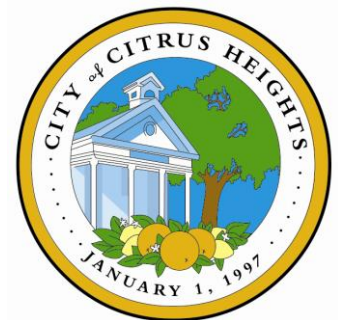




# *Running For Local Office*

Provided by the Office of the City Clerk  
Amy Van, City Clerk

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## *Dear Potential Candidate,*

This brochure was prepared to assist Citrus Heights electors who are considering running for office. This guide is not all-encompassing; it merely summarizes the basic requirements to establish candidacy. Candidates, political committees, and anyone interested in elective office should not, rely solely on this guide, but should seek legal counsel or contact me for more detailed information.

Citrus Heights City Council Members are elected at large to staggered four-year terms.

General Municipal elections are conducted every even-numbered year and are consolidated with the statewide election.

I trust this brochure will address many of your preliminary questions, but please feel free to contact me at (916) 725-2448 if you need additional information.

Sincerely,

A handwritten signature in blue ink that reads "Amy Van". The signature is written in a cursive style and is positioned to the left of a vertical line.

Amy Van, City Clerk

# ABOUT CITRUS HEIGHTS

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## **HISTORY**

On January 1, 1997, Citrus Heights was incorporated as a City after a 12-year struggle to achieve independence and control of its own destiny. Citrus Heights was the first new City in Sacramento County in more than 50 years and was the first new California community to incorporate in the State of California since 1993. With a population of more than 88,000 in a 14.2 square-mile area, Citrus Heights is 98% developed and is graced with a strong business base and a well-established residential community.

Citrus Heights Council Members are elected at large for a four year term of office. Two and three Council Members are elected alternately at the general municipal election in November of even-numbered years. The Mayor and Vice Mayor are selected by the members of the Council on an annual basis.

The City Council enacts laws, establishes administrative policy and appoints two officers - a City Manager and a City Attorney.

The City Council holds regular meetings, which are open to the public, on the second and fourth Thursdays of the month at 7:00 p.m. in the City Hall Council Chambers located at 6360 Fountain Square Drive. Additional meetings are held as necessary. Complete agenda packets are available after 5:00 p.m. on the Friday preceding Council meetings on our website at [www.citrusheights.net](http://www.citrusheights.net).

City Council meetings are broadcast LIVE on Metro Cable Channel 14, the government affairs channel on the Comcast, Consolidated Communications, and AT&T U-Verse cable systems, and normally rebroadcast on the Monday following each meeting. Contact the City Clerk's Office at (916) 725-2448 for specific dates and times.

Please refer to our Web site ([www.citrusheights.net](http://www.citrusheights.net)) for more information.

# GENERAL QUALIFICATIONS

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## **AGE AND CITIZENSHIP**

A person must be 18 years of age and a citizen of the state at the time of his or her election. (Government Code §1020)

## **RESIDENCY**

A person must be a resident of Citrus Heights and a registered voter of the City to run for a seat on the City Council at the time nomination papers are issued. (California Elections Code §201)

## **CONVICTION OF CRIMES**

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

## **FILING FOR MORE THAN ONE OFFICE**

No person may file nomination papers for more than one office at the same election. (California Elections Code §8003b)

# DECLARING CANDIDACY

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In order to become a candidate, the first step in the process is to file a Fair Political Practices Commission (FPPC) Form 501 (Declaration of Candidacy) with the City Clerk. The form may be obtained in hard copy from the City Clerk or electronically from FPPC's website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# FILING NOMINATION PAPERS

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All candidates wishing to be placed on the ballot are required to complete the nomination process. To obtain nomination papers, schedule an appointment to meet with the City Clerk during the nomination period, which is 113 to 88 days prior to the election (Elections Code §10220).

During your meeting with the City Clerk, you will be given a Candidate's Guide containing useful information and regulations regarding your campaign.

You will also receive the following documents to complete and file by the end of the nomination period:

- Nomination Petition
- Candidate’s Statement of Qualifications Form
- Code of Fair Campaign Practices
- Form 700, Statement of Economic Interests
- Form 501, Candidate Intention Statement
- Form 410, Committee Organization Statement

Filing a Candidate’s Statement of Qualifications to be printed in the sample ballot is optional. Candidates who choose to file a statement must bear the actual cost of printing and distribution.

