



GUIDE FOR CITY COUNCIL CANDIDATES

General Municipal Election November 8, 2022

NOMINATION FILING PERIOD

Monday, July 18, 2022 - Friday, August 12, 2022, 5:00 p.m.
(or Wednesday, August 17, 2022, 5:00 p.m. if extended)

City Clerk Office Hours during Nomination Period

Monday through Friday
8:00 a.m. to 5:00 p.m.

Stephanie A. Williams, CMC, City Clerk
City of Santa Rosa
City Hall, 100 Santa Rosa Avenue, Room 10
Santa Rosa, California 95404
(707) 543-3015
(707) 543-3030 (fax)
cityclerk@srcity.org
www.srcity.org/election

THIS HANDBOOK IS FOR GENERAL GUIDANCE ONLY

THIS HANDBOOK HAS BEEN PREPARED TO ASSIST CANDIDATES AND THEIR COMMITTEES AS THEY PREPARE FOR A CANDIDACY AND CAMPAIGN FOR A SEAT ON THE SANTA ROSA CITY COUNCIL. IT IS NOT INTENDED TO BE ALL-ENCOMPASSING, BUT ONLY A SUMMARY OF MAJOR PROVISIONS RELATED TO CANDIDATES AND COMMITTEES INVOLVED IN ELECTIONS IN SANTA ROSA.

WE HOPE THAT THIS HANDBOOK WILL BE HELPFUL AS YOU MOVE FORWARD IN YOUR CANDIDACY. WE HAVE ATTEMPTED TO BE AS INFORMATIVE AS POSSIBLE IN COMPILING THIS INFORMATION, AND WE APPRECIATE THE OPPORTUNITY TO ADDRESS ANY QUESTIONS THAT YOU MAY HAVE. PLEASE BE AWARE, HOWEVER, THAT THE LAW PROHIBITS OUR OFFICE FROM ANSWERING QUESTIONS OF A LEGAL NATURE. FOR YOUR PROTECTION, WE RECOMMEND THAT YOU CONSULT AN ATTORNEY FOR ADDITIONAL GUIDANCE.

PLEASE ALSO NOTE THAT, WITH RESPECT TO APPLICATION OF ANY RULES AND REQUIREMENTS UNDER THE POLITICAL REFORM ACT, ONLY A WRITTEN OPINION FROM THE FAIR POLITICAL PRACTICES COMMISSION PROVIDES CERTAINTY AND PROTECTION AGAINST ADVERSE PROCEEDINGS.

TABLE OF CONTENTS

CITY CLERK’S LETTER TO CANDIDATES	1
INTRODUCTION.....	3
• Being a Member of the City Council	
• Meetings	
• Duties	
• Compensation	
CANDIDATE INFORMATION.....	4
• Candidate Eligibility	
• Offices Vacant	
• Filing Period for Nomination Documents	
• Extension if Incumbent Does Not File	
• Placement of Names on Ballot	
• Mailer Requirements	
• Code of Fair Campaign Practices	
• Voter Registration Deadline	
• Voting by Mail	
OFFICIAL FILING REQUIREMENTS	5
• Official Nomination Paper	
• Affidavit of Nominee & Oath or Affirmation of Allegiance	
• Filing of Nomination Paper	
• Candidate’s Statement of Qualifications	
• Ballot Designation	
FAIR POLITICAL PRACTICES COMMISSION (FPPC) ECONOMIC INTERESTS AND CAMPAIGN DISCLOSURE REQUIREMENTS.....	12
• Filing Requirements	
• Statement of Economic Interests (Form 700)	
• Campaign Statements	
LOCAL CAMPAIGN FINANCE REGULATIONS	14
• Campaign Contribution Limits	
• Additional Campaign Reporting Requirements	
• Campaign Statement Filing Schedule	
• Local Robocall Regulations	
• Independent Expenditures	

PUBLIC FINANCING OF COUNCIL CAMPAIGNS 17

- Voluntary Spending Limits
- Candidate Information in *Voter Update*
- Candidate Information on City Website

SUMMARY OF ITEMS TO BE FILED..... 19

CALENDAR OF KEY ELECTION ACTIVITIES 20

OTHER RESOURCES AND INFORMATION

- Council Candidate Orientation and City Overview
- Statement of Qualifications
 - City Council Resolution No. RES-2022-131 Adopting Regulations for Candidates
 - Candidate’s Statement of Qualifications Form
 - Guidelines for Preparing Candidate’s Statement of Qualifications
 - Ballot Designation Worksheet
 - Ballot Designation Cheat Sheet
- Statement of Economic Interests
 - FPPC Form 700: Statement of Economic Interests
 - FPPC Form 700: Statement of Economic Interests Reference Pamphlet
 - FPPC Form 700 Disclosure: Frequently Asked Questions
 - FPPC Limitations and Restrictions on Gifts, Honoraria, Travel and Loans
- California Campaign Finance Regulations
 - FPPC Campaign Disclosure Manual 2 – Information for Local Candidates
 - FPPC Recent Campaign Changes to the Political Reform Act
 - FPPC Campaign Activity: Frequently Asked Questions
 - FPPC Form 501: Candidate Intention Statement
 - FPPC Form 410: Statement of Organization – Recipient Committee
 - FPPC Form 460: Recipient Committee Campaign Statement
 - FPPC Form 497: 24-hour Contribution Report and Reporting Advice
- City of Santa Rosa Charter & Campaign Finance Regulations
 - Charter of the City of Santa Rosa (Revised 2012)
 - Santa Rosa City Code Chapter 10-32 – Campaign Finance Regulations
 - FPPC Regulation 18530.7: Extensions of Credit
 - Electronic Filing Information, Signature Card, and NetFile Instructions
 - Penalties for Late Filing of Campaign Disclosure Statements and Reports
- City of Santa Rosa Public Financing
 - Santa Rosa City Code Chapter 10-33 – Public Financing of Council Election Campaigns
 - Guidelines for Submission of Candidate Information and Voluntary Election Campaign Spending Limit Agreement

