

Candidate Guide

**A Municipal Election Guide for Candidates
General Municipal Election of November 3, 2020**



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LEMOORE VOTING DISTRICTS

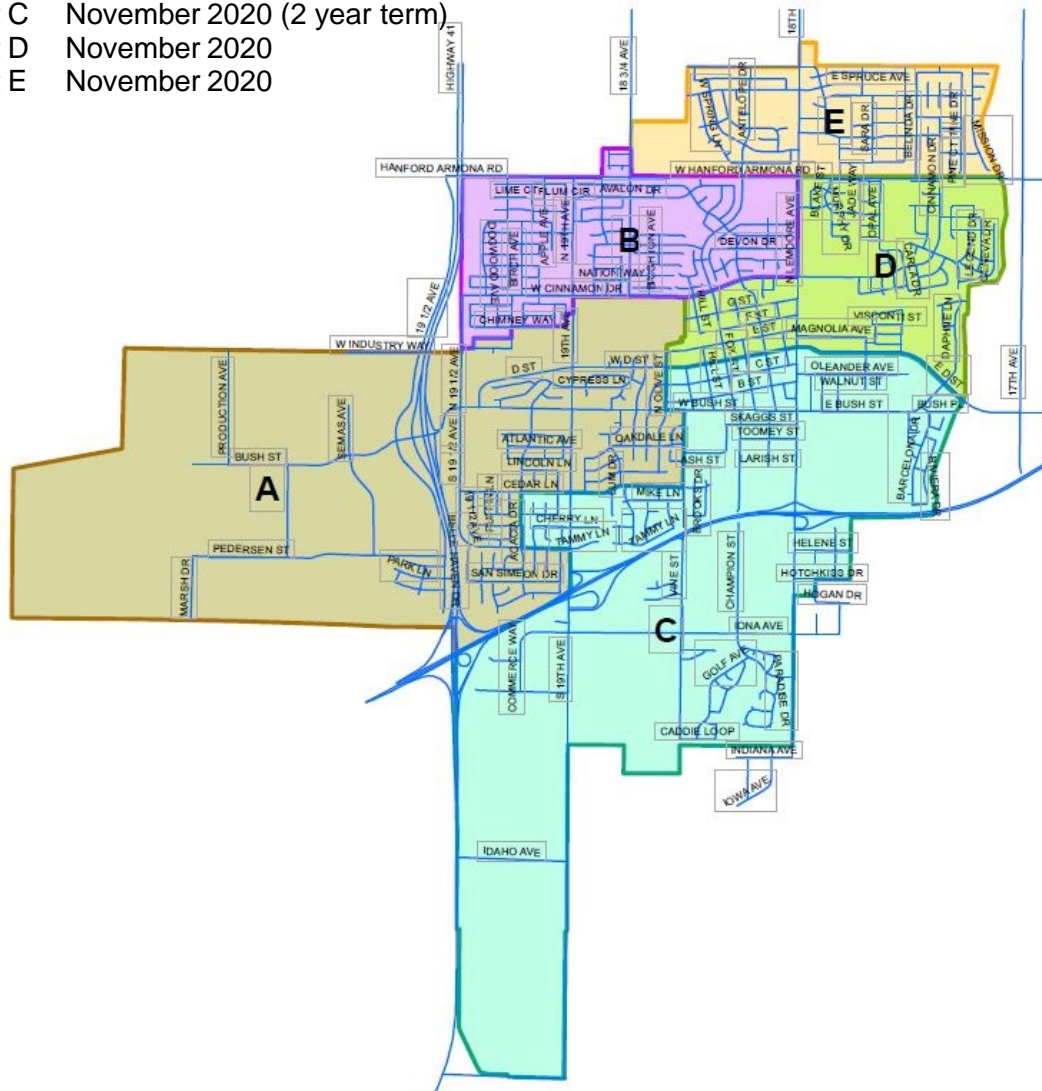
On March 20, 2018, the City of Lemoore adopted Ordinance No. 2018-01 changing the system for electing members of the City Council from an at-large system to an election by district.

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

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

Dates of election:

- District A November 2022
- District B November 2020
- District C November 2020 (2 year term)
- District D November 2020
- District E November 2020





OFFICE OF THE CITY CLERK

July 13, 2020

Dear Candidate:

Congratulations on choosing to become a council member candidate for the City of Lemoore. The General Municipal Election will be held **November 3, 2020**, to fill the Districts B, C, D, and E seats on the City Council.

This packet will provide you with the necessary forms and information needed to successfully run for office. The following steps will guide you through the process:

Step 1 “Pulling Papers”

July 13 – August 7 4:30 p.m.*

- You must be a registered voter residing within the designated district boundary at the time Nomination Papers are issued.
- When you are issued Nomination Papers, you will be asked to sign a proof of receipt of candidate packet.

