

NOMINATION PERIOD OVERVIEW JULY 15TH – AUGUST 9TH

- A. Issuance of Nomination Paper
 - B. Nomination Petition Contents
 - Heading
 - Signatures
 - Circulator
 - Name
 - Residence
 - Ballot Designation
 - Oath/Affidavit of Allegiance
 - C. Deadline to File
 - D. Order of Candidate Names on Ballot
 - E. Write In Candidates
-

The Nomination Paper is a petition to provide for a nomination of a candidate by 20 registered voters of the jurisdiction for that office. It also contains a name to be placed on the ballot, the ballot designations (occupation, vocation, etc) and an oath of allegiance.

A. Issuance of Nomination Paper

EC §10227

The City Clerk/Elections Official, will issue nomination and election forms for municipal offices during regular office hours of the City's 9/80 schedule work week, July 15th – August 9th. Nomination Papers for Solana Beach may only be obtained from the City Clerk.

Solana Beach City Hall Regular Work Schedule

- Monday – Thursday, 7:30 a.m. to 5:30 p.m.
- Alternate Fridays 8:00 a.m. to 5:00 p.m. (July 26th and August 9th)

Please make an appointment ahead of time as your registered voter status must be verified before issuing this document.

At the time of issuance of the Nomination Petition form, the City Clerk shall type on the form the name of the candidate and name of the office and affix the elections official's signature before issuing. The forms shall be *issued* without charge to all candidates, with a \$25 fee upon *filing*. These officially issued forms must be used to nominate only one open seat (Mayor, District 1, District 3 of the City Council) in order to qualify for the November 5, 2024 ballot. *EC §10227*

B. Nomination Petition Contents

Nomination of Candidate *EC §10220*

Each candidate must be nominated by not less than twenty (20) or no more than thirty (30) registered voters in the City.

1. Issuance by City Clerk

Official Filing Form Box: The City Clerk will fill out this box initialing and dating the issuance of this form.

2. Heading

The name, office, City, and date of election will be inserted on the form prior to issuance. Only one candidate may be named on each nomination paper.

3. Circulating the Nomination Paper *EC §10220, 201*

The nomination paper may be circulated by the candidate himself/herself or by any other eligible person, 18 years of age or older. However, only ONE person may circulate each nomination paper.

Whoever circulates the paper must witness all signatures and complete and sign the Declaration of Circulator.

4. Signers /Signing a Nomination Paper *EC §10220, 10221*

A sponsor may sign only one nomination paper for each open seat of the governing body. Any registered voter of the jurisdiction, including the candidate, may sign a nomination paper. All signers must be a registered voter of the District for the paper they are signing.

	Printed Name	Signature	Residence Address	official Use
1				

Example:

Each registered voter may vote for one person in their District since there is only one open seat for each district. Therefore, each registered voter will nominate one person for their district office.

In obtaining signatures, you may want to confirm with the voter if they have signed for anyone else for the position for which you are circulating your nomination paper. If a sponsor signs more than one paper for a seat, the sponsor’s signature shall count only on the nomination paper that was filed first.

The signature of the sponsor must be written the same way it appears on their voter registration.

Once you have filed your paperwork, the City Clerk will have the signatures verified in order to qualify 20 of the 30 registered voter signatures provided. If 20 registered voters are not obtained, you will be contacted by the City Clerk that you have not reached the nomination requirement and may then issue you one Nomination Petition Supplemental Form (in the same manner as the initial Nomination Paper) in order to obtain additional signatures to qualify as a candidate. All signatures must be submitted by the deadline.

5. Declaration of Circulator *EC §10220,10222*

On the back of the official Nomination form.

- Any person who is 18 years of age or older may circulate a nomination paper. *EC §102*
- Only 1 person may circulate a municipal Nomination Paper.
- The circulator must personally witness the signature of each sponsor.
- The circulator must complete the Declaration of Circulator section on the form by entering his/her name, address and circulation dates, and sign under penalty of perjury.

DECLARATION OF CIRCULATOR

Only 1 circulator may circulate this nomination paper. Do not type this section. It must be filled out in your own handwriting.

I, _____, solemnly swear (or affirm) all of the following:

1. That I am 18 years of age or older.
2. That my residence address, including street and number, is _____.
3. That the signatures on this nomination paper were obtained between _____, 2024 and _____, 2024; that I circulated this petition and I saw the signatures on this section of the nomination papers being written; and that, to the best of my information and belief, each signature is the genuine signature of the person whose name it purports to be.

I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed by me at _____, on _____, 2024.
(City, State) (Month Day)

(Signature of Circulator)

6. Affidavit of Nominee and Oath or Affirmation BOX *EC §10223*

To be completed at the filing with the City Clerk. This is located on the back of the official Nomination form.

