

City of Solana Beach



LOCAL CANDIDATE NOMINATION GUIDE

RUNNING FOR LOCAL OFFICE



www.cityofsolanabeach.org

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Notice

PROVISION FOR WHICH THESE CANDIDATE ELECTION MATERIALS ARE MADE AVAILABLE

This candidate guide has been prepared by the City Clerk’s Office to assist prospective candidates in understanding the process to qualify as a candidate for local elective office.

This guide is intended to address most inquiries about the next election, nomination process, sample ballot candidate statement of qualifications, and other topics. It summarizes state and local provisions correlating to candidacy for elective office in the City of Solana Beach.

Individuals interested in elective office should not rely solely on this guide. It is not all encompassing as it merely summarizes the major provisions related to candidates running for office in the City of Solana Beach. The enclosed materials are supplied as a courtesy to aid those parties intending to qualify for candidacy for City Council during a General Municipal Election. While the information herein is believed to be substantially correct, it does not have the force and effect of law, regulation, or rule; and it is not intended to provide advice. The City Clerk, as the Elections Official, is not engaged in rendering legal, accounting, or other professional services.

The Elections Official / City Clerk cannot accept responsibility for any errors or omissions in this information as it is the responsibility of the participant to ensure they meet all legal requirements.

All persons desiring to qualify as a candidate are encouraged to refer to constitutional, statutory, and local City code provisions that may apply to qualification for candidacy, including the legal requirements of the California Government Code, California Secretary of State, FPPC Regulations, California Elections Code, and the City of Solana Beach Election Code.

Commonly referenced terms.

City = The City of Solana Beach
CCR = California Code of Regulations
COSB – City of Solana Beach
EC = California Election Code ‘
FPPC – Fair Political Practices Commission
GC = California Government Code
SBMC – Solana Beach Municipal Code
SOS – Secretary of State

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Dear Prospective Candidate:

Thank you for your interest in running for the office of the City of Solana Beach's legislative body in the upcoming November 8, 2022 General Municipal Election. Running for public office is an invigorating and challenging opportunity that carries certain legal responsibilities and obligations.

This Candidate's Election Guide provides an overview of the main provisions related to the candidate qualification and election cycle process, as outlined in State and local regulations. It contains information that may be helpful regarding the requirements of running for office and conducting your campaign. The objective of the City Clerk's Office is to provide information on qualifying procedures as required by the California Elections Code, Government Code, and the Solana Beach Municipal Code. However, the City Clerk, Elections Official, may not be held responsible for directing candidates in procedures or the final interpretation of law, but rather aid in locating necessary resources. While the information herein is believed to be substantially correct, it may not be completely comprehensive of the process and is not intended to provide legal guidance or advice.

You will find instructions, forms and general information pertaining to the filing of nomination papers, candidate's statements, campaign disclosures, statement of economic interest, etc. Be aware that the City of Solana Beach has specific local regulations in addition to, or stricter than, some existing state laws that must be met. The City's local election code has been included for reference, and is located on the City's website, Solana Beach Municipal Code.

No duty is imposed upon the elections official to determine whether a candidate meets the skills or ability for holding office. The Declaration of Candidacy that each candidate must sign states that the candidate meets the statutory and/or constitutional qualifications for office including, but not limited to, citizenship, age, and residency.

I want to extend to you whatever assistance I can with this process. Please feel free to contact me at any time with questions. I hope you will find the candidate election process meaningful.

Regards,

Angela Ivey
City Clerk / Elections Official
858-720-2425 aivey@cosb.org

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

GENERAL – CITY GOVERNMENT

The City of Solana Beach is a General Law City with a Council-Manager form of government. The Council-Manager form is the system of local government that combines the strong political leadership of elected officials in the form of a council, or other governing body, with the strong managerial experience of a local government manager appointed by the City Council. The City Council enacts laws, establishes administrative policy, and appoints two officers - the City Manager and a City Attorney. Councilmembers serve on standing committees, joint powers authorities and other outside regional agencies.