Step 2 “Gathering Signatures”

July 13 – August 7 4:30 p.m.*

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

Step 3 “Preparing Papers for Filing”

July 13 – August 7 4:30 p.m.*

- Select a ballot designation. This is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold. Use the ballot designation worksheet to assist in selecting a valid designation. This worksheet must be submitted with your Nomination Paper.
- Complete the [FPPC Form 700 Statement of Economic Interest](#). The report should cover the 12-month period prior to filing your Nomination Paper. Blank forms are available from the City Clerk or at www.fppc.ca.gov.

Step 4 “Preparing Optional Papers for Filing” July 13 – August 7 4:30 p.m.*

- Candidate’s Statement
- Subscription to Code of Fair Campaign Practices
- Public Information Resume

Step 5 “Filing Papers” July 13– August 7 4:30 p.m.*

****August 12 4:30 p.m. if an eligible incumbent has not filed***

File the following papers with the City Clerk:

- Nomination Paper
- Ballot Designation Worksheet
- [FPPC Form 700 Statement of Economic Interest](#)
- Candidate’s Statement (optional) (Must be filed w/ Nomination Paper and a statement fee payable to City of Lemoore. Submit electronically via e-mail to cityclerk@lemoore.com or other storage device.)
- Subscription to Code of Fair Campaign Practices (optional)
- Public Information Resume (optional)

Step 6 “Campaign Filings”

All candidates for municipal office are subject to the provisions of the State Political Reform Act of 1974, as amended. The Fair Political Practices Commission (“FPPC”) has been charged with carrying out the provisions of the Act. The forms most commonly used by candidates and committees and the filing deadlines are listed in your packet and are available to download at www.fppc.ca.gov. The FPPC website covers many topics; you will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals. Review the [FPPC Campaign Disclosure Manual 2](#) for instructions on campaign filings.

Step 7 “Record Keeping”

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

Step 8 “Calendar”

An election calendar is included in this packet which indicates filing deadlines and other election dates.

Step 9 “Campaigning”

Information is included in this packet regarding regulations for:

- Political Signs in the Public Right-of-Way
- Political Advertising Disclaimers
- Mass Mailing Requirements
- Paid Telephone Calls Requirements
- Radio and Television Advertisement Requirements
- Newspaper Advertisement Requirements
- Simulated Ballot Requirements
- Services to Candidates

Step 10 “City Information”

Your packet contains general information regarding the City. The City offices are open Monday through Friday. The City Clerk is available Monday through Friday from 8 a.m. to 5 p.m.

Again, congratulations on your candidacy. If you have any questions regarding the election process, or if I can assist you with additional information regarding the City, please contact me directly at (559) 924-6744 ext. 700.

Sincerely,

Marisa Avalos

Marisa Avalos
City Clerk

THIS CANDIDATE'S HANDBOOK IS INTENDED TO PROVIDE GENERAL INFORMATION FOR CANDIDATES AND COMMITTEES, AND DOES NOT HAVE THE FORCE AND EFFECT OF LAW, REGULATION OR RULE. IT IS DISTRIBUTED WITH THE UNDERSTANDING THAT THE CITY CLERK OF THE CITY OF LEMOORE IS NOT RENDERING LEGAL ADVICE. THEREFORE, THE HANDBOOK IS NOT A SUBSTITUTE FOR LEGAL COUNSEL FOR THE INDIVIDUAL, ORGANIZATION OR CANDIDATE USING IT. THE CITY CLERK STRONGLY RECOMMENDS THAT ANY PROSPECTIVE CANDIDATE OBTAIN LEGAL ADVICE TO ASSIST IN COMPLYING WITH APPLICABLE CALIFORNIA LAWS, INCLUDING THE CALIFORNIA ELECTIONS CODE AND CALIFORNIA GOVERNMENT CODE

QUALIFICATIONS

Every candidate shall:

- A. Be a U.S. citizen. (Cal. Const., art. IV, § 2(c)1)
- B. Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. (Elections Code §201)
- C. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. (Elections Code §20)



**Candidate Packet
General Municipal Election
November 3, 2020**

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Step 1 “Pulling Papers”**July 13 – Aug 7 4:30 p.m.***

Documents Needed:

- Voter Registration Verification
- Receipt of Candidate Packet
- Nomination Paper

Information:

- You must be a registered voter residing in Lemoore and in the District at the time Nomination Papers are issued.

Step 2 “Gathering Signatures”

July 13 – Aug 7 4:30 p.m.*

Documents Needed:

- Nomination Paper

Information:

Nomination papers may be obtained from the City Clerk beginning at 8:00 a.m. on Monday, July 13, 2020. The nomination period closes on Friday, August 7, 2020, at 4:30 p.m. If an eligible incumbent chooses not to file, the nomination period will be extended to Wednesday, August 12, 2020, at 4:30 p.m.

Candidates are to be nominated by signatures of not less than 20 nor more than 30 registered voters residing in your district. A candidate with more than 30 signatures may be disqualified in the same manner as a candidate with less than 20 signatures. You are urged to obtain the maximum of 30 signatures to ensure that you have the required amount in the event some signatures are disqualified.

Each person signing the Nomination Paper **MUST PERSONALLY SIGN** his/her name **AND PRINT HIS/HER ADDRESS** as it appears on the voter’s affidavit of registration and **PRINT** his/her name on the second line. Each signer may sign only one person’s Nomination Paper.

