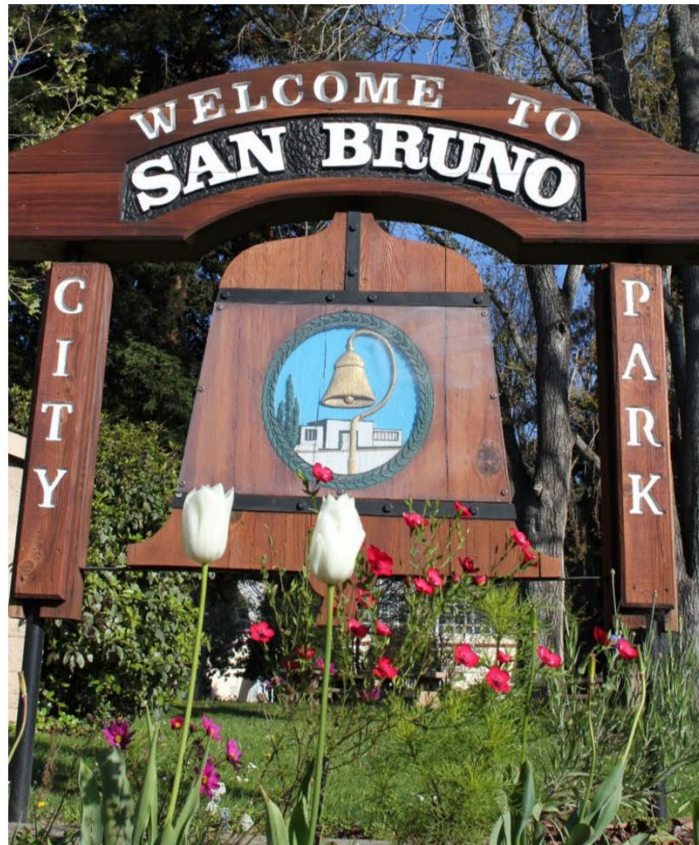




MAYOR & CITY COUNCIL

**CANDIDATE MANUAL FOR OFFICER ELECTION
TUESDAY, NOVEMBER 5, 2024
AT LARGE MAYOR AND DISTRICTS 2 & 3**



July 10, 2024

To: Prospective Candidate

Re: November 5, 2024 Election for Municipal Offices

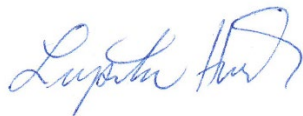
This manual has been prepared to help prospective candidates through the nomination and election process. It contains both general information pertaining to the election, what is expected of an elected official in San Bruno, and specific requirements and actionable deadlines that must be met to qualify as a candidate.

The information is provided with the understanding that the City Clerk is not engaged in rendering legal, accounting, or other professional advice. The information supplied by the City Clerk's Office is provided to accommodate those intending to become a candidate for San Bruno municipal office. All persons desiring to become a candidate are encouraged to refer to constitutional, statutory, and City Code provisions that may apply to elections and candidates, and to seek independent legal advice.

Interested parties are highly encouraged to thoroughly read all available materials and forms. If you are interested in running for municipal office in the City of San Bruno, contact the City Clerk's Office at (650) 616-7061 to schedule a document review and issuance appointment.

I hope you find this information helpful, and I welcome you to the November 5, 2024 General Municipal Election. Please feel free to contact me at any time if you have questions on the enclosed information. I may be reached at (650) 616-7070.

Sincerely,

A handwritten signature in blue ink, appearing to read "Lupita Huerta".

Lupita Huerta,
City Clerk

I. Introduction

City Government

The City of San Bruno was incorporated on December 23, 1914, as a general law city. San Bruno is governed by the City Council and operates under a Council-Manager form of government.

San Bruno has an elected five-member City Council. The Mayor is elected at-large and serves a two-year term and is a member of the City Council. The four City Council Members are elected by-district that are population-balanced across the City. Council Members serve staggered four-year terms, Districts 1 and 4 went up for election in November of 2022, and Districts 2 and 3 are up for election in November of 2024. The mayoral seat is also open for election in 2024.

