

City of Palo Alto

# Candidate Guide

General Municipal Election  
November 8, 2022



City of Palo Alto City Clerk's Office  
[www.CityofPaloAlto.org](http://www.CityofPaloAlto.org)

INTRODUCTION - Page 3

General Information

Candidate Nomination Filing Period

Council Seats

Time and Manner of Conducting Elections

Important Contacts

Functions of the City Clerk and the Santa Clara County Registrar of Voters

Qualifications for Office

Assuming Office

Compensation to Council Members

Incompatibility of offices

Term Limits

ELECTION DATES TO REMEMBER - Page 11

CANDIDATE FILING PERIOD PROCEDURE & FORMS - Page 12

Declaration Of Candidacy & Nomination Petition

Filing Fee

Candidate's Statement Of Qualifications

Ballot Designation

Code Of Fair Campaign Practices

Candidate's Checklist Of Documents Required To Be Filed

CAMPAIGN DISCLOSURE STATEMENTS - Page 24

Campaign Disclosure Forms

Filing Responsibility of Candidates & Committees

2022 Campaign Disclosure Statement Filing Schedule

Statements of Economic Interest

**Elections are the heart  
of democracy**

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of democracy**

CAMPAIGN CONTRIBUTIONS - Page 29

Contributions and Contributors

Anonymous Contributions

Disclosure in Campaign Statements

Election Campaigns – Voluntary Expenditure Ceiling

WRITE-IN CANDIDACY - Page 31

POLITICAL ADVERTISING - Page 32

Mass Mailing

Political Signs

Official Seal (Elections Code 18304)

Pictures in Campaign Material (Elections Code 20010)

SOLICITING FUNDS - Page 36

ELECTION DAY - Page 37

Electioneering

Official Canvass of the Returns

Declaration of Elected Candidates

Certificates of Election

REFERENCES & LINKS - Page 38

**The contents of this guide and any legal interpretations contained herein are not to be relied upon either as being correct factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate private counsel is at the reader's risk.**

**Please call (650) 329-2571 if you have any questions or comments or visit our website at [www.cityofpaloalto.org](http://www.cityofpaloalto.org)**

# Introduction

This Election Guide has been prepared to assist candidates and proponents/opponents of measures for the General Municipal on November 8, 2022. This guide summarizes the major provisions relating to City Council candidates and potential measures in the City of Palo Alto. This thorough guide is intended as a tool for understanding important nomination papers, official forms, and campaign deadlines. Please take the time to review the information, which will help answer any questions regarding the rules and guidelines for running for public office. This handbook should be used as a general reference only, in addition to other references that may be used by you or your campaign.

This guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation, or rule will apply. Any questions you may have may be directed to the City Clerk's office. However, we are precluded by law from providing legal advice. Legal questions should be directed to private legal counsel. Other valuable resources available for you and your campaign are:

- The Palo Alto Municipal Code & Charter describes local rules in local candidate activities. (<https://codelibrary.amlegal.com/codes/paloalto/latest/overview>)
- State regulations that govern elections at the state and local level. ([www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html))
- The Fair Political Practices Commission (FPPC) who provides "Manual 2" for Local Candidates describes in detail many of the financial disclosure and filing requirements. You may contact the FPPC at (866) 275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).

The Office of the City Clerk is open to the public from 8:00 a.m. to 5:00p.m., Monday through Friday, excluding holidays.

During the nomination period, candidate packets can only be issued through appointment only. Please call (650) 329-2571 or email [city.clerk@cityofpaloalto.org](mailto:city.clerk@cityofpaloalto.org) to make an appointment.

We highly encourage you to file early as deadlines are rigid and must be adhered to. Waiting until the last moment to complete and file documents may jeopardize your ability to have your name appear on the ballot.

Best of luck with your campaign!

The City of Palo Alto City Clerk's Office



# Candidate Nomination Filing Period

Palo Alto residents who are interested in running for elected office for the City of Palo Alto are invited to file their Nomination Forms during the below Candidate Nomination Filing Period

**Monday, July 18, 2022**  
through  
**Friday, August 12, 2022**

**\*If an Incumbent does not file by the deadline,  
the Nomination Period is extended until  
Wednesday, August 17, 2022**

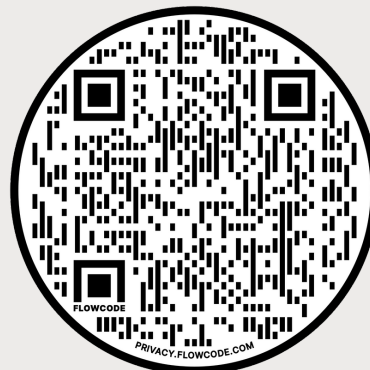
**Elections Official Hours Are By Appointment Only**

**City of Palo Alto**  
**City Clerk's Office Hours:**

Monday through Friday  
8:00 AM to 5:00 PM

City Clerk's Office, 7th Floor  
Palo Alto City Hall  
250 Hamilton Avenue  
City.clerk@cityofpaloalto.org  
650-239-2379

Use this QR Code to schedule an appointment with the City Clerk



# General Information

## Council Seats

The Palo Alto City Council is made up of seven elected Council Members, elected at large. Every general municipal election during even years has between three or four Council Member seats up for election.

The following City of Palo Alto offices are scheduled for the November 8, 2022 election:

- City Council 2022 Allison Cormack
- City Council 2022 Tom DuBois
- City Council 2022 Eric Filseth

Palo Alto City Council meetings occur on the first three Mondays of the month and by special meetings as needed. Council Members are also called to serve by representing the City on Council Committees and on boards for outside agencies.

## Council Member terms are for 4 years, with a 2 term limit

## Time & Manor Conducting Elections

The Palo Alto City Charter, Article III, Section 3, states:

### Time of Election

"A regular election shall be held in the city of Palo Alto on the first Tuesday after the first Monday in November of each even-numbered year, commencing with the year 2012, and the same shall be known as the general municipal election. All other municipal elections that may be called under the authority of this charter, or by the general laws, shall be known as special elections."

The Palo Alto City Charter, Article III, Section 4, states:

### Elections

"All elections called and held in said City shall be held and conducted in manner and form as required by the general laws of the state governing elections within municipalities, provided that the council may by ordinance determine the manner of holding elections, the number of voting precincts, the naming of election officers, and shall act as a canvassing board to canvass the results of such elections."

### **California Elections Code Section 10418**

provides that for a consolidated election, candidate nominations, and all other proceedings connected with the election shall be regulated and done in accordance with the provisions of the law regulating the statewide or regularly scheduled election.