The **CIRCULATOR** of the Nomination Paper must complete the Declaration of Circulator found on the last page of the Nomination Paper. (The circulator is allowed to sign the Nomination Paper if he/she is a registered voter.) A candidate may circulate his/her own Nomination Paper.

The **CANDIDATE** must complete the “**AFFIDAVIT OF NOMINEE**” found on the last page of the Nomination Paper. It is suggested that the affidavit be signed at the time of filing of the Nomination Paper with the City Clerk.

[Blank]
Nomination Paper
will be provided by
the City Clerk

Step 3 “Preparing Papers for Filing” July 13 – Aug 7 4:30 p.m.*

Documents Needed:

- Ballot Designation Worksheet
- [FPPC Form 700 Statement of Economic Interest](#)

Information:

BALLOT DESIGNATION

This is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold. Use the ballot designation worksheet in determining a valid designation. When you file your papers, in the presence of the City Clerk, you will print your name and occupation (ballot designation) on the back of your Nomination Paper; you must also submit a completed ballot designation worksheet.

See the instructions accompanying the Ballot Designation Worksheet for relevant provisions of the Elections Code.

FORM 700 – STATEMENT OF ECONOMIC INTERESTS

All candidates are required to file a Statement of Economic Interests at the time the Nomination Papers are filed. The form covers the 12-month period *prior* to the date your Nomination Paper is filed. To assist you with completing the cover page of Form 700, the following information is provided.

- 1. Office, Agency, or Court**
City of Lemoore
Division, Board, District: District B, C, D, or E
Position: City Council Member Candidate
- 2. Office of Jurisdiction**
City of Lemoore
- 3. Type of Statement**
Candidate
- 4. Schedule Summary**
(complete and attach only the applicable schedules)
- 5. Date and Sign**

****FORM 700 MUST BE FILED AT THE SAME TIME AS THE NOMINATION PAPER****

COVER PAGE

SAMPLE

Please type or print in ink.

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

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

City of Lemoore

Division, Board, Department, District, if applicable

District C

Your Position

City Council Member Candidate

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

Agency: _____ Position: _____

2. Jurisdiction of Office (Check at least one box)

- State
- Multi-County _____
- City of **Lemoore**
- Judge or Court Commissioner (Statewide Jurisdiction)
- County of _____
- Other _____

3. Type of Statement (Check at least one box)

- Annual: The period covered is January 1, 2015, through December 31, 2015.
-or-
The period covered is ____ / ____ / _____, through December 31, 2015.
- Assuming Office: Date assumed ____ / ____ / _____
- Candidate: Election year **2020** and office sought, if different than Part 1: _____
- Leaving Office: Date Left ____ / ____ / ____
(Check one)
 - The period covered is January 1, 2015, through the date of leaving office.
 - or-
 - The period covered is ____ / ____ / _____, through the date of leaving office.

4. Schedule Summary (must complete) ♦ Total number of pages including this cover page: 1

Schedules attached

- Schedule A-1 - Investments – schedule attached
- Schedule A-2 - Investments – schedule attached
- Schedule B - Real Property – schedule attached
- Schedule C - Income, Loans, & Business Positions – schedule attached
- Schedule D - Income - Gifts – schedule attached
- Schedule E - Income - Gifts - Travel Payments – schedule attached

-or-
 None - No reportable interests on any schedule

Check a box that applies

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)
1234 Main Street Lemoore CA 90621

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
(**559**) **924-6744** cityclerk@lemoore.com

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

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

Date Signed **8/7/2020**
(month, day, year)

Signature **Sally Smith**
(File the originally signed statement with your filing official.)

Step 4 “Preparing Optional Papers” July 13 – Aug 7 4:30 p.m.*

Documents Needed:

- Candidate’s Statement & Statement Fee Agreement (optional) (Must be filed w/ Nomination Paper and statement fee made payable to the City of Lemoore. Submit electronically via e-mail to cityclerk@lemoore.com or other storage device.
- Word Count Standard for Candidate’s Statement
- Subscription to Code of Fair Campaign Practices (optional)
- Public Information Resume (optional)

Information:

If you choose to file a Candidate’s Statement, which will be printed in the sample ballot, you must file the Candidate’s Statement and a statement fee (made payable to the City of Lemoore) at the time you file your Nomination Paper. District B is \$186.25, District C is \$184.06, District D is \$158.56 and District E is \$172.07. If you would like, the City Clerk can e-mail you a word processing version of the form; send your request to cityclerk@lemoore.com. Submit your completed Candidate’s Statement both in hard copy and electronically. Submit electronically via e-mail to cityclerk@lemoore.com or other storage device. Note: Submit your electronic version prior to or the same time you file your Nomination Papers so that the City Clerk can print out a hard copy for you to review and sign.

If you choose not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot.

CANDIDATE’S STATEMENT OF QUALIFICATIONS (form provided)

Each candidate may prepare a candidate's statement on an appropriate form provided by the Registrar of Voters. The statement shall include a description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself/herself.

