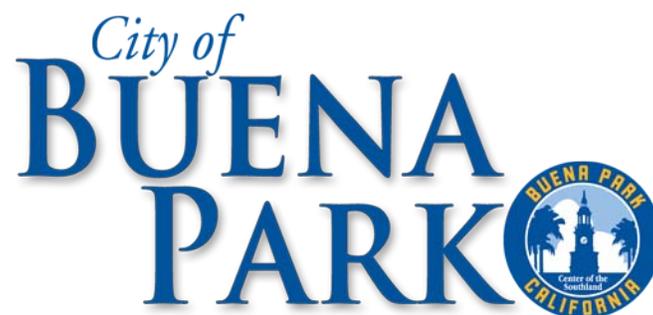




RUNNING FOR CITY COUNCIL



Dear Potential Candidate,

This brochure was prepared to assist Buena Park residents who are considering running for City Council. This guide is not all-encompassing; it merely summarizes the basic requirements to establish candidacy.

Candidates, political committees, and anyone interested in running for City Council should not rely solely on this guide, but should seek legal counsel or contact the City Clerk's Office for more detailed information.

There are five elected positions in Buena Park: five Council Members elected by district. One candidate from each of the five voting districts will be elected to represent that district on the City Council. In 2020, candidates residing in Districts 3 and 4 may run for their respective District's seat. Candidates residing in Districts 1, 2 and 5 may run for their respective District's seat in 2022.

General Municipal Elections are conducted every even-numbered year and are consolidated with the November General Statewide election. The candidate with the highest number of votes is considered elected.

An election calendar will be included in the Candidate Packet which you will receive at the time your Nomination Paper is issued, if you decide to run for City Council. The calendar will include important deadlines and filing dates throughout the election period.

City Hall offices are open Monday through Friday, except on alternating Fridays. Office hours are 7:30 a.m. to 5:30 p.m. The City's website is www.buenapark.com

I trust this information will address many of your preliminary questions, but please feel free to contact the City Clerk's Office at (714) 562-3750, if you need additional information.