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# Important Contacts

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**City of Palo Alto Elections Official/Office of the City Clerk**

For the City of Palo Alto, the City Clerk is the local election official.  
City Clerk's Office Palo Alto City Hall, 7th Floor 250 Hamilton Avenue  
(650) 329-2571 [city.clerk@cityofpaloalto.org](mailto:city.clerk@cityofpaloalto.org) [www.cityofpaloalto.org](http://www.cityofpaloalto.org)  
Elections Official Hours: By Appointment ONLY

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**Santa Clara County Registrar of Voters**

1555 Berger Drive, Building 2 Phone: (408) 299-VOTE [8683] - General Information  
San Jose, CA 95112 Phone: (866) 430-VOTE [8683] - Toll Free  
Email: [registrar@rov.sccgov.org](mailto:registrar@rov.sccgov.org) Phone: (408) 299-8639 - Candidate Services

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**State Franchise Tax Board**

(800) 852-5711 (800) 338-0505 [www.ftb.ca.gov](http://www.ftb.ca.gov)

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**Secretary of State Political Reform Division**

(916) 653-6224 [www.cal-access.ss.ca.gov](http://www.cal-access.ss.ca.gov)  
Committee Identification Number Termination of Committee

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**California Fair Political Practices Division**

TOLL FREE: (866) 275-3772 OR (916) 322-5662 [www.fppc.ca.gov](http://www.fppc.ca.gov) [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

TECHNICAL ASSISTANCE DIVISION

Monday – Friday 9AM-11:30 and 1:30-3:30

- Campaign Disclosure • State Contribution Limits • Conflict of Interest Disclosure
- Filing of Forms 410, 501, 460 etc.

LEGAL DIVISION

(916) 322-5901 Monday – Friday 9AM - NOON

Conflict of Interest Disqualification/Proper Use of Campaign Funds

ENFORCEMENT DIVISION

(916) 322-5660 or (866) 275-3772 To file a complaint Under the Political Reform Act  
<http://www.fppc.ca.gov/enforcement/file-a-complaint.html>

## **FUNCTIONS OF THE CITY CLERK AND THE SANTA CLARA COUNTY REGISTRAR OF VOTERS**

The City of Palo Alto contracts with the Santa Clara County Registrar of Voters to assist in the conduct of the City of Palo Alto elections. However, each agency plays a key role in the facilitation of the election. Responsibilities of each agency are as follows:

### **The Palo Alto City Clerk**

Issues and accepts nomination papers, publishes necessary legal notices, files campaign disclosure statements, proofreads ballot materials and processes arguments and impartial analyses for city measures. The City Clerk publishes a list of the precinct officers and polling places in a newspaper of general circulation within the City of Palo Alto.

The City Clerk's Office does not handle Palo Alto Unified School District (PAUSD) elections.

### **Santa Clara County Registrar of Voters**

Verifies signatures on petitions, arranges for the printing and mailing of all necessary voter information, and locates and staffs all polling places. Additionally, the Santa Clara County Registrar of Voters is responsible on Election Day for counting the votes cast and conducting post-election activities such as canvassing the returns and certifying election results.



# Data Available from Registrar of Voters



## Voter Registration

1. The California Administrative Code, Title 2, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files. Permissible usage includes direct campaign and distribution of information of a political nature. Data obtained from voter registration or election files may not be sold, leased, loaned, reproduced, or possession thereof relinquished without receiving written authorization to do so from the Secretary of State or Registrar of Voters. Prohibited usage includes commercial purposes and solicitation of contributions or services for any purpose other than on behalf of a candidate or political party, or in support or opposition of a ballot measure.
2. All requests for voter registration data must be made directly to the Santa Clara County Registrar of Voters.
3. Delivery of materials by the Santa Clara County Registrar of Voters to third parties (for example, mailing houses, computer firms, etc.) will be done only upon receipt of written authorization from a candidate or bona fide committee.

**Phone: (408) 299-VOTE [8683] - General Information**

**Phone: (866) 430-VOTE [8683] - Toll Free**

**Fax: (408) 998-7314**

**Email: [registrar@rov.sccgov.org](mailto:registrar@rov.sccgov.org) Website: <https://sccvote.sccgov.org>**



## Qualifications

A candidate in the 2022 General Municipal Election must reside in Palo Alto and be registered to vote 30 days preceding the final filing date. The City Clerk will verify candidate voter registration with the Register of Voters.

The Palo Alto City Charter and Municipal Code is available here:

[https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto\\_ca/0-0-0-59239](https://codelibrary.amlegal.com/codes/paloalto/latest/paloalto_ca/0-0-0-59239)

### Assuming Office

Elected officials shall take office at the first meeting of the City Council in the month of January 2023 following the election in November 2022. The Oath of Office will be officially administered at this meeting. (Palo Alto City Charter, Article III, Section 2)

### Compensation of Council Members

Council Members receive \$1,000 per month as a stipend for their service. The Mayor receives an additional \$150 per month expense allowance and the Vice Mayor an additional \$100 per month expense allowance.

### Council Term Limits

Council Members are only allowed to serve two consecutive four-year terms.





## Incompatibility of Offices

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. There are, however, instances of holding more than one office that are considered incompatible. Government Code Section 1099 stipulates that if public officials hold two different public offices simultaneously, they must not have overlapping and conflicting public duties. Each position must be a “public office” in order for this code section to apply (Gov. Code Section 1099 (c).)

Government Code Section 1099 does not allow for a person to hold two public offices simultaneously if:

1. Either of the offices exercises an auditing, removal, or supervising power over the other office or body;
2. There is a considerable clash of loyalties or duties between the offices; or
3. If certain public policy considerations make it improper.

In the case that a person were to hold an incompatible office, the person is “deemed to have forfeited the first office upon acceding to the second.” (Gov. Code Section 1099(b).)

The Attorney General's office has given numerous opinions on the subject of incompatible offices. If you have any questions about whether two public offices would be considered incompatible offices, contact your attorney or the Attorney General's office (<http://caag.state.ca.us>).

There is no single statute that defines “incompatibility of offices”. However, as mentioned above, the common law doctrine of incompatibility of offices prevents an elected official from holding two offices simultaneously if the offices have overlapping and conflicting public duties.



# Election Dates to Remember

A breakdown of dates from conception to rollout.