- Election Activities – Signs
 - Santa Rosa City Code section 20-38.070(D) – Election Campaign Signs
 - Application for Temporary Campaign-Political Signs
 - Department of Transportation (Caltrans) Statement of Responsibility for Temporary Political Signs
- Election Activities – Voter Information
 - Literature/Mass Mailing Requirements (Government Code section 84305)
 - FPPC Political Advertising Disclaimers
 - Santa Rosa Robocall Regulations Fact Sheet and Santa Rosa Local 48-hour Robocall Independent Expenditure Report Form
 - Sonoma County Registrar of Voters: Voter Registration/Campaign Materials
- Ethics
 - Code of Fair Campaign Practices
 - Institute for Local Government: Making the Leap to Public Service
 - Institute for Local Government: How Can I Determine the Impact of Public Service Ethics Laws on Me?
 - Institute for Local Government: Campaigning for Re-Election
- Seminars
- Contact Information

FORMS

- Candidate Information Form and Acknowledgement of Information and Forms Provided to Candidates Seeking Office
- Important Notice regarding City Clerk’s Office Hours on the Closing Date of Nominations
- Nomination Paper
- Candidate’s Statement of Qualifications
- Receipt for Candidate’s Statement of Qualifications
- Ballot Designation Worksheet
- FPPC Form 700: Statement of Economic Interests
- Code of Fair Campaign Practices
- Candidate Biographical Information Form
- Voluntary Election Campaign Spending Limit Agreement
- Guidelines for Submission of Candidate Information
- Application for Temporary Campaign-Political Signs
- FPPC Form 501: Candidate Intention Statement
- FPPC Form 410: Statement of Organization
- Signature Verification Cards (2)

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July 18, 2022

Dear Prospective Candidate:

Congratulations on your decision to seek elective office as a Santa Rosa City Council Member! This Guide has been prepared to assist candidates in preparing for the Municipal Election to be held on Tuesday, November 8, 2022. We offer this Guide as a useful tool for understanding important nomination papers, official forms, and campaign deadlines.

This Guide should be used as a **general reference only**. I have included a list of additional references that may be helpful to you or your campaign. Please take the time to review the information which will help answer many questions you may have regarding the rules and guidelines for running for public office.

No one should rely solely on this Guide. Questions may be directed to the City Clerk; however, the City Clerk is precluded by law from providing legal advice. Legal questions should be directed to private legal counsel.

As you prepare to file the requisite nomination papers, I highly recommend you file as early as possible to ensure that your documents are complete and all signatures are valid and sufficient in number. Waiting until the end of the filing period could result in the inability to secure the required number of valid signatures for nomination, which would preclude you from running for office.

The City Clerk's Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m. Candidates are strongly encouraged to make an appointment to receive nomination papers. An appointment to file nomination papers is required.

As your elections official, I am committed to providing you with as much assistance as possible to ensure that seeking elective office is a positive experience for you. If you have any questions, would like to schedule an appointment, or need additional information, please call me at (707) 543-3015.

Sincerely,

Stephanie A. Williams
City Clerk

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INTRODUCTION

BEING A MEMBER OF THE CITY COUNCIL

As established by the City Charter, the Council consists of seven persons. In 2018, to comply with State law, the City began its transition from at-large Council elections to election of Council members by district. Seven districts were drawn by the Council, and the first three districts (Districts 2, 4 and 6) held their first elections in 2018. The remaining four districts (Districts 1, 3, 5, and 7) were held in 2020.

Council members hold office for four years and until their successors are elected and qualified. The terms of the Council members alternate so that three members or four members are elected every two years. The Mayor and Vice-Mayor are selected by the City Council. The Mayor serves for a term of two years, and the Vice-Mayor serves for a term of one year. The specific duties of the Mayor are specified in City Charter Section 15.

MEETINGS

Regular meetings of the Council are held on Tuesdays and are usually held each week (generally no Council meeting is held on a Tuesday that follows a legal holiday). Meetings are held at City Hall, 100 Santa Rosa Avenue. The open session of the regular meetings is held in the Council Chamber at City Hall and generally begins at 4:00 p.m. Closed sessions and public study sessions, when held, are usually held prior to the 4:00 p.m. regular session. Special meetings of the Council may be called as necessary upon twenty-four hours' notice. To slow the spread of COVID-19 and to protect the health of the public and staff, Council meetings are conducted utilizing a hybrid public meeting format with in person, streaming video and telephone options.

Council agenda materials are available for public review in the City Clerk's Office and on the City's website: www.srcity.org. After the close of nominations, the City Clerk's Office will provide all candidates who qualify for the ballot with a link to each week's City Council agenda packet.

DUTIES

The Council establishes City goals, policies, adopts ordinances and resolutions; makes land use decisions; adopts the City budget; approves certain contracts, hears appeals of decisions made by City staff or City advisory bodies; appoints the City Manager and City Attorney; and appoints members to City boards, commissions, and committees.

Council members also participate on Council standing and ad-hoc committees, as well as on a variety of local and regional boards, commissions, and agencies.

COMPENSATION

Each Council member receives compensation of \$800 per month, except the Mayor who receives compensation of \$1,200 per month. Council members are eligible for certain benefits, including but not limited to participation in health plans, dental and vision insurance, life insurance, and retirement benefits through either CalPERS or Nationwide Deferred Compensation.

CANDIDATE INFORMATION

The following laws and regulations apply to all candidates for City Council, as set forth in the California Elections Code, Santa Rosa City Charter, and Santa Rosa City Code (SRCC). Unless otherwise noted, all sections cited are to the California Elections Code.

CANDIDATE ELIGIBILITY

In order to be eligible to hold office as a member of the City Council, a candidate must be a registered voter within the corporate City limits of Santa Rosa at the time nomination documents are issued by the City Clerk. [City Charter Section 4]. This means that a candidate must be an American citizen, 18 years of age or older, a resident of the city of Santa Rosa, and a registered voter in the district they are seeking office. If you meet all of these requirements but are not a registered voter of the City, the City Clerk can provide you with a voter registration card at the time you request nomination documents; however, you must be registered with the Sonoma County Registrar of Voters before nomination papers can be issued.

A successful candidate must be an elector of the City at the time of assuming office and throughout the Council member's term.

COUNCIL DISTRICT OFFICES VACANT

This year's General Municipal Election will be for the elective offices for Council Districts 2, 3, 4, and 6. Candidates elected to Districts 2, 4, and 6 will serve a term of four (4) years, through November 2026. The election for the District 3 seat is being conducted out of the sequence established by Ordinance No. ORD-2018-007 due to a vacancy created by the resignation of Council Member Jack Tibbetts. The candidate elected to represent District 3 will serve for the remainder of that term for two (2) years, through November 2024.