Sincerely,

*Adria M. Jimenez, MMC
City Clerk*



P: (714) 562-3750 | F: (714) 562-3506
ajimenez@buenapark.com
www.BuenaPark.com

6650 Beach Blvd. | Buena Park, CA | 90621

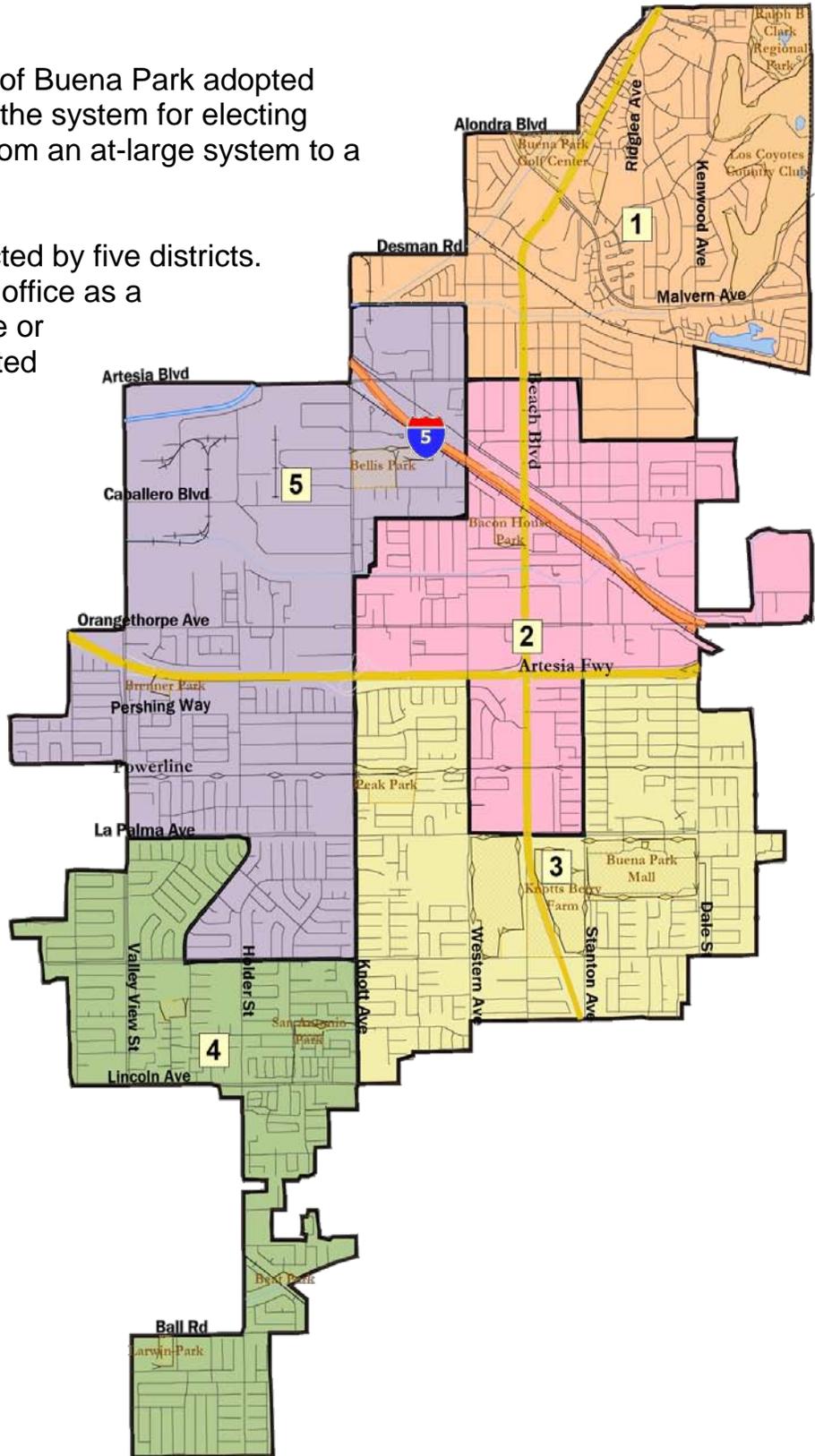
BUENA PARK VOTING DISTRICTS

On January 12, 2016, the City of Buena Park adopted Ordinance No. 1600 changing the system for electing members of the City Council from an at-large system to a by-district election.

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 must be registered to vote in the district from which the Council Member is to be elected.

Council Members may serve up to three consecutive 4-year terms, for a total of 12 years; and shall be eligible to hold office after a break in service of one (1) full calendar year.



GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC

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 FOR CITY COUNCIL

At the time nomination papers are issued, a person running for City Council must be a resident and a registered voter of the Council district for which that person seeks election.

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, §10220.5

GETTING STARTED NOW

Review the Fair Political Practices Commission (“FPPC”) [Campaign Disclosure Manual 2](#), which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act and detailed instructions for completing all forms. FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.

File [FPPC Form 501 Candidate Intention Statement](#) with the City Clerk **before** receiving contributions or spending any money. Forms are available from the City Clerk or at www.fppc.ca.gov.

Keep a record of all expenditures and contributions of \$25 or more.

Never accept or spend \$100 or more in *cash*.

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. 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 number in completing the application.

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, within 10 days of receiving \$2,000 in contributions. File a copy of the Form 410 with the City Clerk. Forms are available from the City Clerk or at www.fppc.ca.gov.

UNDERSTANDING FPPC TERMINOLOGY

Local Election:	City of Buena Park Election
Local Candidate:	City Council Candidate, District (1, 2, 3, 4 or 5)
Candidate for Local Office:	City Council Candidate, District (1, 2, 3, 4 or 5)
Agency (or Local Agency):	City of Buena Park
Jurisdiction:	City of Buena Park, District (1, 2, 3, 4 or 5)
Local Filing Officer:	City Clerk of City of Buena Park
Recipient Committee:	City Council Candidates who raise or spend more than \$2,000
Candidate Controlled Committee:	City Council Candidates who raise or spend more than \$2,000
Election Committee:	City Council Candidates who raise or spend more than \$2,000

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

Recipient Committee

- a. Controlled Committee
 - i. Candidate Election Committee

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

STEP 1 “PULLING PAPERS”

The City Clerk will issue your Nomination Paper and Candidate Packet during the nomination period. It is best to make an appointment with the City Clerk as the process takes approximately 30 minutes. Call (714) 562-3750 to make an appointment. Candidates must be registered voters residing in the District in which they wish to run at the time the Nomination Paper is issued.