Date	Activity	Documents
<b>July 18, 2022</b>	Nomination Period Opens	First day candidates may pick up nomination documents at the ROV
<b>August 12, 2022</b> <small>*If an Incumbent does not file by the deadline, date is extended to August 17, 2022</small>	Nomination Period Closes	Deadline to file all required nomination documents.
<b>August 18, 2022</b>	Randomized Alphabet Drawing	Secretary of State conducts a drawing of letters of the alphabet to determine the candidates ballot order.
<b>September 12, 2022 - October 25, 2022</b>	Write-in Candidacy Period	Period for candidates to obtain and file write-in nomination documents
<b>October 10, 2022</b>	First Day to Begin Mailing Vote-by-Mail Ballots	First day to begin mailing out the ballots.
<b>October 11 - November 7, 2022</b>	Early Voting Period at Santa Clara County Registrar of Voters	Available at the ROV for individuals wishing to drop off ballots or vote in person during normal business hours.
<b>November 8, 2022</b>	Election Day	All vote centers are open from 7:00 a.m. to 8:00 p.m. Ballots must be postmarked by this date.
<b>December 8, 2022</b>	Official Canvass of Vote	ROV to certify election results

For the full Election Calendar visit the website:

<https://sccvote.sccgov.org/sites/g/files/exjcpb1106/files/documents/November%20%20C%202022%20Gubernatorial%20General%20Election%20Calendar%20v4.pdf>

# Candidate Filing Procedures & Forms

Nomination papers and complete information packets will be available from the City Clerk commencing July 18, 2022. All forms shall be issued by the City Clerk and will be stamped "Official Filing Form," and signed by the City Clerk when issued. All forms must be returned at the same time in the manner prescribed, by appointment only. Individual forms will not be accepted.

The nomination period will close at 5 p.m. on Friday, August 12, 2022. However, if an incumbent officer does not file within the period above, voters shall have until 5:30 p.m. on Wednesday, August 17, 2022, to nominate non-incumbents only.

All filing documents may be obtained and/or executed at Palo Alto City Hall. The pick-up and filing of all forms must be filed in person by appointment only during the prescribed Declaration of Candidacy period. The process takes approximately 30 minutes to complete. You are encouraged to file early.

The following forms are required to qualify as an official candidate for the November 8, 2022 Election (other forms may be provided in the candidate packet as informational or optional):

- Declaration of Candidacy
- Nomination Petition
- Candidate Statement
- Ballot Designation
- Code of Fair Campaign Practices
- Statement of Economic Interest

# Declaration of Candidacy & Nomination Petition

## Declaration of Candidacy

The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how their name and ballot designation is to appear on the ballot. Additionally, the candidate declares that they meet the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw. The Oath of Office and the Declaration of Candidacy are required to be executed in the office of the Elections Official. (Election Code 8020, 8028, 8101).

## The Nomination Petition

A Nomination Petition is required for Palo Alto elected offices on the November 8, 2022 ballot. The Nomination Paper consists of a petition that must contain a minimum of 25 valid signatures. Nomination Petitions may not be copied but may be viewed in the presence of the Election Official. (Election Code 17100(c)).

If the incumbent fails to qualify for office by the last day prescribed for the close of the filing period, the filing period will be extended for five days. During this extended period, persons other than the incumbent may execute a Declaration of Candidacy and file Nomination Papers for the office. This provision does not apply if there is no incumbent eligible to be elected nor does it apply to Congress or Judicial Offices to appear on the November ballot. (Election Code 8022, 8024, 8204).

It is recommended that nomination papers be filed as early as possible in order to allow sufficient time for verification of signatures.



## Filing Fee

Palo Alto charges candidates a fee of \$25 for filing nomination papers. Any duly established candidacy filing fee shall be waived as noted below.

The Palo Alto Municipal Code Section 2.40.030 states:

"Filing of nomination petitions. Any person otherwise qualified may be a candidate for an elective office at any election, regular or special, by filing with the clerk within the time prescribed in the Elections Code of California a petition signed by at least twenty-five qualified and registered voters. Any duly established candidacy filing fee shall be waived for each candidate who files a petition signed by at least four qualified or registered voters for each dollar of such filing fee."

In order to waive the \$25 filing fee, a candidate would need to file petitions signed by 100 valid registered voters.

Nomination papers filed on the final day will not be checked before close of the nomination period. If the signatures are incomplete, there will be no opportunity for the candidate to gather new signatures in order to qualify.

## Nomination Petition Signature Definitions

(California Elections Code General Provision Nos. 100 and 105)

**100. Only registered voter entitled to sign petition; printed name and place of residence; form of petition.**

“... only a person who is an eligible registered voter at the time of signing the petition or paper is entitled to sign it. Each signer shall at the time of signing the petition or paper personally affix his or her signature, printed name, and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained.”

**100.5. Allow another person to print name and residence for those unable to do so.**

### Petition Signing Definitions

Notwithstanding Section 100, a voter who is unable to personally affix on a petition or paper the information required by Section 100 may request another person to print the voter’s name and place of residence on the appropriate spaces of the petition or paper, but the voter shall personally affix his or her mark or signature on the appropriate space of the petition or paper, which shall be witnessed by two persons by subscribing their names thereon.

	Official use only		Precinct
1. (Print Name)		(Residence Address)	
(Signature)		(City)	
2. (Print Name)		(Residence Address)	
(Signature)		(City)	



## Petition Circulator Information

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for the Nomination Paper. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Elections Department for examination and filing.

Anyone who is circulating a Nomination Paper must be 18 years of age or older. (EC § 8066 revised to comply with the new circulator requirements set forth in Senate Bill (SB) 213. Any person obtaining signatures (including the candidate), who is otherwise qualified to sign the papers may do so, and their signature shall be given the same effect as any other qualified signer. (Elections Code § 106).

## Affidavit of the Circulator

All petition circulators must complete and sign the declaration which sets forth the following:

- That the circulator circulated, and is the only one that circulated the petition and witnessed all signatures being written.
- That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be. The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.



# Candidate's Statement of Qualifications

## General Information

Each candidate for nonpartisan elective office may prepare a candidate's statement on an appropriate form provided by the clerk. The candidate's statement is designed to acquaint voters with a candidate's qualifications for the office he/she is seeking. This statement is incorporated into the sample ballot, at no expense to the candidate, and will be mailed to all eligible voters in Palo Alto. (Elections Code Section 13307).

The statement contains the candidate's:

- Name
- Age (optional)
- Occupation (optional)
- A brief description of the candidate's education and qualifications.

The statement should be written in the first person.

