

CITY OF ALBANY MUNICIPAL ELECTION

TUESDAY, NOVEMBER 5, 2024

GUIDE TO NOMINATION AND CANDIDACY

NOMINATION PERIOD: July 15, 2024 – August 9, 2024. Or, extended to August 14, 2024 if no incumbent files by August 9, 2024.

Pursuant to the Albany City Charter, Section 2.01: No person not an elector of the City shall be eligible to hold office as a member of the City Council, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination.

Pursuant to the Albany City Charter, Section 6.01: No person not an elector of the City shall be eligible to hold office as a member of the Board of Education, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination.

To obtain a candidate nomination packet, please schedule an appointment to meet with the City Clerk during nomination period and allow minimum of 30 minutes to review the packet.

Completed nomination papers must be filed in the Office of the City Clerk with a pre-scheduled appointment so that they will be **received** no later than **August 9, 2024 by 12:30 p.m.** It is recommended that the candidate schedule an appointment and file as far in advance of the deadline as possible, so that any deficiency in their paper may be found and cleared in time to qualify by the deadline.

EXTENDED NOMINATION PERIOD:

If nomination papers for an incumbent are not filed by August 9, 2024, 12:30 p.m., any qualified person other than the incumbent shall have until **Wednesday, August 14, 2024, 5:00 p.m.** to file nomination papers with a pre-scheduled appointment with the City Clerk.

PLACEMENT OF NAMES ON BALLOT:

Pursuant to the City Charter Section 2.03, the City Clerk shall draw the names for placement on the ballot. This will be done at City Hall on **Thursday, August 15, 2024, at 3:00 p.m.** The public and candidates are encouraged to observe this procedure.

FORMS & PROCEDURES:

1. **Nomination Paper:** This form will be issued to each candidate for the purpose of obtaining signatures of at least twenty (20) **registered voters** of the City of Albany and no more than thirty (30). Each signer must include their printed name and place of residence (including City, State, Zip). No voter may sign more than one candidate's petition for the same office; or, where there is more than one seat to be filled for the same office, no more petitions for that office than there are seats to be filled at this election. Each seat on the City Council and on the Board of Education is a separate office.

The petition may be circulated by the candidate themselves or by any person 18 years or older. The circulator is required to complete and sign the "Declaration of Circulator" appearing on the form **after** witnessing all signatures to the petition.

No more than thirty (30) petition signatures will be accepted. All signatures will be checked for validity against the Affidavit of Registration on file at the County Registrar of Voters office. If the number of valid signatures is less than twenty (20), the candidate has not qualified for placement on the ballot and will be so notified by the City Clerk. If this determination can be made prior to the deadline for filing, the candidate will be allowed to furnish additional signatures for verification until the nomination period has closed. If in doubt as to whether any signer is currently registered with the proper residence address in the City, be sure to contact the Registrar of Voters at 1+(510) 272-6973, or www.acvote.org for confirmation.

The candidate must personally complete and sign the "Affidavit of Nominee" which appears in the nomination form, specifying how their name and occupational designation are to appear on the ballot. Included with your nomination papers is a guideline prepared by the Registrar of Voters to assist you in choosing a "designation" within the limitations set by State law.

All candidates that wish to have a ballot designation listed on the ballot must complete a **ballot designation worksheet. The candidate must file the ballot designation worksheet at the same time the Affidavit of Nominee is completed. If no ballot designation worksheet is filed, no designation shall appear on the ballot. EC 13107.3

2. **Statement of Economic Interest (Form 700):**

This statement must be completed and filed with the City Clerk along with the Nomination Paper and the Candidate's Statement. The City Clerk will stamp it "received" and promptly forward it to the Fair Political Practices Commission, as required by the Political Reform Act of 1974. Instructions are also furnished with this form. Instruction and form are also available online at FPPC's web site <http://www.fppc.ca.gov/Form700.html>. Form can be filed electronically through NetFile www.netfile.com/filer. City Clerk will provide information on NetFile via email.

3. **Candidate's Statement of Qualification (optional):** Each Candidate for local nonpartisan office may submit a Statement of Qualification to be printed and distributed to the **registered voters** of the City of Albany.

The Statement of Qualification shall be limited to 200 words. The fee for the Candidate's Statement of Qualification is has been waived by the Albany City Council set per the Master Fee Schedule.

Please proofread your Statement carefully before submitting, as the City Clerk **will not** correct any spelling and/or grammatical errors.

The Candidate's Statement may be withdrawn but not changed during the nomination period and until 5 p.m. of the next working day after the close of the nomination period.

All Candidate Statements filed with the City Clerk are confidential and exempt from the Public Records Act **until** the close of the nomination period.

4. **Campaign Reports:**

Please review FPPC Campaign Disclosure Manual 2 on FPPC's website. <http://www.fppc.ca.gov/forms/all-fppc-manuals.html>. This Manual summarized key campaign disclosure laws and regulations to comply with the Political Reform Act.

