



Candidate's Guide

General Municipal Election

November 5, 2024



Filing Period:

July 15, 2024 – August 9, 2024

This Candidate Handbook Contains:

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OFFICE OF THE CITY CLERK

200 H Street/P.O. Box 5007

Antioch, CA 94531

Phone: (925) 779-7009

This informational guide was developed to provide answers to questions frequently asked concerning candidate filing. It contains general information only and does not have the force or effect of law, regulations, or rule. In case of a conflict, the laws, regulations, or rules apply. Persons using this guide accept responsibility for all legal standards and duties.



Welcome Letter

Dear Candidate,

This handbook contains information to help guide you through the process of becoming a candidate and running for office in the City of Antioch. The City Clerk's Office has designed this handbook to help simplify what may seem to be a complicated process, as well as to provide answers to frequently asked questions.

While we make every effort to include as much information as we can, this guide is not intended to be a legal reference. For your own protection, we recommend that you consult with your attorney if you have specific legal questions.

Running for office is one of the most civic-minded things you can do. The more citizens that become involved in representing and defending our residents' needs, the better for our communities and our democracy! I want to thank you personally and on behalf of the residents of the City of Antioch. Thank you for stepping up and taking a personal interest to contribute to this important civic process!

As of February 22, 2024:

- Total Registered Voters in Antioch = 64,293
- Total Registered Voters in District 2 = 15,212
- Total Registered Voters in District 3 = 18,854

Sincerely,

Ellie Householder, MPP

City Clerk | Elections Official | Filing Official

Ehouseholder@antiochca.gov

(925) 779-7008

Key Dates

WHAT	WHO	WHEN
Filing Period	All Cities	Jul. 15 – Aug. 9 E-113 – 88
Extended Filing Period	Offices for which no incumbent files nomination papers by Aug. 9. Only non-incumbents may file.	Aug. 10 - 14 E-87 – 83
Public Review of Ballot Designations and Candidate Statements	All candidates	Aug. 10 – 19 E-87 – 78
	Candidates who filed during the extended filing period	Aug. 15 – 24 E-82 – 73
Last day to withdraw Candidate Statement	All candidates	Aug. 12 E-85
	Candidates who filed during the extended filing period	Aug. 15 E-82
Last day to file a petition forcing a contest on the General Election ballot	Applies only to contests with insufficient candidates	Aug. 14 E-83
Randomized alphabet drawing for ballot placement	All candidates	Aug. 15 E-82
Write-in Period	Write-In candidates	Sep. 9 – Oct. 22 E-57 – E-14

Key Election Dates

Military and Overseas Voters Ballots Mailed	September 21
Voter Information Guide Mailing	September 26
Vote by Mail Mailing	October 7
Registration Deadline	October 21
Supplemental Voter Information Guide Mailing	October 22
Last Day to Request a Vote by Mail Ballot	October 29
Last Day to Return or Postmark a Vote by Mail Ballot	November 5
Election Day	November 5
Canvass Period	November 6 – December 5
Certification Deadline / Final Results Transmitted	December 5

General Information

Offices to be filled

- Mayor
- Council Member from District 2
- Council Member from District 3
- City Clerk
- City Treasurer

Eligibility

Mayor, City Clerk and City Treasurer: a person must be a registered voter and reside in the City of Antioch. These seats are elected at large.

Council Member District 2 and 3: a person must be a registered voter of the District they reside in.

General Qualifications

- Be a U.S. citizen.
- 18 years of age or older.
- Must be a registered voter at the time the Declaration of Candidacy is issued.
- Have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

Election Code 20, 201

Salary

In accordance with the Antioch Municipal Code:

§ 2-1.206 COUNCIL MEMBER SALARY; OPERATIVE DATE.

Pursuant to Cal. Gov't Code § 36516, the salary for each member of the City Council is hereby set at \$1,600.04 per month. The provisions of this section shall become operative on January 1, 2021.

§ 2-1.701 CITY CLERK; SALARY.

Effective November 5, 2008, the City Clerk shall receive the salary designated for a member of the City Council in § 2-1.206. The salary shall not be reduced during the term of office.

§ 2-1.702 CITY TREASURER; SALARY.

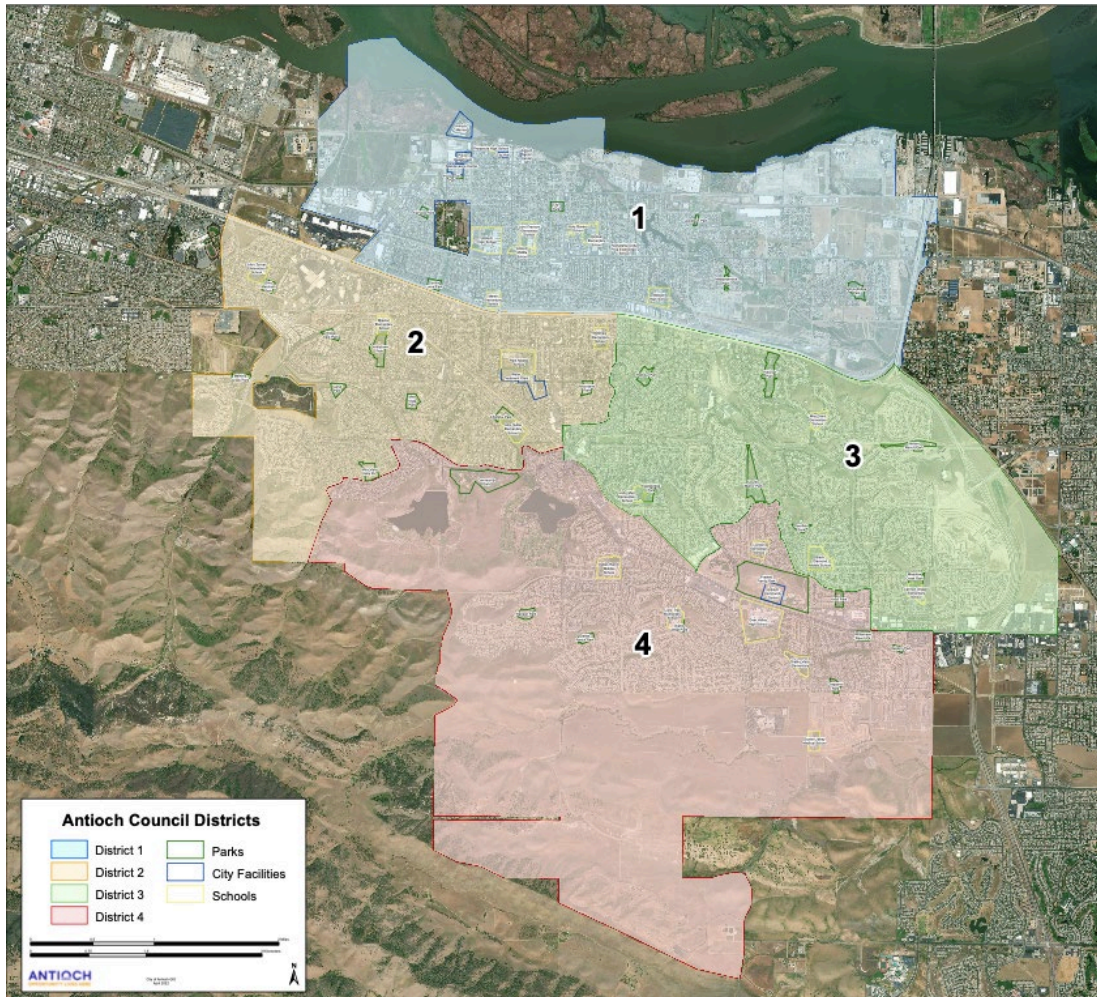
Effective July 1, 2001, the City Treasurer shall receive the salary designated for a member of the City Council in § 2-1.206. The salary may not be reduced during the term of office.