City Council

There are five elected positions in Solana Beach. The Solana Beach City Council is made up of a city-wide elected Mayor and four district elected members, all serving a four-year term. General Municipal Elections are held in November of even-numbered years.

The Mayor, Councilmember District-1, and Councilmember District-3 were elected in November of 2020. In the upcoming November 2022 election, the final transition to district-based City Council elections will be completed with the election of Councilmembers to the two remaining Districts, 2 and 4.

City Council Terms of Office

At a December Council Meeting following the election certification, the elected officials will take their seat at the dais to begin their term. Elected officials serve 4-year terms and there are no limits on the number of terms a member can serve.

Compensation

The salary and additional benefits for the Mayor and Councilmembers is provided for in accordance with the provision of the Solana Beach Municipal Code 2.04.020. The current monthly salary for the Mayor is \$960.00 and for councilmembers is \$860.00.

City Council Responsibilities

The function of the City Council is to develop policies that the City implements. The Council passes laws by ordinance, adopts the budget, authorizes expenditures, approves fees, secures revenues, plans for long-range development of the community, and makes zoning and land use decisions, among other matters.

Elected Officials are required to comply with the state ethics laws, conflict of interest regulations and disclosure, and all requirements related to open meetings or “Brown Act” laws. Training and information is available to newly elected officials in a variety of forms. Councilmembers are required to file a Form 700 annually and complete Ethics training every two years.

[SBMC §2.04.010](#)

City Council Meetings

All Council meetings are conducted publicly, except to consider specific topics allowed under the Ralph M. Brown Act to be discussed in a closed session. Per the Solana Beach Municipal Code, the City Council

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

City of Solana Beach
Local Candidate Nomination Guide

holds regular Council meetings on the second and fourth Wednesdays of each month at 6:00 p.m. in the Council Chambers at City Hall. Additional meetings are held as necessary.

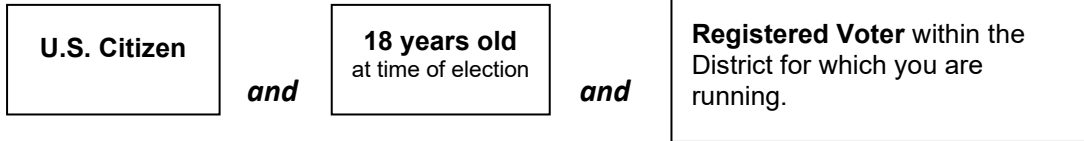
Agendas are generally posted approximately a week prior to Council meetings at City Hall and [online www.cityofsolanabeach.org](http://www.cityofsolanabeach.org). Interested persons can also subscribe to the [City News](#) (e-Blasts) to receive e-mail alerts when City Council meeting agendas are posted.

- **Meetings Are Public:** All City Council meetings are open to the public. The public may not attend Closed Session meetings for certain designated topics, per state code, which are held following the opening of the Closed Session meeting.
- **Meetings are Televised:** Regular City Council meetings are typically broadcast live on Cox Communications Channel 19, Spectrum (Time-Warner) Channel 24, and ATT U-verse Channel 99.
- **Meetings are Online Live and Archived:** All meetings are webcast live (15 second delay) on the City's website for live viewing and are then archived for ongoing online reference.

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

GENERAL QUALIFICATIONS TO RUN FOR AND HOLD LOCAL PUBLIC OFFICE

WHO CAN RUN FOR LOCAL OFFICE?



RESIDENCY

Voter Registration Status will be verified prior to the appointment with the City Clerk to issue nomination papers. *GC §36502, EC §201*

The City Council consists of four Councilmembers who each represent a separate district within the City and a Mayor who represents the entire City. At the time nomination papers are issued a person running for City Council District 2 or District 4 must be a registered voter of the Council district for which they are seeking office.