FILING PERIOD FOR NOMINATION DOCUMENTS

Monday, July 18, 2022, at 8:00 a.m. will be the first date and time that nomination documents will be available for issuance by the City Clerk's Office, City Hall, 100 Santa Rosa Avenue, Room 10, Santa Rosa, California.

Friday, August 12, 2022, at 5:00 p.m. will be the final date and time for filing nomination documents, or Wednesday, August 17, 2022, 5:00 p.m. if extended. [Election Code 10220] Any candidate who wishes to file nomination papers will be required to schedule an appointment. Please note that on August 12, 2022, the door to the City Clerk's Office will be locked at 5:00 p.m. sharp. Candidates who arrive after 5:00 p.m. will be turned away. **No exceptions.**

EXTENSION IF INCUMBENT DOES NOT FILE

If nomination documents are not filed by 5:00 p.m. on Friday, August 12, 2022, by any incumbent, the Nomination Period will be extended until Wednesday, August 17, 2022, at 5:00 p.m. for non-incumbent candidates only. [Elections Code 10225] Please note that on August 17, 2022, the door to the City Clerk's Office will be locked at 5:00 p.m. sharp. Candidates who arrive after 5:00 p.m. will be turned away. **No exceptions.**

PLACEMENT OF NAMES ON BALLOT

The Secretary of State will conduct a random drawing of letters of the alphabet on Thursday, August 18, 2022. Candidates' names will be placed on the ballot by their surnames in the order determined

by this drawing. The City Clerk will notify candidates of the results of the drawing. [Elections Code Section 13112]

MAILER REQUIREMENTS

The Political Reform Act specifies that a candidate or committee that sends a mass mailing (200 or more identical or nearly identical pieces of mail in a calendar month) must identify itself on the mailer (Government Code Section 84305). The Elections Official (City Clerk) is required to provide a copy of Government Code Section 84305 to each candidate or his/her agent at the time the Nomination Paper is filed. [Election Code 16]

CODE OF FAIR CAMPAIGN PRACTICES

Enclosed in your packet is a copy of the Code of Fair Campaign Practices. By endorsing this Code, you pledge to conduct your campaign in a fair and honest manner. Endorsement of the Code is voluntary and is not a requirement. If you choose to sign the Code, it will be on file in the City Clerk's Office for public inspection. [Sections 20400 – 20444]

VOTER REGISTRATION DEADLINE

Standard voter registration deadline is Monday, October 24, 2022. [Elections Code 2102]

VOTING BY MAIL

Voting by mail opens on Monday, October 10, 2022, and the last day to request a mailed ballot is Tuesday, November 1, 2022. [Elections Codes 3001, 3021, 15101]

OFFICIAL FILING REQUIREMENTS

OFFICIAL NOMINATION PAPER

The Nomination Paper (Official Filing Form) may be issued only by the City Clerk or Deputy City Clerk. At the time of issuance, the City Clerk or Deputy City Clerk will type on the form the name of the candidate and the office for which he/she is running. The City Clerk or Deputy City Clerk will affix her signature and date of issuance on it. Only one candidate may be named on each Nomination Paper. [Elections Code 10227]

The first step you should take in completing your Nomination Paper is to decide if you will personally be the circulator or if someone else will circulate it for you. Remember, whoever circulates the petition must personally witness each person's signature. Also, if you have someone else circulate the petition for you, that person must be at least 18 years of age and must complete the "Declaration of Circulator." [Elections Code 102, 104, 106, 10222]

Each candidate must be nominated by not less than twenty (20) nor more than thirty (30) registered voters within their district. This is accomplished by obtaining the signatures of voters on a nomination petition. Please request voters to sign as registered. Registered voters within the candidate's district area may sign one Nomination Paper in the November 8, 2022 Santa Rosa City Council election. [Elections Code 10220]

The name of each registered voter nominating a candidate must be printed on the form. The voter should then sign the nomination paper and thereafter print his or her voting residence, giving the street and number, if any, or some description of the residence as will enable the City Clerk to readily confirm the residence. Please be sure the name and the residence address of the person signing the

Nomination Paper are printed clearly. The signatures have to be verified by the City Clerk and if a name or address is not legible, verification may not be possible. It is recommended that candidates file as far as possible in advance of the deadline so that any deficiency in the papers may be found and cleared in time to qualify. (If there is any doubt about the signer's voter registration status, verification can be made by the Registrar of Voters Office). [Elections Codes 105 and 10220-10226]

If, after submitting all nomination documents, the petition is verified to have less than the minimum number of signatures needed to qualify as a candidate, the candidate may be issued a "supplemental" nomination petition. With this "supplemental" petition, the candidate may gather additional qualifying signatures. The ability to obtain and/or submit a "supplemental" petition will depend on the amount of time remaining between the date of determination that the original nomination petition contained insufficient signatures and the filing deadline. **The issuance of a "supplemental" petition does not provide for an extension of the filing deadline.** [Elections Code 10220 – 10222]

The original petition will remain on file with the City Clerk. Public access to the nomination documents is limited to viewing the documents only after the close of the nomination period; the public may not copy or distribute documents that contain the signatures of voters. [Section 17100]

AFFIDAVIT OF NOMINEE AND OATH OR AFFIRMATION OF ALLEGIANCE

The Affidavit of Nominee is contained on the back of the Nomination Paper. It includes a declaration stating that you, the candidate, will accept the nomination and the office in the event of your election and an oath or affirmation of allegiance. In addition, you must state your ballot designation. (Please see the requirements below relating to Ballot Designations.) You must complete and sign the Declaration and Oath or Affirmation of Allegiance in the presence of the City Clerk or Deputy City Clerk at the time you file your nomination documents. However, you may enter your name and ballot designation as they will appear on the Official Ballot prior to filing your nomination documents. [Elections Code 10223]

FILING OF NOMINATION PAPER

Once all signatures have been obtained, the candidate must file the Nomination Paper with the City Clerk or Deputy City Clerk before the close of the nomination period. Please note that all nomination documents (Nomination Paper, Candidate's Statement of Qualifications, Statement of Economic Interests, etc.) must be filed at the same time. [Elections Code 10224]