The Registrar of Voters will estimate the cost, and the candidate will pay the estimated cost at the time of filing nomination papers. Statements are limited to 200 words (Elections Code §13307).

## FINANCIAL AND CAMPAIGN DISCLOSURE OBLIGATIONS

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Candidates and office holders are required to comply with federal, state and local campaign finance laws, as well as disclose their economic interests. They must file periodic reports on a schedule established by the Fair Political Practices Commission. Failure to file appropriate statements and reports can result in substantial criminal, civil, and administrative penalties. Failure to file within prescribed deadlines can also lead to monetary filing penalties for each day a statement is late. The appropriate forms may be obtained from either the City Clerk’s Office or the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

### Campaign Statements

The Fair Political Practices Commission has developed a comprehensive and user-friendly toolkit for new candidates and is available at:

<http://www.fppc.ca.gov/learn/campaign-rules/candidate-toolkit-getting-started.html>  
The following forms may be obtained from the City Clerk's Office or the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

**Candidate Intention Statement (Form 501)**

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election. The form is filed with the City Clerk.

**Statement of Organization Recipient Committee (Form 410)**

An officeholder, candidate, organizations, groups, or other entities that raise or spend \$2,000 or more during a calendar year, including the candidate's personal funds, must file a Form 410 with the Secretary of State's Political Reform Division to disclose campaign bank account information and to receive a campaign committee identification number. A copy of the form is filed with the City Clerk.

**Recipient Committee Campaign Statement (Form 460)**

An officeholder, candidate, organizations, groups, or other entities that raise or spend \$2,000 or more during a calendar year must file a semi-annual campaign disclosure statement, with the City Clerk, for each half of the year whether or not they have received any contributions or made any expenditures during the six-month period.

**Campaign Statement – Short Form – (Form 470)**

Candidates and officeholders who anticipate receiving and/or spending under \$2,000 in a calendar year in conjunction with their candidacy will file a Form 470 with the City Clerk.

## **Statement of Economic Interests**

Candidates and office holders are required to file a Statement of Economic Interests Form 700 disclosing all reportable investments, interests in real property and income.

Please be aware that all statements and information submitted in conjunction with the statements are a matter of public record, available for review by any requester.

The Political Reform Act, in part, provides that:

- Receipts and expenditures in election campaigns should be fully and truthfully disclosed in order that the voters may be fully informed and improper practices may be inhibited. (Gov. Code §81002(a))
- Assets and income of public officials that may be materially affected by their official actions should be disclosed, and in appropriate circumstances the

officials should be disqualified from acting in order that conflicts of interest may be avoided. (Gov. Code §81002(c))

Forms and manuals may be obtained from the City Clerk's Office or the FPPC website, [www.fppc.ca.gov](http://www.fppc.ca.gov).

## FREQUENTLY ASKED QUESTIONS

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**Q** Must I live in Citrus Heights in order to run for elected office?

**A** Yes, you must be a resident and a registered voter of the City to run for a seat on the City Council.

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**Q** If a person owns a business in Citrus Heights, but does not live in Citrus Heights, is she or he able to sign the nomination petition?

**A** No, only persons residing and registered to vote in Citrus Heights may sign the petition.

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**Q** Are the council positions partisan or non-partisan?

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

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**Q** How many signatures are required on the nomination petition?

**A** A minimum of 20 and a maximum of 30.

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# IMPORTANT CONTACTS

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## **CITY OF CITRUS HEIGHTS**

**Office of the City Clerk**

**6360 Fountain Square Dr., Citrus Heights, CA 95621**

**Phone: 916-725-2448 / Fax: 916-725-5799**

**[www.citrusheights.net](http://www.citrusheights.net)**

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

## **COUNTY OF SACRAMENTO**

**Registrar of Voters**

**7000 65th St., Suite A**

**Sacramento, CA 95823**

**Phone: 916-875-6451 / Fax: 916-875-6516**

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

## **SECRETARY OF STATE**

**Political Reform Division**

**1500 11th Street, Sacramento, CA 95814**

**Phone: 916-653-6224 / Fax: 916-653-5045**

**[www.ss.ca.gov](http://www.ss.ca.gov)**

- Committee Identification Numbers
- Formation and Termination of Committees

## **FAIR POLITICAL PRACTICES COMMISSION**

**1102 Q Street, Suite 3000, Sacramento, CA 95811**

**Phone: 866-275-3772 / Fax: 916-322-3711**

**[www.fppc.ca.gov](http://www.fppc.ca.gov)**

- Campaign Disclosure
- Conflict of Interest Disclosure