As the policy-making body, the City Council has the ultimate responsibility to the people of San Bruno for all programs and City services. It approves all ordinances, resolutions, and major contracts, modifies and approves the budget, and has the responsibility of employing a City Manager and City Attorney. The City Manager and staff enforce the laws and implement the programs and policies which are established by the City Council. All major changes in direction or emphasis and organizational changes must be approved by the City Council. The Council also appoints residents to various advisory bodies.

The Mayor chairs the City Council meetings, issues proclamations of recognition, represents the City in certain intergovernmental affairs, and is the ceremonial head of the City. Although the Mayor is expected to provide political leadership on City issues, the Mayor has no greater authority than any other City Council member. The Mayor and City Council as a collective body is the power of authority. The Mayor and City Council members must act by a majority to achieve their objectives for the betterment of the San Bruno community.

More information about the City Council can be found on the City's [Elected Officials webpage](#)¹. Information about the City Council appointed Advisory Commissions, Boards, and Committees is available on the [Commissions, Boards, and Committees webpage](#)².

II. Being a Council Member in the City of San Bruno

Council Meetings

The San Bruno City Council holds regular meetings on the 2nd and 4th Tuesdays of every month. The City Council holds only one Regular Meeting in the month of August to allow for a summer break, and only one Regular Meeting in December. A [calendar](#)³ of regular meeting dates is approved annually. Some meetings are moved to accommodate holidays.

¹ <https://www.sanbruno.ca.gov/596/Elected-Officials>

² <https://www.sanbruno.ca.gov/500/Boards-Commissions-Committees>

³ <https://www.sanbruno.ca.gov/DocumentCenter/View/4902/2024-CC-Public-Meeting-Calendar>

City Council meetings are held in-person at the San Bruno Senior Center located at 1555 Crystal Springs Road and live streamed in real time on the Zoom platform, CityNet Services local Channel 1, and YouTube.

It is the common practice of the San Bruno City Council to hold Special Meetings to conduct business, study sessions and/or closed sessions. Special Meetings occur immediately preceding the Regular Meetings. These Special Meetings most often convene at 5:30 p.m., however meeting start times vary. Additional meetings are called when required and may be scheduled on alternative meeting days depending on the City Council availability and the work program demand. Special Meetings may be called with a minimum of 24 hours' notice.

Because of the quantity of items that the City Council must undertake, as well as the difficulty in finding additional days for the City Council to meet, City Council Members are asked to be available from 5:30 p.m. onwards on regular Council meeting days.

County and Regional Appointments

City Council Members are also appointed to separate legislative bodies to represent the City's regional interests. These regional appointments are made by the Mayor and are reviewed by the City Council annually, typically at the last meeting in December. These appointments generally last for the calendar year. Some appointments become multi-year commitments because of the depth or complexity of the Board's work, and these are known as continuity appointments. Any regional body that a City Council Member is appointed to will also have regular and/or special meetings. A list of the [2024 Appointments](#)⁴ is appended to this manual.

In addition to regional appointments, City Council Members may also act as a lead or liaison with Community partners (for example: Chamber of Commerce, or local associations), and also with San Bruno's own commissions, boards, and committees.

Meeting Recordings

Typically, regular and most special meetings of the San Bruno City Council are broadcast and live streamed in real time on the Zoom platform, CityNet Services local Channel 1, and YouTube.

Video archives of the meetings are available on the City's website in the [Agenda Center](#)⁵ following the meeting. Closed sessions are not recorded.

Meeting Materials

Prepared materials for City Council meetings, called "Agenda Packets", are available for City Council and the general public by the Friday preceding the Tuesday City Council meeting, in most cases. Packets are available through the City's website. City Council

⁴ <https://www.sanbruno.ca.gov/DocumentCenter/View/4903/2024-City-Council-Regional-Appointment-List>

⁵ <https://www.sanbruno.ca.gov/AgendaCenter>

Members access the meeting packet on the City's website from the [Agenda Center](#)⁶ on a City issued mobile device, such as an iPad or tablet. Packets can be lengthy, or complicated and City Council Members should plan time to review the packet well before the meeting and are encouraged to submit questions to the City Manager's Office in advance of the meeting.

