
CITY OF YUBA CITY CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

1. NOMINATION PERIOD

California Elections Code Section 10220

Monday, July 17, 2016, at 8:00 a.m., will be the first date and time that Nomination Papers will be available at the City Clerk's Office, 1201 Civic Center Blvd., Yuba City, California.

The final date and time for filing any Nomination Papers will be **Friday, August 12, 2016**, at 5:00 p.m.



EXTENSION IF INCUMBENT DOES NOT FILE

California Elections Code Section 10225

If Nomination Papers for an incumbent officer of the City are not filed by 5:00 p.m. on Friday, August 12, 2016 the Nomination Period will be extended until **Wednesday, August 17, 2016, at 5:00 p.m.**

NOTE: *City offices are open from 8:00 a.m. to 5:00 p.m., Monday through Friday.*

2. OFFICIAL FILING PETITION (Nomination Papers)

California Elections Code Sections 10221, 10222

This petition is **very** important and should be handled **very** carefully.

- 1) The first step you should take in completing your petition is to decide if you will personally be the circulator or if someone will circulate it for you. Remember, whoever circulates the petition must personally witness each person's signature. Also remember, if you have someone else circulate the petition for you, he/she must complete the "Certificate of Circulators" as he/she is registered. The circulator may obtain signatures for the nomination papers of any candidate at any time no earlier than July 18th or later than August 12th (or August 17th if an incumbent does not file by the August 12th deadline). **Circulator shall be a registered voter of the City of Yuba City** at the time he/she circulates the paper.
- 2) The second step is to obtain the signatures. Signatures qualify if they are registered voters of the City of Yuba City (signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Sutter County Registrar of Voters Office). Candidates are required to obtain 20 valid signatures of registered voters residing in the City of Yuba City to qualify for the ballot. The Nomination Paper contains spaces for 30 signatures and it is **recommended that the candidate obtain all 30 signatures** in case some of the first 20 signatures do not qualify.

No voter may sign more than one nomination paper for the same office. Each seat on the City Council, however, is considered to be a separate office. (Elec. Code §§10220, 10224, 10225, 10230, 10407)

Signers must personally affix not only his/her signature, but the signer must **personally print his/her name and place of residence** on the nomination paper. (Elec. Code §10221(a))

CITY OF YUBA CITY CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

3. AFFIDAVIT OF NOMINEE AND CANDIDATE'S OATH OF ALLEGIANCE

California Elections Code Section 10223

On the back of the Nomination Paper, there are two sections to be completed.

- 1) Affidavit of Nominee: This section is a declaration stating that the candidate will accept the nomination and the office in the event of his/her election. In addition, the candidate must state his/her ballot designation.
- 2) Candidate's Oath of Allegiance: ***This portion must be completed in the presence of the City Clerk*** at the time the candidate files the Nomination Papers.

4. FILING OF NOMINATION PAPERS

California Elections Code Section 10224

Once you have obtained all your signatures, you must file the Nomination Papers with the City Clerk. Please note that all papers (Nomination, Candidate Statement, and Statement of Economic Interest, etc.) must be filed at the same time.

Filing - All Nomination Papers shall be filed with the City Clerk during regular business hours, 8:00 a.m. - 5:00 p.m., Monday through Friday (*with the exception of Friday July 25, which is a furlough day*), no later than **5:00 p.m. on August 7, 2014**. If an incumbent does not file, the close of the nomination period will be extended to 5:00 p.m. on Wednesday, August 13, 2014.

It is highly recommended that the candidate not wait until the last day to file.

5. SIGNATURES; VERIFICATIONS; RESIDENCE ADDRESS

California Elections Code Section 105

For purposes of verifying signatures on any Nomination Paper, the Clerk shall determine that the residence address on the petition or paper is the same as the residence address on the affidavit of registration. If the addresses are different, the affected signature shall not be counted as valid. Signer must be a registered voter of the City of Yuba City.

6. BALLOT DESIGNATIONS

California Elections Code Section 10223

- 1) Immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:
- 2) Words designating the elective city, county, district, state, or federal office, which the candidate holds at the time of filing of the Nomination Papers, to which he/she was elected by vote of the people.
- 3) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Papers and was elected to that office by a vote of the people.