City Council Districts

Find your City Council District here: [Antioch Interactive Map \(antiochprospector.com\)](http://antiochprospector.com)

→ Top-Right Corner – Click Layers and Select ‘Antioch Council Districts’

→ Left Column – Search by Address



Nomination Petitions

Candidates begin the nomination process by obtaining signatures on the nomination petition. The City Clerk will furnish the nomination paper. At the time of issuance, the name of the candidate will be typed on the form, and the City Clerk will sign and date the form. To be nominated, candidates must obtain 20 valid signatures of registered voters residing in the City of Antioch. Candidates for Council Member Districts 2 and 3 – signatures must be of registered voters residing in the District they are running for.

Election Code 8068

Circulator of Nomination Petitions

Circulators must be 18 years of age or older. Candidates may circulate and sign their own nomination petitions.

The Affidavit of Circulator, located on the back of each petition, must be completed in the circulator's own hand, including if the candidate circulates their own petition.

Election Code 102, 104

Signers' Limitations

Signers may only sign one nomination petition for any candidate for a given office. If more than one position is to be filled in the same office, signers may sign nomination petitions for as many candidates as there are positions to be filled for that office.

Election Code 8069

Verification of Signatures on Nomination Petitions

Petitions are validated in the order of arrival. The signatures of all signers on nomination petitions are verified by the Elections Division, generally within 48 hours. Candidates will be notified after signatures have been checked.

Filing Fee

Information Certain cities require a filing fee to be paid by the candidate when the nomination papers are issued. The fee in the City of Antioch is \$25.

Declaration of Candidacy

California Code, Elections Code - ELEC § 13 – Legally Qualified Candidate

A person shall not be considered a legally qualified candidate for an office, for party nomination for a partisan office, or for nomination to participate in the general election for a voter nominated office, under the laws of this state unless that person has filed a Declaration of Candidacy or statement of write-in candidacy with the proper official for the particular election or primary, or is entitled to have his or her name placed on a general election ballot by reason of having been nominated at a primary election, or having been selected to fill a vacancy on the general election ballot as provided in Section 8807, or having been selected as an independent candidate pursuant to Section 8304.

Declaration of Candidacy

The Declaration of Candidacy is an official document in which the candidate indicates how his/her name and ballot designation is to appear on the ballot. The candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw. The Declaration of Candidacy must be filed in-person or by an authorized designee.

Election Code 8001, 8800, 8801

Ballot Designation Worksheet

Each candidate who submits a ballot designation must file a Ballot Designation Worksheet that supports the use of that ballot designation by the candidate. The entire form must be completed.

The ballot designation is the word or group of words, which appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. The listing of a designation on the ballot is optional.

Ballot designations may be rejected if they do not comply with CA Elections Code section 13107. If rejected, the candidate will be notified by phone or by email to the phone or email address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot.

City Clerks are responsible for all the official documents for any city office up for election. They have the authority to approve or reject ballot designations according to the rules set out in the Election Code sections 13107, 13107.3 and 13107.5, as well as the California Code of Regulations, Title 2, section 20711-20719.

For translation purposes, the Elections Division ask that all candidates complete the gender section of the Candidate Information portion on the Ballot Designation Worksheet. If this section is left blank, the translation may default to male for gendered languages such as Spanish.

Public Review Period

All Ballot Designation Worksheets and any associated documents will be publicly available for inspection. Any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging a candidate's ballot designation.

If a candidate requests to change their ballot designation pursuant to CA Election Code 13107(e), that request will need to be accompanied by a new Ballot Designation Worksheet. No challenges outside of those mentioned will be considered by the Elections Division.

Ballot Designation Guidelines and Examples

Election Code 13107, 13107.3, 13107.5

Elective Office Title

Words designating the elective public office currently held, provided the officeholder was elected by the vote of the people. In the case of judicial offices only, an appointed Judge may use the office title.

Example: School Board Member
Board Member, XYZ School District

Officeholder Status

The word "Incumbent" may be used if the candidate is seeking re-election to the same office and was elected to that office by a vote of the people or was appointed as a nominated candidate in lieu of an election.

If the candidate was appointed to an office and is filing as a candidate for election to the same office, then the candidate must use the words "Appointed Incumbent"

The word(s) Incumbent or Appointed Incumbent must stand alone.