If, during the term of office, the candidate moves their place of residence outside of the City limits or District boundary, or ceases to be an elector of the City, their office shall immediately be vacant.
GC §36502, EC §201

CONVICTION OF CRIME

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. *GC §1021*

INCOMPATIBLE OFFICES

An officeholder is prohibited from holding multiple public offices or seeking more than one elective office.
GC §1099

FILING FOR MORE THAN ONE OFFICE

No person may file nomination papers for more than one office at the same election.
EC §8003b, 10220.5

EMPLOYMENT RESTRICTIONS FOR ELECTED OFFICIALS

An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, their employment shall automatically terminate upon their being sworn into office. *GC §53227(a)*

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Notice: No duty is imposed upon the City Clerk to determine whether a candidate meets the requirements for holding office.

CITY COUNCIL ELECTORAL DISTRICTS

On November 3, 2020, the first District elections took place for a separately elected Mayor and Councilmembers for Districts 1 and 3. The completion of transition to Districts will be November 8, 2022, when eligible candidates can run for City Councilmember seats in Districts 2 and 4. Individuals running for City Council must reside in the district they wish to represent, and residents will vote only for candidates in their respective district. The Mayor will continue to be elected at-large by all voters in the City. *SBMC §2.24.*

Council seats for the Mayor and Districts 1 and 3 are up for election in the same year and Districts 2 and 4 are up for election in the next even-numbered year.

[Electoral District webpage](#)

Following the 2020 Official Census, the City was required to review the Electoral Districts for population variations to ensure the Districts met the required criteria. The City Council conducted four Council Meetings and [Map 202](#) was adopted on March 23, 2022 which adjusted Districts 2 and 3 on the west side of their boundaries.

Updated Districts following Re-districting

Once the June 2022 Election is certified the San Diego County Registrar of Voters will begin the updates of multiple Electoral Districts on their website. Therefore, until this is updated, one should call to confirm their Electoral District at 858-505-7260 (San Diego County Registrar of Voters).

Note: The recent re-districting only changed the western boundaries of Districts 2 and 3.

Checking Voter Districts

If a voter does not live in this area of change, then looking up their own Voter Registration on the San Diego County Registrar of Voters website will provide them with their current Electoral District based on where they reside within the City. **Check an individual's voter registration [here](#).** You will need a house number, date of birth, and zip.

What voting district does an address fall within? Check the location's elective **voting district [here](#).** This view of Local Electoral Districts may be blank until the updated process is completed by the San Diego County Registrar of Voters. The District update process is necessary to adjust the Districts following the census and the required re-districting process.

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

2022 LOCAL ELECTION CALENDAR – CONSOLIDATION OF IMPORTANT DATES TO REMEMBER

DATE	Days Before ELECTION	EVENT Refer to relative instructions/guides for details.
June 22, 2022		CITY COUNCIL ADOPTED RESOLUTIONS Resolution 2022-076 Calling Election Resolution 2022-077 Consolidating Election Resolution 2022-078 Candidate Statement and Fee
July 18 (Monday) through August 12 (Friday)	113-88	NOMINATION PERIOD CANDIDATE FILING <i>It is advised to file before the last filing date. EC §10220, 10407</i>
August 10 – November 8, 2022	90-0	24 Hours – CONTRIBUTION REPORTS (497) FPPC requires that within 24 hours of receiving or making a contribution or loan to yourself of \$1,000 or more during this time period, it be reported. <i>Since contributions from others are limited to \$220, this only applies to the candidate loaning themselves \$1,000 or more.</i>
August 12, 2022 Friday	88	NOMINATION PERIOD CANDIDATE FILING DEADLINE Last day to file nomination papers, candidate’s statement of qualifications, and additional paperwork. <i>It is advised to file before the last filing date. EC §10220, 10407</i>
August 12, 2022 Friday	88	WITHDRAW Candidate from ballot No candidate who has filed may withdraw after this date. <i>EC §10224)</i>
August 13 – August 22, 2022	87-78	Public Review period for candidate statements for purpose of seeking a writ-of-mandate or injunction from a court assessing materials to be amended/deleted. <i>EC §13313</i>
August 15, 2022 Monday	85	WITHDRAWAL of Candidate’s Statement Statements may be withdrawn, but not changed, until 5:00 p.m. Withdrawal must be in writing and signed by the candidate. (EC 13307)
August 17, 2022		Candidate / Treasurer Webinar 7:00 p.m. – 9:00 p.m. Reservations are required with the County of San Diego Registrar of Voters for all participant. sdcmpdoc@sdcounty.ca.gov

