

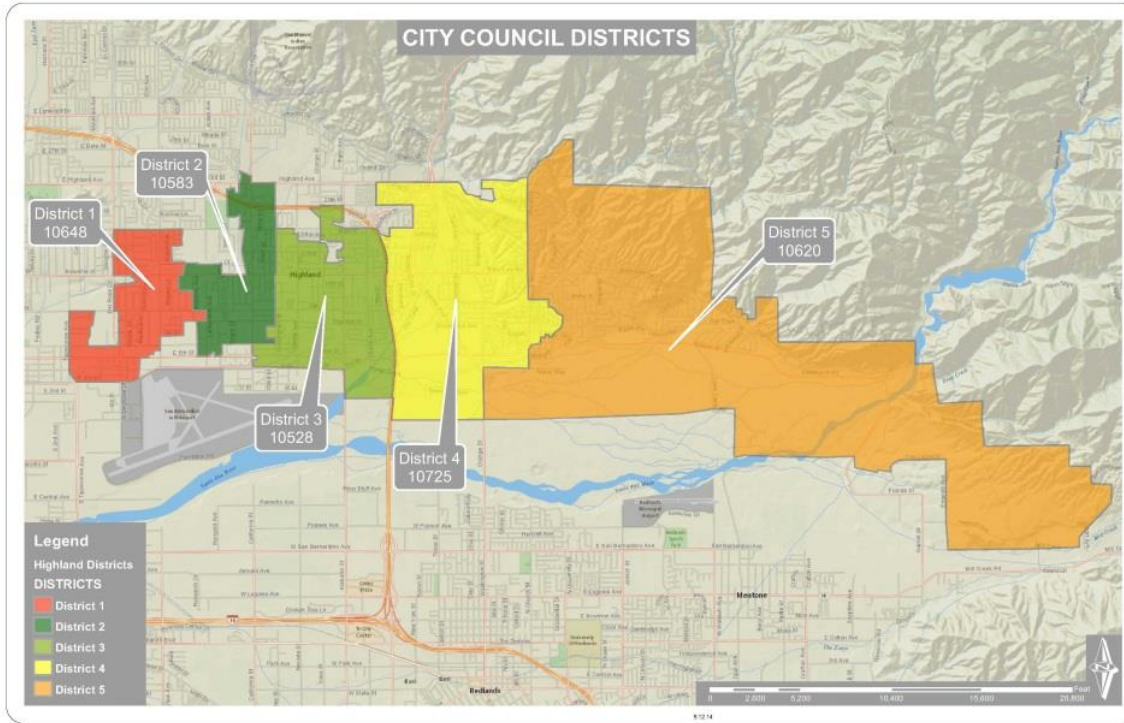
Getting Started

**General Municipal Election
November 8, 2018**



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HIGHLAND VOTING DISTRICTS



Dates of Election:

District 2 November 2018, 4-year term

District 4 November 2018, 4-year term

City Council Members are elected by five districts.

A person is not eligible to hold office as a City Council Member unless he or she resides within the designated district boundary.

Persons signing nomination petitions or voting for a City Council Member shall be registered to vote in the district from which the Council Member is to be elected.

Congratulations on your interest in becoming a candidate for Highland City Council!

The next municipal election will be held November 6, 2018, to elect one person from Council Districts 2 and 4 to the City Council of the City of Highland for full four-year terms. The City Clerk is the Elections Official and will assist you throughout the election process. The following steps will give you an overview of what to expect during your candidacy:

“Getting Started Now”

- Review the Fair Political Practices Commission (“FPPC”) [Campaign Disclosure Manual 2](#), which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act. If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.
- File [FPPC Form 501 Candidate Intention Statement](#) with the City Clerk before receiving contributions or spending own funds. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 501.)
- Keep a record of all expenditures and contributions of \$25 or more (refer to [Campaign Disclosure Manual 2](#) for record keeping guidelines).
- Never accept or spend \$100 or more in *cash*.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the filing fee and candidate statement deposit.
- File [FPPC Form 410 Statement of Organization](#) with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the form 410 with the City Clerk. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 410).

Step 1 “Pulling Papers”

July 16 – August 10, 5:00 p.m.