City of San Bruno Budget

A summary of the 2023-24 Operating and Capital Budget is available on the City of San Bruno Finance Department webpage under "[Budget & Financial Reports](#)".⁷

Council Member Compensation

San Bruno Municipal Code Section 2.04.140 establishes the salary of City Council Members at \$486 per month.

Annual compensation of all of the City of San Bruno's elected officials, officers, and employees is available on the [California State Controller's website](#)⁸.

Council Contact and Administrative Business

The Mayor and the City Council do not maintain full-time offices at San Bruno City Hall but can be reached through the [City Manager's Office](#)⁹ or by direct email, which can be found on each [City Council Member](#)¹⁰ webpage.

Each City Council Member has a mailbox for City business and mail can be picked up at City Hall. The City Manager's Office and City Clerk's Office coordinate for City Council invoices and other budget related activities, including registration for conferences, annual membership to regional partnerships, etc.

Election Activities Prohibited in City Facilities

Electioneering is prohibited at San Bruno City Hall. This means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot. This includes: (a) a display of a candidate's name, likeness, or logo; (b) a display of a ballot measure's number, title, subject, or logo; (c) buttons, hats, pencils, pens, shirts, signs or stickers containing electioneering information; and (d) dissemination of audible electioneering information.

III. Candidate Election Information

Qualifications

⁶ <https://www.sanbruno.ca.gov/AgendaCenter>

⁷ <https://www.sanbruno.ca.gov/252/Budget-Financial-Reports>

⁸ <https://publicpay.ca.gov/>

⁹ <https://www.sanbruno.ca.gov/217/City-Manager>

¹⁰ <https://www.sanbruno.ca.gov/596/Elected-Officials>

Government Code Section 36502 requires that an eligible candidate for municipal office be a registered voter in the City of San Bruno at the time nomination papers are issued. Voter registration is governed by Elections Code Section 2101. In addition, and in accordance with the San Bruno Municipal Code Section 2.32.010(D), a candidate for a district office must be elected by-district and therefore be residing and registered to vote in that district.

The City Clerk's Office will confirm the voter registration of all potential candidates prior to the issuance of nomination papers. Nomination papers will not be issued to those who do not have a valid affidavit of registration on file with the San Mateo County Voter Registrar.

Nomination Period

The nomination period starts Monday, July 15, 2024, at 8:00 a.m. and ends at 5:00 p.m. on Friday, August 9, 2024.

The nomination period is the time during which a candidate for City Council may obtain, complete, and file the Nomination Paper (along with other required forms) with the City Clerk by the filing deadline.

Please schedule an appointment within the Nomination Period to be issued papers directly with City Clerk's Office staff at (650) 616-7061.

Extended Nomination Period (Exception)

If no incumbent files for re-election, or there is no incumbent eligible to file, the filing deadline for non-incumbent candidates is extended until 5:00 p.m. on Wednesday, August 14, 2024.

Obtaining Nomination Papers

Contact the City Clerk's Office for an appointment to pick up the official documentation at the City Clerk's Office located in San Bruno City Hall. The signing of a "receipt" form will be required upon pick up. Candidates who do not pick up the "official" forms from the City Clerk will not qualify to run for office.

Refer to the section below titled "Filing Nomination Papers with the City Clerk's Office" for full filing instructions.

Documents Issued on USB Flash Drive

Except for the nomination petition, which must be issued in paper, all instructions and forms will be issued to candidates on a USB flash drive. Candidates should fill in and complete the pdf fillable forms and then save all completed forms back to the flash drive. Candidates will bring the flash drive and printed copies of the completed forms back to the City Clerk's Office for the official filing appointment. Once forms are accepted for filing, no changes may be made.

Information and Forms Provided

The following information and forms, in electronic format, will be issued to a candidate at the official “issuance” appointment scheduled with the City Clerk’s Office. This is not an inclusive list of all resources provided.

