

BASIC STEPS IN RUNNING FOR OFFICE

The City of Albany is a Charter City. The conduct of elections for charter cities is established by City's Charter, and in areas where not specified by Charter, defers to the State of California Elections Code, and may be supplemented by City rules and regulations, such as campaign ordinances.

In order to be eligible to hold office as a member of the City Council or the Board of Education, a person must be a registered voter of Albany and otherwise qualified to vote for that office at the time nomination papers are issued for their candidacy and have been a resident of Albany for 30 days preceding nomination. In order to qualify as a registered voter in Albany, you must be a United States citizen; a resident of Albany; at least 18 years of age on the date of the next election; and, not in prison or on parole for a felony conviction.

During a specific period known as the "Nomination Period," you obtain your official papers from the Albany City Clerk; you have a minimum of 20, maximum of 30 registered voters from Albany sign your papers; you complete the papers; and return the papers to the Albany City Clerk.

Residents wishing to take out and/or return candidate paperwork are required to set an in-person appointment with the City Clerk. Each appointment will last between 30 - 60 minutes. Appointments can be made by calling the City Clerk's office at 1+ (510) 528-5710 or emailing cityclerk@albanyca.org.

Before starting your campaign, you'll need to become familiar with a number of requirements. This is not an all-inclusive list, so please be sure to check with the Albany City Clerk on other requirements.

FPPC RULES AND REQUIREMENTS

You and your treasurer will need to become conversant with the rules of the Political Reform Act, which is the State law that regulates contributions and expenditures for elective offices in California. The Fair Political Practices Commission (FPPC) has regulatory responsibility and authority for the Act. The day-to-day implementation of the Act for City offices is the responsibility of the Albany City Clerk.

FPPC manuals and forms are available from the FPPC website at www.fppc.ca.gov or from the Albany City Clerk's office.

If you plan on soliciting, receiving, or spending money on your campaign, here are some things you'll need to do:

- Review the Campaign Disclosure Manual 2 from the FPPC website <http://www.fppc.ca.gov/forms/all-fppc-manuals.html> or at the City Clerk's office; read it and have your Treasurer review it as well. Contact FPPC with any questions at advice@fppc.ca.gov.
- Check with the City Clerk to become familiar with any special requirements regarding campaign contributions and expenditures, particularly those related to contribution limits and times during which contributions may be accepted.
- Before you solicit, receive, or spend any funds in connection with your campaign, file a Form 501, Candidate Intention Statement.
- Open a bank account for your committee.
- Within 10 days of receiving \$2,000 in contributions, file a Form 410, Statement of Organization, to Secretary of State and a copy to City Clerk.
- Become familiar with campaign report filing requirements and deadlines.
- Attend an FPPC seminar (information available on the FPPC website www.fppc.ca.gov or call the FPPC at 1-866-275-3772).

HOW TO RUN FOR OFFICE

Nomination Papers

Every election starts with a "Nomination period." This is the period of time that begins 113 days before the day of the election and ends 88 days before the day of the election. This is the only period of time during which you can obtain "nomination papers," which are the forms you need to submit in order to run for office. Contact your City Clerk for an appointment.

Obtain Signatures

Obtain the signatures of a minimum of 20, maximum of 30 registered voters on your nomination papers.

Ballot Designation

This is the word or group of not more than three words which will appear on the ballot under your name. It designates your principal profession, vocation or occupation, subject to certain requirements of the Elections Code.

Candidate's Statement

Your statement is limited to 200 words, as defined by the Elections Code. Check with your City Clerk regarding costs related to printing, translating and publishing your candidate's statement.

**This fee is waived per City Council action (please see [Master Fee Schedule](#)).*

Campaign Signs

Campaign signs in the City of Albany are considered as temporary non-commercial signs which are exempt from permit. Please refer to [Albany Land Development Code Section 20-32](#), summarized as follows: Temporary non-commercial sign shall mean a sign which displays non-commercial speech. Temporary non-commercial signs shall not be inflatable or air activated, projecting, or roof mounted. Temporary non-commercial signs displayed shall not be located on City property or public right-of-way. Temporary non-commercial signs shall be located on private property only (with the permission of the owner or occupant), and may not interfere with/obstruct/confuse traffic. Temporary non-commercial signs shall not exceed 16 square feet in area per sign. Temporary non-commercial signs shall be promptly removed as soon as they are not in use or become dilapidated. Signs not posted in conformance with the provisions of Albany Municipal Code Section 20-32 shall be deemed a public nuisance and shall be subject to removal.

When in doubt, please contact us, we are happy to assist you.

Anne Hsu, City Clerk

City of Albany

1000 San Pablo Avenue

Albany, CA 94706

Contact Info: TEL: 1+(510) 528-5710; Email: cityclerk@albanyca.org