CANDIDATE'S STATEMENT OF QUALIFICATIONS

Each candidate may file a Candidate's Statement of Qualifications of no more than 200 (*after Council adopts standards*) words on a form provided by the City Clerk. The Statement will be printed in the Voter's Pamphlet and distributed to all registered voters with the sample ballot prior to the election. Statements must be filed at the same time the Nomination Paper is filed. The Statement may be withdrawn, but not changed, on or before 5:00 p.m. on the next working day after the close of the nomination period. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. [Elections Code 13307] In addition, any candidate's statement 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. [Elections Code 13308]

The Elections Code also prohibits the Statement from containing references to the candidate's party affiliation or membership, or his or her activities in partisan political organizations (City Council elections

are required to be non-partisan). The Elections Code also provides that the author of a Candidate's Statement is not exempt from any civil or criminal lawsuit filed because of any false, scandalous, or libelous statements contained in the Candidate's Statement. [Elections Code 13307]

Format of Statements of Qualifications

State law requires that each statement be printed in uniform type (size and darkness), with uniform spacing. Therefore, all statements will be typewritten in block form with no indentations, italics, underlines, stars, dots, bullets, etc. Please do not submit your statement in all upper-case letters. Statements submitted in all upper-case letters will be revised to lower case, with the exception of common acronyms; i.e. ABAG, SRPD, etc. This may result in some of those words being lower-cased when you do not desire that they appear that way. Lists and enumerations will be wrapped by the typesetter as a single paragraph. Likewise, multiple single sentence paragraphs that do not fit in the space allotted will be wrapped by the typesetter.

The Sonoma County Registrar of Voters Office will provide each candidate with a copy of his/her Statement of Qualifications to review for typesetting errors prior to its publication in the Voter Pamphlet.

Word Count Standards

The name and official title at the top of the form are not counted – only the text.

Punctuation is not counted.

Each word shall be counted as one word except as specified in the following information:

- All proper nouns/geographical names shall be counted as one word (i.e., "City of Santa Rosa" "Rincon Valley Union School District" shall be counted as one word).
- Each abbreviation for a word, phrase, or expression shall be counted as one word (i.e., S.R.J.C.).
- Hyphenated words that appear in any generally available standard reference dictionary published in the United States shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Dates shall be counted as one word.
- Digital numbers shall be counted as one word (i.e., 100). Numbers which are written out are counted as one word each (i.e., "one" shall be counted as one word and "one hundred" shall be counted as two words).
- Telephone numbers shall be counted as one word.
- Internet web site addresses shall be counted as one word.

Costs of Statements of Qualifications

Sonoma County has been officially designated a bilingual county due to the results of census data. This means that all candidate statements for all elections going forward will include both English and Spanish verbiage on them. The estimated cost for the Candidate's Statement of Qualifications to be printed is as follows:

Council District 2: \$1,060

Council District 3: \$1,098

Council District 4: \$1,034

Council District 6: \$990

Each amount represents the estimated cost of printing and distributing the statement. The deposit is to be paid by check payable to "City of Santa Rosa" at the time the Candidate's Statement of Qualifications is filed with the City Clerk. If the costs are less than estimated, a refund will be made when the actual costs are ascertained. If the candidate lacks sufficient funds to pay the cost, he/she may submit a statement of financial worth and sign a declaration provided by the City Clerk to that effect with a promissory note for repayment and the statement will be printed and distributed. The candidate will then be billed the actual costs when they are ascertained.

Confidentiality of Statements

Elections Code Section 13311 states that the Candidate's Statement of Qualifications remain confidential until the close of nominations. The purpose of confidentiality is to prevent candidates from writing what amounts to a rebuttal. The City Clerk's staff will not release the statement to other candidates, the public, or the media until the expiration of the filing deadline. Statements are subject to examination and challenge by any voter of the City for a period of 10 calendar days following the close of nominations. [Elections Code 13313]

BALLOT DESIGNATION

Ballot designations must strictly adhere to the provisions of the California Elections Code [13106-13107.5] and the California Administrative Code [20710-20718]. After the filing of nomination documents, the City Clerk will review and verify that each designation is in compliance. If a ballot designation does not adhere to the Elections Code, the candidate will be notified by registered mail that the designation must be changed. If the candidate does not respond within three days of the notification, the City Clerk will withdraw the designation.

A candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code. The candidate shall be free to select from one of the applicable four sections. The designation shall be submitted by completing a "Ballot Designation Worksheet" and attaching verifying materials.

The four types (options) of ballot designations as outlined in Elections Code are:

1. The name of the candidate's current elective office;
2. The term "incumbent" as it refers to the current holder of the office;
3. The term "appointed incumbent" as it refers to appointed officers; or
4. The principal profession, vocation, or occupation of the candidate, not to exceed three words.

Option 1. Name of Candidate’s Elective Office

In the case of candidates holding elective office or a judicial officer, the designation shall be the elective office the candidate holds at the time of filing nomination documents. There is no word limit for designations under this category. A copy of the candidate’s official “certificate of election” may be attached to the Ballot Designation Worksheet as proof of elective office or, if a judicial officer, a copy of the “certificate of appointment.”

Option 2. Term “Incumbent”

The term “incumbent” must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers. It must stand alone and may not be used as an adjective in any other ballot designation.

Option 3. Terms “Appointed Incumbent” or “Appointed”

A candidate may propose a ballot designation consisting of the phrase “appointed incumbent” if the candidate holds an office, other than a judicial office, by virtue of appointment, and the candidate is a candidate for election to the same office. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

A candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

There shall be no word count limitation applicable to ballot designations under this category.

For candidates proposing the designation of “appointed incumbent,” the candidates shall indicate the date on which he/she was appointed.

Option 4. Principal Profession, Vocation, or Occupation

The term “*principal*” as used by the Elections Code means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute. For more information, refer to “unacceptable ballot designations” below.

The term “*profession*” means a field of employment requiring special education or skill and requiring specific knowledge of a particular discipline of learning or science. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a “profession,” as defined in Elections Code, include, but are not limited to, “attorney,” “physician,” “accountant,” “architect,” and “teacher.”

The term “*vocation*” means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a “vocation,” as defined in Elections Code, include, but are not limited to, “minister,” “priest,” “mother,” “father,” “homemaker,” “dependent care provider,”

“carpenter,” “plumber,” “electrician,” and “cabinetmaker.”