Profession

Principal Occupation: 3-Word Profession/Occupation/Vocation - No more than three words designating the current principal profession, vocation, or occupation of the candidate.

Example: High School Teacher
Businessman/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- a) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- b) A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation, or occupation.
- c) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

No Occupation Desired

If no ballot designation is requested, the word "NONE" and the candidate's initials must be written in the space provided for ballot designation on the Declaration of Candidacy form. The space provided for the ballot designation on the official ballot will be blank.

Unacceptable Designations

Designations will not be accepted if:

- It would mislead the voter.
- It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- It abbreviates the word "retired" or places it following any word(s) that it modifies.
 - Acceptable: Retired Policeman
 - Unacceptable: Ret. Policeman or Policeman, Retired
- It uses a word or prefix, such as "former" or "ex-," which means a prior status.
 - Unacceptable:
 - Former Policeman
 - Ex-Policeman

The only exception is the use of the word "retired."
- It includes the name of any political party.
- It uses any word(s) referring to a racial, religious, or ethnic group.
- It refers to any activity that is prohibited by law.

Examples of unacceptable designations include:

Concerned Citizen
Veteran
Philanthropist
Neighborhood Community Leader
Volunteer
Advocate

Candidate Statement of Qualifications

Each candidate for elective office may prepare an optional candidate statement at their own expense (unless districts agree to pay the cost). The candidate statement is designed to familiarize voters with a candidate's qualifications for the office they are seeking. The candidate statement is incorporated into the county's Voter Information Guide and will be mailed to all registered voters eligible to vote for that specific office. The candidate statement is printed in English, Spanish, and Traditional Chinese.

Every candidate filing for office must complete a "Candidate Statement of Qualifications Form" indicating whether or not a candidate statement will be submitted.

Election Code 13307

Filing of Candidate Statement

Candidates must file a signed hard copy of their candidate statement with the City Clerk. In addition to submitting a hard copy, the statement must be emailed in an editable text format to the following address: EHouseholder@antiochca.gov.

The candidate statement will be formatted to appear as closely as possible to the hardcopy filed. Candidate statements are subject to a word count and must follow the word count guidelines described on page 13

Formatting is determined by the limitations of space, which is a quarter of a page for statements up to 250 words. Regardless of the final word count, statements are limited to a quarter page.

Election Code intends for uniformity and appearance of the candidate statements. Please note the following limitations.

The statement must be typed and follow the format as shown on Page 14. Boldface type, bullets, asterisks, all capital letters (except for acronyms or abbreviations), italics, underlining, lists, indentation, or any other special characters are not allowed.

The statement MAY include:

- Name, age, and occupation of the candidate
- A brief description of the candidate's education and qualifications as expressed by the candidate in his/her own words

The statement MAY NOT include:

- The party affiliation of the candidate
 - Membership or activity in any partisan political organizations
 - References to other candidates for that office or another candidate’s qualifications, character, or activities
- Election Code 13307, 13308*

All or part of a candidate statement found not to be in compliance with these guidelines may be omitted at the discretion of the Elections Division or Registrar.

The Candidate should carefully proof-read their candidate statement for spelling, punctuation, and grammar prior to submitting, as the statement will be printed as filed.

Withdrawing/Changing the Statement

The candidate statement may be withdrawn, but not changed, during the period for filing nomination petitions and until 5:00 pm of the next business day, after the close of the filing period. A candidate must file a signed statement stating their intent to withdraw their candidate statement with the City Clerk’s Office. A new candidate statement cannot be filed to replace a withdrawn candidate statement.

Election Code 13311

Public Review Period

After the close of the filing period, anyone may examine the candidate statements. During a 10-calendar day period, commencing the day after the close of the filing period, any voter of the jurisdiction in which the election is being held may seek a writ of mandate or an injunction challenging any or all of the material in a candidate statement.

No challenges may be submitted to or will be considered by the Elections Division or Registrar nor should be considered by City Clerks.

Election Code 13311, 13313, 13314

Candidate Statement Filing Fees

The cost of the candidate statement must be paid at the time the statement is filed.

Candidate statement fees may be paid by cash, check, money order, or credit card. Checks should be made payable to City of Antioch.

CITY	STATEMENT COSTS	WORD LIMIT
Antioch		
City Clerk, Treasurer, Mayor	\$1,424.00	250
District 2	\$452.00	
District 3	\$524.00	

Word Count Criteria

The following are the guidelines for computing the word count for candidate statements.

Acronyms Examples: UCLA, PTA, U.S.M.C	one word
Geographical names Examples: Contra Costa County Walnut Creek City of Pittsburg Bay Area	one word
Districts with an elected board Examples: Contra Costa Community College District Antioch Unified School District East Bay Regional Park District San Francisco Bay Area Rapid Transit District	one word
Numbers/Numerical Combinations 4 th /5 th Digits (1, 10, or 100, etc.) 1990-1991, 100%, etc. Spelled out (one, ten, or one hundred)	one word one word one word one for each word
Dates All digits (11/5/96) Word and digits (June 2, 1998)	one word one word
Hyphenated words Regularly hyphenated words that appear in the Merriam-Webster Dictionary online.	one word
Punctuation	not counted
Telephone numbers 335-7800 (925) 335-7800	one word one word
Email / Website addresses	one word

Sample Candidate Statement Layout:

Below are samples of 250-word candidate statements, as they would appear in the county Voter Information Guide. Statements will appear in the same order as the candidates appear on the ballot.