OATH OR AFFIRMATION OF ALLEGIANCE

I do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Nominee (MUST BE SIGNED IN CITY CLERK'S PRESENCE)

Subscribed and sworn to before me on _____, 2024

Signature of City Clerk

a. Name of Nominee

The candidate's name as provided by the candidate on the Declaration of Candidacy will appear on the ballot. It **CANNOT** be changed after the nomination period has ended.

A CANDIDATE <u>MAY:</u>	<ul style="list-style-type: none"> ◆ Use first, middle and last names. ◆ Use initials only and last name. ◆ Omit the middle name. ◆ Use a nickname in quotation marks, provided the given name or initials and last name are shown. ◆ Use a shortened familiar form of the given name. Such as “Bill” for William, “Dick” for Richard, “Kathy” for Kathleen, “Pat” for Patricia or “Terry” for Theresa.
A CANDIDATE <u>MAY NOT:</u>	<ul style="list-style-type: none"> ◆ Use more than 32 characters. ◆ Use titles such as “Ms.,” “Mrs.,” “Dr.,” “Col.,” “Rev.” No title or degree shall appear either before or after a candidate’s names on the ballot. <i>(E.C. Sec. 13106)</i> ◆ Change his/her name within one year prior to the election. If a candidate changed his/her name within one year prior to the election, the new name shall not appear on the ballot unless the change was made by marriage or decree of any court of competent jurisdiction. <i>(E.C. Sec. 13104)</i>

b. Print Name of Office

Mayor
Councilmember, District 1
Councilmember, District 3

The name of the office that the candidate is seeking must be printed on the second line of the affidavit.

c. Name as it should appear on Ballot – ALL CAPS. No titles.

Bold Box of Affidavit of Nominee

The first line in the bold box is the candidate's name, as he/she wishes it to appear on the ballot. If the candidate wishes, a nickname may be used in addition to the formal name, however, titles or degrees are not permitted.

d. Ballot Designation (Occupation, Vocation, etc.)

The listing of a ballot designation (in Bold Box) on the ballot is optional but must be elected at the submittal of the nomination paper, along with the Ballot Designation Worksheet.

The candidate may request an occupation designation to appear on the ballot. A candidate who requests a ballot designation to appear on the ballot must file a ballot designation worksheet.

Guidelines for Acceptable Ballot Designations

1. It is true and accurate.
2. It would not mislead voters.

3. It does not use a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
4. It does not abbreviate the word “retired” or place it following any word(s) it modifies.
5. It is generic. (This means “IBM” is unacceptable; “Computer Company” is acceptable.)
6. It is neutral; it does not suggest an evaluation of a candidate (such as “outstanding,” “expert,” etc.)
7. It is how the candidate makes a living.

[Ballot Designation Regulations link](#)
(Secretary of State and Ca.GovtCode)

Occupation, Vocation, Profession, etc.

- No Avocations (hobbies, volunteer work), Pro Forma Professions (honorary), or Statuses (veteran, philanthropist, MD)
- No commercial identification (UCLA, Smith Foundation)
- No prefix (Ex-, Former, Past)

Ballot Designation

Choose ONE of the following Ballot Designation options:

1. **Elective Office Title:** Words designating the elective office title may be used IF the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Acceptable examples:

City Councilmember
Councilmember, City of Solana Beach
Solana Beach Councilmember

NOT Acceptable:

City Councilmember, City of Solana Beach / Parent
(Too many words; “Parent” is not part of elected position)
Governing Board President, ABC School District
(Too many words; “President” is not an elected position; “Member” is)

2. **Incumbent:** The word “Incumbent” may be used IF the candidate is seeking re-election to the same office and was elected to that office by a vote of the people. The word “Incumbent” shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone.
3. **Principal Profession, Vocation or Occupation:** No more than three words designating either the current principal profession, vocation, or occupation of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

All California geographical names are one word. Hyphenated words that appear in a standard dictionary are considered one word. Each part of all other hyphenated words is counted as a separate word.

Acceptable examples:

*High School Teacher
Attorney / Educator / Rancher
CEO / Councilmember
Software Engineer / CEO*

NOT Acceptable:

San Diego County Supervisor / Business Owner

- 4. Appointed Incumbent:** The phrase “Appointed Incumbent” IF the candidate was appointed to the office and is seeking election to that office. The word “Appointed” may also be used with the office title. The word “Incumbent” shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone. There shall be no word count limitation applicable to ballot designations under E.C. 13107 (a) (4).

Acceptable examples:

*Appointed Incumbent
Appointed City Council
Appointed City Councilmember, Solana Beach*

- 5. Community Volunteer:** A “Community Volunteer” shall constitute a valid principal vocation or occupation for a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:
- A charitable, educational, or religious organization as defined by the United States Internal Revenue Code Section 501(c)(3);
 - A governmental agency; or
 - An educational institution. California Code of Regulations § 20714.5

The use of “Community Volunteer” is 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. Elections Code § 13107.5

- 6. No Designation Desired:** If no ballot designation is requested, write the word “NONE” and place your initials in the space provided for ballot designation on the last page of the Nomination Paper.