The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. The statement shall be filed when his/her Nomination Papers are returned for filing. (Election Code §13307)

A Candidate’s Statement of Qualifications may make no reference to another candidate and shall be limited to a recitation of the candidate’s own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate’s qualifications, character, or activities. (Election Code §13308)

The statement may be withdrawn, but not changed, during the period for filing Nomination Papers and until 4:30 p.m. of the next working day after the close of the nomination period.

NOTE: In the event that the nomination period for a particular office is extended because an incumbent eligible to be elected did not file Nomination Papers, a candidate's statement for that particular office may be withdrawn during the extended nomination period and until 4:30 p.m. of the next working day after the close of the extended nomination period.

The Registrar of Voters will send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to the Election Code. The statement of each candidate will be printed in uniform font type, size, darkness, and with uniform spacing.

All candidates' statements shall remain confidential until the expiration of the filing deadline. (Election Code §13311)

In the event that a candidate pays for a statement by check and the check is returned by the bank due to insufficient funds, the candidate will have 24 hours to pay for the statement in cash, money order, or certified check, or the statement will not be printed in the voter's pamphlet.

NOTE: Due to minority language provisions of the Federal Voting Rights Act, Kings County is now required to provide election materials in the Spanish language in addition to English. The materials covered by this Act include Candidate's Statements. Therefore, all estimated costs include translating and printing Candidate's Statements into the Spanish language. These materials will be provided to voters who have requested Spanish language election materials.

WORD COUNT STANDARD FOR CANDIDATE'S STATEMENT OF QUALIFICATIONS

See the form titled "Word Count Standard for Candidate's Statement of Qualifications" for additional guidance regarding the word count standard.

FEE

The candidate is required to pay the estimated cost for the Candidate's Statement (made payable to the City of Lemoore) at the time the statement is filed. When the statement is filed, a copy of the signed statement will be given to the candidate.

CODE OF FAIR CAMPAIGN PRACTICES (form provided)

The State Legislature adopted this code to encourage every candidate for public office to subscribe to the Code of Fair Campaign Practices.

It is intended that every candidate for public office who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose of the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

PUBLIC INFORMATION RESUME (form provided)

If you wish to provide information to those who might ask prior to the filing deadline when Candidate's Statements become public information, a form is included in the packet for your use. The information on this optional form will be used to respond to inquiries from the press and public regarding the candidates. Otherwise, only your name and ballot designation will be provided.

BALLOT ORDER OF CANDIDATES

The Secretary of State will conduct a drawing of the letters of the alphabet, the result of which shall be known as a randomized alphabet. Names of candidates will appear on the ballot according to the randomized alphabet.

The procedure will be as follows: Each letter of the alphabet shall be written on a separate slip of paper each of which will be folded and inserted into a capsule. Each capsule will be opaque and of uniform weight, color, size, shape, and texture. The capsules will be placed in a container which shall be shaken vigorously in order to mix them thoroughly. The container then shall be opened and the letter on the slip of paper read aloud and written down.

The resulting random order of letters constitutes the randomized alphabet which is to be used in the same manner as the conventional alphabet in determining the order of all candidates in all elections. For example, if two --candidates with the surnames Campbell and Carlson are running for the same office, their order on the ballot will depend on the order in which the letter M and R were drawn in the randomized alphabet drawing. The drawing shall be open to the public. A drawing will take place for each election date.

The date of the drawing for the general election will be **August 13 at 11 a.m.** You may access the random alphabet on the Secretary of State's website www.sos.ca.gov **2020 News Releases, Advisories, and E-Newsletters.**

Step 5 “Filing Papers”**July 13 – Aug 7 4:30 p.m.******Aug 12 5:00 p.m. if an eligible incumbent has not filed.**

Documents Needed:

- Nomination Paper
- Ballot Designation Worksheet
- [FPPC Form 700 Statement of Economic Interest](#)
- Candidate’s Statement & Fee Agreement (optional) (Must be filed w/ Nomination Paper and fee made payable to the City of Lemoore. Submit electronically via e-mail to cityclerk@lemoore.com or other storage device.)
- Subscription to Code of Fair Campaign Practices (optional)
- Public Information Paper (optional)

Information:

Nomination Papers must be filed before the nomination period closes; however, candidates are encouraged to file early to allow time to correct insufficiencies. No Nomination Papers will be accepted after 5:00 p.m. on the date of the filing deadline.

Step 6 “Campaign Filings”

Documents Needed:

- [FPPC Campaign Disclosure Manual 2](#)
- [FPPC Form 501 Candidate Intention Statement](#)
- [FPPC Form 410 Statement of Organization](#)
- [FPPC Form 460 Campaign Statement](#) or [FPPC Form 470 Campaign Statement](#)
- [FPPC Form 497 Report Contributions of \\$1,000+ within 24 Hours](#)

All forms are available at www.fppc.ca.gov. The FPPC website covers many topics, you will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals.

Information:

FAIR POLITICAL PRACTICES COMMISSION (“FPPC”)

All candidates for municipal office are subject to the provisions of the State Political Reform Act of 1974, as amended and are required to report campaign contributions and expenditures. The Fair Political Practices Commission (“FPPC”) has been charged with carrying out the provisions of the Act.