NAME OF DISTRICT	
<p>NAME Ballot Designation</p> <p>I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical.</p>	<p>NAME Ballot Designation</p> <p>I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I am married and currently have two children attending school in the district. I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district. I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals. I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote. Vote for me! Thank you!</p>
<p>NAME Ballot Designation</p> <p>I am running for the governing board of the ABC Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from ABC High School in 1985. I am married and currently have two children attending school in the district.</p> <p>I own and operate my own business, so I am well aware of resources and educational materials. I am convinced we can offer quality education to all students within the district.</p> <p>I fully understand the value of a public education. As your next school board member, I will work for small class sizes and better learning environments for our students. I will also ensure that we create a safer learning environment to achieve these goals.</p> <p>I am also committed to promoting innovative programs that help our students develop critical thinking skills, problem-solving abilities, and creativity. Our students must be prepared for the rapidly changing world, and I believe that providing a comprehensive education that includes both academic and real-world skills is critical. I am passionate about providing every child with an exceptional education and believe that we must work together to create the best possible future for our children. I thank you for considering me as a candidate for the school board and look forward to earning your vote.</p> <p>Thank you!</p>	<p>Each candidate statement is formatted into a box measuring approximately 3.5" x 4.25" using Arial Narrow 10 size font.</p> <p>Do not use:</p> <ul style="list-style-type: none">• Bullets, stars, or asterisks• Bold• Italics• All capital letters (except for acronyms or abbreviations)• Underlining• Lists• Indentation

Form 700 – Statement of Economic Interest

All candidates are required to file a Statement of Economic Interests (Form 700) disclosing certain financial interests.

The Form 700 is intended to provide necessary information to the public about a candidate's personal financial interests.

A new Form 700 is not required if the candidate has filed a statement for the same jurisdiction within 60 days prior to the filing of their Declaration of Candidacy.

Government Code 87200-87202

FPPC Campaign Financial Disclosure

All candidates, their committees, and committees supporting or opposing ballot measures are required to report campaign contributions and expenditures.

When a candidate receives nomination papers, they will receive an informational overview of all filing responsibilities including electronic filing of all campaign disclosures.

FPPC Filing Schedule*

Candidates should familiarize themselves thoroughly with the filing guidelines provided by their Fair Political Practices Commission (FPPC). Carefully note the filing deadlines, as the California Political Reform Act imposes penalties for late filings of campaign statements. Information and requirements can be found at www.fppc.ca.gov.

Netfile - Electronic Filing System*

As of November 12, 2019, candidates and committees must electronically file all campaign disclosure reports and documents mandated by the California Political Reform Act. *City of Antioch Ordinance No. 2174-C-S*

Please note that if you are subject to electronic filing of your campaign forms, PDF forms do not satisfy the electronic filing requirement.

Campaign Disclosure Manual

Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates (https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Manuals/Manual_2/Final_Manual_2_Entire_Manual.pdf)

AB 571 City Candidate Contribution Limits

A candidate seeking election to a city office in a city that has not already enacted a contribution limit is subject to contribution limits from a single source per election. The chart below shows the limits per contributor for the type of office sought:

2023-2024 Contribution Limits for City and County Candidates in Cities and Counties That Have Not Enacted Limits		
Person (individual, business entity, committee/PAC)	Small Contributor Committee	Political Party
\$5,500	\$5,500	\$5,500

Government Code 85301

SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

City of Antioch Ordinance 2174-C-5 requires all campaign disclosure reports and documents mandated by the California Political Reform Act to be filed electronically.

City of Antioch has contracted with NetFile to be the filing platform for all local candidates, candidate committees and committees supporting or opposing ballot measures to electronically submit Campaign Finance Statements.

NetFile offers tutorials and help for each page of their website. You may find it helpful to watch the "How to Create a New Campaign NetFile User" video in the "How To Videos" section of the page at www.netfile.com/filer.

NetFile User Log In [Get Help for this Page](#)

E-Mail Address

Password
 [Lost Your Password?](#)

Log In

Campaign Committee Filers	Form 700 (SEI) Filers	Lobbyist Filers
New Campaign Committee Filers Create a New NetFile User	New Form 700 Filers New User? Request a Password	New Lobbyists Registration and Links
Training Request Campaign Committee Training	Videos How to use the "Lost Your Password?" Feature	
FPPC Information Committee Training & Outreach When & Where to File Campaign Statements	Documents FPPC Form 700 Instructions for 2022/2023 FPPC Form 700 Reference Pamphlet for 2022/2023 Current FPPC Local Gift Fact Sheet Current State Gift Fact Sheet Current FPPC Form 700 FAQs	
Signature Verification Sign Pending Campaign Statements <small>(For San Francisco & Berkeley Filers Only)</small>		
Third-Party Uploads Upload a CAL File		
Videos How to Create a New Campaign NetFile User How to use the "Lost Your Password?" Feature How to Use the Committee Set-Up Wizard		
Documents Create a NetFile User & Link a Campaign Account How to Use Signature Verification		

SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS



Basic Filing Guidelines for candidates and committees. For more information you may contact FPPC at advice@fppc.ca.gov or (866) 275-3772, and by visiting the FPPC website at www.fppc.ca.gov.

Form 501 – Candidate Intention Statement

Who: All Candidates

When: Before raising or spending any money including personal funds.

Where: Local Filing Officer

Less than \$2,000

Form 470 – Campaign Statement Short Form

Who: Candidates who do not intend to raise or spend \$2,000 or more for their campaign, and do not have an open committee.

When: Any time, but no later than the date the first pre-election statement is due. The statement covers the entire year.

Where: Local filing officer

Form 470 – Supplemental

Who: Candidates who filed Form 470, but subsequently raised or spent \$2,000 or more for their campaign.

When: Within 48 hours of raising or spending \$2,000 or more.

Where: Local filing officer and with each candidate seeking the same office.

MUST ALSO FILE FORM 410

\$2,000 or more

Form 410 – Statement of Organization

Who: Candidates and organizations who raise or spend \$2,000 or more.

When: Anytime, but required to be filed within 10 days of reaching \$2,000 in contributions.

Where: Original and copy to Secretary of State, one copy to Local Filing Officer. There will be a fee of \$50 payable to the Secretary of State upon filing the Form 410.

Form 460 – Campaign Statement

Who: All campaign committees formed by filing a Form 410 and who have raised or spent \$2,000 or more.

When: Must be filed according to applicable FPPC filing schedules. Filing schedules are available on the FPPC website at www.fppc.ca.gov.

Where: Local filing officer via NetFile

After the Election, a candidate that is elected to office has the option of maintaining their committee and campaign bank account or terminating the campaign committee and closing the bank account. An officeholder who maintains a committee may:

- Continue to receive contributions;
- Use campaign funds to offset officeholder expenses; or
- Use funds for a future election.

