

# THINKING OF RUNNING FOR OFFICE? HERE'S HOW TO GET STARTED



## GETTING STARTED

### City of Sierra Madre General Municipal Elections

The following information is intended to assist residents who are considering running for the office of the City Council or City Treasurer in the City of Sierra Madre's General Municipal Election. This information is intended to provide general guidance only. While this pamphlet is believed to be substantially correct, it is not intended to provide legal or factual advice.

**Laura Aguilar** 232 W. Sierra Madre Blvd. (626) 355-7135  
**City Clerk** Sierra Madre, CA 91024 LAguilar@cityofsierramadre.com

## GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

A candidate must be:

- A United States citizen;
- 18 years old on or before election day; and
- A registered voter living in the jurisdiction at the time nomination papers are issued.

A candidate may not be in prison or on parole for a felony conviction.

## ELECTION DATES

The City of Sierra Madre conducts elections every two years to elect members of the City Council and every four years to elect a City Treasurer. These elections are held on the first Tuesday, after the first Monday, in November of even-numbered years. The next general election will be held on November 8, 2022.

## GETTING STARTED EARLY....

One reason to start early is to begin collecting contributions for the election campaign. In order to do this, or if you plan to raise \$2,000 or more, or spend \$1,000 or more during your campaign, you must establish your candidate committee.

What you need to do:

- Review FPPC Campaign Disclosure Manual 2 Information for Local Candidates and their Primarily Formed Committees.
- File FPPC Form 501 Candidate Intention Statement before receiving contributions or spending own funds.
- Set up a bank account for your committee
- File FPPC Form 410 Statement of Organization within 10 days of receiving \$2,000 in contributions, or earlier.
- File appropriate campaign statement as required by filing deadlines: Either FPPC Form 460 (Recipient Committee Campaign Statement) or FPPC Form 470 (Officeholder/Candidate Campaign Statement-Short Form).

Other forms and manuals may be obtained from the State of California Fair Political Practices Commission's (FPPC) website at [fppc.ca.gov/forms.html](http://fppc.ca.gov/forms.html)

## CANDIDATE NOMINATION PERIOD...

For the November 8, 2022, General Municipal Election, the filing period is from July 18th through August 11th at 5:00 p.m.

Nomination Papers will be issued to any qualified voter through the end of the filing period by appointment only. Contact the City Clerk's office to schedule an appointment. Upon request, additional Nomination Petitions may be purchased for \$1 each. In order to qualify, a candidate must obtain the signatures of at least 20 registered voters in the City of Sierra Madre.

## CAMPAIGN DISCLOSURE STATEMENTS

Candidates will be required to file periodic campaign disclosure statements during the course of the election. Campaign disclosure statements document contributions received and expenditures made by the candidate and his/her committee during the course of running for election. The City Clerk will post filed campaign forms on the City's website. See "Getting Started Early"

## ECONOMIC INTEREST STATEMENTS (FORM 700)

Candidates running for City Council, City Treasurer, or City Clerk are required to file with the City Clerk a Statement of Economic Interests disclosing investments, interests in real property and income when they file nomination papers. Officeholders are required to file this form annually until the end of their term.

## RECORD KEEPING

During the course of the campaign, candidates and their campaign committee should keep all receipts for expenditures, detailed records of mass mailings, and detailed information about the source of contributions. Records must be retained for four years after the election (Government Code 81009).

## IMPORTANT REMINDERS

### Before raising or spending any money

File FPPC Form 501 (Candidate Intention). Then, open a campaign bank account. Once \$2,000 is raised or \$1,000 is spent, get an identification number by filing Form 410.

### Be informed

Contact the FPPC at 866-ASK-FPPC if you have any questions or need a seminar listing.

## AFTER THE ELECTION

## YOU'RE ELECTED!!

### What's next

The County of Los Angeles Registrar Recorder—County Clerk's Office has 30 days to certify the election. Once the County certifies the election results, the Sierra Madre Election Official will announce the results and ask the City Council to approve the results at the next scheduled Council meeting. At that meeting, the newly elected candidates will be sworn into office.

## NOT ELECTED?

### Be a part of the democratic process

The City of Sierra Madre invites you to participate in our democratic process by applying to become a volunteer member on one of the many Council-appointed Boards and Commissions.

Please call our office with any election-related questions, forms, or information or visit our website at [CityofSierraMadre.com](http://CityofSierraMadre.com)

## LOCAL, STATE, AND U.S REPRESENTATIVES

### **Los Angeles Board of Supervisors (5th District)**

#### **Kathryn Barger**

(213) 974-555

500 West Temple St., Los Angeles, CA 90012

### **California Assembly (41st District)**

#### **Chris Holden**

(626) 351-1917

600 N. Rosemead Blvd. Suite 117, Pasadena, CA 91101

### **California Senate (25th District)**

#### **Anthony Portantino**

(818) 409-0400

10000 N. Central Ave., Redondo Beach, CA 90278-3279

### **U.S. House of Representatives (27th District)**

#### **Judy Chu**

(626) 304-0110

527 S. Lake Ave., Pasadena, CA 91101

### **United States Senate**

#### **Dianne Feinstein**

(310) 914-7300

1111 Santa Monica Blvd., Ste 915, Los Angeles, CA 90025

(202) 224-3841

331 Hart Senate Office Bldg.

Washington, DC 20510

[feinstein.senate.gov/public](http://feinstein.senate.gov/public)

### **United States Senate**

#### **Alex Padilla**

(310) 231-4494

255 E. Temple St. Suite 1860 Los Angeles, CA 90012

(202) 224-3553

112 Hart Senate Office Bldg.

Washington, DC 20510

[padilla.senate.gov](http://padilla.senate.gov)

California District Maps

[wedrawthelines.ca.gov/maps-final-drafts](http://wedrawthelines.ca.gov/maps-final-drafts)