#)

[18545](#)

[18951](#)

Government Code(s):

85301

85303

85304.5

85305

85306

85307

85315

85316

85317

85318

85702.5



2023 Changes to APPENDIX G

Section 84308

February 2023

Senate Bill 1439

In 2022, the California Legislature passed [SB 1439](#), a bill that amended Section 84308 of the Political Reform Act (“the Act”). The changes took effect on January 1, 2023. As detailed below, the amendments significantly broadened the scope of the statute—most significantly by applying the statute’s restrictions to agencies whose members are directly elected by voters. In response to the changes brought on by SB 1439, the FPPC: (1) issued the [Kendrick Opinion](#) on the application of amended Section 84308; (2) is preparing a package of regulatory amendments; and (3) is providing guidance in the form of this fact sheet¹, as well as through formal advice letters and informal assistance via phone and email.

Section 84308 Generally

Section 84308 prohibits certain officials from taking part in an entitlement for use proceeding if the official has received a contribution exceeding \$250 from a party or participant in the proceeding within the preceding 12 months. An official is also prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant in the proceeding for a certain period of time after a final decision is rendered in such a proceeding.

A “party” is any person who files an application for, or is the subject of, a proceeding involving a license, permit, or other entitlement for use. A “participant” is person who is not a party but who actively supports or opposes a particular decision in a proceeding involving a license, permit, or other entitlement for use, **and** has a financial interest in the decision.

A party to a proceeding before an agency involving a license, permit, or other entitlement for use must disclose on the record any contribution in an amount of more than two hundred fifty dollars (\$250) made within the preceding 12 months to an official of the agency.

¹ This fact sheet is informational only and contains only highlights of selected provisions of the law. It does not carry the weight of the law. For further information, consult the Political Reform Act and its corresponding regulations, advice letters, and opinions.

In certain instances, an official may avoid violating this section by returning contributions in excess of \$250. (See subdivision (d).)

Changes in 2023

As of January 1, 2023, Section 84308 now operates differently in two key ways:

- 1. Section 84308 now applies to agencies whose members are directly elected by voters including local elected officials such as city councilmembers and county supervisors serving on their respective boards; and**
- 2. Officials are prohibited from accepting, soliciting, or directing a contribution exceeding \$250 from a party or participant for 12 months after the final decision of a proceeding.**

Common Questions Regarding Section 84308

Q. What types of proceedings are covered by Section 84308?

A. Section 84308 pertains to “proceeding[s] involving a license, permit, or other entitlement for use.” The phrase “license, permit, or other entitlement for use,” in turn, “means all business, trade, and land use licenses and permits and all other entitlements for use, all contracts (other than competitively bid, labor, or personal employment contracts), and all franchises.”

Q. Does an official have a duty to proactively determine whether a participant has a financial interest in a decision?

A. No. Section 84308 and Regulation 18438.7 require an official to recuse when the official knows or has reason to know of a participant’s financial interest in a proceeding, but neither the statute nor regulation establish a proactive duty to investigate a potential financial interest, such as reviewing other public records or questioning the individual.

Q. Do SB 1439’s amendments to Section 84308 apply to contributions received or proceedings participated in throughout 2022, before SB 1439 took effect?

A. The Commission has determined a local elected official is not prohibited from taking part in entitlement for use proceedings based on contributions received in 2022, nor is an official prohibited from accepting, soliciting, or directing contributions exceeding \$250 from parties or participants in proceedings finalized in 2022. (See *Kendrick* Opinion, No. O-22-002.)

Q. When will the Commission amend regulations relating to Section 84308?

A. Pre-notice discussion of regulatory amendments is scheduled to occur at the Commission's February 16, 2023 meeting, with presentation for adoption scheduled to occur at the Commission's April 20, 2023 meeting. The Commission welcomes and encourages public comments regarding potential regulatory amendments. To find out how to participate in a FPPC meeting, go to <https://www.fppc.ca.gov/about-fppc/contact-us/public-comment.html>.

Campaign Filer App Training for Candidates & Treasurers

Did you know that NetFile offers free web-based training for campaign committee filers? Well, we do! NetFile offers an web-based training session with one of our Customer Support staff during our normal business hours (M-F, 9am to 5pm). We handle everything once a filer signs up to request a training session.

How do Filers Sign Up?

It is really easy to sign up. All a filer needs to do is open a web browser and go to: <https://www.netfile.com/corp/#campaigntraining>. Once the page loads, the filer just needs to provide us with a few pieces of information:

- First Name
- Last Name
- E-Mail Address
- Primary Phone
- Alternate Phone (Not required)
- Best Time to Call
- Committee Name
- Your Position (with the committee).
- Filing Agency

What Happens Next?

When the filer submits the information on the web form, NetFile receives the request via e-mail and the filer receives an automated response. One of our Customer Support staff then contacts the filer to coordinate the training at a mutually agreed upon time.

What Can the Filer Expect from the Training?

The free web-based training session consists of the following topics:

- How to add common transactions
- How to add and search for entities
- How to add common transactions
- How to create, review and e-file statements
- How to request further assistance

CRA Hosting - Carmel Candidates Forum 2024

Tuesday, September 17, 2024 6:30 PM - 9:00 PM PDT Category: Carmel Residents Assoc

Get informed - prior to voting in November. Our event will be held at the Carmel Woman's Club on 9th and San Carlos.

This was a must see event for those who are concerned about our Village and want to get to know the 2024 candidates for our City Council and Mayor.

Election Year - CRA's Candidates Forum. A panel discussion with Candidates for Mayor and two City Council Seats will be moderated by Paul Miller of the Carmel Pine Cone - based on questions from you.

All of the candidates for Mayor and city-council will be participating in a Candidate Forum on September 24th, 2024 from 6:00 - 7:30pm at Church of the Wayfarer, corner of Lincoln and 7th. Doors open at 5:30pm.

This candidate forum, sponsored by the Carmel Chamber of Commerce, will primarily focus on business and economic issues the city faces.

Date and Time

Tuesday Sep 24, 2024 6:00 PM - 7:30 PM PDT

September 24th, 2022 6 to 7:30pm
Doors open at 5:30pm

Location

Church of the Wayfarer
Corner of Lincoln and 7th
Carmel , CA 93921