An officeholder who wishes to terminate a committee must file both a Form 410 with the State and a copy with the local filing officer and a Form 460 in NetFile.

SUMMARY OF CAMPAIGN FINANCE DISCLOSURE REQUIREMENTS

FORM 501 - Candidate Intention Statement

This form announces the candidate's intention to run for office and the desire to collect or spend campaign funds. This statement must be filed before a candidate solicits or receives any contributions, or before any expenditures are made from personal funds on behalf of their candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications.

Exception: Form 501 is not required to be filed by candidates who do not intend to receive any contributions, and the only expenditures from personal funds would be for payment of the filing fee (if applicable) and the Statement of Qualifications.

Form 501 is not used to obtain a Committee ID Number.

FORM 410 - Statement of Organization

This form must be filed with the Secretary of State's Political Reform Division (original) and with the Office of the Registrar of Voters (copy), within 10 days of receiving \$2,000 or more in contributions or making \$2,000 or more in expenditures. The term "contribution" includes monetary payments, loans and non-monetary goods or services.

The Secretary of State issues Committee ID Numbers to all committees who file this form.

FORM 460 - Recipient Committee Campaign Statement

Candidates for office who receive contributions or have expenditures more than \$2,000 must file pre-election and semi-annual campaign statements during the year in which their election is being held. Please refer to the Filing Schedule for filing deadlines.

Please note that Form 460 must be filed electronically with NetFile at www.netfile.com/filer.

FORM 470 - Officeholder/Candidate Campaign Statement-Short Form

Candidates who do not anticipate spending or receiving \$2,000 or more during the calendar year, and do not have a controlled committee, are required to file this form with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement).

FORM 470 - Supplemental Candidate and Officeholder Campaign Statement

This form applies to candidates who have filed a Form 470 and subsequently receive contributions or make contributions totaling \$2,000 or more for a calendar year. Once a Supplemental Form 470 is filed, the candidate or officeholder will be required to file a Form 410 and 460.

CAMPAIGN BASICS

For candidates spending \$2,000 or more



CAMPAIGN RULES PAGE:

Bookmark the [Campaign Rules](#) page to find resources and answers to campaign-related questions throughout your campaign. All links noted below can be reached through the [Campaign Rules](#) page.

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#)

TWO IMPORTANT RULES TO REMEMBER:

- Candidates **MUST** file Form 501 before soliciting or accepting contributions.
- Candidates **MUST** deposit funds into the campaign bank account before spending money on the campaign. Candidates may not spend money out of pocket for campaign expenses.

FORMS TO START:

- Form [501](#) – Candidate Intention Statement
- Form [410](#) – Statement of Organization (No bank account yet? Enter “Pending” where asked.)
- Form [700](#) – Statement of Economic Interests (See your elections official for filing date.)

ID NUMBER:

1. Send completed Form 410 to CA Secretary of State (SOS) and a copy to your local filing official.
2. SOS issues the committee ID number and posts it to their website, usually within 1-2 business days after receiving your completed Form 410.
3. To find your committee ID number, go to cal-access.sos.ca.gov.
4. Enter your committee name in the search bar at top left of the screen.
 - If your committee ID number is not available, SOS may not have posted it yet. Or, the Form 410 may be incorrect and SOS will send you a notice via USPS.
 - To find out the status of your ID number, contact the SOS at (916) 653-6224.

FILING SCHEDULES & DEADLINES:

Determine what campaign reports are due, and when they’re due, by reviewing your [filing schedule](#).

MOST COMMON CAMPAIGN REPORTS:

- Form [460](#) – Recipient Committee Campaign Statement
- Form [497](#) – 24-Hour Contribution Report

MANUALS:

- Disclosure [Manual 1](#) – State Candidates
- Disclosure [Manual 2](#) – Local Candidates and Judges

CANDIDATE/TREASURER VIDEO:

Watch the [Candidate/Treasurer video](#) and print the accompanying [slides](#).

TRAINING OPPORTUNITIES:

In addition to the video above, you may learn more by registering for [webinars and workshops](#).

[FPPC Home Page](#) > [Learn](#) > [Campaign Rules](#) > [Training & Outreach](#) > [Candidate, Treasurer, or Committee?](#)

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

Campaign Filer Training for Candidates & Treasurers

Did you know that NetFile offers free telephone training for your campaign committee filers? Well, we do! NetFile offers a 30 minute training session during our normal business hours (M-F, 9am to 5pm). We handle everything once a filer signs up to request a training session.

How do Filers Sign Up?

It is really easy to sign up. All a filer needs to do is open a web browser and go to: <https://netfile.com/Content/CampaignTraining>. Once the page loads, the filer just needs to provide us with a few pieces of information:

- First Name
- Last Name
- E-Mail Address
- Primary Phone
- Alternate Phone (Not required)
- Best Time to Call
- Committee Name
- Your Position (with the committee).
- Filing Agency

What Happens Next?

When the filer submits the information on the web form, NetFile's Support personnel receive the request via e-mail and the filer receives a copy of the e-mail as well. Our Support staff then contact the filer to coordinate the training.

What Can the Filer Expect from the Training?

The training session consists of the following topics:

- How to set up a NetFile User
- How to link to their committee's account to their NetFile User
- How to set up their committee's account
- How to search for and add entities
- How to add common transactions
- How to request further assistance

Fair Political Practices Commission

Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot

Deadline	Period	Form	Notes
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Additional Notes:

- ***Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** All paper filings may be filed by first-class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form [501](#):** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

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- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2024 and do not have an open committee may file Form 470 on or before September 26, 2024. If the candidate raises or spends \$2,000 or more, later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - **Form 496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
 - **Form 462:** This verification form must be e-mailed to the FPPC within 10 days..
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements and reports are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page. Or, visit www.fppc.ca.gov > Learn > Campaign Rules.

Code of Fair Campaign Practices

By subscribing to the Code of Fair Campaign Practices, a candidate vows to follow the principles of decency, honesty, and fair play. Completed forms are to be filed with the City Clerk's Office and shall be retained for public inspection until 30 days after the election.