You must pay a \$25 filing fee, made payable to the City of Buena Park, at the time the Nomination Paper and Candidate Packet are issued. The fee covers the cost for duplicating the packet and processing the Nomination Paper. (The fee will be returned to you if you decide against submitting a Nomination Paper and return the Candidate Packet.)

When you are issued your Nomination Paper, you will be asked to sign a proof of receipt of the Candidate Packet.

STEP 2 “GATHERING SIGNATURES”

Only one person can circulate the Nomination Paper. You may circulate your own paper.

- The nomination paper **must be signed** by not less than **20** or no more than **30 registered voters** in the City of Buena Park, in the District in which you are running. A candidate with too many signatures may be disqualified in the same manner as a candidate with too few signatures.
- Each person signing the nomination paper **must personally sign his/her name** as it appears on the voter’s affidavit of registration and **print his/her name on the second line**.
- Each person signing the nomination paper **must personally print his/her address (street and number)** in the space provided.
- A voter may only sign one nomination paper.
- A candidate may sign his/her own nomination 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 Nomination Paper with the City Clerk.

STEP 3 “PREPARING *REQUIRED* PAPERS FOR FILING”

Complete the Ballot Designation Worksheet (included in your Candidate Packet when your Nomination Paper is issued). Your ballot designation 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.

Complete the [FPPC Form 700](#) – Statement of Economic Interests. The report should cover the 12-month period prior to filing your Nomination Paper.

STEP 4 “PREPARING *OPTIONAL* PAPERS FOR FILING”

The Candidate’s Statement is a 200-word statement which will be printed in the sample ballot and mailed to voters. The cost of the statement is approximately \$500 and is paid by the Candidate.

- If the candidate wishes to file a Candidate’s Statement, this **must be filed at the same time the Nomination Paper is filed.**

Subscription to Code of Fair Campaign Practices

Public Information Resume is information which will be given to the public and press, if requested.

STEP 5 “FILING PAPERS”

File the following **required** and optional papers with the City Clerk before the close of the nomination period:

- ✓ **Nomination Paper**
- ✓ **Ballot Designation Worksheet**
- ✓ **[FPPC Form 700](#) – Statement of Economic Interest**
- ✓ Candidate’s Statement and \$500 deposit
- ✓ Subscription to Code of Fair Campaign Practices
- ✓ Public Information Resume

STEP 6 “CAMPAIGN FILINGS”

If you raise or spend money in connection with your election, you will be required to file Campaign Statements ([FPPC Form 460](#) or [FPPC Form 470](#)). The filing deadlines may be obtained on-line at www.fppc.ca.gov

Local Campaign Ordinance

The City of Buena Park does not have a local campaign ordinance, we follow the guidelines of the Political Reform Act, as outlined in the FPPC [Campaign Disclosure Manual 2](#). There is no local campaign contribution limit.

For those spending and receiving less than \$2,000 per calendar year (Form 470 filers):

- [FPPC Form 470](#) Campaign Statement

For those spending or receiving more than \$2,000 per calendar year (Form 460 filers):

- [FPPC Form 460](#) First Pre-Election Campaign Statement
- [FPPC Form 460](#) Second Pre-Election Campaign Statement
- [FPPC Form 497](#) Report Contributions of \$1,000+ within 24 Hours
- [FPPC Form 460](#) Semi-Annual Campaign Statement

Semi-annual filings must be submitted every six months until the committee is terminated by the filing of another Form 410. Late filings are fined pursuant to State law.

