# RUNNING FOR OFFICE

# The following information is provided to assist you in meeting local, county and State regulations, if you decide to run for Office. This guide is not all-encompassing and is not intended to be a sole source of election information.

# 2024 CANDIDATE GUIDELINES

# There are four members of the City Council elected by district; members are eligible to run for the district where they reside. The City Treasurer is another elected position within the City. The Mayor and the City Treasurer are elected at-large.

Seats to be voted upon in the November 5, 2024 election: Councilmember - District 2, Councilmember - District 3, and City Treasurer. All Candidates who are elected for Office will serve a four-year term starting December 18, 2024, and ending December 2028. City Council ratifies the certification of the results at the next regular meeting in December following the November election and receipt of certified results from the Contra Costa County Elections Office.

Vice Mayor rotates between Councilmembers on an annual basis. City Council selects a new Vice Mayor at the first regular meeting held in December.

**ELIGIBILITY**

Candidates must be registered to vote in Martinez for at least 30 days before filing nomination papers. To be a registered voter in the City, one must reside in the City of Martinez and be a U.S. citizen 18 years of age or older.

Candidates for City Council Districts 2 and 3 must reside in the respective District. To ensure this qualification is met, the Office of the City Clerk will verify voter registration status with the Contra Costa County Elections Office before issuing nomination papers.

# Note: Use this [Interactive Map](https://gis.cccounty.us/Html5/Index.html?configBase=http://gis-ags.ds.contra-costa.org/Geocortex/Essentials/REST/sites/Election_Disticts/viewers/Elections_Division_District_Lookup/virtualdirectory/Resources/Config/Default) to check which district you reside in by entering in your address!

**FILING OBLIGATIONS**

Candidates who intend to file nomination papers during the Nomination Period will be subject to filing obligations, pursuant to the Political Reform Act and Fair Political Practices Commission (FPPC), Government Code, Elections Code and/or City Municipal Code.

* Note: Some filing obligations may occur prior to the Nomination Period. For more information on filing obligations, visit FPPC’s “[*When and Where to File Campaign Statements*](https://www.fppc.ca.gov/learn/campaign-rules/where-and-when-to-file-campaign-statements.html)*”* webpage.
* Note: The City of Martinez requires electronic filing of campaign statements. Contact the Office of the City Clerk to request a NetFile electronic campaign filing account to file campaign statements electronically. The City’s [Campaign Statement Public Portal](https://www.cityofmartinez.org/government/city-clerk/fppc-reporting) contains financial information provided by candidates and committees. Use the Campaign Statement Public Portal to research campaign contributions and expenditures, review campaign statements filed by candidates and committees, or examine a committee's filing history by election.

1. Form 501: Candidate Intention Statement - Must be filed before soliciting or receiving any contributions, or before making expenditures on behalf of a candidacy. This Form must be filed in hardcopy with the Office of the City Clerk.
2. Form 410: Statement of Organization of Recipient Committee - Must be filed within 10 days of receiving $2,000 in contributions. Note: Municipal elections are non-partisan.

# Form 700: Statement of Economic Interests - The Political Reform Act under Government Code Section 87200 requires officials and candidates for the elective offices specified in the Code to file Form 700, Statement of Economic Interests, at the time of filing nomination papers and periodically to disclose certain investments, interests in real property, sources of income, gifts, loans and business positions. State law requires that an original form be filed with the City Clerk at the same time nomination papers are filed.

# Note: [Martinez Municipal Code Section 2.88.010](https://library.municode.com/ca/martinez/codes/code_of_ordinances?nodeId=CD_ORD_TIT2ADPE1_CH2.88ELPAFIFAPOPRCOCADISTSTECIN_2.88.010ELFICADISTSTECIN) requires electronic filing of Form 700s and other forms required by Government Code Sections 87200 and 84100.