Subscription to the Code of Fair Campaign Practices is optional.

Election Code 20400, 20440-20444

Write-In Candidates

A person interested in filing as a write-in candidate may file for office between September 9 and October 22, 2024. The fee required for a write-in candidate is \$25.00.

Any person who desires to be a write-in candidate and has any votes cast for them reported shall file a Statement of Write-In Candidacy.

Election Code 8605

The write-in filing period begins September 9 and ends October 22, 2024.

Election Code 8600, 8601

Cities require nomination signatures to be collected for a valid write-in candidacy. Signers of nomination papers for write-in candidates shall be voters in the district and political subdivision in which the candidate is to be voted on. See page 6 for the required number of nomination signatures.

Election Code 8600(b), 8603

Write-in candidates must also file the same forms required of other candidates, who have filed during the regular filing period. The candidate statement form or ballot designation form does not apply to write-in candidates and write-in candidates may not submit a candidate statement.

Only votes cast for qualified write-in candidates are reported. A person may not be a write-in candidate for a voter-nominated office during the General Election.

Election Code 8605, 8606

TO: All Persons Interested in Political Campaigns

FROM: Thomas Lloyd Smith, City Attorney

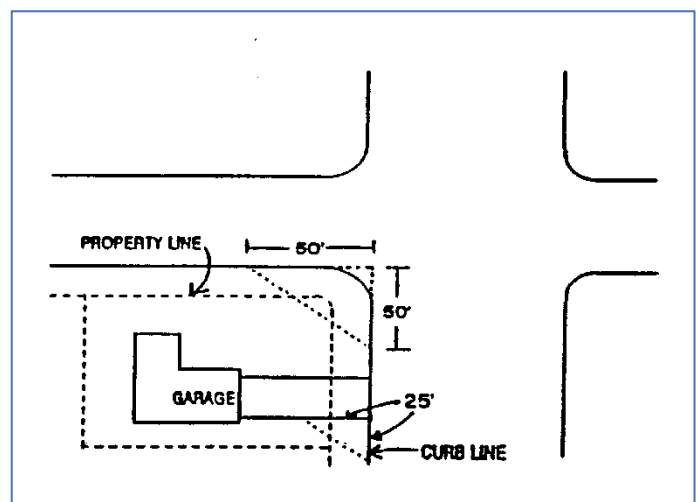
SUBJECT: Placement of Temporary Signs

This memo is designed to inform you about the regulations dealing with temporary signs, including signs related to political campaigns or ballot measures. The regulations are designed to avoid visual clutter and to promote traffic safety within Antioch. I trust that these goals are important to you and that you and your campaigns will comply with these regulations.

Pursuant to the Antioch Municipal Code, it is unlawful to:

- **post temporary signs in the public right-of-way or upon any object located within the public right of way. This includes streetlight poles and other utility poles, their cross-arms and guy wires, as well as any other structure in the right-of-way, such as traffic signs, benches and guardrails.**
- **post temporary signs on public property (e.g. parks, City Hall, etc., including fencing).**
- **place any temporary sign over 3-feet high within 50 feet of a street intersection (see diagram below).**
- **leave any temporary signs beyond 14 calendar days of the election to which the signs relate.**

Signs placed in violation of these regulations may subject the sign owner **or property owner** to code enforcement procedures, including citations, assessment liens and other civil or criminal remedies allowed by the Antioch Municipal Code. In addition, City employees or designated volunteers may remove signs placed in violation of these regulations on public property. Signs may be destroyed if the owner does not retrieve them and pay a fine.



As individuals obviously interested about the welfare of the City of Antioch, I trust that it should not be necessary to resort to such measures and that you will comply with the sign requirements in the Antioch Municipal Code. Please contact my office if you have any questions.

§ 9-5.518 TEMPORARY SIGNS.

(A) *Temporary sign defined.* **TEMPORARY SIGN** shall mean any sign, handbill, or poster which is placed to advertise or announce a specific event, or which pertains to a particular event or occurrence, or which is not designed or intended to be placed permanently. Examples of temporary signs include, but are not limited to, signs, handbills, or posters relating to garage sales, political candidates or ballot measures, concerts, “swap meets,” and the like.

(B) *Legislative findings.* The Council finds as follows:

(1) Aside from this section, temporary signs are not regulated by this article and are therefore not subject to design review or approval as to their size, shape, color, design, or placement. The lack of regulation of temporary signs has in the past led to visual clutter within the community and aesthetic blight. At times, temporary signs pose traffic safety hazards.

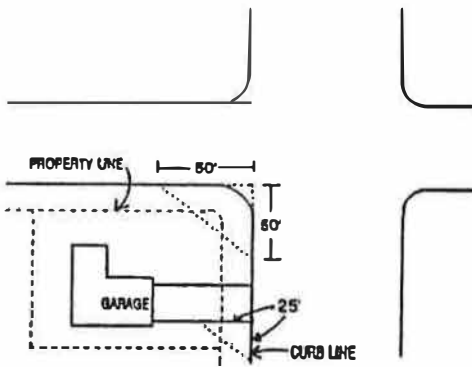
(2) Property and facilities located within the public right-of-way, such as utility poles, benches, hydrants, bridges, sidewalks, and similar structures, are not by tradition or designation a forum for communication by the general public, and the Council wishes to preserve such structures for their intended purposes, which is the safe, efficient, and pleasant movement of vehicular and pedestrian traffic and the operation of utility systems.

(3) The regulations and prohibitions specified in this section are necessary to preserve items located within the public right-of-way for their intended purposes and to prevent the visual clutter, blight, and traffic safety hazards caused by temporary signs therein.

(C) *Posting prohibited.* No person shall paint, mark, write on, post or otherwise affix, erect, construct, maintain, paste, nail, tack, or otherwise fasten or affix any temporary sign on any sidewalk, crosswalk, curb, street lamp post, pole, bench, hydrant, tree, shrub, bridge, or electric light or power or telephone wire pole, or wire appurtenance thereof, or upon any street sign or traffic sign, or upon any other object located within the public right-of-way which is not maintained for the purpose of communications by temporary signs by the general public.

