



## GENERAL MUNICIPAL ELECTION NOVEMBER 8, 2016

### CANDIDATES FOR NEWPORT BEACH CITY COUNCIL [Districts 2, 5 and 7]

#### ELECTION INFORMATION SHEET

#### A. QUALIFICATIONS

A candidate must be a registered elector of the District from which he or she is nominated or appointed for at least thirty (30) days immediately preceding his or her nomination or appointment (City Charter § 401). The thirty (30) days is based on the date the nomination papers are issued by the City Clerk's Office.

#### B. ELECTION CALENDAR

1. Filing period for nomination papers: July 18, 2016 - August 12, 2016 - 4:30 p.m.
2. If the incumbent for District 2 does not file by 4:30 p.m. on August 12, 2016, the filing period for non-incumbents in District 2 to file is extended to 5:30 p.m. on August 17, 2016. The extension of the filing period applies only to the District in which an incumbent fails to file (District 2).

#### C. NOMINATION PAPERS

1. The City Clerk's Office signs and dates the Official Filing Form and types the name of candidate on the form before signing.
2. Signatures.
  - a. At least 20, not more than 30. Once a nomination paper is filed with the elections official, the nomination paper may not be returned to the candidate to obtain additional signatures. If the nomination paper is determined to be insufficient or the candidate fails to obtain the correct number of valid signatures on his or her nomination paper, the elections official shall retain the original nomination paper, provide a copy of the nomination paper to the candidate with an indication of which signatures are valid, and issue one supplemental petition to the candidate on which the candidate may collect additional signatures. The supplemental petition shall be filed no later than the last day for filing for that office. The form of the supplemental petition shall be the same as the nomination paper, except that the word "Supplemental" shall be inserted above the phrase "Nomination Paper." A voter may sign as many nomination papers as there are seats to be filled. Signatures submitted on subsequent petitions shall not be allowed.

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**The Candidate's Handbook is located at [newportbeachca.gov/candidate](http://newportbeachca.gov/candidate)  
If you have further questions please contact the City Clerk's Office at (949) 644-3005 or  
send an email to: [lbrown@newportbeachca.gov](mailto:lbrown@newportbeachca.gov).**

- b. Signers must be residents and registered voters within District from which candidate is being nominated (City Charter § 1004).
  - c. Signatures must be the same as on the voter registration.
  - d. Print name and residence address in own handwriting. If a voter is unable to personally affix this information, Election Code § 100.5 allows them to request another person to affix the voter's printed name and address but the voter shall affix his or her signature or mark, which shall be witnessed by one person.
3. Circulator.
- a. Any person that is 18 years of age or older may circulate a nomination paper. Only one person may circulate each nomination paper.
  - b. The circulator must personally witness the signature of each sponsor (signer).
  - c. The circulator must sign "Declaration of Circulator" under penalty of perjury.
4. Candidate completes and signs the "Affidavit of Nominee".
- a. No more than three (3) words designating either the current principal professions, vocations or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination papers.
  - b. If the candidate is the incumbent, he/she may use the word "incumbent". If the candidate is an appointed incumbent, he/she may use the phrase "appointed incumbent".
  - c. If the incumbent held an elective public office, he/she may use the title of it in accordance with § 13107 of the California Elections Code (see ballot designation from Secretary of State).
  - d. If no occupation designation is desired, write "No occupation requested".
  - e. Affidavit of Nominee must be signed in the presence of the City Clerk, a deputy, or a notary public.
5. It is mandatory that the Ballot Designation Worksheet (Tab 10) be submitted at the same time as the nomination papers.
6. Deadline for filing is Friday, August 12, 2016 at 4:30 p.m. (unless nomination period is extended).

**D. CANDIDATE'S STATEMENT** (must be submitted on original form)

- 1. The filing of a candidate's statement is optional. If filing a statement, the candidates pay actual cost of statement. A deposit of \$1,500 is required at the time of filing the statement (payable to the *City of Newport Beach*). The deposit amount includes the cost of compliance with the language provisions of the Voter Rights Act. When the statement is filed, a copy of the signed statement and the signed deposit agreement will be given to the candidate.

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2. The candidate's statement must be typed or printed on the form provided using County Registrar Guidelines (no words will be printed in ALL CAPS, **bolded**, or underlined). Bullets are also not allowed. The maximum word count is 200 words. The text of the statement must fit in a 5.1" x 3.85" block (basically 1/4 page). The statement will be printed as submitted (typographical errors will not be corrected). All statements will be printed with the candidate's name and title of office (not included in word count limit). The statement may include the name, age and occupation of the candidate (which will not be included in the word count). The candidate must sign and date the statement before it is filed. In addition to submitting a signed hard-copy of the statement, candidates are also asked to submit in Word format either by emailing it to the City Clerk or providing a flash drive.
3. The candidate's statement must be filed at same time as nomination papers.
4. The candidate's statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period (Election Code § 13307). **NOTE:** If the nomination period is extended because an incumbent who is eligible to be elected failed to file a declaration of candidacy, the last day that a candidate's statement may be withdrawn, but not changed, is the next working day after the close of the extended filing period for the office.
5. The candidate's statement will remain confidential until close of nominations (Election Code § 13311).

**E. FORM 700 - STATEMENT OF ECONOMIC INTEREST**

Form 700 must be filed at the same time as nomination papers. Candidates are required to report investments, interests in real property, and business positions held on the date of filing your declaration of candidacy. In addition, candidates must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy.

**F. CAMPAIGN DISCLOSURE STATEMENTS**

1. If candidate will raise or spend \$1,000 or more in a calendar year a committee must be formed and a bank account opened. Personal funds used in connection with seeking an elective office are counted toward qualifying as a recipient committee. However, personal funds used to pay the fee for the statement of qualifications to appear in the ballot pamphlet are not counted toward the \$1,000 threshold.
2. If a committee is formed, campaign disclosure statements must be filed according to the schedule set by the Fair Political Practices Commission (FPPC). Failure to file appropriate statements and reports in compliance with the Political Reform Act can result in substantial criminal, civil, and administrative penalties. In addition, failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. The law does not allow for extensions of due dates for the filing of campaign statements. Candidates for local offices are subject to audit by the Franchise Tax Board.
3. Campaign forms: Candidate Intention Statement – Form 501; Statement of Organization – Form 410; and Campaign Disclosure Manual 2 can be downloaded from the FPPC's website: <http://www.fppc.ca.gov/forms.html#title2>.
4. All campaign disclosure materials, as well as election materials, are published on the City's website ([newportbeachca.gov/campaign](http://newportbeachca.gov/campaign)).

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