City of San Bruno Candidate Manual

Resolution Calling for the Election

Candidate Registration Form

Declaration of Candidacy

Candidate’s Statement of Qualifications

Ballot Designation Worksheet

Character-Based Name Form

Code of Fair Campaign Practices

Permission to Post Personal Information on San Mateo County Website

Fair Political Practices Commission (FPPC) Forms:

- Form 501 Candidate Intention Statement
- Form 410 Statement of Organization
- Form 460 Recipient Committee Campaign Statement
- Form 470 Officeholder/Candidate Campaign Statement Short Form
- Form 700 Statement of Economic Interests Form

FPPC Campaign Disclosure Filing Schedule

Political-Election Sign Registration

Political Advertisement Disclaimers

Nomination Paper-PRINTED

Circulating A Candidate Nomination Form

The candidate and all nomination signers must be registered voters in the City of San Bruno, and within the specific Council District for which the candidate is running. Only one person may circulate the petition for signature. The candidate may choose to circulate their own Nomination Paper or a person 18 years of age or older may circulate the Nomination Paper. The paper must contain a minimum of 20 valid signatures. You are urged to obtain 30 signatures and encouraged to file early enough to verify the signatures. In case of insufficiency in the signatures, a candidate may have an opportunity to gather and submit supplemental signatures prior to the filing deadline. A candidate may sign their own Nomination Paper.

Voters may sign only one Nomination Paper per open office. If a voter signs more than one Nomination Paper for the same office, the signature on the document officially filed with the City Clerk’s Office last will be considered invalid.

Voter Registration and District Residency Resources

The San Mateo County Elections Office offers candidates printed and electronic lists of registered voters. This is extremely helpful in confirming if citizens are currently registered to vote in the appropriate jurisdiction. There may be a fee for these resources. Contact information for the County is under the “Helpful Website and Contact Information” section at the end of this manual.

In addition, an “on-line district” look-up map is also provided in the candidate materials. This tool does not confirm registration but can be helpful in establishing if an address is contained in a certain council district.

Signature Validation by the San Mateo County Elections Office

The following guidelines will be used when validating signatures on Nomination Papers. A signature can be challenged if the signer: 1) is not registered to vote; 2) provides a signature that does not compare to the signature on the voter’s affidavit of registration; 3) does not reside in the appropriate district or political subdivision; 4) uses a P.O. Box number for their residence; 5) omits their residential address; 6) uses a mail drop number for residence address; 7) provides an address that is different from the voter’s residential address on the affidavit of registration on the voter’s record; 8) prints their name for the signature, unless registered as such; 9) lists and signs their name using spouse’s name, such as “Mrs. John Jones”; or 10) uses ditto marks for an address previously listed.

Filing Nomination Papers with the City Clerk’s Office

To submit the original nomination documents to the City Clerk, the candidate must deliver them in person via a pre-scheduled appointment. This ensures that staff is available to devote full time and attention to the submission process and provide the candidate time to respond to errors or omissions in the documentation. All paperwork must be filed together. Candidates should anticipate an appointment of at least 45 minutes. Call the San Bruno City Clerk’s Office at (650) 616-7061 to schedule an appointment.

A candidate may, by email, submit “ALL” completed documents to the City’s elections official in advance of the scheduled appointment. **However, to be a qualified candidate for the office, the completed and printed documents with original signatures must be received by the City Clerk’s Office by the close of the Nomination Period and during regular business hours.**

Submitting via email will allow the City Clerk to start the review process prior to the scheduled appointment. If a discrepancy is found between the emailed documents and the printed signed documents, the printed documents will prevail.

Filing Fee

There is no filing fee for candidates submitting a nomination paper to run for Mayor or City Council Member in San Bruno. Please note that there is a cost for the filing of the Candidate Statement, detailed in the next section.