1. Ballot Designations - The candidate’s designation of occupation or identification to be printed on the ballot shall not exceed three words. There are additional requirements and prohibitions under Section 13107 of the Elections Code.
2. Campaign Contribution Limits - Campaign contributions are currently limited to $4,900 per contributor in aggregate as imposed by Assembly Bill 571.
3. Candidate Written Statements - This is optional. If you choose to submit a statement for publication in the voter information guide sent to voters, the Office of the City Clerk will provide the appropriate form. Once filed, the statement may be withdrawn, but not changed, on or before the closing of the nomination period and until 3 p.m. of the next working day after the close of the nomination period. There are additional requirements and prohibitions in preparing this statement under Section 13307 of the Elections Code.

# Note: There is a cost associated with filing this statement which is set by the County Registrar of Voters. Please check with the Office of the City Clerk as the nomination period approaches to confirm the estimated cost. This cost is paid by each candidate who chooses to have their candidate statement published in the voter information pamphlet.

# ADDITIONAL REGULATIONS AND REQUIREMENTS

# Mass Mailing Requirements - Government Code Section 84305 pertaining to mass mailing of election literature will be provided to each candidate when they file their Declaration of Candidacy.

# Political Signs - Posting of political signs are regulated under the City’s Municipal Code.

# Public Disclosure of Records - Nomination petitions and campaign statements are subject to public disclosure pursuant to the California Public Records Act. However, candidate statements are not subject to public disclosure until after the nomination period closes.

**IMPORTANT ELECTION DATES**

Orange = General Election | Purple = Form Submittals | Red = Deadlines

**July 15, 2024 to**

**Aug. 9, 2022**

(E-113 to E-88)

# Nomination period for the November 5, 2024 election

# During the nomination period, nomination papers for Council District 2, District 3 and City Treasurer can be obtained by appointment from the City Clerk’s Office, located at City Hall – 525 Henrietta Street in Martinez. To schedule an appointment, call (925) 372-3512.

The original nomination paperwork, including original signatures, must be received by the Office of the City Clerk prior to the close of the nomination period. Only one candidate may be named in any one set of nomination papers, and no person may file nomination papers for more than one position for the same election. The City does not charge a filing fee for nomination papers.

# July 31, 2024

(E-97)

# FPPC Semi-Annual Statement Due

Deadline for semi-annual Fair Political Practices Commission financial disclosure report Form 460 covering the period Jan. 1, 2024 to June 30, 2024 or the day after the closing date of the last statement filed before June 30, 2024.

# Aug. 7, 2024 to

**Nov. 5, 2024**

(E-90 to E)

# Contribution / Independent Expenditures

Sums of $1,000 or more to/from a single source must be reported within 24 hours. The Independent Expenditure report is required only for committees (not candidate controlled) that make independent expenditures totaling $1,000 or more to support or oppose a single ballot measure or a single candidate.

# Aug. 10, 2024 to

**Aug. 14, 2024**

(E-87 to E-83)

# Extension Nomination Period (If applicable)

If an eligible incumbent fails to file a Declaration of Candidacy by Aug. 9th for his or her office, there is a 5-calendar-day extension period during which any candidate, other than the incumbent, may file for said office.

# Aug. 10, 2024 to

**Aug. 19, 2024**

(E-87 to E-78)

# Examination Period for All Ballot Designations and Candidate Statements for Those Contests Not in Extension1

10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements and ballot designations may be reviewed for potential legal action. During this 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or any candidate may take legal action to challenge the contents of the statement or the ballot designations.

1Refer to California Elections Code §§13313, and 13314 for details of public examination periods and writ of mandate.

# Aug. 15, 2024 to

**Aug. 24, 2024**2

(E-82 to E-73)

2 Date falls on weekend or holiday, deadline pushed to next business day.

# Examination Period for All Ballot Designations and Candidate Statements for Those Contests in Extension1

10-calendar day public examination period immediately following the filing deadline of candidate statements when the statements and ballot designations may be reviewed for potential legal action. During this 10-calendar day examination period, any voter of the jurisdiction in which the election is being held, or any candidate may take legal action to challenge the contents of the statement or the ballot designations.