The term “*occupation*” means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an “occupation,” as defined in Elections Code include, but are not limited to, “rancher,” “restaurateur,” “retail salesperson,” “manual laborer,” “construction worker,” “computer manufacturing executive,” “military pilot,” “secretary,” and “police officer.”

If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it his/her “principal” profession, vocation or occupation if: 1) the candidate has a current license as of the date of filing nomination documents and has complied with all applicable requirements respective of the licensure, such as payment of licensing fees; and 2) the status of the license is active at the time of filing nomination documents. A candidate may not use a ballot designation based on a license that is inactive, suspended or revoked by the issuing agency.

A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a designation of this type, the designation must be limited to three words and be separated by a slash “/”. Each principal profession, vocation or occupation must independently qualify as a principal profession, vocation or occupation. An example of an acceptable designation would be “Legislator/Rancher/Physician.”

A hyphen may be used if, and only if, the use of the hyphen is called for in the spelling of the word as it appears in a standard reference dictionary of the English language. An acronym shall be counted as one word.

All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not “geographical names,” as the term is used in Elections Code. If the candidate desires, the geographical name may be used in the form of “City of . . .,” “County of . . .,” or “City and County of . . .” Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sonoma.

In the event the candidate does not have a current principal profession, vocation or occupation at the time of filing nomination documents, the candidate may use a ballot designation consisting of a principal profession, vocation or occupation which the candidate was principally engaged in during the calendar year immediately preceding the filing of nomination documents.

Unacceptable Ballot Designations

Any ballot designation that is prohibited by Elections Code, is misleading, or otherwise improper will be rejected as unacceptable.

The following types of activities are distinguished from professions, vocations or occupations and are not acceptable as designations:

1. **Avocations:** An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate’s principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work, (except as otherwise provided in the California Administrative Code, and matters pursued as an amateur.

2. Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.
3. Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

A ballot designation shall not:

1. Be comprised of or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget[®] Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.
2. Suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.
3. Abbreviate the word "retired" or place it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Manager, 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 principal profession, vocation or occupation. The following may be considered by the Clerk for any designation including the word retired:

- a. Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than five years;
- b. The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;
- c. The candidate has reached at least the age of 55 years;
- d. The candidate voluntarily left his or her last professional, vocational or occupational position;
- e. If the candidate is requesting a ballot designation indicating that he or she is a retired public official, the candidate must have previously voluntarily retired from public 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 re-election to the office;
- f. The candidate has not had another more recent, intervening principal profession, vocation or occupation; and,
- g. The candidate's retirement benefits are providing him or her with a principal source of income.

4. Use a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, “Ex-,” “former,” “past,” and “erstwhile.” Examples of impermissible designations include “Former Congressman,” “Ex-Senator,” and “Former Educator.”
5. Include the name of any political party.
6. Include a word(s) referring to a racial, religious, or ethnic group.
7. Expressly contain or imply any ethnic or racial slurs or ethnically or racially derogatory language.
8. If the candidate is a member of the clergy, the candidate may not make reference to his/her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g. “Rabbi,” “Pastor,” “Minister,” “Priest,” “Bishop,” “Deacon,” “Monk,” “Nun,” “Imam,” etc.)
9. Refer to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Ballot Designation Worksheet

All candidates proposing a ballot designation must complete and submit with his/her nomination documents a Ballot Designation Worksheet. The candidate will be asked to indicate which type of designation is being proposed and to list the designation.

If the candidate selects the “principal profession, vocation, or occupation” as his/her designation type, the candidate may elect to propose alternate designations. The alternate designations will only be considered if the preferred designation does not adhere to the provisions of Elections Code. Ballot designations proposed under this category must be verifiable. Therefore, the candidate must fully and accurately complete the “verification” section of the worksheet. If needed, the City Clerk will verify the information submitted and/or may ask the candidate for additional verifying information.

No designation given by a candidate shall be changed by the candidate after the final date for filing the Nomination Paper except as specifically requested by the City Clerk under the circumstances previously set forth.

FAIR POLITICAL PRACTICES COMMISSION (FPPC) ECONOMIC INTERESTS AND CAMPAIGN DISCLOSURE REQUIREMENTS

FILING REQUIREMENTS

The FPPC mandates the campaign filing and economic interests disclosure requirements for candidates. Appropriate information, manuals, and forms must be provided to each candidate and are included in your binder. Copies of the Political Reform Act (Government Code sections 81000, et seq.) and FPPC regulations implementing the Act (California Code of Regulations, Title 2, Division 6, sections 18110-18997) may be obtained by contacting the FPPC toll-free line at 1-866-ASK-FPPC (1-866-275-3772). They may also be viewed on the FPPC’s web site: <http://www.fppc.ca.gov>.

Please refer to SRCC Chapter 10-32 for additional campaign reporting requirements, contribution limits, and other campaign regulations enacted by the City of Santa Rosa.

STATEMENT OF ECONOMIC INTERESTS (FORM 700)

Each candidate is required to file a Statement of Economic Interests (Form 700) at the time of filing his or her Nomination Paper. Investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable.

Please carefully read the reference materials and forms provided. If you need assistance with the Form 700, you may contact the City Clerk at 543-3015 or the FPPC at 1-866-ASK-FPPC (1-866-275-3772) or advice@fppc.ca.gov.

CAMPAIGN STATEMENTS

Candidate Intention Statement (Form 501)

This form is required for all candidates, including incumbents, except those candidates who will be not be raising or spending funds other than their own filing fees and for the printing of the Candidate's Statement of Qualifications. [See Gov Code sections 85200, 85201]

Where to file: Santa Rosa City Clerk's Office
How to file: Hard copy
When to file: Prior to solicitation or receipt of any contribution, or before any expenditures from personal funds on behalf of your candidacy.