Candidates should familiarize themselves thoroughly with the information provided by FPPC and carefully note the deadlines, as penalties are assessed for late filing of campaign statements.

If you have any questions regarding FPPC requirements, **call or e-mail the FPPC directly:**

1-866-ASK-FPPC (1-866-275-3772)

1-916-322-5660

Send questions via e-mail to: advice@fppc.ca.gov

The FPPC website: www.fppc.ca.gov offers overviews of the Political Reform Act and FPPC regulations. FPPC forms are available through the website.

When visiting www.fppc.ca.gov, you will see that the FPPC covers many topics. You will focus on Learn > Campaign Rules > Campaign Forms (for Recipient Committees) and Campaign Disclosure Manuals. Following are terms to know.

Understanding FPPC Terminology:

Local Election:	City of Lemoore Election
Local Candidate:	City Council Candidate
Candidate for Local Office:	City Council Candidate
Agency (or Local Agency):	City of Lemoore
Jurisdiction:	City of Lemoore
Local Filing Officer:	City Clerk of City of Lemoore
Recipient Committee:	City Council Candidates who raise or spend >\$2,000
Candidate Controlled Committee:	City Council Candidates who raise or spend <\$2,000
Election Committee:	City Council Candidates who raise or spend >\$2,000
Type of Committee:	Recipient Committee
	a. Controlled Committee
	i. Candidate Election Committee

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

MANUAL 2 - CAMPAIGN DISCLOSURE AND INFORMATION MANUAL

[FPPC Campaign Disclosure Manual 2](#) provides detailed information to assist you in completing and filing applicable campaign disclosure forms.

FPPC CAMPAIGN FILING FORMS (commonly used):

FPPC Form 501 Candidate Intention Statement File before receiving contributions or spending funds	File when Required
FPPC Form 410 Statement of Organization File within 10 days of receiving \$2,000	File when Required
FPPC Form 460 or FPPC Form 470 – Campaign Statement First Pre-Election Statement	File by September 24
FPPC Form 460 – Campaign Statement Second Pre-Election Campaign Statement	File by October 22
FPPC Form 497 Report Contributions of \$1,000+ within 24 hours between 8/5/2020 – 11/3/2020	File if Required within 24 Hours
FPPC Form 460 – Campaign Statement Semi-Annual Campaign Statement	File by February 1, 2021

*Only candidates who do not have a recipient committee and expect to spend or receive **less than \$2,000** may use a Form 470 (instead of Form 460). Form 470 is filed one time.

CANDIDATE INTENTION STATEMENT - FORM 501

You must file [FPPC Form 501 Candidate Intention Statement](#) with the City Clerk before soliciting or receiving contributions or spending own funds. The only exception is if the *only* funds spent are for the filing fee and/or the Candidate's Statement of qualifications in the ballot pamphlet.

STATEMENT OF ORGANIZATION - FORM 410

A recipient committee must be formed if contributions are received totaling \$2,000 or more. The personal funds of a candidate used in connection with seeking office are contributions.

You must file [FPPC Form 410 Statement of Organization](#) with the Secretary of State, along with a filing fee of \$50.00 made payable to the Secretary of State, and file a copy with the City Clerk within 10 days of receiving \$2,000 in contributions.

You will need to open a bank account before filing your Form 410. The Political Reform Act does not require a federal tax ID number. However, some banks will require one in order to open a campaign bank account. A tax ID number (EIN #) may be obtained on the [IRS website](#). You can complete the EIN application online; typically your type of legal structure is "Political Organization," your reason for applying is "Banking Purposes," and you will use your individual Social Security # in completing the application.

Your committee name must include the last name of the candidate, the office sought, and the election year.

Type of Committee (For City Council Candidates who raise or spend > \$2,000.)

1. Recipient Committee
 - a. Controlled Committee
 - i. Candidate Election Committee

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

CAMPAIGN STATEMENTS - FORM 460 or FORM 470

Candidates must file campaign statements which reflect contributions received, loans received, and expenditures made. Refer to Information [FPPC Campaign Disclosure Manual 2](#) for instructions on filing.

Step 7 “Record Keeping”

Information:

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

- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the filing fee and candidate statement deposit.
- Keep originals. Keep canceled checks, vouchers, and invoices. Copy each contributor’s check of \$25 or more.
- Never accept or spend \$100 or more in cash. (Contributions exceeding \$100 should be in the form of a check.)
- The City of Lemoore does not have a local campaign contribution or spending limit.
- Mass mailings (including e-mails and faxes). For mass mailings (200 pieces or more) keep record of date, method of postage, number of pieces, and sample of each mass mailing.
- Retain records for four years after the election.
- For ALL expenditures/contributions record names, addresses, dates and daily totals.
- Expenditures/contributions exceeding \$100 will be itemized on the campaign statements. All contributions from individuals must include the contributor’s occupation and employer.

