

## THINKING OF RUNNING FOR OFFICE?



## HERE'S HOW TO GET STARTED...



### Santa Monica Demographics:

Population:

92,478 (2016 Census estimate)

Registered Voters:

69,422 (May 21, 2018)

Voter Turnout:

75.26% (November 2016 election)

## GETTING STARTED CANDIDATE INFORMATION

### **CITY OF SANTA MONICA GENERAL MUNICIPAL ELECTIONS**

The following information is intended to assist residents who are considering running for the office of the City Council, the Rent Control Board, the Santa Monica-Malibu Unified School District or the Santa Monica College District in the City of Santa Monica's General Municipal Election.

This information is intended to provide general guidance only. While this pamphlet is believed to be substantially correct, it is **not** intended to provide legal or factual advice.

Denise Anderson-Warren  
City Clerk  
June 2018

1685 Main Street, Room 102,  
Santa Monica, CA 90401  
(310) 458-8211, [clerk@smgov.net](mailto:clerk@smgov.net)  
[www.smvote.org](http://www.smvote.org)

### **General qualifications to run for and hold public office:**

#### **A CANDIDATE MUST BE:**

- A United States citizen;
- 18 years old on or before election day; and
- A registered voter living in the jurisdiction at the time nomination papers are issued.

A candidate **may not** be in prison or on parole for a felony conviction.

### ***Election Dates***

The City of Santa Monica conducts elections every two years to elect members of the City Council, Rent Control Board, Santa Monica-Malibu Unified School District and Santa Monica College District. These elections are held on the first Tuesday in November of even-numbered years. The next general election will be held on November 6, 2018.

### ***Getting started early...***

One reason to start early is to begin collecting contributions for the election campaign. In order to do this, or if you plan to raise \$2,000 or more, or spend \$1,000 or more during your campaign, you must establish your candidate committee.

What you need to do:

- Review [Campaign Disclosure Manual 2](#) Information for Local Candidates and their primarily formed committees.
- File [Form 501 Candidate Intention Statement](#) before receiving contributions or spending own funds.
- Set up a bank account for your committee
- File [Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions, or earlier.

- File appropriate campaign statement as required by filing deadlines: Either [Form 460 \(Recipient Committee Campaign Statement\)](#) or [Form 470 \(Officeholder/Candidate Campaign Statement-Short Form\)](#).

Santa Monica Municipal Code [11.04.100](#) requires the Form 460 to be filed electronically at [netfile.com/filer](#). Other forms and manuals may be obtained from the State of California Fair Political Practices Commission's website at [fppc.ca.gov/forms.html](#) or from the City Clerk's Office.

### **Local Contribution Limit...**

Please note that the City of Santa Monica has a local contribution limit of **\$340** for City Council and Rent Control Board candidates. [SMMC 11.04.050\(a\)](#) states: "No person shall make to any candidate for office or to the controlled committee of such a candidate a contribution or contributions totaling more than three hundred and forty dollars for each election in which the candidate was on is on or is likely to be on the ballot or in which the candidate sought or seeks write-in votes." **This contribution limit does not apply to School Board and College Board candidates.**

### **Candidate Nomination Period...**

For the November 6, 2018, General Municipal Election, the filing period is from July 16th through August 10th at 5:00 p.m. The City Clerk's Office will hold Candidate Workshops on the first day of the filing period to go over the process and the required forms in detail. **Nomination**



**Papers will be issued to any qualified voter through the end of the filing period. Upon request, additional Nomination Petitions may be purchased for \$1 each.** In order to qualify, a candidate must obtain the signatures of at least 100 registered voters in the City of Santa Monica or the jurisdiction of the vacancy on the nomination papers. There is a \$25 fee to file Nomination Papers.

### **After the Nomination Period...**

#### **CAMPAIGN DISCLOSURE STATEMENTS**

Candidates will be required to file periodic campaign disclosure statements during the course of the election. Campaign disclosure statements document contributions received and expenditures made by the candidate and his/her committee during the course of running for election. The City Clerk will publish due dates, filing periods, and forms to be filed. See "Getting Started Early" in the previous page.

