

## **BASIC STEPS IN RUNNING FOR OFFICE**

The City of Fortuna is a charter city, and unless otherwise provided by ordinance, all elections shall be in accordance with the provisions of the Elections Code of the State of California.

It's easy to get started running for office. You must be a registered voter living within the corporate limits of the City of Fortuna to be eligible for office. You may not hold elected office if you have been convicted of designated crimes specified in the Constitution and laws of the State. You may not make any reference to party affiliation on required forms, since the City Council is a nonpartisan body.

During a specific period known as the "Nomination Period," you obtain your candidate packet and official nomination papers from the Fortuna City Clerk; you have a minimum of 20, maximum of 30 registered voters from your city sign your papers; you complete the papers; and you turn them into the Fortuna City Clerk. Please allow 30 minutes when picking up your papers, and 45 minutes when filing them. Appointments are strongly encouraged.

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

FPPC manuals and forms are available from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from the Fortuna City Clerk's office.

If you plan on receiving or spending more than \$2,000 on your campaign, here are some things you will need to do:

- Get a copy of Campaign Manual 2 from the FPPC website or from the City Clerk; read it and give a copy to your Treasurer.
- Before you collect 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.
- Become familiar with campaign report filing requirements and deadlines.
- Attend an FPPC seminar (information available on the FPPC website or call the FPPC at 916-322-5660).

## **HOW TO RUN FOR OFFICE**

### Nomination Papers

Every election starts with a "Nominating 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 residing within the City limits of Fortuna 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. The City of Fortuna has adopted the Secretary of State guidelines for Ballot Designations.

### Candidate's Statement

Start thinking about what you want your candidate's statement to say. Your statement is limited to 200 words, as defined by the Elections Code, and should be a brief statement of your education and qualifications.

### Campaign Signs

Campaign sign regulations vary greatly from city to city. Check with your City Clerk regarding your City's political sign ordinance and requirements.

**And Remember . . .**

**YOUR CITY CLERK IS HAPPY TO ASSIST YOU!!!**

Siana Emmons, City Clerk  
City of Fortuna  
621 11<sup>th</sup> Street  
Fortuna, CA 95540  
(707) 725-1409  
[semmons@ci.fortuna.ca.us](mailto:semmons@ci.fortuna.ca.us)