- After reviewing the rules, if you have questions on what may be accepted, you may email your inquiries to the City Clerk clerkoffice@cosb.org for review before your nomination filing appointment.
- If the City Clerk determines that the designation is not in compliance with the Elections Code, the City Clerk will notify the candidate by telephone or

certified mail that the designation must be changed to comply with the Code. If the candidate does not respond within three days of the notification date, the City Clerk will withdraw the designation.

e. Ballot Designation Worksheet

The Ballot Designation Worksheet Form is required for all candidates who want their occupation printed under their name on the ballot. It is filed at the same time as the Declaration of Candidacy. On this form the candidate will provide justification and documents (if any) to justify the specific designation requested. The listing of a designation on the ballot is OPTIONAL. Once filed, these forms are public information. If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.**

[Ballot Designation Worksheet](#)

1. Fill in your name, office title you are running for and contact information.
2. If you have an attorney, fill in your attorney's contact information.
3. Fill in the Proposed Ballot Designation not to exceed 48 characters, which shall match the designation on the Declaration of Candidacy, and two alternatives.
4. Fill in the justification for use of the proposed ballot designation, job title, employer and information of person(s) that can verify this information.
5. Answer the 12 questions (if the answer to any of the questions is "yes", your designation is likely to be rejected).
6. Sign and date under penalty of perjury that information is true and correct.

f. Residence address

Bold Box of Affidavit of Nominee

List your residence which should be the same as your address on file with the San Diego County Registrar of Voters.

- g.** The candidate must sign the "Oath or Affirmation" box in the witness of an officially authorized City Clerk/Elections Official or before a notary public. **Wait to complete this section at the meeting to file your paperwork with the City Clerk.**

C. Deadline for Filing Nomination Papers *EC §10224, 10225, 10407*

The deadline for filing nomination papers is 5:00 p.m. on Friday, August 09, 2024. **NO EXCEPTIONS.** Filing appointments are scheduled to ensure that the elections official has time to review all pertinent paperwork.

Filing on time is the candidate's responsibility. The Nomination Paper and any other documents that are required to be filed with it must be received at the filing meeting, occurring no later than the filing deadline.

Filings that are made on the final deadline day will not have the same courtesy review and signature verification as those turned in earlier, due to time constraints.

Postmark or scanned/faxed copies are NOT acceptable.

Withdrawal of Candidacy *EC §10224*

Withdrawal of candidacy is permitted only up to the close of the nomination period. No candidate may withdraw after the filing deadline is over. Do not confuse this with the option to withdraw a *Candidate Statement*, which has a different deadline.

D. Order of Names on Ballot *EC §13112*

The Secretary of State will conduct a randomized alphabetical drawing of the alphabet on August 15, 2024 and the Registrar of Voters will follow this same alphabet order to arrange the name of the candidates on the ballot.

E. Write-in Candidates

Write-in candidates must qualify via the nomination paper as mentioned in the beginning of this section in order to be official recipients of qualified votes. Qualified write-in candidates will NOT be listed in the sample ballot or on the official ballot. Only those candidates who have qualified by the August 09, 2024 deadline will be listed on the ballot.

FILING REQUIREMENTS	<p>Every person who desires to be a write-in candidate and have his or her name counted for a particular office shall file:</p> <p>1. A statement of write-in candidacy which contains the following:</p> <ul style="list-style-type: none"> ◆ Candidate’s name, ◆ Candidate’s residential address, ◆ A declaration stating that he or she is a write-in candidate, ◆ The title of the office which he or she seeks, ◆ The date of the election, <p>If applicable, the requisite number of signatures on the nomination papers for that office, and a circulator’s affidavit. Signers and circulators must meet the same qualifications as for regular nomination papers. <i>(E.C. § 8602, 8603)</i></p> <p>A person may not be a write-in candidate at the general election for a voter-nominated office or run-off contest.</p>
FILING FEE	No fee or charge shall be required of a write-in candidate . . . <i>(E.C. § 8604)</i>
FILING PERIOD	<p>September 9 to October 22</p> <p>The statement and nomination papers shall be available on the 57th day prior to the election and shall be filed with the City Clerk not later than the 14th day prior to the election. <i>(E.C. § 8601)</i></p> <p>Financial Disclosure:</p> <p>Please refer to Financial and Campaign Disclosure Information starting on page 45 for reporting requirements.</p>

ELECTION RESULTS	<p>Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass.</p> <p>During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has overvoted. Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the election's official.</p>
-------------------------	---