CANDIDATE STATEMENTS FOR UNITED STATES REPRESENTATIVE, DISTRICT 18	
ANNA G. ESHOO	RISHI KUMAR
<p><b>Occupation:</b> Member of Congress <b>Education and Qualifications:</b></p> <p>Your family's health and safety are on my mind every day. In Washington and here at home, coronavirus starts and ends every conversation. Working with national and local health officials, I'm focused on practices and policies that will contain the virus, produce a vaccine and save lives.</p> <p>Last January, I sounded the alarm on COVID-19 with the administration and in February I chaired one of the first Congressional hearings on the virus to hold the administration accountable and prompt action. Through regular telephone town halls, I've presented health information and medical experts and directed people to resources that can keep them well. Your concerns and experiences, shared in these conversations, help guide my work.</p> <p>Our communities reflect the serious economic impact of the pandemic. With local families and small businesses facing severe threats to their livelihoods, I voted to increase unemployment payments and small business loans, provide renter relief and mortgage deferments and support health care workers.</p> <p>While my efforts on important policy objectives like returning drug manufacturing to the U.S., reducing student loan debt, strengthening privacy protections, combating climate change, expanding affordable health care, addressing institutional racism and achieving Net Neutrality continue, restoring the nation's health comes first.</p> <p>Our country has survived extraordinary challenges and always comes back stronger. You inspire me to use my expertise as your Representative to ensure that we recover, not just stronger, but with a strategy and plan to safeguard our nation's health and economy.</p> <p>I respectfully request your vote on November 3<sup>rd</sup>. <a href="http://www.annaeshoo4congress.com">www.annaeshoo4congress.com</a></p>	<p><b>Occupation:</b> Councilmember/Hi-Tech Executive <b>Education and Qualifications:</b></p> <p>COVID-19 has turned our world upside down. Millions are unemployed and have no health insurance. And as career politicians capitulate to partisan politics, they've sold out to special interests, are technologically illiterate, and have no interest in addressing our challenges. These crises can no longer rest upon out of touch leaders who are not challenging, but exploiting the sacred cows.</p> <p>America is at an inflection point. This election is about sending new energy and new leadership to Washington: someone ready to take on the tough post-COVID-19 challenges and deliver solutions for all Americans.</p> <p>As a Saratoga city councilmember, hi-tech executive, and community organizer, I fought for the people by reducing burglaries and defeating eight San Jose Water Company rate hikes. During the pandemic, my campaign called 86,000 seniors, helping with groceries and medications. My community trusts my "getting things done" approach, which is why I was re-elected with the most votes in Saratoga's history.</p> <p>As your Congressman, I'll prioritize America's pandemic preparedness, growing our economy, and bringing manufacturing back for supply chain self-reliance. I will fight for Medicare for All, a Green New Deal, and racial inequality, all while refusing money from PACs and special interests. I don't believe in Left or Right, but a Forward path of American prosperity.</p> <p>Voters are tired of the same politicians and rhetoric without any meaningful progress. But with your trust, we can set America back on track. For our future, and for change, I humbly request your vote. <a href="https://rishikumar.com/priorities">https://rishikumar.com/priorities</a></p>

## General Information

### When to File

The filing period for candidate statements is from July 18, 2022 to August 12, 2022, at 5:30 p.m. The filing period will be extended (for candidates other than an incumbent) to August 17, 2022, at 5:30 p.m., if any one of the incumbents does not file.

### How to File

#### 1. Physical Copy:

Signed and deliver to Office of the City Clerk with nomination forms.

City of Palo Alto  
250 Hamilton Avenue, 7th Floor  
Palo Alto, CA 94301

#### 2. Digital Copy

Email [city.clerk@cityofpaloalto.org](mailto:city.clerk@cityofpaloalto.org).

The electronic copy must be exactly the same as the hard copy.

If there is a discrepancy between the content of the hard copy and the content in the electronic format, the hard copy content will prevail. Handwritten statements will not be accepted.

### Contents

The statement may contain the name, age, and occupation of the candidate and a brief description of no more than two hundred (200) words of the candidate's education and qualifications expressed by the candidate. The spacing is to be uniform and conform to the guidelines shown in the "Candidate's Statement Guidelines." (The Guidelines are included in the Nomination Packet.)

### Restrictions

The candidate's statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations.

### Withdrawal

The statement may not be changed but may be withdrawn no later than the next working day after the close of the nomination period which is August 12, 2022, at 5:30 p.m. or August 17, 2022, at 5:30 p.m., if the nomination period is extended because an incumbent does not file.

### Confidentiality

Notwithstanding any other provisions of law, candidate's statements filed pursuant to Section 13307 of the Elections Code shall remain confidential until the expiration of the filing deadline.

# Preparing the Candidate Statement

To ensure uniformity, the candidate must prepare the statement as follows:

1. The statement should be typed exactly as it is to appear. When prepared in accordance with these standards, statements are printed exactly as submitted.
2. The statement should be typed in a single-spaced paragraph format, with a fixed pitch font. All paragraphs must begin with a standard 5 character space indent. Use upper and lower case type. Statements must be typewritten or computer printed and NOT handwritten.  
DO NOT USE: Bolding, Italics, Bullets, Diamonds, Stars, Boxes, Circles, Check Marks, Asterisks, Underlining, or ALL CAPITAL LETTERS (except in Titles and Acronyms).
3. The statement should be checked for errors in spelling, punctuation, and grammar. No correction will be allowed after the statement has been filed.
4. The statement must be limited to 200 words with a maximum of 22 lines with not more than 72 character positions in a line. Blank lines between paragraphs are optional, but will be counted towards line count.
5. The statement should not include reference to membership or activity in partisan political organizations.

The use of colloquialisms, slang, or other such expressions is strongly discouraged for purposes of translation into Spanish, Vietnamese, Chinese and Tagalog. When a candidate submits a statement, which is not in conformance with the guidelines provided (i.e., use of all caps, underscoring, unusual spacing, or capitalization of some words for emphasis), the Registrar of Voters will instruct the printer to ignore any special emphasis placed on words or phrases and to typeset the statements utilizing a uniform format. Notwithstanding the above guidelines, nothing shall be deemed to make any statement or the author thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous, or libelous statements offered for printing.

## Guidelines for Determining Number of Words in Candidate's Statement

Listed below are the guidelines identified in California Elections Code Section 9 to determine the number of words submitted on any document (such as the candidate's statement) whose contents are limited by statute:

### Counting of words.

1. Counting of words, for purposes of this code, shall be as follows:
  - a. Punctuation is not counted in the word count, but is counted in the character position maximum count.
  - b. Each word shall be counted as one word except as specified in this section.
  - c. All geographical names (only city, county and district names accepted) shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
  - d. Each abbreviation for a word, phrase, or expression shall be counted as one word.
  - e. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
  - f. Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting only of a combination of digits shall be counted as one word.
  - g. Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
  - h. Telephone numbers shall be counted as one word.
  - i. Internet web site addresses shall be counted as one word.
2. This section shall not apply to counting words for ballot designations under Section 13107.