Candidate's Statement

Submitting a Candidate’s Statement for publication is optional; however, the form indicating whether or not you are submitting a statement is required. The Statement may not contain more than 200 words. Wording and spelling should be checked carefully before submitting as statements may not be changed or corrected after submission. Each candidate desiring to have their statement included in the voter’s pamphlet is required to

pay a pro-rata share of the printing cost. The Federal Voting Rights Act requires all information that is provided in the voter pamphlet be provided in English, Chinese, Spanish, and Filipino. The cost varies based on the number of candidates, printing charges and the translation costs. Payment for the estimated amount of the candidate statement is due when filing the nomination papers. The estimate provided by the County of San Mateo Election Services Division is \$850 per candidate. A candidate certifying indigence may apply for relief from this charge. Each Candidate's Statement is held confidential by the Clerk until the close of the filing period. All statements are made available at the same time. Candidates will be provided with an "official" word count to ensure the statement contains no more than 200 words. Statements exceeding 200 words will be shorted starting with the last word and moving backward until the limit is met.

In addition to the hard copy, candidates must also provide the City Clerk with an electronic version of the candidate statement via a Word document. The electronic version shall be submitted via email or using the USB flash drive issued to each candidate when the nomination documents were issued. Be aware that if any discrepancy between the two formats is found, the hard copy will prevail.

A check or money order, in the amount of \$850.00 shall be made payable to the "City of San Bruno". Electronic means of payment are not accepted.

Cost of Candidate Statement

California Elections Code Section 13309 establishes a procedure for candidates who are unable to pay the cost of the candidate statement in advance. This procedure allows a candidate to allege indigency with the submission of a fee waiver request and a Statement of Financial Worth form. Candidates should be prepared to provide, for example, bank statements along with the candidate's most recent federal income tax form. If indigency is approved, the candidate is still obligated to pay the fee at a later date. If the candidate does not qualify, the fee must be paid within three business days, or the statement will be withdrawn.

Withdrawal of Candidate Statement

Candidates may withdraw; but may not change a Candidate Statement once submitted. Candidates may withdraw their candidate statement from publication no later than 5 pm on Monday, August 12, 2024. If the nomination filing period was extended, then Thursday, August 15, 2024, is the last day a candidate may withdraw the statement.

Statement of Economic Interests Form 700

As part of the nomination packet, candidates are required to submit a Statement of Economic Interests Form 700. This is a public transparency document that lists certain economic interests of the candidate so that voters can determine if the candidate would have any potential financial conflicts if elected to office. The Form 700 is very specific as to what is required (and what is not required) to be reported. Typically, reportable interests include various sources of income, real property, investments, and business positions.

Ballot Designation

The ballot designation is a three (3) word or less generic description of the candidate's

principal profession, vocation, or occupation that appears directly under the candidate's name on the official ballot. This is one of the most restrictive components of the nomination process. Candidates are encouraged to thoroughly read the instructions and be prepared to provide evidence of the ability to use proposed designations.

Ballot Designation – Secretary of State's Regulations

The California Secretary of State has adopted regulations (Chapter 7 of Division 7 of Title 2 of the California Code of Regulations) relating to ballot designations for certain offices. The San Mateo County Elections Official, and thus the City of San Bruno, has opted to refer to those regulations to provide guidance in addressing issues which arise relating to ballot designations for local offices; however, the local elections official retains full discretion to interpret the regulations and to make decisions based on other considerations. The regulations are available online and provided in the "Helpful Website" section of this manual. Specifically helpful is Section 20716 describing unacceptable ballot designations.

Ballot Placement

Placement of candidates' names on the ballot will be according to the official order of letters determined by a randomized alphabet drawing to be conducted by the Secretary of State's office on August 15, 2024.

Withdrawal of Candidacy

No candidate may withdraw their declaration of candidacy after 5 p.m. on August 9, 2024. If the filing period is extended, a candidate may withdraw their declaration of candidacy by 5 p.m. on August 14, 2024. After that date the candidate's name will appear on the ballot.

Fair Political Practices Commission (FPPC) – Campaign Filing Instructions

All candidates are required to file an FPPC Candidate Intention Statement Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds on behalf of a candidacy. The Form 501 may be filed with nomination papers, or earlier if the candidate meets the requirements as noted.