- The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period which begins July 16 at 8:00 a.m. through August 10 at 5:00 p.m. Contact the City Clerk at 909.864.6861, ext. 226, to make an appointment as the process takes approximately one hour. Candidates must be registered voters residing in the District they are running for at the time the Nomination Paper is issued. On August 10, the City Clerk’s office will be open from 8:00 a.m. to 5:00 p.m. All other services will be closed.
- \$25 filing fee. You must pay a \$25 filing fee, made payable to the City of Highland, at the time the Nomination Paper and Candidate Packet are issued. The fee covers the cost for duplicating the packet and processing the Nomination Paper. The fee will be returned to you if you decide against submitting a Nomination Paper and return the Candidate Packet. If you submit a Nomination Paper, the \$25 filing fee can be used towards a Candidate Statement or refunded, if you choose not to do a candidate statement.
- When you are issued your Nomination Paper, you will be asked to sign a proof of receipt of the Candidate Packet.

Step 2 “Gathering Signatures”

July 16 – August 10, 5:00 p.m.

- You will need not less than 20 nor more than 30 registered voters residing in your district to sign your Nomination Paper. Each signer 1) must be a registered voter residing in your district, 2) must sign his/her name, print his/her name, and print his/her address, and 3) must not sign more than one nomination paper—otherwise the signature is not counted. Only one person can circulate the Nomination Paper. You may circulate your own paper. Have the circulator complete the Declaration of Circulator. Leave the Affidavit of Nominee blank; this will be completed at the time you file your Nomination Paper with the City Clerk.

Step 3 “Preparing Papers for Filing”

July 16 – August 10, 5:00 p.m.

- Complete the Ballot Designation Worksheet (included in your Candidate Packet when your Nomination Paper is issued). Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold.
- Complete the [FPPC Form 700](#) – Statement of Economic Interests. The report should cover the 12-month period prior to filing your Nomination Paper. (Blank forms are available from the City Clerk or at www.fppc.ca.gov and [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 700.)

Step 4 “Preparing Optional Papers for Filing”

July 16 – August 10, 5:00 p.m.

- Candidate’s Statement (optional) - This is a 200 word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement will vary per District and is paid by the Candidate. The San Bernardino County Registrar of Voters is in the process of preparing estimates for cities.
- Subscription to Code of Fair Campaign Practices (optional)
- Public Information Paper (optional) – This is your background information which will be given to the public and media.

Step 5 “Filing Papers”

**July 16 – August 10, 5:00 p.m.
August 15 5:00 p.m. if an incumbent does not file**

File the following papers with the City Clerk before the close of the nomination period:

- Nomination Paper
- Ballot Designation Worksheet
- [FPPC Form 700](#) – Statement of Economic Interest
- Candidate’s Statement and Deposit (optional – must be filed with Nomination Paper)
- Subscription to Code of Fair Campaign Practices (optional)
- Public Information Paper (optional)

Step 6 “Campaign Filings”

If you raise or spend money in connection with your election, you will be required to file Campaign Statements ([FPPC Form 460](#) or [FPPC Form 470](#)). The filing deadlines may be obtained on-line at www.fppc.ca.gov (click onto “Learn” then “Campaign Rules,” then “Where and When to File Campaign Statements,” then “When to File Campaign Statements: State & Local Filing Schedules”). Review the FPPC [Campaign Disclosure Manual 2](#) for instructions on campaign filings. The typical campaign statement filing deadlines are:

For those spending and receiving less than \$2,000 per calendar year (Form 470 filers):

Sep 27, 2018 File [FPPC Form 470](#) Campaign Statement

For those spending or receiving more than \$2,000 per calendar year (Form 460 filers):

Sep 27, 2018 File [FPPC Form 460](#) First Pre-Election Campaign Statement

Oct 25, 2018 File [FPPC Form 460](#) Second Pre-Election Campaign Statement

August 8, 2018 thru
Nov 6, 2018 File [FPPC Form 497](#) Report Contributions of \$1,000+ within 24 Hours

Jan 31, 2019 File [FPPC Form 460](#) Semi-Annual Campaign Statement

Step 7 “Record Keeping”

Candidates should review the FPPC [Campaign Disclosure Manual 2](#) regarding record keeping. All money used for campaign purposes, including your personal funds, must be deposited into a separate campaign bank account prior to the expenditure. The only exception is the filing fee and candidate statement deposit.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

Date

Amount (record the amount of each transaction and also the total cumulative amount)

Name and Address of Contributor (or Payee)

Contributor’s Occupation and Employer (for contributions of \$100 or more)

Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily totals of all expenditures and contributions. Records must be kept for four years after the election.