#### **ECONOMIC INTEREST STATEMENTS (FORM 700)**

Candidates running for City Council and Rent Control Board are required to file with the City Clerk a Statement of Economic Interests disclosing investments, interests in real property and income when they file nomination papers. Officeholders are required to file this form annually until the end of their term. **School Board and College Board candidates are not required to file this form when they file nomination papers.**

#### **RECORD KEEPING**

During the course of the campaign, candidates and their campaign committee should keep all receipts for expenditures, detailed records of mass mailings, and detailed information about the source of contributions. Records must be retained for four years after the election ([Government Code 81009](#)).



### **IMPORTANT THINGS TO REMEMBER:**

- **BEFORE RAISING OR SPENDING ANY MONEY**

File Form 501 (Candidate Intention). Then, open a campaign bank account. Once \$2,000 is raised or \$1,000 is spent, get an identification number by filing Form 410.

- **BE INFORMED**

**Attend the FPPC's Candidate/Treasurers Workshop on August 22 at City Hall.** Contact the FPPC at 866-ASK-FPPC if you have any questions or need a seminar listing.

## ***You're elected!!!***

### ***Something you should know...***

#### **TAXPAYER PROTECTION AMENDMENT OF 2000**

The People of Santa Monica approved a City Charter Amendment (also known as "The Oaks Initiative") at the November 7, 2000, election. If you are elected to the City Council or the Rent Control Board, as a result of this Charter Amendment, you may be prohibited in the future from accepting contributions from persons or entities receiving public benefits as a result of your affirmative vote as a City Councilmember. Santa Monica City Charter Article XXII is available at: [qcode.us/codes/santamonica](http://qcode.us/codes/santamonica) (click on "The Charter of the City of Santa Monica, then "Article XXII-Taxpayer Protection"). **This law is not applicable to School and College Board officeholders.**



## ***Not elected???***

#### **BE A PART OF THE DEMOCRATIC PROCESS**

The City of Santa Monica invites you to participate in our democratic process by applying to become a volunteer member on one of the many Council-appointed Boards and Commissions. If you are interested in applying for a Board or Commission, please visit our website at [smgov.net/boards](http://smgov.net/boards) (click on "Applications & Vacancies").

Please call our office with any election related questions, forms or information or visit our website at [smvote.org](http://smvote.org).



#### **Local, State and United States Representatives**

##### **Los Angeles Board of Supervisors (3rd District for Santa Monica)**

Sheila Kuehl 821 Hall of Administration 213-974-3333  
500 West Temple Street  
Los Angeles, CA 90012  
[sheila@bos.lacounty.gov](mailto:sheila@bos.lacounty.gov)  
[supervisorkuehl.com](http://supervisorkuehl.com)

##### **California Assembly (50th District for Santa Monica)**

Richard Bloom 2800 28th Street, Suite 150 310-450-0041  
Santa Monica, CA 90405  
State Capitol, PO Box 942849 916-319-2050  
Sacramento, CA 94249  
[a50.asmdc.org](http://a50.asmdc.org)

##### **California Senate (26th District for Santa Monica)**

Ben Allen 2512 Artesia Blvd., #320 310-318-6994  
Redondo Beach, CA 90278-3279  
Or: State Capitol, Room 5072 916-651-4026  
Sacramento, CA 95814  
[sd26.senate.ca.gov](http://sd26.senate.ca.gov)

##### **U.S. House of Representatives (33rd District for Santa Monica)**

Ted Lieu 5055 Wilshire Boulevard, Suite 310 310-651-1040  
Los Angeles, CA 90036  
Or: 236 Cannon House Office Building 202-225-3976  
Washington, DC 20515  
[lieu.house.gov](http://lieu.house.gov)

##### **United States Senate (Senators serve entire State)**

Kamala Harris 11845 W. Olympic Blvd., Ste. 1250W 310-231-4494  
Los Angeles, CA 90064  
Or: 112 Hart Senate Office Bldg. 202-224-3553  
Washington, DC 20510  
[harris.senate.gov](http://harris.senate.gov)

Dianne Feinstein 11111 Santa Monica Blvd., Ste. 915 310-914-7300  
Los Angeles, CA 90025  
Or: 331 Hart Senate Office Bldg. 202-224-3841  
Washington, DC 20510  
[feinstein.senate.gov/public](http://feinstein.senate.gov/public)

##### **California District Maps**

[wedrawthelines.ca.gov/maps-final-drafts.html](http://wedrawthelines.ca.gov/maps-final-drafts.html)