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

**City of Solana Beach
Local Candidate Nomination Guide**

August 18, 2022	82	RANDOM ALPHABET The <u>Secretary of State</u> will hold a random alphabet drawing, which the City Clerk will use to determine the order in which candidates' names appear on the ballot. <i>EC §13112</i>
ONGOING	n/a	FPPC / Campaign Disclosure Webinars/Videos Presented by the Fair Political Practices Commission to explain campaign finance laws and restrictions. Webinars: https://www.fppc.ca.gov/learn/training-and-outreach/upcoming-training-opportunities.html Videos available at: https://www.fppc.ca.gov/learn/training-and-outreach/candidates-treasurers-committees.html
September 12 – October 25, 2022	57-14	FILING PERIOD FOR WRITE-IN CANDIDATES First and last days for a person to file the required documents with the City Clerk to qualify as a write-in candidate. <i>EC §8601</i>
September 29 - October 29, 2022	40-10	SAMPLE BALLOTS MAILED The Registrar of Voters will mail the sample ballots between these dates. <i>EC§13300</i>
September 29, 2022 Thursday	40	1ST PRE-ELECTION - FPPC CAMPAIGN STATEMENT DEADLINE Campaign Statements 460/470 (Filed original with the City Clerk's Office by 5:30 p.m.) Reporting Period Covers: July 1 st – Sept 24 th
October 10 – November 1, 2022	29 - 7	VOTE BY MAIL AVAILABLE (EC 3001 (b)) Between these dates the county elections official shall begin mailing ballots.
October 24, 2022	15	VOTER REGISTRATION DEADLINE Last day to register to vote for November Election. (EC 2102) After this date, individuals wishing to vote may register and provisionally vote at the Registrar of Voters Office.
October 25, 2022	14	WRITE-IN CANDIDATE FILING DEADLINE Last day to file the required documents with the City Clerk to qualify as a write-in candidate. <i>EC §8601</i>
October 27, 2022 Tuesday	12	2ND PRE-ELECTION - FPPC CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 (Filed with the City Clerk's Office by 5:30 p.m.) Reporting Period Covers: Sept 25 th – Oct 22 nd

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

*City of Solana Beach
Local Candidate Nomination Guide*

November 5 – November 7, 2022	3-1	EARLY VOTING
November 3, 2022 Thursday	5	3rd PRE-ELECTION – SBMC 2.24.080 A. CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 (Filed with the City Clerk’s Office by 3:00p.m.) Reporting Period Covers: Oct. 23 rd – Nov 2 nd
November 8, 2022 Tuesday	0	ELECTION DAY Voting Centers open from 7:00 a.m. to 8:00 p.m. <i>EC §1301</i>
December 14, 2022 City Council Meeting	The ROV has 30 days to provide the Official Canvass of the Election to the City Elections Official.	<ul style="list-style-type: none"> ▪ Election Results Declared at City Council Meeting ▪ Assume Office ▪ Oath of Office Ceremony
January 13, 2023	Due within 30 days of assuming office	DEADLINE TO FILE STATEMENT OF ECONOMIC INTEREST (Form 700) Filing for persons assuming/leaving office as elected member of the City Council.
January 31, 2023		SEMI-ANNUAL CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 for Open Committees (Filed with the City Clerk’s Office by 5:30 p.m.) Reporting period = October 23 rd to Dec 31, 2023.

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

DECLARING CANDIDACY

The Form 501, Candidate Intention Statement, must be filed with the City Clerk before you solicit or receive any contributions or loans, and prior to the use of any candidate's personal funds in support of the candidate's campaign.

[Form 501](#)

See the Election [webpage](#) or the Campaign Activity Reference (pending) for additional forms that may be triggered at this time or at a later date.

NOMINATION PERIOD

All candidates wishing to be placed on the ballot are required to complete the nomination process which consists of the documents listed below. All items must be submitted at the filing appointment.