Step 8 “Calendar”

- July 13 - 8:00 a.m.** First day of candidate filing (nomination period).
- July 31** Semi-annual campaign statements (Form 460) are due for those candidates who formed committees prior to June 30, 2016. (File with City Clerk)
(Period Covered: - 6/30/20)
- Aug 7 - 5:00 p.m.** Last day for candidates to file Nomination Papers and statements of qualifications.
- Aug 8** First day of extended filing period if an eligible incumbent fails to file Nomination Papers prior to 4:30 p.m. on Aug 7. Incumbents are not eligible to file during this extended period. The extended filing period ends Aug 12 at 4:30 p.m.
- Aug 12** City may cancel election if there are insufficient candidates for all offices and no ballot measures. EC 10229
- Aug 13 - 11 a.m.** Secretary of State to conduct randomized alphabet drawing to determine order in which candidates appear on ballot. You may access the random alphabet on the Secretary of State’s website.
- Sep 7** First day for write-in candidates to take out Nomination Papers. Write-in candidates must file nomination documents by Oct 20.
- Sep 24** Sample ballot pamphlet mailing begins. To be completed by Oct 13.
- Sep 24** First pre-election campaign statements (Form 470 or Form 460) are due for candidates and committees. (File with City Clerk)

- Oct 5** First day for mailing permanent vote-by-mail ballots. Vote-by-mail is through October 27. After October 27, absentee ballots may be obtained at the Office of the Registrar. EC 3001
- Oct 19** Last day to register to vote for November 3rd election.
- Oct 22** Second pre-election campaign statements (Form 460) are due for candidates and committees. (File with City Clerk)
- Nov 3** Election Day. Polls open 7 a.m. to 8 p.m. EC 1000
- Dec 2** Last day for County to certify election results to City. EC 15372
- Dec 15** City Council to certify results. EC 10262
New council members to be sworn in at the City Council meeting.
- Feb 1** Semi-annual campaign statements (Form 460) are due for officeholders, candidates, and committees. (File with City Clerk)

Step 9 “Campaigning”

POLITICAL SIGNS – PUBLIC RIGHT-OF-WAY

The City of Lemoore has an ordinance regulating the placement of temporary political signs in the **public right-of-way** (parkways adjacent to the sidewalk) and prohibiting temporary political signs on any **public property** (including parks and fencing around government-owned facilities).

The City **does not** regulate political campaign signs placed on **private property**.

Political Signs In Public Right-of-Way	
Parkways (areas adjacent to sidewalks, from curb to property line)	Permitted. <ul style="list-style-type: none"> ✓ No sooner than 30 days prior. ✓ Removed by 10 days after. ✓ One per single block, each side of street. ✓ Cannot interfere with maintenance of facilities including landscape & irrigation. ✓ Cannot present safety hazard.
Private Property	Permitted w/ consent of property owner.
Center Medians	Not permitted.
Utility Poles	Not permitted. (Penal Code §556.1)
Parks, Government-Owned Property, and Government-Owned Facilities (including fencing around such property)	Not permitted.
State highway right-of-way or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.	Not permitted. (Business and Professions Code §5405.3)

Following is an excerpt of the Lemoore Municipal Code Section 9-5F-2C-2h regarding the placement of temporary political campaign signs in the public right-of-way. Please read the entire excerpt.

9-5F-2: ADMINISTRATIVE PROVISIONS:

C. Exemptions From Permit Requirements: The following sign types are expressly exempted from the permit requirements of this article but still must satisfy any and all other applicable permit requirements when necessary (e.g., building, electrical, plumbing, grading, encroachment):

2. Exempt Signs with Limitations: The following signs are exempt from sign permit and city review, provided that they meet the size, height, duration, and/or maximum number limitations listed:

h. Noncommercial signs, as defined in this title, consistent with the following requirements:

(1) Six (6) square feet of signage, set back at least five feet (5') from the public right of way and not projecting above the roofline of any structure.

(2) During the time period beginning ninety (90) days before a special, general or primary election and ending three (3) weeks after such election, the total allowed sign area for noncommercial signs may be increased by an additional thirty (30) square feet in area (for a total of 36 square feet). The same setback and height restrictions listed above shall apply to this additional area.

(Ord. 2013-05, 2-6-2014)

POLITICAL SIGNS – REGULATIONS FOR STATE HIGHWAYS AND FREEWAYS

California Department of Transportation

http://www.dot.ca.gov/oda/political_signs.htm

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

1. Encourages a particular vote in a scheduled election.
2. Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
3. Is no larger than 32 square feet.
4. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001.

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal.

POLITICAL ADVERTISING DISCLAIMERS

Candidates and political committees must put disclaimers on certain campaign advertisements that identify the person or entity who paid for or authorized the communication.

Political Disclaimer REQUIRED for:	
Mailers of 200 pieces or more in a calendar month (including e-mails and faxes).	Government Code §84305
Telephone calls (“robo” calls or paid callers).	Government Code §84310
Radio and television ads.	Federal Communications Commission
Newspaper ads.	Election Code §20008

Political Disclaimer RECOMMENDED for:	
Electronic Media (websites, blogs, Twitter feeds, faxes, social media pages, e.g., Facebook).	Paid for “committee name” and committee ID number are recommended but not legally required.
Billboards, yard signs, business cards, door hangers, flyers, and posters.	Paid for “committee name” and committee ID number are recommended but not legally required.