Additional campaign disclosure forms such as the Officeholder/Candidate Campaign Statement Short Form 470; Statement of Organization Form 410; Recipient Committee Campaign Statement Form 460; or other campaign reports may be required.

Candidates Receiving or Spending Over \$2,000 MUST FILE FORMS 501 + 410 + 460
Candidates Receiving or Spending Under \$2,000 MUST FILE FORMS 501 + 470

Instructions on filing requirements are outlined in the FPPC's [Campaign Disclosure Manual 2](#)¹¹ for Local elections. This manual and other materials are available on the [FPPC website](#)¹².

Code of Fair Campaign Practices

Candidates for public office are encouraged to subscribe to the Code of Fair Campaign Practices. Candidates who subscribe to the Code are pledging to follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens 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. This is an optional form and is due at the time of filing nomination documents. If the candidate does not desire to subscribe, the form must be filed, but not signed.

IV. Being a Candidate in the City of San Bruno

Limitations on Contributions

Government Code Section 85301(d) sets a limit on the solicitation and receipt of contributions in cities that have not enacted campaign contribution limits. This is set on a "per election" basis. For candidates, the limit per contributor is \$4,900 for each election. Limits also apply to officeholders and other committees as described in Government Code. For more information on limitations on contributions, see the [FPPC campaign finance forms](#)¹³.

Transparency

The City is committed to ensuring full transparency in the election process and will provide voters with information. The nomination status for each candidate will be posted on the City's website as soon as possible but within 48 hours of receiving the information (with the exception of the nomination petition as reproduction is prohibited by law). This may include the candidate's name, nomination status, candidate statement (when it is no longer confidential), the Statement of Economic Interests Form 700, and various campaign statements.

The Public Record

Documents can generally be reviewed and copied on request using the standard Public Records Act process. However, nomination papers and signatures in-lieu of filing fee petitions may be viewed, but not duplicated, pursuant to the California Elections Code. The candidate statement is also a public record but remains confidential until the expiration of the filing deadline for nominations.

¹¹<https://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html#title2>

¹² <https://www.fppc.ca.gov/learn/campaign-rules/campaign-disclosure-manuals.html>

¹³ <https://www.fppc.ca.gov/learn/campaign-rules/campaign-forms.html>

Using City Parks and Facilities

Candidates can rent City recreation facilities for an event so long as they can meet the insurance requirements, etc. for events, and pay applicable facility fees.

For outdoor public events, there are applicable Free Speech Guidelines. Tables are available on a first come, first serve basis. At these tables one 4'x2' sign may be displayed and any signs or materials on the table must be suitable for all ages. One table per group, and anyone occupying a table are asked to refrain from interrupting the public event guests. Amplified sound is not allowed in the park.

The current Special Event Permit Application is available through the Community Development Department. Contact the Community Development Department at (650) 616-7074 if you have any questions.

Political Activity and City Employees

City staff members are precluded from participating in any electioneering activities for a candidate while on paid city time or on city property and in all instances must follow applicable state law. Please do not approach city employees while they are fulfilling their official duties regarding your campaign.

Political Advertising

State law dictates how candidates must manage political communications (aka advertisements), and what information shall be disclosed in these communications to comply with the law. Types of communications may include mass mailings, mass electronic mail; newspaper advertisements, lawn signs, billboards, and social media ads. Candidates should thoroughly read the materials provided to ensure compliance.

Political-Election Signs

San Bruno Municipal Code Section 12.104.210 regulates where election signs may be erected and when signs must be removed. Candidates are also required to register with the City "prior" to posting any signs related to a candidate or measure.

In addition, the State of California also has restrictions on the placement of signs on State property, within the right-of-way, and/or near a landscaped freeway. Information on the State's regulations and notification requirement will be provided to candidates.

Candidates are reminded to share with their enthusiastic campaign workers that it is unlawful to remove or deface another candidate's sign. You also must have the property owners' permission to place a sign on private property. Be aware of the rules regarding the prohibitions of placing signs in the public right of way.

If you, or your campaign workers, notice an illegally placed sign, please contact the City Clerk's office at (650) 616-7061 or via email at CityClerk@sanbruno.ca.gov. Do not remove the sign yourself.