Form 501 must be filed prior to soliciting, receiving or spending money for the campaign. Candidates may file Form 470 (Candidate Campaign Statement "Short Form") in connection with an election **if** less than \$2,000 has been raised or spent by or on behalf of the candidate and the candidate intends to raise or spend less than \$2,000 in connection with their candidacy. **If Form 470 is filed with the Candidate Intention Statement (Form 501) on or before the filing deadline for the first pre-election statement,** no additional campaign statements need to be filed in connection with the election, so long as total receipts and expenditures remain less than \$2,000. The candidate's personal funds for the Candidate statement fee are excluded.

FILING SCHEDULE FOR CAMPAIGN REPORTS:

Form 460/470	First Statement due	September 26, 2024	(period 7/1 – 9/21/2024)
Form 460	Second Statement due	October 24, 2024	(period 9/22 – 10/19/2024)
Form 460	Semi-Annual Statement due	January 31, 2025	(period 10/20 – 12/31/2024)

Late filings may be penalized at a rate of \$10 per day up to a maximum of \$100 or the cumulative amount stated on the late campaign statement, whichever is greater.

Your nomination packet includes information and copies of the most commonly used reporting forms. All candidates and their treasurers are advised to study the instructions carefully to determine their filing obligations and the proper forms to be used for their campaign. Any questions should be directed to the Fair Political Practices Commission (FPPC) at 1-866-275-3772 or email advice@fppc.ca.gov.

Candidates are encouraged to visit the FPPC's website at www.FPPC.ca.gov for additional reference material including online workshops that provide instruction on completion of campaign reports.

Candidates must file an original and one copy of each campaign statement with the City Clerk.

POLITICAL ADVERTISING:

Newspaper:

Under Elections Code Section 20008 paid political advertisements referring to local elective office placed in a newspaper shall bear on each page lettering at least as large as the lettering of the advertisement, or in 10 point Roman type, whichever is greater, the words “Paid Political Advertisement” and shall be set apart from other printed matter.

Mass Mailings

See attached Government Code Section 84305.

Political Signs – Temporary Non-Commercial Signs

See attached City of Albany Land Development Code Section 20.32.

Electioneering Near Polling Place

No person, on Election Day, shall, within 100 feet of a polling place or vote center:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petitions.
- b) Solicit a vote or speak to a voter on the subject of marking their ballot.
- c) Place a sign relating to voters’ qualifications or speak to a voter on the subject of their qualifications except as provided in the Elections Code Section 14240
- d) Do any electioneering.

As used in this section, “100 feet of a polling place or vote center” shall mean a distance of 100 feet from the room/building in which voters are signing the roster and casting the ballot.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

WITHDRAWAL OF CANDIDATE

No candidate shall withdraw their nomination documents after 12:30 p.m. on August 9, 2024. If the filing period is extended for that office, a candidate may withdraw their declaration of candidacy until 5 p.m. on August 14, 2024.

INSTALLATION OF ELECTED OFFICERS:

The County must complete the official canvass of the election results no later than the 30th day after election. Candidates will be notified of the date for Installation of Office, usually a City Council meeting held in December.

CITY OFFICES TELEPHONE NUMBERS:

**STATE & COUNTY
TELEPHONE NUMBERS**

City Clerk’s Office	1+(510) 528-5710	Registrar of Voters	1+(510) 272-6973
City Manager’s Office	1+(510) 528-5710	Secretary of State:	1+(916) 657-2166
Community Development	1+(510) 528-5760	FPPC:	1-866-275-3772
City Treasurer’s Office	1+(510) 528-5730		

QUALIFICATIONS FOR ELECTION OFFICES:

Term of Office:

Four (4) years.

City Council:

No person not an elector of the City shall be eligible to hold office as a member of the City Council, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination. (City Charter Section 2.01).

Limitation on Term (City Council):

Pursuant to City Charter, Section 2.02, there shall be a limitation on terms. Any person who shall have served two (2) successive terms shall be ineligible to serve again until an intervening period of two (2) years has elapsed.

Board of Education:

No person not an elector of the City shall be eligible to hold office as a Member of the Board of Education, and no person shall be eligible for nomination for such office without having been a resident of the City for thirty (30) days immediately preceding nomination. (City Charter Section 6.01)

Limitation on Term (Board of Education):

Pursuant to the City Charter, Section 6.02, there shall be a limitation on terms. Any person who shall have been elected to two (2) successive terms as a member of the Board of Education shall be ineligible to serve again in that office until an intervening period of two (2) years has elapsed.

**ELECTED POSITIONS OPEN FOR
NOVEMBER 5, 2024 ELECTION**

City Council:

Three (3) 4-year term

Board of Education:

Two (2) 4-year term