“Paid for by [committee name]” is the basic disclaimer required on most campaign communications. Please review the below-listed code sections and the [FPPC’s Political Advertising Disclaimer worksheet](#) for specific details such as font size and location of disclaimers.

COPY OF GOVERNMENT CODE 84305 PROVIDED TO CANDIDATE

Election Code §16. Literature Requirements

A copy of Government Code §84305 shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

MASS MAILING REQUIREMENTS

Government Code §84305

84305. (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 the 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).

PAID TELEPHONE CALLS

Government Code §84310

84310. (a) A candidate, committee, or slate mailer organization may not expend campaign funds, directly or indirectly, to pay for telephone calls that are similar in nature and aggregate 500 or more in number, made by an individual, or individuals, or by electronic means and that advocate support of, or opposition to, a candidate, ballot measure, or both, unless during the course of each call the name of the organization that authorized or paid for the call is disclosed to the recipient of the call. Unless the organization that authorized the call and in whose name it is placed has filing obligations under this title, and the name announced in the call either is the full name by which the organization or individual is identified in any statement or report required to be filed under this title or is the name by which the organization or individual is commonly known, the candidate, committee, or slate mailer organization that paid for the call shall be disclosed. This section shall not apply to telephone calls made by the candidate, the campaign manager, or individuals who are volunteers.

(b) Campaign and ballot measure committees are prohibited from contracting with any phone bank vendor that does not disclose the information required to be disclosed by subdivision (a).

(c) A candidate, committee, or slate mailer organization that pays for telephone calls as described in subdivision (a) shall maintain a record of the script of the call for the period of time set forth in Section 84104. If any of the calls qualifying under subdivision (a) were recorded messages, a copy of the recording shall be maintained for that period.

RADIO AND TELEVISION ADVERTISEMENTS

Radio and television advertisements require "paid for by" or sponsor identification under Federal Communications Commission rules.

NEWSPAPER ADVERTISEMENTS

Election Code §20008

20008. Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

SIMULATED BALLOT REQUIREMENTS

Election Code §20009

20009. (a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS
"(Required by Law)

This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for preparation thereof).

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

(b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

(c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

The disclosure must include, unless otherwise noted: “Paid for by committee name”

- Examples: “Paid for by Jones for Assembly 20XX”
 “Paid for by Friends of Smith for Mayor 20XX”

Communication	Disclosure and Manner of Display
<p>All mass mailings - more than 200 substantially similar pieces of mail sent within a calendar month</p>	<ul style="list-style-type: none"> • Candidate’s committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate’s name and address). • “Paid for by” must be in the same color and font as the committee name and address and immediately in front of or above the name and address. • If sent by more than one candidate or committee: <ul style="list-style-type: none"> ○ Also on at least one insert in the mailing. • No less than 6-point type and in a contrasting print or color. • Return envelopes (if included in solicitation) – committee’s name, address and ID number are recommended but not required.
<p>All mass electronic mail - more than 200 substantially similar emails sent within a calendar month</p>	<ul style="list-style-type: none"> • “Paid for by [name of candidate or committee]” must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings).
<p>Newspaper ads</p>	<ul style="list-style-type: none"> • Refer to the Elections Code for newspaper ad disclosure requirements.

Communication	Disclosure and Manner of Display
<p>Telephone calls advocating candidate's own election - 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> • Vendors ("robo" calls); or • Paid individuals other than the candidate, campaign manager or volunteers 	<ul style="list-style-type: none"> • Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports. • Must state that the call is "paid for by" or "authorized by" the identified candidate or organization. <ul style="list-style-type: none"> ○ <i>Examples: This call was paid for by Senator Jones; This call was authorized by [name of committee].</i> • Any time during the call. • No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.
<p>Radio and television ads</p>	<ul style="list-style-type: none"> • Radio: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement. • Television: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.

Communication	Disclosure and Manner of Display
<p>Electronic media ads (non-social media) (Websites, blogs, graphics, images, animated graphics, or animated images.)</p> <p>Social media ads</p>	<ul style="list-style-type: none"> • “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required. • “Ad paid for by,” disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment. • The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required “Ad paid for by,” disclosure is permissible. • Not required when the only expense or cost of the communication is compensated staff time unless the social media account was created only for the purpose of ads under the Act.
<p>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</p>	<ul style="list-style-type: none"> • “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required.

Communication	Disclosure and Manner of Display
Text messages sent using mass distribution technology	<ul style="list-style-type: none"> • “Paid for by” or “With” followed by the name of the candidate followed by “For” followed by the name of the office sought. • If “With” is used: <ul style="list-style-type: none"> • The individual sending the text shall identify themselves by including: “(name of the individual) with (name of the candidate) for (name of elective office).” • A disclosure using “With” may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message. • For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure. • Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.