Step 8 “Calendar”

An election calendar will be included in the Candidate Packet which you will receive at the time your Nomination Paper is issued.

Step 9 “Campaigning”

The Candidate Packet which you will receive at the time your Nomination Paper is issued will include regulations for:

- Political Signs
- Vote by Mail Ballot Information
- Registered Voter Information
- Literature Requirements
- Mass Mailings
- Use of Surplus Campaign Funds

Step 10 “City Information”

City Hall offices are open Monday through Thursday from 7:30 a.m. to 5:30 p.m. City Hall is closed on Fridays. However, since August 10 is the last day of the filing period, the City Clerk’s office will be open from 8:00 a.m. to 5:00 p.m.

Office hours are 8:00 a.m. to 5:00 p.m., Monday through Thursday, for election purposes.

Important things to remember . . .

- **F P P C**

Contact the Fair Political Practices Commission (FPPC) with any questions you have regarding campaign expenditures or contributions (866) 275-3772 or by e-mail at advice@fppc.ca.gov. The FPPC website: www.fppc.ca.gov offers overviews of the Political Reform Act and FPPC regulations, FPPC forms are available through the website.

When visiting www.fppc.ca.gov, you will see that the FPPC covers many topics. You will focus on Campaign Rules, Campaign Forms, Campaign Disclosure Manuals. Here are some terms to know:

Understanding FPPC Terminology:

Local Election:	City of Highland Election
Local Candidate:	City Council Candidate
Candidate for Local Office:	City Council Candidate
Agency (or Local Agency):	City of Highland
Jurisdiction:	City of Highland
Local Filing Officer:	City Clerk of City of Highland
Recipient Committee:	City Council Candidates who raise or spend more than \$2,000
Candidate Controlled Committee:	City Council Candidates who raise or spend more than \$2,000
Election Committee:	City Council Candidates who raise or spend more than \$2,000

Type of Committee (City Council Candidates who raise or spend more than \$2,000)

Recipient Committee

a. Controlled Committee

i. Candidate Election Committee

(Hint: You are not a Primarily Formed Committee - those are for non-candidates)

- **Keep Records**

Maintain details on contributions and expenditures of \$25 or more.

- **Itemize Contributors**

For contributions of \$100 or more, including in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

- **\$ 1 0 0**

Never accept or spend \$100 or more in *cash*.

- **Political Advertising Disclaimers**

Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio and television ads, telephone calls, and electronic media ads. "Paid for by [committee name]" is the basic disclaimer required on most campaign communications. Please review the [FPPC's Political Advertising Disclaimer worksheet](#) for specific details.

- **Local Campaign Ordinance**

The City of Highland does not have a local campaign ordinance, we follow the guidelines of the Political Reform Act, as outlined in the FPPC [Campaign Disclosure Manual 2](#). There is no local campaign contribution limit.

For those who have an active committee from a previous election . . .

- **Complete a Form 501 (this must be done before receiving any contributions for the November 2018 election).**
 - Mark the “Initial” box
 - Complete the entire form
 - Sign and date the form
 - File with City Clerk

- **Complete a Form 410 (this must be done before receiving \$2,000 in contributions for the November 2018 election).**
 - Mark the “Amendment” box and list your ID#
 - Only complete the information that will change
 - Your committee name must include your last name, the word “Council”, and “2018”
 - Complete the “Type of Committee” and list the year of election as November 2018
 - Both the Treasurer and Candidate need to sign (a candidate may also be the treasurer)
 - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk

Note: You may keep your same bank account – you can change the name of the account with the bank if desired.

After the election, if defeated . . .

- **Form 470 Filers:**

If contributions/expenditures in connection with the election cease before December 31, then no further forms need be filed.

If contributions/expenditures in connection with the election continue beyond December 31, then file a Form 470 when activity ceases or before July 31, 2019.

- **Form 460 Filers (who wish to terminate their committees):**

If contributions/expenditures in connection with the election cease before December 31 and there are no campaign funds, then file the normal Form 460 which is due on January 31, 2019, and check the "Termination Statement" box. Also file a Form 410 and check the "Termination" box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).

If contributions/expenditures in connection with the election continue beyond December 31, then file the normal Form 460 which is due on January 31, 2019. Then, when activity ceases and there are no campaign funds, file another Form 460 and check the "Termination Statement" box. Also file a Form 410 and check the "Termination" box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).