Statement of Organization Recipient Committee (Form 410)

This form is required for all candidates who receive contributions of \$2,000 or more. If any of the information on a Statement of Organization changes, the committee must file an amendment within 10 days of the change. [See Gov Code sections 84101, 84101.5 , 85201]

Where to file: The original is filed with the Secretary of State's Office with a check for \$50; one copy is filed with the Santa Rosa City Clerk's Office at the same time
How to file: Hard copy
When to file: Within ten days of receiving \$2,000 in contributions

Recipient Committee Campaign Statement (Form 460)

This form is required for all candidates who raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. [See Gov Code sections 84200, 85201]

Where to file: Santa Rosa City Clerk's Office
How to file: Electronically through NetFile
When to file: First pre-election Campaign Statement is due no later than September 29, 2022; a second pre-election Campaign Statement is due no later than October 27, 2022; a third pre-election Campaign Statement is due no later than Noon on November 4, 2022, and thereafter on a semi-annual basis beginning January 31, 2023, until the campaign bank account has been closed. (See the Campaign Statement Filing Schedule.)

Officeholder and Candidate Campaign Statement- Short Form and Form 470 Supplement (Form 470)

This form is required only for candidates who do not have a controlled committee, do not receive contributions totaling \$2,000 or more during the calendar year, and do not spend \$2,000 or more during the calendar year. [See Gov Code sections 84206, 84207, 85201]

Where to file: Santa Rosa City Clerk's Office.
How to file: Hard copy (original and one copy)
When to file: At the time the first pre-election statement is required (September 29, 2022)

24-Hour Contribution Reports (Form 497)

A contribution totaling in the aggregate \$1,000 or more made to or received by a candidate or committee within 90 days of the election at which the candidate or measure being supported or opposed is to be voted on must be reported within 24 hours. Although Santa Rosa City Council candidates are subject to a \$500 contribution limit, a candidate will be required to file a 24-hour Contribution Report if the candidate receives a contribution or loan which totals in the aggregate \$1,000 or more from his/her own personal funds. (See also "24-hour Reporting of Late Municipal Contributions (Form 497)" under Additional Campaign Reporting Requirements.)

Where to file: Santa Rosa City Clerk's Office
How to file: Electronically through NetFile
When to file: Within 24 hours of receipt of the contribution

Future Filings

Future filings will depend on your success in this election and whether you retain your committee status. It is important to refer to your [Campaign Disclosure Manual 2](#) to determine the appropriate disposition of any remaining campaign funds prior to the end of the calendar year. If you have any questions regarding surplus campaign funds, you should promptly contact the FPPC toll-free advice line at 1-866-ASK-FPPC (1-866-275-3772).

LOCAL CAMPAIGN FINANCE REGULATIONS

The City of Santa Rosa has enacted local campaign finance regulations (SRCC Chapter 10-32), a copy of which is provided to each candidate. While some of the requirements are summarized below, this Guide does not attempt to cover all of the provisions contained in Chapter 10-32. All candidates are strongly encouraged to thoroughly read Chapter 10-32 (Campaign Finance Regulations) to ensure full compliance with all provisions. Any questions regarding the requirements imposed by these campaign finance regulations should be directed to the City Clerk's Office.

CAMPAIGN CONTRIBUTION LIMITS

Chapter 10-32 provides, among other things, a limitation on contributions from a single person or entity to \$500 per election cycle, per candidate. It also states that a loan, other than a commercial loan made on the same terms available to members of the public or a loan by the candidate, will be considered a contribution and is therefore subject to the contribution limit of \$500. Candidates and treasurers should become familiar with SRCC 10-32.130 regarding aggregation of contributions and SRCC 10-32.140(C) regarding extensions of credit to avoid inadvertently exceeding the \$500 contribution limit.

If a contribution is made or accepted in excess of the contribution limit, SRCC section 10-32.220(B)(1) imposes a penalty equal to three times the amount by which the contribution exceeds the contribution limit, or the sum of \$2,500.00, whichever is greater, for each violation.

ADDITIONAL CAMPAIGN REPORTING REQUIREMENTS

Electronic Filing of Campaign Statements

SRCC section 10-32.060 requires all incumbents, candidates for elective office, and committees supporting or opposing local candidates or ballot measures to file campaign disclosure statements electronically. The City Clerk's Office has contracted with NetFile to provide a free, web-based electronic campaign disclosure statement filing system. The system is fully searchable for use by the public. This ensures the highest level of transparency and accountability so that voters and members of the public can be fully informed. Elected officials, candidates, and committees who are required to file campaign disclosure statements with the City of Santa Rosa must do so through the NetFile system. Once filed, campaign statements are automatically redacted (address information) and posted to the Public Portal for Campaign Finance Disclosure on the City Clerk's website.

Each candidate committee will need one user ID and password to access the NetFile system. Instructions for creating a new NetFile User are included in your binder. Additionally, all candidates and treasurers must have a signed Signature Verification Card on file with City Clerk's Office in order to file statements electronically.

Additional Campaign Disclosure Statement

SRCC Chapter 10-32 requires an additional pre-election report, which reports on contributions and expenditures from the end of the period covered by the second pre-election statement through midnight on the third business day prior to the election. The deadline for filing that report is noon on the second business day prior to the election.

Where to file: Santa Rosa City Clerk's Office.
How to file: Electronically through NetFile
When to file: By 12:00 noon on November 4, 2022

24-hour Reporting of Late Municipal Contributions (Form 497)

A late municipal contribution is any contribution, including a loan, which totals in the aggregate \$100 or more that is made to or received by a candidate, a controlled committee, or a committee formed or existing primarily to support or oppose a candidate or measure within 16 days before the date of the election at which the candidate or measure is to be voted on. A late municipal contribution includes contributions or loans from a candidate to his/her campaign committee during the late contribution period. [SRCC 10-32]

Where to file: Santa Rosa City Clerk's Office
How to file: Electronically through NetFile
When to file: Within 24 hours of making or receiving the \$100 contribution during the 16-day period prior to Election Day

CAMPAIGN STATEMENT FILING SCHEDULE – NOVEMBER 8, 2022

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
JULY 31, 2022	Semi-annual	1/1/22 – 6/30/22	E-File*
SEPTEMBER 29, 2022	1 ST Pre-election	7/1/22 – 9/24/22	E-File*
OCTOBER 27, 2022	2 ND Pre-election	9/25/22 – 10/22/22	E-File*

NOVEMBER 4, 2022 BY NOON	3 RD Pre-election	10/23/22 – 11/03/22	E-File*
WITHIN 24 HOURS	90-day Contributions (\$1,000)	8/10/22 – 11/8/22	E-File*
WITHIN 24 HOURS	16-day Local Late Contributions (\$100)	10/23/22 – 11/08/22	E-File*
JANUARY 31, 2023	Semi-annual	11/04/22 – 12/31/22	E-File*
*Santa Rosa City Code section 10-32.060 requires all incumbents, candidates for elective office, and committees supporting or opposing local candidates or ballot measures to file campaign disclosure statements electronically.			

