



CANDIDATE INFORMATION SHEET

MARCH 3, 2020 ELECTION

I. CANDIDATE QUALIFICATIONS

A. What does it take to be a candidate?

1. A candidate must be a U.S. citizen and at least 18 years of age or older.
2. They must be a resident of the City of South Gate and be a registered voter in the City of South Gate.

II. NOMINATIONS

A. When does the nomination period open and close?

1. The candidate filing period opens on **November 12, 2020** and closes at **5:30 p.m.** on **December 6, 2020.**
2. An Affidavit of Nominee, and Oath or Affirmation of Allegiance must be completed by the candidate at the time the nomination paper is filed with the Office of the City Clerk/ Elections Official.
3. If an incumbent does not file nomination papers for an elective office the deadline for that office is automatically extended to **December 11, 2020 at 5:00 p.m.** (Elections Code § 10225 and 10407)

B. How many signatures do I need to become a qualified candidate?

1. The circulator of a nomination paper must 18 years of age or older.
2. A copy of the "Voter Information Sheet" (VIS) shall be made available to each of the signers on your nomination paper/petition..

3. The nomination form must be signed by not less than 20 and not more than 30 registered voters in the City of South Gate.
4. The individual circulating the nomination paper/petition must sign the Declaration witnessing the appended signatures being written and that to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.

C. **What is the cost to file for elected office?**

1. A filing fee of \$25.00 will be charged at the time the nomination papers are filed. However, candidates who choose not to pay the candidate's filing fee must circulate a Petition in Lieu of Filing Fee to cover the \$25.00 fee.
2. *Note: If a Petition in Lieu of Filing Fee is utilized, it must be filed with the City Clerk no later than 5:30 p.m. November 27, 2019 since the signatures must be verified prior to the filing of the nomination paper. The petition must contain four (4) signatures of registered voters for each dollar of the filing fee (4 x 25 = 100 signatures).*
3. Cost of printing Candidate Statement aprox. \$1,000-\$2,000 and needs to be filed with the nomination papers.

III. **CANDIDATE STATEMENT**

A. **What format do I follow for my candidate statement?**

1. A candidate may file a candidate's statement (**Word Format**) of not more than 200 words to be mailed to all voters. The candidate's statement must be typed and pasted onto candidate statement page and may not be changed during the filing period. However, a candidate may withdraw his or her nomination paper after it is filed with the City Clerk, and until **5:30 p.m. on December 6, 2020**.
 - cavalos@sogate.org
 - sguerrero@sogate.org or dmcevilly@sogate.org

B. **What is the cost for filing a candidate statement?**

1. A candidate is required to deposit the indicated sum at the time of filing the written statement with the City Clerk. If the cost exceeds the amount estimated, the candidate will be billed for the additional cost. If the cost is less than estimated, the excess amount will be refunded to the candidate. Should a candidate choose not to file a candidate's statement, the statement form should be signed to indicate it.

2. Candidate's statements will be printed in English and Spanish.

English Only	\$1,000
English/ Spanish-	\$2,000

3. *Note: Candidate's who choose to file a candidate's statement without advance payment of estimated costs must file an Affidavit of Financial Worth (Blue Sheet) with the City Clerk together with his or her candidate statement. The City Clerk will review and make a final determination of the candidate's eligibility as an indigent as soon as possible after submittal of the form. The information provided will be verified via IRS & Franchise Tax Board filings.*

IV. CAMPAIGN REPORTING

A. When do I file the Campaign Finance Disclosure Statements?

1. Candidates are required to file with the City Clerk certain Campaign Finance Statements. The necessary forms and information regarding filing requirements are provided in the Election Packet.
 - **January 23, 2020** - 1st pre-election statement due
 - **February 20, 2020**- 2nd pre-election statement due
 - Late Contribution/Expenditure due **90 days prior to election-12/4/19 -3/3/20**
Form 497 are due **within 24 hours** of receiving **\$1,000**
 - **March 18, 2020** – covers from 2nd pre-election -10 days after election
2. *Note: Candidate's intending to raise or spend ANY campaign funds must file Candidate Intention **Form 501** with the City Clerk and **Form 410** with the Secretary of State with a copy to the City Clerk.*

V. OFFICE STAFF/HOURS

A. Who do I contact if I have questions about the election?

1. The City Clerk's office is staffed by Carmen Avalos, City Clerk; Sonia Guerrero, Records Coordinator; Debbie McEvelly, Records Coordinator and Raquel Larios, Records Coordinator. Should you have any questions or require additional clarification with regards to any aspect of the election process, please feel free to contact us at (323) 563-9573. Our office hours are Monday through Thursday, 7:00 a.m. to 5:30 p.m.

B. Who do I contact for campaign finance?

1. FPPC: Advice Helpline (866) ASK-FPPC

2. Office of the City Clerk: (323) 563-9573

C. Who do I contact for general election concerns?

Office of the City Clerk: (323) 563-9573