

**CITY OF ALBANY MUNICIPAL ELECTION**

**TUESDAY, NOVEMBER 8, 2016**

**GUIDE TO NOMINATION AND CANDIDACY**

**NOMINATION PERIOD:** July 18, 2016 – August 12, 2016. Or, extended to August 17, 2016 if no incumbent files by August 12, 2016.

Pursuant to the Albany City Charter, Section 2.01: No person not an elector of the City shall be eligible to hold office as a member of the City Council, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination.

Pursuant to the Albany City Charter, Section 6.01: No person not an elector of the City shall be eligible to hold office as a member of the Board of Education, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination.

Completed nomination papers must be filed in the Office of the City Clerk during regular office hours so that they will be **received** no later than **August 12, 2016 at 12:30 p.m.** It is recommended that the candidate file as far in advance of the deadline as possible, so that any deficiency in his/her paper may be found and cleared in time to qualify by the deadline.

**EXTENDED NOMINATION PERIOD:**

If nomination papers for an incumbent are not filed by **August 12, 2016, at 12:30 p.m.**, any qualified person other than the incumbent shall have until **Wednesday, August 17, 2014, at 5:00 o'clock p.m.** to file nomination papers.

**PLACEMENT OF NAMES ON BALLOT:**

Pursuant to the City Charter Section 2.03, the City Clerk shall draw the names for placement on the ballot. This will be done in the City Clerk's Office on **Thursday, August 18, 2016, at 3:00 o'clock p.m.** The public and candidates are encouraged to observe this procedure.

**FORMS & PROCEDURES:**

1. **Nomination Paper:** This form will be issued to each candidate for the purpose of obtaining signatures of at least twenty (20) **registered voters** of the City of Albany and no more than thirty (30). Each signer must include his/her printed name and place of residence. No voter may sign more than one candidate's petition for the same office; or, where there is more than one seat to be filled for the same office, no more petitions for that office than there are seats to be filled at this election. Each seat on the City Council and on the Board of Education is a separate office.

The petition may be circulated by the candidate him/herself or by any qualified voter of the City. The circulator is required to complete and sign the "Affidavit of Circulator" appearing on the form **after** witnessing all signatures to the petition.

No more than thirty (30) petition signatures will be accepted. All signatures will be checked for validity against the Affidavit of Registration on file at the County Registrar of Voters office. If the number of valid signatures is less than twenty (20), the candidate has not qualified for placement on the ballot and will be so notified by the City Clerk. If this determination can be made prior to the deadline for filing, the candidate will be allowed to furnish additional signatures for verification until the nomination period has closed. If in doubt as to whether your circulator, or any signer, is currently registered with the proper residence address in the City, be sure to contact the Registrar of Voters at (510) 272-6973, or [www.acgov.org/rov](http://www.acgov.org/rov) for confirmation.

The candidate must personally complete and sign the "Affidavit of Nominee" which appears in the nomination form, specifying how his/her name and occupational designation are to appear on the ballot. Included with your nomination papers is a guideline prepared by the Registrar of Voters to assist you in choosing a "designation" within the limitations set by State law.

\*\*All candidates that wish to have a ballot designation listed on the ballot must complete a **ballot designation worksheet**. The candidate must file the ballot designation worksheet at the same time the Affidavit of Nominee is completed. If no ballot designation worksheet is filed, no designation shall appear on the ballot.  
EC 13107.3

2. **Statement of Economic Interest (Form 700):** This statement must be completed and filed with the City Clerk along with the Nomination Paper and the Candidate's Statement. The City Clerk will stamp it "received" and promptly forward it to the Fair Political Practices Commission, as required by the Political Reform Act of 1974. A Manual of Instruction is also furnished with this form. This form only applies to the candidates for City Council and City Treasurer.

**3. Candidate's Statement of Qualification (optional):** Each Candidate for local nonpartisan office may submit a Statement of Qualification to be printed and distributed to the **registered voters** of the City of Albany.

The Statement of Qualification shall be limited to 200 words. The fee for the Candidate's Statement of Qualification is paid by the candidate. The fee for the November 4, 2016 election is set by the Alameda County Registrar of Voters.

Please proofread your Statement carefully before submitting, as the City Clerk **will not** correct spelling and/or grammatical errors.

The Candidate's Statement may be withdrawn but not changed (first workday following the close of nomination period – Monday, August 15, 2016).