Detailed records need to be kept for expenditures and contributions of \$25 or more. Your records should include:

- ✓ Date
- ✓ Amount (record the amount of each transaction and also the total cumulative amount)
- ✓ Name and Address of Contributor (or Payee)
- ✓ Contributor's Occupation and Employer (for contributions of \$100 or more)
- ✓ Description

Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks. Also be sure to keep dates and daily totals of all expenditures and contributions. Records must be kept for four years after the election.

For those who have an active committee from a previous election . . .

- **Complete a Form 501 (this must be done before receiving any contributions).**
 - Mark the “Initial” box
 - Complete the entire Section 1
 - Office sought: City Council
 - Agency name: City of Buena Park
 - District #: 1, 2, 3, 4, or 5
 - Office of Jurisdiction: City
 Non-Partisan
 - Leave Section 2 blank (this is for state candidates)
 - Sign and date the form
 - File with City Clerk.

- **Complete a Form 410 (this must be done before receiving \$2,000 in contributions).**
 - Mark the “Amendment” box and list your ID#
 - Only complete the information that will change
 - Your committee name must include your last name, the word “council”, and “2018”.
 - Complete the “Type of Committee” and list the year of election as November 2018.
 - Both the Treasurer and Candidate need to sign (a candidate may also be the treasurer)
 - Mail the original and one copy to the Secretary of State and give a copy to the City Clerk

Note: You may keep your same bank account – you can change the name of the account with the bank, if desired.

If you have any questions about a disclosure, you can obtain free advice from the Fair Political Practices Commission (FPPC), Technical Assistance Division, at 1-866-275-3772. The FPPC’s website address is www.fppc.ca.gov.

STEP 7 “CAMPAIGNING”

The Candidate Packet which you will receive at the time your Nomination Paper is issued will include regulations for:

- Political Signs in the Public Right-of-Way
- Political Advertising Disclaimers
- Mass Mailing Requirements
- Telephone Call Requirements
- Radio and Television Advertisement Requirements
- Newspaper Advertisement Requirements
- Simulated Ballot Requirements
- Services to Candidates
- City of Buena Park’s Core Values
- City of Buena Park Organization Chart

AFTER THE ELECTION, IF UNSUCCESSFUL...

Form 470 Filers

If contributions/expenditures in connection with the election cease before December 31, then no further forms need be filed.

If contributions/expenditures in connection with the election continue beyond December 31, then file a Form 470 when activity ceases or before July 31.

Form 460 Filers (who wish to terminate their committees)

If contributions/expenditures in connection with the election cease before December 31 and there are no campaign funds, then file the normal Form 460 which is due on January 31, and check the "Termination Statement" box. Also file a Form 410 and check the "Termination" box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).

If contributions/expenditures in connection with the election continue beyond December 31, then file the normal Form 460 which is due on January 31. Then, when activity ceases and there are no campaign funds, file another Form 460 and check the "Termination Statement" box. Also file a Form 410 and check the "Termination" box. (File the original and one copy of Form 410 with the Secretary of State, file one copy of Form 410 with the City Clerk, and file the original of Form 460 with the City Clerk).



OFFICE OF THE CITY CLERK

6650 BEACH BLVD., BUENA PARK, CA 90622

CITYCLERK@BUENAPARK.COM

PHONE: (714) 562-3750

CAMPAIGN STATEMENTS FOR LOCAL COMMITTEES/CANDIDATES
FORMS AND MANUALS
FILING SCHEDULES

ORANGE COUNTY

REGISTRAR OF VOTERS

1300 SOUTH GRAND AVENUE, SANTA ANA, CA 92705

PHONE: (714) 567-7600

WWW.OCVOTE.COM

MAIL BALLOTS

VOTER INDEX/PRECINCT LISTS

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/TERMINATION OF COMMITTEES

FAIR POLITICAL PRACTICES COMMISSION

1102 Q STREET, SUITE 3000, SACRAMENTO, CA 95811

PHONE: (866) 275-3772 (TOLL FREE)

WWW.FPPC.CA.GOV

CAMPAIGN DISCLOSURE
CONFLICT OF INTEREST DISCLOSURE