CITY OF YUBA CITY CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

- 4) No more than three words designating the principal professions, vocations, and occupations of the candidate.
- 5) 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, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

No election official shall accept a designation which:

- 1) Would mislead the voters.
- 2) Would suggest an evaluation of a candidate such as outstanding, leading, expert, virtuous, or eminent.
- 3) Abbreviates the word "retired" or places it following any word or words, which it modifies.
- 4) Uses the word or prefix such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- 5) Uses the name of any political party, whether or not it has qualified for the ballot.
- 6) Uses a word or words referring to a racial, religious, or ethnic group.
- 7) Refers to any activity prohibited by law.

If upon checking the Nomination Papers the election official finds the designation to be in violation of any of the restrictions set forth in this subdivision, the election official shall notify the candidate by registered mail, return receipt requested. The candidate shall, within three days from the date of receipt of the notice, appear before the election officer and provide an alternate designation.

In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances heretofore set forth.

7. PLACEMENT OF NAMES ON BALLOT

California Elections Code Section 13112

The Secretary of State will make a random drawing of letters of the alphabet following the close of nominations on August 18, 2016. Candidates' names will be placed on the ballot by their surnames in the order determined by this drawing. Candidates will be notified in writing of the results of the drawing.

8. CANDIDATE'S STATEMENT

California Elections Code Section 13307

A Candidate's Statement may be filed by the candidate, if he/she so desires, for distribution to each voter with the sample ballot in the voter pamphlet. Such statement must be filed

CITY OF YUBA CITY CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

with the candidate's Nomination Papers and may be WITHDRAWN, BUT NOT CHANGED, by the candidate after it is filed at any time before 5:00 p.m. on Friday, August 12, 2016 or if extended, on Wednesday, August 17, 2016. A statement may NOT be resubmitted after it is withdrawn.

The Candidate's Statement may contain the candidate's NAME, AGE, and OCCUPATION plus a brief description of the candidate's EDUCATION and QUALIFICATIONS in not more than **200 words** expressed by the candidate himself/herself. (Elections Code Section 13307(a)(1))

You are requested to **type** your statement on the Sutter County Elections Candidate Statement of Qualifications form provided. Statements will be printed **exactly** as submitted; candidates are therefore advised to carefully check their statements for errors in spelling, punctuation, and grammar.

Please see the "Candidate's Statement Guidelines" provided with this material for **important** additional information to be used in completing your Statement.

The Candidate's Statement will be printed in the voter pamphlet and mailed to each registered voter.

The cost for printing and handling this Statement in English is the responsibility of the Candidate. **Payment of \$400 will be required** at the time the Statement is filed and checks should be made payable to Sutter County Elections. (Elections Code Section 13307(c))

9. WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT

California Elections Code Section 9

- 1) Punctuation is not counted.
- 2) Each word shall be counted as one word except as specified in this section.
- 3) All geographical names shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
- 4) Each abbreviation of a word, phrase, or expression shall be counted as one word.
- 5) Hyphenated words that appear in any generally available standard reference dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- 6) Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word. (February 10, 2016 = 2 words; 02/10/16 = one word)
- 7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "One hundred" shall be counted as two words. "100" shall be counted as one word.
- 8) Telephone numbers shall be counted as one word.
- 9) Internet web site addresses shall be counted as one word.
- 10) This section shall not apply to counting words for ballot designations under Section 13107

CITY OF YUBA CITY CANDIDATE'S GUIDE FOR MUNICIPAL OFFICE

10. **VOTER REGISTRATION DEADLINE**

Section 2107 - Elections Code

The last day to register to vote for this election is Monday, October 24, 2016.

11. **INFORMATION REQUESTS**

Candidates are requested to direct all their requests for information about the City to the City Clerk's Office at (530) 822-4817. In order to ensure all candidates are presented with the same information, a copy of the information provided will be kept on file in the City Clerk's Office. As a candidate, you will have access to the file if you are interested in reviewing the information provided to all candidates.