(D) *Exceptions.* This section shall not prevent a public officer or employee from posting notices as required by law, such as notices of street abandonment or notices of proposed assessment district proceedings, as required by the Streets and Highways Code of the state or other statutory authority. This section shall also not prevent the Director of Public Works from issuing an encroachment permit for the erection of banners pertaining to noncommercial and nonpolitical community events, such as parades, fairs, and community celebrations. This section shall also not pertain to structures located within the right-of-way which by tradition or designation are used for the purpose of communication by the general public. Such structures shall include kiosks, bulletin boards, benches upon which advertising is authorized, newspaper racks, and billboards as authorized by this Code.

(E) *Sign distance.* No temporary sign over three feet in height located on private property shall be erected or placed at the intersection of any street or within the segment created by drawing an imaginary line between points 50 feet back from where the curb lines of the intersection quadrant intersect.



(F) *Removal.*

(1) Temporary signs not prohibited by this section shall be removed within 14 calendar days after the event to which they relate occurs.

(2) Any temporary sign posted or otherwise affixed in violation of this section may be removed by officers of the Police, Building Inspection, or Public Works Departments or by the Code Enforcement Officer. Signs removed by city employees shall be taken to the Maintenance Service Center. The employee removing the sign shall immediately attempt to notify the owner of the sign, if such can be ascertained. In cases where a sign contains the name of a printing firm or political candidate, the Department shall also immediately attempt to notify such firm or candidate of the fact of removal, the location of the sign, and the procedure for retrieving the sign.

(G) *Retrieval of signs.* Any person desiring to retrieve a sign removed by the city may do so upon the payment of an administrative fine as specified by resolution. In lieu of paying such administrative fine, such person may retrieve a sign upon signing a promise to appear upon a citation issued to him or her for the violation of this section. If a person wishes to contest the fact that a sign was placed in violation of this section prior to paying the fine or signing the citation, he or she shall have the right to an administrative hearing before the Director of Public Works. If the Director of Public Works finds that the sign was lawfully posted, he shall return the sign without an administrative penalty or the issuance of a citation.

(H) *Destruction of signs.* Any temporary sign removed by the city may be considered abandoned if it is not retrieved within 15 calendar days after the date of such removal and may be disposed of by the city without liability therefor to any person.

(Ord. 918-C-S, passed 5-28-96)

Department of Transportation - Posting of Signs

The California Department of Transportation has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction.

A copy of the form “Statement of Responsibility for Temporary Political Signs” is provided. This form can be completed and mailed to the Department of Transportation.

For further details or to access the Statement of Responsibility form, please visit the Caltrans Political Signs page at:

<https://dot.ca.gov/programs/traffic-operations/oda/political-signs>.

Common Questions and Situations

Filing Nomination Papers on Behalf of a Candidate

If a candidate is unable to pick up their candidate application packet in person, they may designate a person to act on their behalf. A written statement or Authorization Form, signed and dated by the candidate, authorizing a person to receive the Declaration of Candidacy form and all other nomination papers from the City Clerk is required. If a candidate will not be filing in person, the Declaration of Candidacy must be notarized before filing. Because an original signature is required, nomination documents may not be filed by fax or email. The candidate's designee may only receive and deliver papers and may not make any changes to the nomination documents.

Election Code § 8028

Authorization Form can be requested from the City Clerk's Office.

Appearance of Names on the Ballot

A randomized alphabet drawing is the basis for determining the order of candidates on the ballot. All candidates will be placed on the ballot in the order that each of the letters of their surname were drawn. For example, the placement of candidates with the surnames of Miller and Ramos will depend on the order in which the letters M and R were drawn.

Candidate name order may also be affected by a rotation schedule.

Election Code § 13111

Six calendar days after the end of the filing period, the Secretary of State conducts a drawing of the letters. The drawing will be conducted on August 15, 2024, for the upcoming General Election.

Election Code § 13112

Candidates Elected at General Election

The candidate(s) for a school district, special district, or city office that receive(s) the highest number of votes from all votes cast for candidates for that office shall be elected to that office.

Election Code §§ 10551, 10600

Election Night Results

Election results are available on our website at www.contracostavote.gov beginning at 8:00 p.m. on Election Night. Results will be updated periodically until all in-person Election Day ballots are counted.

Candidates and/or members of their campaigns are welcome to observe the Election Night processes. Observer guidelines and rules are available on the County Election's Website and will be issued upon arrival.

Final Official Results

Starting the day after the election, a thorough examination of all the ballots that were returned is conducted. Any eligible Vote-by-Mail ballots that have not yet been counted are tabulated and included in the final count. Additionally, provisional ballots are processed and those eligible are counted, and votes cast for qualified write-in candidates are counted.

Election Officials shall certify the election results within 30 days following the election.

Election Code § 15372

Holding or Running for More Than One Office

Candidates are not prohibited from seeking more than one elective office and may serve in more than one office. There are, however, situations when holding more than one office is considered a conflict and incompatible.

There is no single statute that defines the incompatibility of offices. The common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.

The courts have defined this concept as follows: One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.

Government Code § 1099

If you have any questions about whether two public offices which you hold or seek would be considered incompatible, contact the Attorney General's office at (916) 324-5437 or visit their website, www.caag.state.ca.us.

For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at www.fppc.ca.gov or by phone toll free (866) 275-3772.

Helpful Links

The FPPC maintains numerous fact sheets to provide quick and easily understood information on a variety of subjects involving the Political Reform Act. Listed below are some of the factsheets available at <https://www.fppc.ca.gov/media/factsheets.html>.

