



**The Nuts and Bolts of Running for Public Office:**  
*Getting a Head Start on November 8, 2011*  
*Consolidated Municipal, School and Special District Election*

**I. Welcome/Introductions**

**II. Becoming A Candidate**

- A. Types of Offices (Qualifications & Requirements)
  - a. Municipal
  - b. Local School Districts
  - c. Local Special Districts
  - d. Write-in Candidate
  
- B. Ballot Designation Options for All offices – EC §13107
  
- C. Established Filing Period (All Offices)
  - 1. Candidacy/Nominations
    - a. Required Signatures – City only
    - b. Extension
  - 2. Write-in CandidacyAppointments are encouraged and available upon request.

**III. Sample and Official Ballots**

- A. **Sample Ballot & Official Voter Information Pamphlet**
  - 1. Candidate's Statement format/word count
  - 2. Cost
  - 3. Required Translations
  - 4. Confidentiality
  - 5. Public Review Period
  - 6. Withdrawal deadline
  - 7. Sample Ballot & Official Voter Information Pamphlet mailing period
  
- B. **Official Ballot**
  - 1. Order of Names on Ballot
  - 2. Rotation of Names on Ballot – Countywide offices only
  - 3. Chinese Transliteration of Candidate Name
  
- C. **League of Women Voters and Smart Voter**
  
- D. **Web pages** – [www.shapethefuture.org](http://www.shapethefuture.org)    [www.smartvoter.org](http://www.smartvoter.org)

**IV. Decisions to make regarding your campaign**

- A. Financial threshold to form committee
  - 1. FPPC Intention (Form 501)
  - 2. Committee Organization (Form 410)

3. Already have a committee from past election?
4. Campaign Contribution Limits
5. Filing Schedules for pre-election and semi-annual statements
  - a. FPPC Contact Information/Manuals/Forms [www.fppc.ca.gov](http://www.fppc.ca.gov)

**B. State Campaign Laws**

1. Elections Code Divisions 18 & 20
  - i. Div 18 – Registering voters
  - ii. Div 20 – Political representation & advertisement requirements

**V. Voter Registration**

- A. Deadline for election
- B. Registering People to Vote
- C. Where to obtain forms

**VI. Registered Voter File Available Data/Media/Cost**

- A. Formats & Prices
- B. Who is eligible to receive data
- C. How to obtain data
- D. How to obtain maps

**VI. Vote by Mail Voting & Early Voting**

- A. When ballots will be mailed
- B. Voting Centers
- C. Drop off ballot at City Halls
- E. Processing Envelopes/Processing Ballots

**VII. Election Day**

- A. Election Officers
- B. Polling Places
- C. Information available at polling places
- D. Electioneering
- E. Exit Polling
- F. Field Techs & Couriers

**After Election Day**

- A. Certification –
  1. When certification will take place
  2. Elections Official certifies votes
  3. Governing Body declares election
- B. Taking Office
  1. Cities – EC §10263 (regular meeting following receipt of certified results)
  2. School Districts – Education Code §5017 (first Friday in December)
  3. Special Districts – EC §10554 (first Friday in December)