All of the items enumerated below must be submitted at the Nomination Filing appointment together by August 12, 2022 in order to be considered for qualification to run for office in this election.

1. Nomination Papers (Required)

EC §10220-10224, 10227, 13107

The Nomination Paper is the document on which a single circulator obtains nominating signatures for the candidate. One Nomination Paper will be issued to each candidate by the City Clerk. The City Clerk may issue a Nomination Paper to a registered voter with the title of the elected office being sought.

Nominating Signatures

A candidate must obtain at least 20 valid signatures of registered voters within their District to qualify for the ballot. They may collect up to a maximum of 30 signatures. Qualification is based on the verification of valid signatures compared to those on file at the San Diego County Registrar of Voters. If the Nomination Paper does not meet the 20 required registered voter signatures, a supplemental form may be issued by the City Clerk, prior to the Nomination Period deadline. Failure to obtain a minimum of 20 valid, qualified signatures will result in the name not being placed on the ballot.

Signer Qualifications

No voter may sign more than one nomination paper for the same office, and in the event a voter does so, that voter's signature shall count only on the first nomination paper filed which contains the voter's signature. Nomination papers subsequently filed for the same office and containing the voter's signature will be considered as though that signature does not appear on the subsequent nomination paper. *EC §10220*

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Circulation

Nomination petitions may be circulated between July 18, 2022 and August 12, 2022 and must be filed with all other paperwork at the Elections Official's office before Friday, August 12, 2022 at 5:00 p.m.

The **Nomination Paper** will be provided at the issuance of the Nomination Paper.

See [Nomination Overview](#)

Do not sign the Oath or Affirmation of Allegiance prior to submitting your filing document to the City Clerk.

2. Ballot Designation (Required)

EC §13307

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.

- The Ballot Designation Worksheet, along with any supporting documents, must be filed at the same time as the Affidavit of Nominee (nomination paper) is filed.
- If no Ballot Designation Worksheet is filed, no designation shall appear on the ballot.

The **Ballot Designation Worksheet**, will be provided at the issuance of the Nomination Paper.

See [Nomination Overview](#)

3. Candidate Statement of Qualifications (Required)

The Candidate Statement is designed to acquaint voters with a candidate's qualifications for the office they are seeking. The Candidate's Statement is incorporated into the Sample Official Ballot Pamphlet that will be mailed to all registered voters eligible to vote for that particular candidate. The Candidate Statement is optional and, if chosen, is paid for by the candidate. A deposit is required at the filing appointment and an agreement to accept responsibility for the full cost will be signed. If the final cost, post-election, is less than the estimate, the difference will be reimbursed to the candidate. If the final cost is more than the estimate, the candidate will be required to pay the difference to the City.

If the Candidate does not wish to submit a Candidate's Statement, they will be required to sign at the bottom of a Candidate Statement waiving their right to submit one.

See [Nomination Overview](#)

The **Candidate Statement** will be provided at the issuance of the Nomination Paper.

To streamline document-submittal appointments, we recommend that candidates take advantage of two advance reviews by the City Clerk before the Nomination Filing appointment. Candidates may email their draft candidate statements for review to aivey@cosb.org. Our goal is to return unofficial word counts, content review, and format for draft candidate statements within one business day. Up to two courtesy advance reviews will be provided for each candidate. All Candidate Statements are

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

confidential until the nomination period deadline has passed. For all qualified candidates, the Candidate Statements will be posted on the City’s website the following Monday for public access.

The final statement will be printed and signed during the Nomination filing meeting with the City Clerk.

4. Form 700 – Conflict of Economic Interest (Required)

EC §87200-87210

The Form 700 provides information about candidate’s economic interests and potential areas of conflict in relation to their official duties, if elected, and provides information to members of the public who may monitor official actions for any conflicts. This form is required to be submitted with the nomination papers during the submittal period. This filing should include the twelve prior months to the filing date to disclose certain financial interests. Councilmembers are not limited to the City’s designated filing positions. As a GC 87200 filer, their reporting interests are broad.