The Registrar of Voters will make final determination in the counting of words.



# Ballot Designations

The Ballot Designation Worksheet is used to facilitate the review of the candidates proposed ballot designation. The California Administrative Code Title 2 Division 7 Chapter 7 defines acceptable ballot designations. (Election Code 13107).

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the candidate's principal profession, vocation, or occupation. The designation chosen must be from one of the five categories below: (Election Code Section 13107 and 13107.5)



## 1. Elective Office

Words designating the elective public office he/she holds, provided he/she was elected to this office (or, in the case of judicial offices only, appointed to the office).

## 2. Incumbent

The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing, and to which he/she was elected (or, in the case of judicial offices only, appointed to the office).

## 3. 3-Word Profession/Occupation/Vocation

No more than three words designating the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.



#### 4. Appointed Incumbent

The phrase “appointed incumbent” may be used if:

- The candidate holds an office other than a judicial office by virtue of appointment and is a candidate for the same office; or
- If the candidate is a candidate for the same or other office, the word “appointed” and the title of the office.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed”. However, the phrase “appointed incumbent” is not required of a candidate who seeks reelection to an office that they hold and to which they were appointed, as a nominated candidate, in-lieu of an election.

#### 5. Community Volunteer

Pursuant to Elections Code 13107.5. A candidate's ballot designation as “community volunteer” shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation, or occupation designation.

## UNACCEPTABLE DESIGNATIONS

Pursuant to Elections Code 13107 (b), no designation will be accepted which:

1. Would mislead the voter.
2. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
3. Abbreviates the word "retired" or places it following any word(s) it modifies.
4. Uses a word or prefix, such as "former" or "ex", which means a prior status, except for the word "retired" which is permitted.
5. Uses the name of any political party, whether or not it has qualified for the ballot.
6. Uses a word or words referring to a racial, religious, or ethnic group.
7. Refers to any activity that is prohibited by law. No title or degree shall appear on the same line on the ballot as the candidate's name, either before or after the candidate's name, in the case of any election to any office (Election Code 13106).

## REJECTED BALLOT DESIGNATIONS

If a declaration of candidacy bears a designation in violation of any of these restrictions, the candidate shall be notified by registered mail and shall, within three days from the date of receipt of the notice, appear at the Election Department (or the Secretary of State's Office in the case of Federal or State Candidates) and provide an alternate designation. If he/she fails to provide such an alternate designation, no designation will appear after the candidate's name on the ballot (Elections Code 13107(c) (1) (2)).

### **NO BALLOT DESIGNATION**

If the candidate fails to or does not want to give an occupational designation on his/her declaration of candidacy, his/her name will appear on the ballot with no designation (Elections Code 13107d).

# Campaign Financial Disclosure Statements

For some, campaign finance forms are the most challenging part of a campaign. All candidates for state and local office are required to file campaign disclosure statements. Additionally, any committee formed to support or oppose a candidate or ballot measure is required to file campaign disclosure statements.

## Campaign Disclosure Information & Manuals

The Fair Political Practices Committee (FPPC) prepares campaign disclosure manuals that walk you through the process. These manuals include information on who must file, when campaign statements must be filed, where statements are to be filed, etc.

Candidates for the City of Palo Alto Council Member election will be using Manual 2: Information for Local Candidates, available on the FPPC website here: <http://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title2>

All forms and manuals can be found on the FPPC website at: <http://fppc.ca.gov>

## Filing Responsibility Of Candidates And/Or Committees

It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a timely manner. As a courtesy, the Office of the City Clerk mails a reminder notice to candidates who, based on nomination documents, appear to have campaign disclosure filing requirements.

With the inception of threshold filing periods/requirements, however, only candidates or committees can ascertain whether they do or do not have a threshold-filing requirement. Failure to file the appropriate statements and reports in compliance with the Act can result in criminal and civil penalties. Failure to file by the prescribed deadlines can also lead to late filing penalties of \$10 per day up to \$100.

# Campaign Financial Disclosure Statements

The following is a partial listing of the most commonly used FPPC campaign disclosure forms, links to the forms and a brief explanation of the appropriate usage:

Form 501	<p><u><a href="#">Candidate Intention Statement</a></u> Basic form that must be filed prior to soliciting or receiving any contributions.</p>
Form 410	<p><u><a href="#">Statement of Organization</a></u> To organize a committee and obtain a Committee ID Number from the state. Form 410 must be filed within 10 days of receiving \$1,000 in contributions or expenditures.</p>
Form 460	<p><u><a href="#">Recipient Committee Campaign Statement</a></u> For use by candidate of office holder who has formed a controlled committee, or who has raised or spent or will raise or spend \$1,000 or more during a calendar year in connection with an election to office, or holding office.</p>
Form 465	<p><u><a href="#">Supplemental Independent Expenditure Statement</a></u> Officeholders, candidates, and committees that make independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single measure, or the qualification of a single measure must file Form 465.</p>
Form 470	<p><u><a href="#">Candidate and Office Holder Campaign Statement Short Form</a></u> This form is used by candidates who do not have a controlled committee, and do not anticipate raising or spending \$1,000 or more in a calendar year. If Form 470 is filed on or before the deadline for the first pre-election campaign statement, no additional campaign statement need be filed in connection with the election so long as total receipts/expenditures remain less than \$1,000.</p>
Form 496	<p><u><a href="#">Late Independent Expenditure Report</a></u> Any committee that makes independent expenditures totaling \$1,000 or more to support or oppose a single candidate or single ballot measure during the 16 days immediately prior to the election in which the candidate or measure is being voted must file a report within 24 hours of the expenditure.</p>
Form 497	<p><u><a href="#">Late Contribution Report</a></u> Any committee that makes or receives a late contribution totaling \$1,000 or more from a single source during the 16 days immediately prior to the election in which the candidate or measure is to voted must file a report within 24 hours of the contribution.</p>
Form 700	<p><u><a href="#">Statement of Economic Interest</a></u> For reporting personal financial interests and potential conflict of interests.</p>

# 2022 Campaign Disclosure Filing Schedule

A breakdown of dates from conception to rollout.