LOCAL ROBOCALL REGULATIONS

SRCC sections 10-32.200 and 10-32.210 establish additional campaign robocall regulations for City elections. For purposes of City elections, a robocall is defined as “any single recorded telephone message made in support of or opposition to a City Council candidate(s) or City ballot measure(s) and placed to 200 or more individuals or households within a 30-day period.” It is important to note that the local robocall requirements listed below are triggered by the number of calls made, not by the amount expended. Specifically, the new regulations require:

- Additional disclaimers on robocalls funded by independent expenditures (section 10-32.200(A));
- Filing a robocall disclosure report and transcript with the City Clerk's Office within 48 hours of placing robocalls funded by independent expenditures (section 10-32.200(B)); An opt-out mechanism within each initial robocall (section 10-32.210(A)); and
- Display of accurate caller identification information (section 10-32.210(B)).

Candidates and candidate controlled committees are not subject to the disclaimer and reporting requirements contained in SRCC section 10-32.200. However, candidates are subject to the robocall regulations contained in SRCC section 10-32.210 (opt-out and anti-spoofing requirements).

INDEPENDENT EXPENDITURES

SRCC Chapter 10-32 contains a number of provisions that relate to independent expenditures made in support of or opposition to City Council candidates and City ballot measures. While some of the requirements are summarized below, this Guide does not attempt to cover all of the provisions contained in Chapter 10-32. Any questions regarding the requirements imposed by these campaign finance regulations should be directed to the City Clerk's Office

24-hour Reporting of Independent Expenditures

SRCC section 10-32.180 requires 24-hour reporting of any independent expenditure that aggregates to \$500 or more and is made for or against a specific City Council candidate or City ballot measure within 90 days before the election. The expenditure must be reported on FPPC Form 496.

Late Formed Committees

SRCC section 10-32.030 defines a “late formed committee” as any person or combination of persons who (1) supports or opposes a City Council candidate or City ballot measure; (2) has not filed a campaign disclosure statement prior to the sixteenth day before an election; and (3) has solicited

contributions of \$500 or more, received contributions of \$500 or more, or made expenditures of \$500 or more to support or oppose a City Council candidate or City ballot measure.

SRCC section 10-32.090 requires 24-hour reporting of any expenditure, agreement to make an expenditure, or receipt of goods and services in the amount of \$500 or more by a late formed committee. The expenditure must be reported on FPPC Form 496.

Additional Disclaimer Requirements for Campaign Communications Funded By Independent Expenditures

SRCC section 10-32.190 requires additional disclaimers on any campaign communication funded by an independent expenditure of \$500 or more. The campaign communication must include the words “Paid for by” followed by the full name, street address, and phone number of the person or committee making the independent expenditure and the name of at least one principal officer if made by a committee. Any campaign communication supporting or opposing a City Council candidate that is paid for by an independent expenditure must include a statement that it was not authorized by a candidate or a committee controlled by a candidate. The disclaimers must be printed in 12 point type or larger in any printed campaign communication, and prominently displayed or presented in a clear and conspicuous manner in any non-printed campaign communication, including, but not limited to, television ads, radio ads, Internet ads, and live telephone calls.

Section 10-32.190 also requires the disclosure of the top three funders on any mailing funded by an independent expenditure.

SRCC section 10-32.220(B)(2) imposes an increased penalty of \$5,000 for campaign mailers that fail to comply with the disclaimer requirements set forth in SRCC section 10-32.190.

Additional Disclaimer and Disclosure Requirements for Robocalls Funded by Independent Expenditures

SRCC section 10-32.200(A) requires that any robocall funded by an independent expenditure include in the robocall message the words “Paid for by” followed by the full name and telephone number of the person or committee authorizing or paying for the robocall. Robocalls funded by independent expenditures that support or oppose a City Council candidate must also include a statement that the call was not authorized by a candidate or a committee controlled by a candidate. These disclaimers must be audible and played at the same volume and speed as the rest of the recorded telephone message.

SRCC section 10-32.200(B) requires 48-hour reporting of any robocall funded by an independent expenditure. The 48-hour Robocall Independent Expenditure Report must be filed with the City Clerk by personal delivery, guaranteed overnight mail, fax or email within 48 hours after the robocall has been made. A transcript of the robocall must be attached to the report at the time of filing.

PUBLIC FINANCING OF COUNCIL CAMPAIGNS

VOLUNTARY SPENDING LIMITS

SRCC Chapter 10-33 provides all candidates for election to the City Council, regardless of financial resources, a means to disseminate candidate information to voters at no cost to the candidate. Eligible candidates are entitled to have candidate information included in a *City Voter Update* newsletter to be mailed to each household and posted on the City’s public website. To be eligible, a candidate must demonstrate a level of public support as evidenced by either contributions of \$1,000 or more from contributors other than the candidate; or have obtained the signatures of 100 registered voters of the City.

The candidate must also sign a “Voluntary Election Campaign Spending Limit Agreement” in which the candidate agrees to a total campaign expenditures limit of \$63,260. All eligible City Council candidates who choose to accept and abide by the City’s Voluntary Election Campaign Spending Limit for the November 8, 2022, City Council Election must sign and file an agreement with the City Clerk on or before August 26, 2022.

Candidates who agree to adhere to the voluntary election campaign spending limit and exceed the campaign spending limit of \$63,260 will be liable to the City of Santa Rosa in an amount equal to twice the total amount of all campaign expenditures in excess of the spending limit. (SRCC 10-33.040.)

CANDIDATE INFORMATION IN VOTER UPDATE

The City will provide each qualified candidate one-half page for candidate information in the City's election mailer *Voter Update*. The *Voter Update* will be printed using black ink on white 8” x 11” pages. The first page will be for photograph, name, ballot designation, and contact information for each qualified candidate, along with a cross-reference to the page number where the candidate's statement appears in the *Voter Update*. The space in the remaining pages will contain the candidate statements. A candidate's statement that will appear in the Voter Update may not exceed 200 words. The statement will be printed exactly as submitted by the candidate with no editing of the content by City staff. The order of the photographs and candidates' statements will be the same as the ballot order as determined by the Secretary of State's drawing of randomized alphabet.