In addition, all newly elected officials will be required to file an “Assuming” Statement of Economic Interests within 30 days after the term of office begins. Once filed, the form is a public document.

[Form 700 to view](#)

(see below when and how to fill it out)

Once you receive an official Nomination Petition Form, you will receive an email giving you access to the 700 Form Filer’s Access Portal to complete this form online. The Form 700 must be completed not before issuance of the Nomination Paper nor after the Nomination appointment. It is required to be filed with the Nomination Papers, per the California Election Code. It may not be changed, only amended.

[Filing Reference Guides](#)

5. Biographical Form (optional)

This document is optional and serves as a voluntary opportunity for the candidate to share more information, as well as their contact information, with the public. The information provided will be posted online with their Candidate Ballot Statement and will be made available to any party upon request.

The **Biographical Form** will be provided at the issuance of the Nomination Paper.

6. Code of Fair Campaign Practices (optional)

EC §20440

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammled choice and the will of the people may be fully and clearly expressed on the issues. A candidate who subscribes to the code and submits their signed form to the appropriate filing officer is indicating that they intend to voluntarily endorse, subscribe to, and solemnly pledge

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

to conduct their campaign in accordance with the principles and practices stated in the code. Subscription to this code is voluntary.

The **Code of Fair Campaign Practices** will be provided at the issuance of the Nomination Paper.

- 7. Campaign Signs Acknowledgement (Optional)**
Complete the local campaign sign agreement regarding your understanding of rules and regulation for campaign signage in the City of Solana Beach.

[Local Campaign Signs](#)

- 8. Fees**
The City of Solana Beach currently can accept check (payable to the City of Solana Beach) or cash for the fees listed below. One check may be used for both fees.
- a. Filing Fee (required) *City of Solana Beach Fee Schedule*
The City of Solana Beach requires a \$25 filing fee (non-refundable) with the filing of the nomination paper packet. For candidates who choose not to pay the candidate filing fee, please contact the City Clerk for a Petition in Lieu of Filing Fee form.
- b. Candidate Statements (if submitted)
Deposit for the estimated cost of the Candidate’s Statement of Qualifications. The estimated cost and required deposit of the candidate statement containing up to 400 words will be \$2,000.

Where to file – City Clerk’s Office by Appointment

**City of Solana Beach City Hall
635 S. Highway 101, Solana Beach, CA 92075
858-720-2400**

- Make an appointment with the City Clerk and plan on setting aside at least 30 minutes to review, complete, and process your filing paperwork.
- Email your final Candidate’s Statement to the City Clerk prior to your appointment.
- Submit your filing early! By submitting your document early, the City Clerk may be able to verify your signatures prior to the filing deadline to allow you the opportunity to obtain additional signatures, if needed, by issuing a Supplemental Nomination Paper for additional signatures. This process must be completed before the filing deadline.
- Make sure all required documents are final and complete (except for the back of the nomination paper). Once documents are submitted, they may not be changed. You can only withdraw your Candidate’s Statement by the next business day after the nomination period deadline.

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

PUBLIC REVIEW PERIOD

State law provides for a “public review period” of all candidates’ statements of qualifications, and other materials before printing the Sample Ballot and Voter Information Pamphlet.

The California Elections Code further defines this review period, with a distinct period for each document listed below that are filed with the City Clerk.

During this period, any voter who believes any portion of these materials to be false, misleading or inconsistent with state law may seek a writ of mandate or injunction requiring any or all of the material to be amended or deleted.

Any court challenges must be resolved 67 days (September 2, 2022) before Election Day in order for there not to be any delays in printing the ballot and impacting the administration of the election.

The public review periods are as follows:

Ballot Occupational Designations for Local Candidates

August 13 to August 22

Candidates filed by August 12

Candidate Statement of Qualifications for Local Offices

August 13 to August 22

Statements filed by August 12

FAQs

Q: When is the election and how many positions are open?

A: The General Municipal Election to elect councilmembers in the City of Solana Beach are held on the first Tuesday after the first Monday in November of each even-numbered year. There is one Mayor elected at large and there are four Councilmembers, each representing a designated District of the City.