# Aug. 15, 2024

(E-82)

# Randomized Alphabet Drawing

The Secretary of State will conduct a random drawing of letters of the alphabet to determine the order in which candidates appear on the ballot.

# Sept. 9, 2024 to

**Oct. 22, 2024**

(E-57 to E-14)**Write-In Candidacy Opens and Closes**

Filing period for write-in candidates to obtain and file nomination documents.

# Sept. 26, 2024

(E-40)

# FPPC 1st Pre-Election Statement Due

Deadline for FPPC financial disclosure report Form 460, for campaign committees supporting or opposing local candidate or measures, covering the period of July 1, 2024 through Sept. 24, 2024.

# Oct. 24, 2024

(E-12)

**FPPC 2nd Pre-Election Statement Due**

Deadline for FPPC financial disclosure report Form 460, for campaign committees supporting or opposing local measures covering the period of Sept. 25, 2024, through Oct. 22, 2024.

# Nov. 5, 2024

# (E)

# Dec. 5, 2024

(E+30)**ELECTION DAY**

# All voting centers are open from 7AM to 8PM.

# Official Canvass of Vote

Contra Costa County Registrar of Voters to certify election results.

# Jan. 31, 2025 FPPC Semi-Annual Statement Due

(E+84) Deadline for all committees to file a Form 460 covering the period Oct. 23, 2024, to Dec. 31, 2024 unless the committee filed termination Forms 410 and 460 before Dec. 31, 2024.

**RESOURCES & INFORMATION**

Below are resources and information that will help you through your campaign! This list, including links, has been made available on the City’s Election webpage:

* The following materials from the *Election 101: How to Run for Office* seminar will be made available on the City’s Election page in the following days:
  + PowerPoint Presentation, Handout materials, Video Recording
  + Q&A will be posted within 30 days.
* City of Martinez - [www.cityofmartinez.org](http://www.cityofmartinez.org)
  + Elections: <https://www.cityofmartinez.org/government/city-clerk/general-election-2024>
  + Interactive District Map: <https://redistrictingpartners.com/wp-content/uploads/2022/02/City-of-Martinez-Draft-A3.html>
  + Political Sign Regulations: *See the City's Election webpage for more details.*
* NetFile: <https://netfile.com/Filer/Authentication/LogIn?ReturnUrl=%2ffiler>
  + NetFile Training: <https://www.netfile.com/corp/#campaigntraining>
* Contra Costa County Elections Division: <https://www.contracostavote.gov/elections/>
* Fair Political Practices Commission: [https://www.fppc.ca.gov/](https://www.youtube.com/redirect?event=video_description&redir_token=QUFFLUhqbXhObEIzS1JVSGtvbWhoRE1WenZFQXdWY20zd3xBQ3Jtc0tseW5QaGdLU3FFWXVveFczRkFNNlhBVzBqX1g3ckNIZ0FqSTU4RlNkVVZqQWZRQU40eGt4aFJsX1RtY3pnX2tBTTF0b0tWQXh0NXdXS1d6R2l5Qm8tanhWTGtHOWZFUG9uNVd5ekFrV0kwQ3FGdzhCbw&q=https%3A%2F%2Fwww.fppc.ca.gov%2F&v=tkGQoq6rvXA) 
  + FPPC Candidate Toolkit: <https://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>
  + FPPC Campaign Forms: <https://www.fppc.ca.gov/learn/campaign-rules/campaign-forms.html>
  + FPPC Workshops and Webinars: <https://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html>

**CITY CLERK’S OFFICE**

525 Henrietta Street, Martinez, CA 94553

(925) 372-3512

[www.cityofmartinez.org/government/city-clerk](http://www.cityofmartinez.org/government/city-clerk)