References: [Government Code Sections: 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4](#)
[Title 2 Regulations: 18435, 18450.4, 18440](#)

SERVICES TO CANDIDATES

The following provides the services to candidates:

<p>Maps (district maps with district boundaries)</p>	<p>Lemoore City Clerk (559) 924-6705 KC Registrar of Voters (559) 852-4401</p>
<p>Voter Registration Forms (for registration drives)</p> <p>Computer Products (names of voters)</p> <p>Indices (Walking Lists) (voters by district, listed by address, \$.50 per thousand names – fee subject to change)</p> <p>Vote-By-Mail Ballot Applications (for those distributing applications)</p> <p>Verify Your Voter Registration, Apply for a Vote-by-Mail Ballot, or Request a Replacement Ballot</p> <p>Confirm Your Voter Registration, View Your Elected Officials, Lookup Polling Place, Download Sample Ballot</p> <p>Election Night Results</p>	<p>KC Registrar of Voters (559) 852-4401</p>
<p>Register to Vote, Change Your Name, Address or Party</p>	<p>California Secretary of State http://registertovote.ca.gov/</p>

Step 10 “City Information”

City of Lemoore
711 West Cinnamon Drive
Lemoore, California 93245
www.lemoore.com
e-mail: cityclerk@lemoore.com

Office Hours: 8:00 a.m. – 4:30 p.m. Monday through Friday
Telephone: (559) 924-6744

City Council - Regular meetings held 1st & 3rd Tuesday each month at 7:30 p.m. in Council Chamber

EDWARD NEAL, MAYOR

eneal@lemoore.com
(Elected Nov 2012, Nov 2016) (Resides in District D)

JOHN PLOURDE, MAYOR PRO TEM

jplourde@lemoore.com
(Appointed August 2019) (Resides in District E)

CHRISTOPHER SCHALDE, COUNCIL MEMBER

cschalde@lemoore.com
(Appointed August 2019) (Resides in District C)

STUART LYONS, COUNCIL MEMBER

slyons@lemoore.com
(Elected Nov 2018) (Resides in District A)

VACANT, COUNCIL MEMBER

(District B)

Elections are held each November in even-numbered years. Council members are elected at-large and serve four-year terms. Term limits are three consecutive terms. Each December, the City Council selects one of its own to serve as Mayor for a one-year period.

City Manager
Assistant City Manager
City Attorney
Community Development Director
Police Chief
Public Works Director
Fire Chief (Volunteer)
City Clerk / Executive Assistant

Nathan Olson
Michelle Speer
Mary Lerner (Contract)
Judy Holwell
Michael Kendall
Frank Rivera
Bruce German (Volunteer)
Marisa Avalos

559-924-6744
ext. 703
ext. 707
ext. 700
ext. 704
ext. 871
ext. 731
ext. 768
ext. 700

BOARDS, COMMISSIONS AND COMMITTEES

Downtown Merchants Advisory Committee

Meets 2nd Thursday of each month at 6:15 p.m.

Committee members must own or are employed in businesses within the area or must be residents of the City

Parks and Recreation Commission

Meets 2nd Tuesday of every other month at 5:30 p.m.

Commissioners must be residents of the City

Planning Commission

Meets 2nd Monday of every month at 7:00 p.m.

Commissioners must be residents of the City

(Unless otherwise noted, all meetings are held in the Council Chambers, 429 C Street, Lemoore)

COMMISSIONS AND COMMITTEES

Lemoore Planning Commission - Four Year Term

Incumbent Appointee	Date of Appointment	Date of Re-Appointment	Current Term Expires
Clement, Bob	01/17/95	01/16/18	12/31/21
Dey, Michael	01/21/20		12/31/22
Etchegoin, Ray	01/17/17		12/31/20
Franklin, Gregory	01/16/18		12/31/21
Koelewyn, Don	04/19/16		12/31/20
Meade, Ron	12/01/15	01/21/20	12/31/23
VACANT			12/31/21

Lemoore Parks and Recreation Commission - Two Year Term

Incumbent Appointee	Date of Appointment	Date of Re-Appointment	Current Term Expires
Cassina, Holly	01/15/19		12/31/20
Escalera, Robert	01/15/19		12/31/20
Jordan, Delia	01/15/19		12/31/20
Rossi, Steve	01/16/18	01/21/20	12/21/21
Smith, Ernest	12/20/11	01/21/20	12/31/21

Downtown Merchants Advisory Committee - Two Year Term

Incumbent Appointee	Date of Appointment	Date of Re-Appointment	Current Term Expires
Badasci, Diana	01/21/20		12/21/21
Garcia, Jeff	01/21/20		12/31/21
German, Jacob	01/21/20		12/31/21
Robbins, Shelby	01/21/20		12/21/20
VACANT			12/31/20

Exhibits and Forms

Exhibits

- A. Election Resolution
- B. City Map

Forms

- 1. Nomination Paper
- 2. Ballot Designation Worksheet
- 3. Candidate Statement Information Sheet
- 4. Candidate Statement of Qualifications
- 5. Form 700
- 6. Public Information Resume
- 7. Code of Fair Campaign Practices
- 8. Candidate Checklist