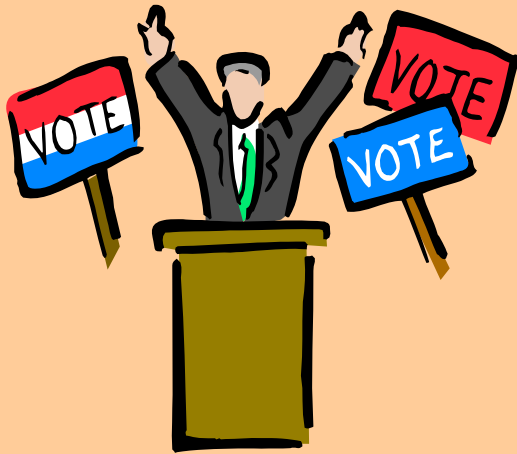


# RUNNING FOR OFFICE

A Quick Reference to  
Get You Started



CITY OF SANTA MARIA

## CITY COUNCIL

The Santa Maria City Council consists of four Councilmembers and the Mayor who are elected at large by the voters of the City to serve four year terms. The terms are staggered to provide continuity.

The City of Santa Maria will have one Mayor seat, two City Council seats, one City Treasurer seat, and one City Clerk seat on the ballot for the General Municipal Election to be held on Tuesday, November 4, 2008. The current members of the City Council whose terms will be expiring are Mayor Larry Lavagnino, Councilmember Bob Orach, and Councilmember Leo Trujillo. The current City Treasurer whose term will be expiring is Teresa Hall, and the City Clerk whose will be expiring is Patti Rodriguez.

City Council meetings are held the first and third Tuesdays of every month at 6:30 p.m. in the City Hall Council Chambers. Special meetings and workshops may be called as necessary. Additionally, Councilmembers serve on numerous regional boards and commissions and represent the City at a variety of community events.

Councilmembers receive a stipend of \$920 per month.

## RUNNING FOR OFFICE

To run for office you must be at least 18 years of age, a registered voter of the City of Santa Maria, and be nominated by at least 20 registered voters of the City of Santa Maria. Nomination papers are supplied by the City Clerk's office once the official nomination period begins. However, if any of incumbents decides not to run for re-election, the nomination period will be

extended by five days. There is no fee to run for office.

Even before the nomination period opens in July 2008, you may wish to begin campaigning. The first thing you need to do is file a Candidate Intention Statement, Form 501. This form is required by the Political Reform Act and is provided by the Fair Political Practices Commission or the City Clerk's office. You may download the form from the Fair Political Practices Commission website at [www.fppc.ca.gov](http://www.fppc.ca.gov). The completed form is filed with the City Clerk's office.

During your campaign, you will have other forms due as required by the Political Reform Act. Those will be discussed later.

When the nomination period opens, the City Clerk's office will provide you with a Candidates Packet full of information to assist you in your election campaign. In addition to the nomination papers, you will find all the forms necessary to comply with the Political Reform Act requirements, an election calendar with important dates to remember, information about the City, and other information regarding the duties and responsibilities of a Councilmember.

Also included in the Candidates Packet is the Candidates Statement of Qualifications form. This form is used to place a brief background statement in the Sample Ballot. It is limited to 200 words and is optional. Should you decide you want to do a Candidates Statement of Qualifications, a deposit is required at the time you submit your nomination papers and Candidates Statement. The deposit will cover the cost of printing your statement in the Sample Ballot in both English and Spanish.

## **POLITICAL REFORM ACT**

The Political Reform Act was approved by the voters in 1974 to establish rules and regulations for candidates and elected officials. The Political Reform Act has been amended many times since 1974 and is administered by the Fair Political Practices Commission. The Act requires a variety of forms to be filed before, during and after your campaign.

When you file your nomination papers with the City Clerk's office, you will also need to file a Form 700, Statement of Economic Interest. This form is also referred to as a financial disclosure statement because it requires you to disclose any financial interests you have in real property, investments, business interests, and other financial interests you may have.

If you haven't done so already, you will need to file the Form 501, Candidates Intention Statement when you file your nomination papers.

After you file your nomination papers and qualify to be on the ballot, you will need to establish a campaign bank account and begin keeping accurate records of all the money you raise or spend for your campaign. All expenditures for your campaign must come from the campaign bank account. Once you raise or spend \$1,000, you must file a Form 410, Statement of Organization. This form registers you as a Campaign Committee with the Secretary of State's office.

The Secretary of State's office will then provide you with a Committee identification number.

During your campaign, you are required to submit two pre-election Campaign Expenditure Statements, Form 460. This report lists the contributions you have received and expenditures you have made during the reporting period. This is the reason it is important to keep accurate records during your campaign. These forms are due twice in October 2008. An additional Form 460 is due in January 2009 after the election.

If you do not intend to raise or spend \$1,000 or more during your entire campaign, you can file a Form 470, Short Form, one time by the first required filing deadline in October, and you will have no further expenditure statement filing obligations during your campaign.

There are other specific requirements for sending out mailings or fundraising that are covered in the manuals provided in your Candidates Packet.

Should you be successful in getting elected to the City Council, you will have further filing requirements during your term of office. Information regarding those requirements will be provided to you after the election.

## **CAMPAIGNING**

As part of your campaign you may wish to post signs, send out mailings, distribute flyers door to door, hold fundraising events, place newspapers ads, or do any number of other things to get your name out to the voters.

Campaign signs are considered temporary signs in the City's Sign Ordinance. You must obtain a permit from the Community Development Department.

Temporary signs can only be posted for 30 days each quarter. Specific requirements can be found in Section 12-34.05 (d) of the Municipal Code.

You or your campaign workers may distribute brochures or information door to door; however, should you wish to mail brochures or campaign information to voters, you need to follow the mass mailing requirements which will be included in your Candidates Packet.

The City Clerk's office will be available Monday through Friday, 8:00 a.m. to 5:00 p.m. to assist you through the process.

City Clerk's Office  
City of Santa Maria  
110 E. Cook St, Rm 3  
Santa Maria, CA 93454

Phone (805) 925-0951 x307  
Fax (805) 925-2243  
[www.ci.santa-maria.ca.us](http://www.ci.santa-maria.ca.us)