All Candidate Statements filed with the City Clerk are confidential and exempt from the Public Records Act **until** the close of the nomination period.

**4. Campaign Reports:**

**FILING SCHEDULE FOR CAMPAIGN REPORTS:**

First Statement due	September 29, 2016
Second Statement due	October 27, 2016
Semi-Annual Statement due	January 31, 2017

Late filings may be penalized at a rate of \$10 per day up to a maximum of \$100 or the cumulative amount stated on the late campaign statement, whichever is greater.

Your nomination packet includes an Informational Manual and copies of the most commonly used reporting forms. All candidates and their treasurers are advised to study the Manual carefully to determine their filing obligations and the proper forms to be used for their campaign. Any questions should be directed to the Fair Political Practices Commission (FPPC) at 866-275-3772.

Candidates are encouraged to visit the FPPC's website at [www.FPPC.ca.gov](http://www.FPPC.ca.gov) for additional reference material including online workshops that provide instruction on completion of campaign reports.

Candidates must file an original and one copy of each campaign statement with the City Clerk.

Candidates may file Form 470 (candidates "Short Form") in connection with an election **if** less than \$2,000 has been raised or spent by or on behalf of the candidate and the candidate intends to raise or spend less than \$2,000 in connection with his/her candidacy. **If Form 470 is filed with the Declaration of Candidacy on or before the filing deadline for the first pre-election statement,** no additional campaign statements need to be filed in connection with the election, so long as

total receipts and expenditures remain less than \$2,000. The candidate's personal funds for the Candidate statement fee are excluded.

**POLITICAL ADVERTISING:**

**Newspaper:**

Under Elections Code Section 20008 paid political advertisements referring to local elective office placed in a newspaper shall bear on each page lettering at least as large as the lettering of the advertisement, or in 10 point Roman type, whichever is greater, the words "Paid Political Advertisement" and shall be set apart from other printed matter.

**Mass Mailings**

See attached Government Code Section 84305.

**Political Signs**

See attached City of Albany Land Development Code Section 20-32.

**Electioneering Near Polling Place**

No person, on Election Day, shall, within 100 feet of a polling place:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petitions.
- b) Solicit a vote or speak to a voter on the subject of marking his/her ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in the Elections Code Section 14240
- d) Do any electioneering.

As used in this section, "100 feet of a polling place" shall mean a distance of 100 feet from the room in which voters are signing the roster and casting the ballot.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

**WITHDRAWAL OF CANDIDATE**

No candidate shall withdraw his or her nomination documents after 12:30 p.m. on August 12, 2016. If the filing period is extended for that office, a candidate may withdraw his or her declaration of candidacy until 5 p.m. on August 17, 2016.

**INSTALLATION OF ELECTED OFFICERS:**

The County has 29 days in which to complete its official canvass of the election results. Candidates will be notified of the date for Installation of Office.

**CITY OFFICES TELEPHONE NUMBERS:****STATE & COUNTY  
TELEPHONE NUMBERS**

City Clerk's Office	528-5722	Registrar of Voters	510-272-6973
City Manager's Office	528-5710	Secretary of State:	916-657-2166
Community Development	528-5760	FPPC:	866-275-3772
City Treasurer's Office	528-5730		

**QUALIFICATIONS FOR ELECTION OFFICES:**

**Term of Office:**

Four (4) years.

**City Council:**

No person not an elector of the City shall be eligible to hold office as a member of the City Council, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination. (City Charter Section 2.01).

**Limitation on Term:**

Pursuant to City Charter, Section 2.02, there shall be a limitation on terms. Any person who shall have served two (2) successive terms shall be ineligible to serve again until an intervening period of two (2) years has elapsed.

**Board of Education:**

No person not an elector of the City shall be eligible to hold office as a Member of the Board of Education, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination. (City Charter Section 6.01)

**Limitation on Term:**

Pursuant to the City Charter, Section 6.02, there shall be a limitation on terms. Any person who shall have been elected to two (2) successive terms as a member of the Board of Education shall be ineligible to serve again in that office until an intervening period of two (2) years has elapsed.

**ELECTED POSITIONS OPEN FOR**  
**NOVEMBER 8, 2016 ELECTION**

**City Council:**

Three (3) 4-year term

**City Treasurer:**

One (1) 4-year term

**Board of Education:**

Two (2) 4-year term