Date	Activity	Documents
<b>August 1, 2022</b>	FPPC Semi-Annual Statement Due	Deadline for semi-annual financial disclosure report Form 460. Reporting Period: January 1, 2022 - June 30, 2022.
<b>August 10, 2022 - November 8, 2022</b>	Contribution Expenditures	Sums of \$1k or more to/from a single source must be reported within 24 hr. on Form 497
<b>August 12, 2022</b> *If an Incumbent does not file by the deadline, date is extended to August 17, 2022	FPPC Statement of Economic Interest	Deadline to file Form 700 with all required nomination documents/declaration of candidacy.
<b>September 29, 2022</b>	FPPC 1st Pre-Election Statement Due	Deadline for pre-election financial disclosure report Form 460/470. Reporting Period: July 1, 2022 - September 24, 2022
<b>October 27, 2022</b>	FPPC 2nd Pre-Election Statement Due	Deadline for pre-election financial disclosure report Form 460. Reporting Period: Sept 25, 2022 - October 22, 2022
<b>January 31, 2023</b>	FPPC Semi-Annual Statement Due	Deadline for semi-annual financial disclosure report Form 460. Reporting Period: July 1, 2022 - December 31, 2022.
<ul style="list-style-type: none"> <li>• <b>Form 501:</b> All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.</li> <li>• <b>Deadline Extensions:</b> Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.</li> <li>• <b>After the Election:</b> Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.</li> </ul>		

# Statements of Economic Interest

## The Form 700

Every elected official and public employee who makes or influences governmental decisions is required to submit a Statement of Economic Interest, also known as the Form 700. The Form 700 provides transparency and ensures accountability in two ways:

1. It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
2. It serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

## Government Code Section 1090

Article 4 of Chapter 1 of Division 4 of Title 1 of the Government Code, "Prohibitions Applicable to Specified Officers," Section 1090 states Members of the legislature, state, county district, judicial district, and city officers or employees shall not be financially interested in any contract made by them in their official capacity or by any body or board of which they are members. Nor shall state, county, district, judicial district, and city officers or employees be purchasers at any sale or vendors at any purchase made by them in their official capacity.



### STATEMENT OF ECONOMIC INTERESTS COVER PAGE A PUBLIC DOCUMENT

Date Initial Filing Received  
*Filing Official Use Only*

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

---

#### 1. Office, Agency, or Court

Agency Name (Do not use acronyms)

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Division, Board, Department, District, if applicable      Your Position

---

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: \_\_\_\_\_ Position: \_\_\_\_\_



# Statements of Economic Interest

## Filing The Form 700 - Online Only

The City of Palo Alto uses an online filing system for entering and disclosing candidate's statements.

### Instructions to E-file your Form 700 with NetFile, the City of Palo Alto's E-filing system:

1. Log in to the system at <https://netfile.com/filer>.
2. New Users: Click the "New User? Request a Password" link, input your email address, and the system will send you an e-mail with a link to set your password.
3. Existing Users: If you have lost or forgotten your password, click the "Lost Your Password?" link, enter your email address, and the system will send you an e-mail with a link to set your new password. Your old password will become invalid.
4. Log in to begin the Form 700 filing process.

After you log in, click the "Get Help for this Page" button for information and instructions. Each page also includes links to short instructional videos. At the end of the process, you can create a draft document for review. When you are satisfied with the document, please e-file your document. You do NOT have to print, sign, and submit a paper copy of your e-filed statement.

The City Clerk's office can provide general guidance on the filling out of your form or answer any technical questions as it relates to NetFile only. If you have questions about the content of the form, please contact the FPPC Directly.

**More information about the Form 700 can be found on the FPPC website here:**

<https://www.fppc.ca.gov/Form700.html>

**Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov) | Phone: 866-ASK-FPPC (1-866-275-3772)**



# Campaign Contributions

## Contributions and Contributors

The Palo Alto Municipal Code Section 2.40.040 states:

"On the Friday preceding any special or general election, the city clerk shall publish in a newspaper of general circulation the name of each person and committee from whom a contribution or contributions totaling fifty dollars (\$50) or more have been received, the amounts each person or committee contributed, and the candidates or committees which received such amounts, as such appear on the campaign statements filed within the six-month period prior to the election pursuant to Article 2 (commencing with Section 84200) of the Government Code."

For the purposes of this section, the definitions contained in The Political Reform Act, Chapter 2 (commencing with Section 82000) of the Government Code apply.

Statements, which do not comply with PAMC Section 2.40.040 in disclosing contributors and contributions of \$50 or more, will not be accepted.

## Anonymous Contributions

The Palo Alto Municipal Code Section 2.40.050 states:

"No person shall make an anonymous contribution or contributions to a candidate, committee, or any other person totaling fifty dollars or more in a calendar year. An anonymous contribution between fifty dollars and one hundred dollars shall not be kept by the intended recipient, but instead shall be promptly paid to the city clerk for deposit in the general fund of this city."

## Elections Campaign – Voluntary Expenditure Ceiling

**The Palo Alto Municipal Code Section 2.40.070 (a) states:**

"Pursuant to Government Code Section 85400(c), a voluntary expenditure ceiling is established for each candidate for each election to city elective office in the amount of \$14,000.00" was suspended by City Council on June 15, 1999.

# Write In Candidacy

The write in statement and nomination papers shall be filed with the City Clerk no later than the fourteenth day prior to the election, which is Tuesday, October 25, 2022. No fee shall be required of a write in candidate for the City of Palo Alto.

## (See California Elections Code Section 8600)

"Every person who desires to be a write-in candidate and have his or her name as written on the ballot of an election counted for a particular office shall file:

(a) A statement of write-in candidacy, which shall contain the following information:

1. Candidate's name
2. Residence address
3. A declaration stating that he or she is a write-in candidate
4. The title of the office for which he or she is running
5. The party nomination which he or she seeks, if running in a primary election
6. The date of the election

(b) The requisite number of signatures on the nomination papers, if any, required pursuant to Sections 8062, 10220, 10510 or, in the case of a special district not subject to the Uniform District Election Law (Part 4(commencing with Section 10500) of Division 10), the number of signatures required by the principal act of the district. (Added by Stats. 1994, c.920, section 2)

(c) An official nomination form bearing the number of signatures required by PAMC Section 2.40.030, which is 25."



# Political Advertising

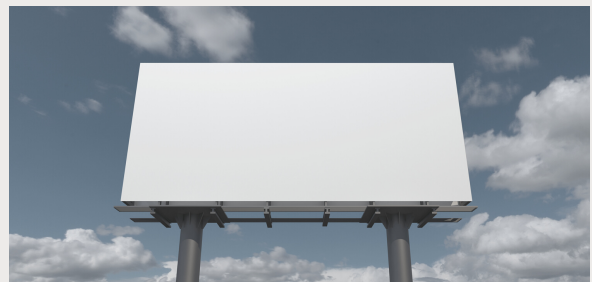
## Mass Mailing

The California Government Code Section 84305 states:

"(a) Except as provided in subdivision (b), no candidate or Committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of such mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or Committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a)."



