

GENERAL QUALIFICATIONS

AGE AND CITIZENSHIP

A person must be 18 years of age and a citizen of the state at the time of his or her election. (Government Code §1020)

DISTRICTS

A person must be a registered voter in the District for which they are running in Citrus Heights at the time nomination papers are issued. (California Elections Code §201)

CONVICTION OF CRIMES

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. (Government Code §1021)

FILING FOR MORE THAN ONE OFFICE

No person may file nomination papers for more than one office at the same election. (California Elections Code §8003b)

FILING NOMINATION PAPERS

All candidates wishing to be placed on the ballot are required to complete the nomination process. To obtain nomination papers, schedule an appointment to meet with the City Clerk during the nomination period, which is 113 to 88 days prior to the election (Elections Code §10220).

During your meeting with the City Clerk, you will be given a Candidate's Guide containing useful information and regulations regarding your campaign.

You will also receive the following documents to complete and file by the end of the nomination period:

- Nomination Petition – Obtain the signatures of a minimum of 20, maximum of 30, registered voters within your District, on your nomination papers.
- Candidate's Statement of Qualifications Form
- Code of Fair Campaign Practices
- Form 700, Statement of Economic Interests

- Form 501, Candidate Intention Statement
- Form 410, Committee Organization Statement

Filing a Candidate's Statement of Qualifications to be printed in the sample ballot is optional. Candidates who choose to file a statement must bear the actual cost of printing and distribution.

The Registrar of Voters will estimate the cost, and the candidate will pay the estimated cost at the time of filing nomination papers. Statements are limited to 200 words (Elections Code §13307).

FINANCIAL AND CAMPAIGN DISCLOSURE OBLIGATIONS

Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission. Failure to file appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. Failure to file within prescribed deadlines can also lead to monetary filing penalties for each day a statement is late. The appropriate forms may be obtained from either the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

Campaign Statements

The Fair Political Practices Commission has developed a comprehensive and user-friendly toolkit for new candidates and is available at: <http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>
The following forms may be obtained from the City Clerk's Office or the FPPC website, www.fppc.ca.gov.

Candidate Intention Statement (Form 501)

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. The form is filed with the City Clerk.

Statement of Organization Recipient Committee (Form 410)

An officeholder, candidate, organizations, groups, or other entities that raise or spend \$2,000 or more during a calendar year, including the candidate's personal funds, must file a Form 410 with the Secretary of State's Political Reform Division to disclose

campaign bank account information and to receive a campaign committee identification number. A copy of the form is filed with the City Clerk.

Recipient Committee Campaign Statement (Form 460)

An officeholder, candidate, organizations, groups, or other entities that raise or spend \$2,000 or more during a calendar year must file a semi-annual campaign disclosure statement, with the City Clerk, for each half of the year whether or not they have received any contributions or made any expenditures during the six-month period.

Campaign Statement – Short Form – (Form 470)

Candidates and officeholders who anticipate receiving and/or spending under \$2,000 in a calendar year in conjunction with their candidacy will file a Form 470 with the City Clerk.

Statement of Economic Interests

Candidates and office holders are required to file a Statement of Economic Interests Form 700 disclosing all reportable investments, interests in real property and income.

Please be aware that all statements and information submitted in conjunction with the statements are a matter of public record, available for review by any requester.

The Political Reform Act, in part, provides that:

- Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. (Gov. Code §81002(a))
- Assets and income of public officials that may be materially affected by their official actions should be disclosed, and in appropriate circumstances the officials should be disqualified from acting in order that conflicts of interest may be avoided. (Gov. Code §81002(c))

Forms and manuals may be obtained from the City Clerk’s Office or the FPPC website, **www.fppc.ca.gov**.

IMPORTANT CONTACTS

CITY OF CITRUS HEIGHTS

Office of the City Clerk

6360 Fountain Square Dr., Citrus Heights, CA 95621

Phone: 916-725-2448 / Fax: 916-725-5799

www.citrusheights.net

- Campaign Statements for Local Committees and Candidates
 - Forms and Manuals
 - Filing Schedules

COUNTY OF SACRAMENTO

Registrar of Voters

7000 65th St., Suite A

Sacramento, CA 95823

Phone: 916-875-6451 / Fax: 916-875-6516

- Mail Ballots
- Voter Index/Precinct Lists
- Voter Registration

SECRETARY OF STATE

Political Reform Division

1500 11th Street, Sacramento, CA 95814

Phone: 916-653-6224 / Fax: 916-653-5045

www.ss.ca.gov

- Committee Identification Numbers
- Formation and Termination of Committees

FAIR POLITICAL PRACTICES COMMISSION

1102 Q Street, Suite 3000, Sacramento, CA 95811

Phone: 866-275-3772 / Fax: 916-322-3711

www.fppc.ca.gov

- Campaign Disclosure
- Conflict of Interest Disclosure