The next election will be November 8, 2022 for Councilmembers from District 2 and District 4.

[Local Election webpage](#)

Q: Must I live in Solana Beach to become a City Council candidate?

A: You must be a registered voter, thus a resident, of the District you wish to represent to run for City office.

Q: How can I become a candidate for Solana Beach City Council?

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

City of Solana Beach
Local Candidate Nomination Guide

A: Make an appointment with the City Clerk to obtain Nomination Papers and documents at 858-720-2400 or aivey@cosb.org. Papers will be issued at 635 S. Hwy. 101, Solana Beach

Q: When are documents available to run for City Council?

A: The nomination period opens on July 18, 2022 and ends on August 12, 2022.

Q: When is the deadline to return the completed documents?

A: The deadline is 5:00 P.M. on August 12, 2022. However, you are encouraged to turn in the forms as soon as they are complete to verify all requirements have been met and allow additional time if necessary, before the deadline. Candidate statements are confidential until the conclusion of the nomination period.

Q: Are the positions partisan or non-partisan?

A: Elections for city offices are non-partisan, meaning candidates do not declare a political party in order to run for office. EC §334

Q: How many signatures are needed by registered voters to nominate a candidate?

A: Not less than 20, but no more than 30 registered voters in the applicable District. EC §10220

Q: Who can circulate the Nomination Paper?

A: Preferably the candidate or any other eligible person, 18 years of age or older. Only one person can circulate the entire paper to signers.

Q: Is there a cost to run for City Council?

A: Yes, the only required cost for a candidate is the filing fee (non-refundable) of \$25 to be paid at the filing of the nomination documents. For candidates who cannot pay the candidate filing fee, please contact the City Clerk for a Petition in Lieu of Filing Fee form.

Q: What is a Candidate's Statement and what is the cost?

A: It is an optional way to let the voters know about you. You can write a statement that is printed in the Sample Ballot, which is mailed to all registered voters for your elective district. For details about the format and cost, refer to the Nomination Guide. Payment for the filing fee and the optional candidate's statement must be made at the time nomination documents are filed and may be made by check, cash or credit card (convenience fee applies). Refer to the Nomination Guide.

Q: Are there rules regarding flyers, yard signs or internet ads?

A: Yes, there are local rules. Make sure you are aware of all campaign finance rules and local sign regulations. Refer to the Campaign Sign Regulations on the [Elections webpage](#).

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Q: Who do I contact if I have additional questions?

A: The City Clerk is the Elections Official for Solana Beach and can answer questions or refer you to the appropriate person or agency. The City Clerk may be reached at (858) 720-2400 or at aivey@cosb.org.

Q: Where do I obtain FPPC forms?

A. All FPPC forms can be obtained from the FPPC website. See the Campaign Activity Reference (pending posting) for some guidance on following local rules for reporting and filing. <https://www.fppc.ca.gov/forms.html>
Some candidate filings will soon be available to file online. The City Clerk will make candidates aware of this option once it is implemented.

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

IMPORTANT CONTACTS

OFFICE OF THE CITY CLERK

635 S. Highway 101, Solana Beach, CA 92075

Phone: (858) 720-2400

www.cosb.org

- Campaign Statements for Local Committees and Candidates
- Forms and Manuals
- Filing Schedules

SAN DIEGO COUNTY - Registrar of Voters

5600 Overland Avenue, San Diego, CA 92123

Phone: (858) 565-5800 or (800) 696-0136

www.sdvote.com

- Mail Ballots
- Voter Index/Precinct Lists
- Mailing Labels
- Voter Registration

SECRETARY OF STATE

Political Reform Division

1500 11th Street, 4th Floor, Room 495, Sacramento, CA 95814

Phone: (916) 653-6224

www.sos.ca.gov

- Committee Identification Numbers
- Formation and Termination of Committees

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620, Sacramento, CA 95814

Phone: (866) 275-3772 (Toll Free)

www.fppc.ca.gov

- Campaign Disclosure
- Conflict of Interest Disclosure

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.