**NOTE:** Candidates are encouraged not to send out any campaign literature telling a voter where his or her polling place is located. It is not only confusing to voters, but invariably some polling place changes occur in the last few days before an election. In prior elections, candidates have mailed campaign literature to voters telling them to go to the wrong polling place. Also, as previously indicated, candidates are discouraged from using their ballot order number in their campaign literature because Palo Alto's General Municipal Election is consolidated and the drawing of the ballot order number may not necessarily be the same as the number assigned in the sample ballot.

# Political Signs

**Campaign signs do not require a permit, but there are some regulations to follow.**

1. In Palo Alto, political signs do not require a permit per PAMC 16.20.160(b)(2).
2. Special purpose signs may be erected in residential districts in compliance with the provisions of Section 16.20.160.
3. Election signs can be erected at any time, but all election signs must be completely removed no later than six days following the day of the election to which it relates. Any election sign not removed within six days shall be considered abandoned and shall be removed by the Building Division. PAMC 16.20.160(b)(2)
4. Political signs may be erected in conformity with PAMC Section 16.20.100 and 16.20.160, which prohibits signs on public property and regulates size and height.
5. Unsafe, unlawful or abandoned signs, including but not limited to election signs posted more than six days after the election to which they relate, may be removed by the division of inspectional services or the police department. PAMC 16.20.240(b).
6. Before placing any signs or sign structures within view of a county or state highway, a statement by a responsible party requiring a notarized signature, must be filed with the Chief of the Highway Outdoor Advertising Program, State Department of Transportation, P.O. Box 942874, Sacramento, CA 94274-0001, or 1120 "N" Street (5th floor), Sacramento, California 98514.

**Political Signs are not allowed on public property or in public rights-of-way and will be removed.**

Has your sign been removed? Contact Code Enforcement at  
[Planning.Enforcement@CityofPaloAlto.org](mailto:Planning.Enforcement@CityofPaloAlto.org)  
or (650) 329-2605

# Political Signs

## Size & Height Restrictions

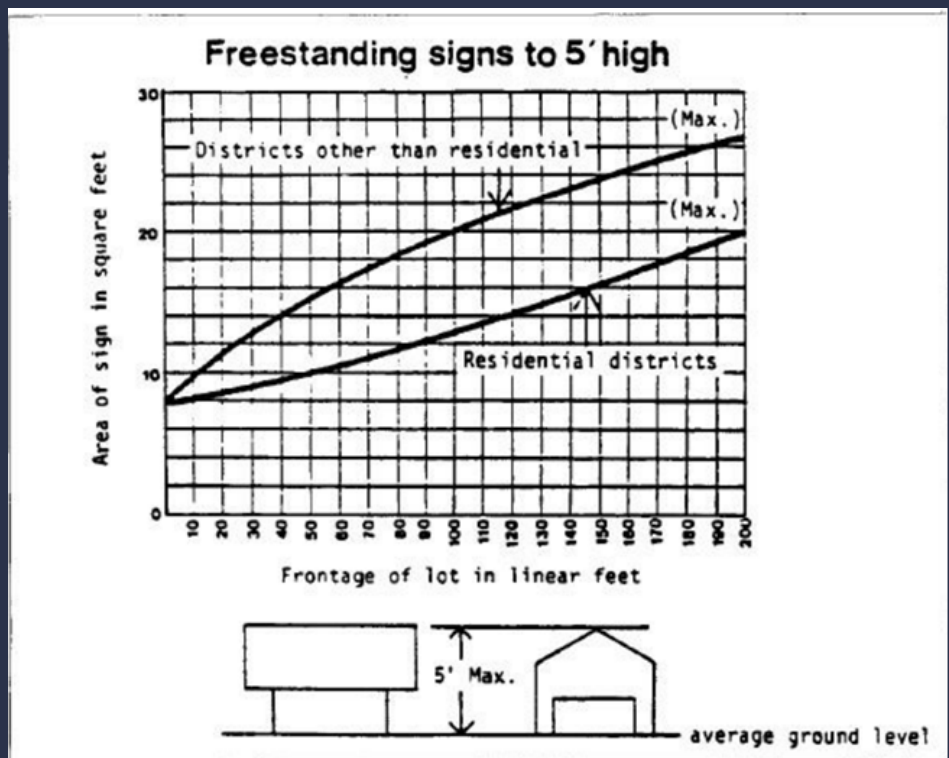
### WALL SIGNS

In residential districts wall signs shall not exceed an area of one square foot of sign for each forty square feet of wall area, except that regardless of the size of the building face,

- a. Any such sign or combination of signs may have an area of at least six square feet and
- b. No such sign or combination of signs shall have an area greater than one hundred fifty square feet.

### FREESTANDING SIGNS

Freestanding signs shall meet the requirements of Table 1\*. No projecting signs or roof signs shall be erected.



For the full sign code, click here:

<https://www.cityofpaloalto.org/files/assets/public/development-services/planning-review/multi-family-and-commercial/sign-code-handout-07102015.pdf>



## Code of Fair Campaign Practices

In 1982, legislation was passed which established a "Code of Fair Campaign Practices" in California which could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

At the time an individual files his or her nomination papers evidencing an intention to be a candidate for public office, the clerk shall inform each candidate for public office that subscription to the Code of Fair Campaign Practices is voluntary.

The Code of Fair Campaign Practices also applies to proponents/opponents of ballot measures.

## Order of Listing Candidates

The Palo Alto City Charter, Article VII, Section 3, states:

**"No ballot used at any municipal election shall contain any reference to a political party, and no designation or symbol shall be placed in connection with the name of any candidate. The order of listing of candidates' names on the ballot shall be determined by lot."**

The drawing will take place at the special City Council meeting after the close of the nomination period. The drawing will determine the order of listing names of Palo Alto candidates. The first name drawn will appear first on the ballot and so on.

**NOTE:** Candidates are advised to avoid reference to ballot order in any campaign literature or publicity materials because in a consolidated election, the official ballot combining ballots for all agencies consolidating their elections is prepared by the Santa Clara County Registrar of Voters and the assigned number shown in the official ballot is not available until the sample ballots are printed.

# Soliciting Funds

**The Palo Alto Municipal Code has specific information regarding soliciting funds for your campaign. Please be sure you are informed about the following regulations.**

## **The Palo Alto Municipal Code Section 4.30.010 states:**

"Permit required. No person shall solicit within the city for a contribution of funds for a charitable, political, religious, educational, community, recreational or similar nonprofit purpose by means of calling upon places of residence or business, or by means of direct personal contact in public places or upon public property without obtaining a permit as provided in this chapter. Any peddling or soliciting as defined in Chapter 4.10, by means of representation that all or a portion of the proceeds thereof are to be used for a charitable or similar nonprofit purpose or are to be transmitted to any person, firm or corporation for any such purpose, is unlawful unless a permit has been first obtained as provided in this chapter."