No candidate may include within his or her statement the name of another candidate, committee or other person or entity unless that candidate has previously obtained the written authorization of the candidate, committee, other person or entity, or the authorization of the designated agent for the candidate committee or other entity to use such reference within the statement.

The *Voter Update* will contain the website address of each candidate's campaign website. Candidate information for inclusion in the *Voter Update* must be filed with the City Clerk no later than 14 days after the deadline for filing nomination documents. The *Voter Update* will be mailed to postal patrons within City limits of the City of Santa Rosa no later than thirty days prior to Election Day.

CANDIDATE INFORMATION ON CITY WEBSITE

The City will provide each qualified candidate space on its public website for the candidate's name, address, phone number, fax number, photograph and approved ballot designation. This website shall also provide space for each candidate's statement. The candidate's statement that will appear on the City's website may not exceed 500 words. No candidate may include within his or her statement the name of another candidate, committee or other person or entity unless that candidate shall have previously obtained the written authorization of the candidate, committee, other person or entity, or the candidate committee's or other entity's designated agent's authorization to use such reference within the statement.

Candidate information for inclusion on the website must be filed with the City Clerk no later than 14 days after the deadline for filing nomination documents. The statement will be printed exactly as submitted by the candidate with no editing of the content by City staff. The order of the photographs and candidates' statements will be the same as the ballot order as determined by the Secretary of State's drawing of randomized alphabet.

The website will also contain a link to the League of Women Voters website provided that website does not endorse or oppose candidates, covers Santa Rosa City Council elections, and provides equal access to all City Council candidates.

SUMMARY OF ITEMS TO BE FILED

The following items are required and must be filed together by the filing deadline for nomination documents. Instructions and filing dates are located throughout this manual.

1. Nomination Petition
2. Statement of Economic Interests Form 700, Full Disclosure
3. Ballot Designation Worksheet
4. Candidate's Statement of Qualifications for Voter Pamphlet and a deposit check made payable to "City of Santa Rosa". If the Candidate's Statement is filed, collect the deposit in the amount of:
 - District 2: \$1,060
 - District 3: \$1,098
 - District 4: \$1,034
 - District 6: \$990

The following items are optional. If the candidate elects to submit these items, they must be filed by the filing deadline for nomination documents together with the required items listed above.

1. Candidate's Biographical Form
2. Code of Fair Campaign Practices

The following items are optional. If the candidate elects to submit these items, they must be filed together no later than 14 days after the filing deadline for nomination documents.

1. Executed Voluntary Election Campaign Spending Limit Agreement; and
2. Verification of eligibility for public financing by:
 - a. Documentation of \$1,000 in campaign contributions from persons other than the candidate (i.e., copies of contribution checks and bank receipt of deposit); - OR -
 - b. Statement(s) endorsing the candidate signed by 100 registered voters of the City
3. Candidate Photograph (digital photo of head and shoulders up to 300 dpi resolution in .jpg or .tiff format)
4. Candidate's information and statement for the City website (up to 500 words)
5. Candidate's information and statement for the City Voter Update (up to 200 words)
6. If applicable, written authorizations to use the name of others (candidates running for City Council office may not be used).

**SANTA ROSA GENERAL MUNICIPAL ELECTION
NOVEMBER 8, 2022**

Information is subject to change if new legislation is enacted.

ACTION	DATE
Filing deadline for Semi-Annual Campaign Disclosure Statements. (Form 460)	07/31/22
Filing period for nomination documents. (EC 10407)	07/18/22 – 08/12/22
File reports (Form 496) within 24 hours if independent expenditures of \$500 or more in the aggregate are made in support of or opposition to a City candidate or ballot measure. (SRCC 10-32.180)	08/10/22 – 11/08/22
File reports (Form 497) within 24 hours if contributions of \$1,000 or more in the aggregate are received from a single source or made to another candidate or measure	08/10/22 – 11/08/22
Last day to withdraw candidate's nomination papers. (EC 10224)	08/12/22
Last day to withdraw candidate's statement (5:00 p.m.) (EC 13307)	08/15/22
<u>Extended deadline:</u> If incumbents fail to file nomination documents by 08/12/22 (EC10225)	08/17/22
Secretary of State to hold randomized alpha drawing (determines placement of candidate's name on the ballot). (EC 13112)	08/18/22
Last day to file voluntary election campaign spending limit agreement, verification of eligibility for public financing, and candidate statements and photo. (SRCC 10-33.012)	08/26/22
Candidate Meet and Greet at City Hall, Council Chamber, 100 Santa Rosa Avenue	TBD
<u>Extended deadline:</u> Last day to file voluntary election campaign spending limit agreement, verification of eligibility for public financing, and candidate statements and photo. (SRCC 10-33.012)	08/31/22
First day that political campaign signs may be erected. (SRCC 20-38.070(D))	09/09/22
First day County Voter Information Guides may be mailed.	09/29/22
Filing deadline for First Pre-Election Campaign Disclosure Statement (Form 460) for period 7/1/22 – 9/24/22.	09/29/22
Robocalls of 200 or more (SRCC 10-32.030) must be filed within 48-hours. (SRCC 10-32.200)	10/09/22
Voting by mail opens.	10/10/22
File reports (Form 497) within 24 hours if late municipal contributions of \$100 or more in the aggregate are received from a single source or made to another candidate or measure. (SRCC 10-32.030(H); 10-32.080)	10/23/22- 11/08/22
Last day to register to vote. (EC 2107)	10/24/22
Filing deadline for Second Pre-Election Campaign Disclosure Statement (Form 460) for period 9/25/22 – 10/22/22.	10/27/22
Last day to request vote-by-mail ballot. (EC 3001, 3102)	11/01/22
Filing deadline for Third Pre-Election Campaign Disclosure Statement (Form 460) for period 10/23/22 – 11/03/22. (SRCC 10-32.070)	11/04/22 (by noon)
<i>Election Day!</i>	11/08/22
Final day to remove (take down) political campaign signs. (SRCC 20-38.070(D))	11/23/22
Deadline for Registrar of Voters to complete 30-day canvass. (EC 15372)	12/08/22