Campaigns and Committees

- [Campaign Basics Fact Sheet](#)
- [Committee Naming Requirements](#)
- [Local Candidate/Committee Checklist](#)
- [FAQ: Campaign Activity](#)
- [Multipurpose Organizations Reporting Political Spending](#)
- [Limited Liability Company Contributions and Expenditures](#)
- [Sponsored Committee Qualification and Naming Requirements](#)
- [Funding for a Candidate's "Inauguration Event"](#)
- [California State Contribution Limits](#)
- [Voluntary Expenditure Ceilings for State Candidates](#)
- [Terminating Your Committee \(Local\)](#)

Political Advertising

- [Political Advertisement Disclosures](#)
- [Communications by Candidate Committees for their own Election](#)
- [Independent Expenditure Ads on Candidates \(except ads by candidates and political party committees\)](#)
- [Independent Expenditure Ads on Candidates by Candidates and Political Party Committees](#)

Informational Videos

- <https://www.fppc.ca.gov/media/informational-videos.html>

Candidate Toolkit and Basic Rules for Treasurers Information (FPPC)

The Act requires every California committee to appoint a treasurer before it raises or spends any money for an election. An assistant treasurer may also be appointed.

Campaign treasurers sign campaign disclosure reports under penalty of perjury and are liable in enforcement actions for violations of the Act. It is important to understand the

basic rules and requirements associated with transparent campaign disclosure. No individual should accept the position of a committee treasurer as a mere figurehead.

For detailed information, refer to the FPPC Campaign Disclosure Manuals at <https://www.fppc.ca.gov/learn/campaign-rules/basic-record-keeping-rules-for-treasurers.html>

- Reporting Deadlines - Filing Schedules
- Recordkeeping - Money In (Contributions)
- Recordkeeping - Money Out (Expenditures)
- Record Retention
- Contribution Limits
- Banned Contributions
- Use of Campaign Funds

Campaign Resources

Voter Data Products

Candidates have access to voter information and data from voter registration and election files. Listed below are brief descriptions of some electronic files that are available:

Voter File

Text (.txt) file. Includes the voters: name, residence address, mailing address, phone number, email, birthdate, language preference, registration date, party affiliation, voting precinct, last election voted, election date, election type, and voter participation in the last five major elections, and participation method of historical elections (method by which voter voted their ballot).

Vote by Mail File

Text (.txt) file. Includes the voters: name, mailing address, phone number, ballot type, party name, voting precinct, and Vote by Mail ballot issue date, return date, and return method. The file is available for single use and as a subscription. Subscription files are sent every business day in an election cycle. Subscriptions begin 29 days before the election and end on Election Day.

Voter data may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Elections Division.

Prohibited usage includes commercial purposes, solicitation of contributions, or for services for any purpose other than on behalf of a candidate, political party, or in support of or opposition to a ballot measure.

Maps

Maps can be prepared and printed for your political campaign needs. You can request small walking maps up to large wall maps. A walking map is a precinct level map with street level detail. Wall maps can be created for larger areas or districts.

Fees

Fees for voter data products and maps are based on the data requested and/or the number of registered voters. Some products will have taxes added to their totals.

Listed below are the fees for the voter data files and maps:

Countywide Voter File	\$250.00
District Voter File (over 100,000 voters)	\$175.00
District Voter File (100,000 voters or less)	\$50.00
Vote by Mail Voter File Subscription	\$100.00
Vote by Mail Voter File Daily Request	\$25.00 per file
Wall Maps (3x3)	\$25.00
Walking Maps (11x17)	\$1.50

All orders for voter data and maps must be paid for in advance. Fees may be paid by credit/debit, cash, or check. Checks should be made payable to "Contra Costa County Registrar".

Major District Maps are also available on the website at www.contracostavote.gov/elections/candidates-campaign-measures/district-precinct-maps/.

Ordering Instructions

When purchasing voter data, you will be required to complete the Application to Purchase or View Voter Data. The application is available on the County's website. Completed applications must be submitted in person at the County Elections Office or by mail with required documents. Orders will be processed within 1-3 business days from the time the application and payment are received. Orders are processed in the order they are received.

For more information or if you have questions, please email data.map@vote.cccounty.us.

CONTACT INFORMATION

CITY OF ANTIOCH

200 H Street
Antioch, CA 94509
www.antiochca.gov

Ellie Householder, MMP, City Clerk
ehouseholder@antiochca.gov
(925) 779-7008

Christina Garcia, CMC,
Assistant City Clerk
Vanessa Rosales, CMC
cityclerk@antiochca.gov
(925) 779-7009

SECRETARY OF STATE

P.O. Box 1467
1500 11th Street, 5th Floor
Sacramento, CA 95814
(916) 657-2166 (Elections)
(916) 653-6224 (Political Reform)
www.sos.ca.gov

- ✓ Committee Identification Numbers
- ✓ Termination of Committees

FAIR POLITICAL PRACTICES COMMISSION (FPPC)

1102 Q Street, Suite 3050
Sacramento, CA 95811
Phone: (916) 322-5660
Advice: (866) 275-3772
Fax: (916) 322-0886
www.fppc.ca.gov

- ✓ Campaign Disclosure
- ✓ Conflict of Interest
- ✓ Proper Use of Campaign Funds

Email Advice: Advice@fppc.ca.gov

CONTRA COSTA COUNTY REGISTRAR OF VOTERS

P.O. Box 271
555 Escobar Street
Martinez, CA 94553
(925) 335-7871 (Voter Registration)
(925) 335-7800 (General Information)
www.contracostavote.gov

- ✓ Candidate Information
- ✓ Precinct Lists
- ✓ Polling Places

FEDERAL ELECTION COMMISSION

(800) 424-9530
www.fec.gov

- ✓ Federal Campaign Disclosure
- ✓ Contributions from National Banks,
National Corporations, and foreign
nationals

STATE ATTORNEY GENERAL

P.O. Box 944255
1300 I Street
Sacramento, CA 95814
(800) 952-5225
www.oag.ca.gov

- ✓ Brown Act Requirements

STATE FRANCHISE TAX BOARD

(800) 852-5711
www.ftb.ca.gov

Committee Tax Status

- ✓ Tax Deductible Contributions
- ✓ Charitable Non-Profit Groups
- ✓ Any Other Tax Related Questions

INTERNAL REVENUE SERVICES

(877) 829-5500 (Washington D.C.)
(800) 829-4933 (Taxpayer I.D.)
www.irs.gov

- ✓ Federal Taxpayer ID Numbers (EIN)
- ✓ Any Other Tax Related Questions