## **The Palo Alto Municipal Code Section 4.30.020 states:**

"Exceptions to permit requirements. The provisions of this chapter, except for Section 4.30.100, shall not be applicable to:

- (1) Solicitations by one member of an organization to another when the solicitation is conducted for that same organization;
- (2) Political committees for which the Secretary of State has assigned an identification number pursuant to the Political Reform Act (California Government Code Section 84101)."

## **The Palo Alto Municipal Code Section 4.30.100 states:**

"Conduct of solicitations. (a) No person shall solicit funds at any time at any building where there is a posted sign stating "No solicitors," or words to that effect, except that a licensed solicitor may call upon an occupant of a building when he has received express prior permission from such occupant to do so.

(b) No person shall solicit funds in any congested area where the solicitation activity impedes the public. For the purpose of this section, the judgment of a police officer, exercised in good faith, shall be deemed conclusive as to whether the area is congested or the public impeded."

# Election Day

On November 6, 2022, the polls will be open from 7 a.m. to 8 p.m. The deadline for the Registrar of Voters to receive ballots cast by absent voters by mail or in person is 8 p.m. on November 8, 2022.

Absent voter ballots may also be received at any polling place in the city by the close of the polls on Election Day. Those absent voter ballots received at the polls are counted during the official canvass because the voters' signatures must be verified before counting.  
(Elections Code 3017, 3019)

## Election Results

Semi-final election results are also available anytime after 8:15 p.m. on election night at [www.sccvote.org](http://www.sccvote.org). Remember to periodically refresh the screen for the most up-to-the-minute results.

Palo Alto election results will be provided directly from the Santa Clara County Registrar of Voters.

The official election results will be certified after the canvass of the returns.

## Official Canvass of the Returns

The Registrar of Voters shall conduct the official canvass of the returns commencing no later than the first Thursday following each election. The Registrar of Voters shall prepare a certified statement of the results and submit it to the City Clerk.  
(Elections Code 15301 and Charter)

## Declaration of Elected Candidates

At the time that the City Clerk submits the official canvass to the City Council, a declaration of elected candidates will be made through the adoption of a resolution of the Palo Alto City Council.

## Certificates of Election

As part of the swearing-in ceremony, the City Clerk shall issue the certificates of election.



# Electioneering

## 100 FEET RULE

Pursuant to Elections Code Section 18370 no person on Election Day shall, within 100 feet of a polling place, do any of the following:

- Circulate an initiative, referendum, recall or nomination petition or any other petition.
- Solicit a vote or speak to a voter on the subject of marking his ballot.
- Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in 14240.
- Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc. that promote a candidate or issue on the ballot.
- Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.

## ELECTIONEERING DURING VOTE BY MAIL VOTING

Pursuant to Elections Code 18371 no candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a Vote by Mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the Vote by Mail voter is voting.

Any person who knowingly violates this section is guilty of a misdemeanor.

This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, or to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

# References & Links

- City of Palo Alto Municipal Code and Charter  
<https://codelibrary.amlegal.com/codes/paloalto/latest/overview>
- The Palo Alto Municipal Code & Charter which describes local rules affecting local candidate activities  
(<https://codelibrary.amlegal.com/codes/paloalto/latest/overview>)
- State regulations that govern elections at the state and local level  
([www.leginfo.ca.gov/calaw.html](http://www.leginfo.ca.gov/calaw.html))
- The Fair Political Practices Commission (FPPC) who provides "[Manual 2](#)" for Local Candidates describes in detail many of the financial disclosure and filing requirements. You may contact the FPPC at (866) 275-3772 or [www.fppc.ca.gov](http://www.fppc.ca.gov).
- FPPC Campaign Disclosure forms filing schedule  
[https://fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Filing%20Schedules/2022-/state-november-2022/2022\\_01\\_State\\_Nov\\_8\\_Cand\\_Final.pdf](https://fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Filing%20Schedules/2022-/state-november-2022/2022_01_State_Nov_8_Cand_Final.pdf)



*This guide does not have the force and effect of law, regulation, or rule; in the case of conflict, the law, regulation, or rule will apply. Any questions you may have may be directed to the City Clerk's office, however we are precluded by law from providing legal advice. Legal questions should be directed to private legal counsel.*



# FORMS

The following page contain the list of forms that are required to be completed and submitted during the Candidate nomination period. The official forms will be distributed by the City Clerk during the nomination period.







**CANDIDATE NAME:**

**Nomination Papers and Forms**

- Nomination Petition and Affidavit of Nominee
- Verify Residence and Registration Status
- Ballot Designation Worksheet
- Code of Fair Campaign Practices
- Declaration of Candidacy and Oath of Office
- Permission to Post on the Internet
- Political Sign Regulations and Removal Plan

**Date Issued    Date Filed**

__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__

**Conflict of Interest**

- Statement of Economic Interest – Form 700

**Date Issued    Date Filed**

__/__/__	__/__/__
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**Candidate Statement of Qualifications**

Candidate Statement of Qualifications-200 Word Max.

- Hard Copy
- Electronic Copy (Microsoft Word)

- \$25 Candidate Filing Fee
- Petition in Lieu of Filing Fee Form (If requested)
- Photograph (optional)

**Date Issued    Date Filed**

__/__/__
__/__/__
__/__/__
__/__/__
__/__/__

**Campaign Disclosure**

- FPPC Manual 2
- Candidate Intention Statement – Form 501
- FPPC Statement of Organization – Form 410
- FPPC Committee Statement – Form 460 (Multiple Filings)
- FPPC Candidate Statement – Form 470 (Funds >\$1,000)

**Date Issued    Date Filed**

__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__
__/__/__	__/__/__

**General Information**

- Candidate Handbook

__/__/__
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I, \_\_\_\_\_, a potential candidate for the Office of Council Member, to be elected at the November 8, 2022, general municipal election, do hereby acknowledge receipt of the above material from the Office of the Palo Alto City Clerk/Filing Official as indicated above. I further understand the above documents are REQUIRED to be filed with the Palo Alto Elections Official prior to 5:00 p.m., Friday, August 12, 2022; except, if an incumbent does not file, the date for non-incumbent is extended to 5:00 p.m., Wednesday, August 17, 2022 and that all filings have to be done by appointment.

-----  
Candidate Signature

-----  
Date