Holding Two Offices (Incompatible Offices)

An individual cannot hold two offices at the same time that are considered incompatible. If a candidate who currently holds an office is elected to a second office that is incompatible with the first office, the first office becomes vacant upon taking the second office. This incompatible offices prohibition was established by California case law and codified in Government Code Section 1099 which provides, in relevant part, that:

“Offices are incompatible when any of the following circumstances are present, unless simultaneous holding of the particular offices is compelled or expressly authorized by law: 1) Either of the offices may audit, overrule, remove members of, dismiss employees of, or exercise supervisory power over the other office or body. 2) Based on the powers and jurisdictions of the offices, there is a possibility of a significant clash of duties or loyalties between the offices. 3) Public policy considerations make it improper for one person to hold both offices.”

Candidates are encouraged to seek legal advice if there is any concern that this doctrine may apply to the candidate’s circumstances.

Election Night

Election night semi-final results are available as they are posted on the [San Mateo County website](#)¹⁴.

Newly Elected Officials

The City of San Bruno will contact presumed newly elected officials and arrange for orientation starting with meetings with the City Manager and City Attorney. Candidates presumed elected are immediately subject to laws regarding open decision making (Ralph M. Brown Act); the public’s right to public records (California Public Records Act); as well as all laws under the Political Reform Act.

The League of California Cities offers a New Mayors & Council Members Academy in Sacramento each January. The City encourages newly elected officials to attend and covers the cost of the attendance. The next scheduled Academy is anticipated to be held in January 2025.

Taking Office

Council Members are sworn into office in December following the November election. In 2024, swearing in is anticipated on Tuesday, December 10, 2024, or at a special meeting after the canvass of the vote has been received and certified by the City Council. The Oath of Office is administered at that City Council meeting.

¹⁴ <https://www.smcacre.org/elections>

IV. Helpful Websites & Contact information

City of San Bruno City Clerk's Office	https://www.sanbruno.ca.gov/ https://www.sanbruno.ca.gov/211/City-Clerk	City Clerk's Main office (650) 616-7071 Lupita Huerta, City Clerk LHuerta@sanbruno.ca.gov Vicky Hasha, Deputy City Clerk VHasha@sanbruno.ca.gov
County of San Mateo Elections Office	https://www.smcacre.org/elections https://www.smcacre.org/elections/Running-for-Office https://www.smcacre.org/media/5145/download?attachment https://www.smcacre.org/elections/candidates-and-measures	Phone: (650) 312-5222 Fax: (650) 312-5348 Email: registrar@smcare.org
County of San Mateo Elections Office	https://www.smcacre.org/elections/basic-campaign-filing-guidelines-candidates	Basic Campaign Filing Guidelines for Candidates
City of San Bruno Municipal Code	https://ecode360.com/SA5001	Searchable
California Secretary of State	http://www.sos.ca.gov/	(916) 657-2166
California Secretary of State	https://www.sos.ca.gov/administration/regulations/current-regulations/elections/ballot-designations	California Code of Regulations Pertaining to Ballot Designations
Fair Political Practices Commission (FPPC)	Link to campaign forms: https://www.fppc.ca.gov/forms.html Link to "Campaign Disclosure Manual 2" for local candidates: https://www.fppc.ca.gov/content/fppc-v2/fppc-www/forms/all-fppc-manuals.html	1-866-ASK-FPPC (1-866-275-3772) Monday thru Thursday 9:00 am - 11:30 am
California Legislative Information	http://leginfo.legislature.ca.gov/faces/codes.xhtml	Statutory References
Institute for Local Government	http://www.ca-ilg.org/local-government-basics-those-new-public-service	Information on public service

V. San Bruno Candidate Election Calendar - Key Dates 2024

Date	Time	Activity
07/15/2024	8:00 am	Open of Nomination & Candidate Filing Period.
07/24/2024	10:00 am	San Mateo County Elections Office second candidate seminar. Online registration with the County required.
07/31/2024	5:00 pm	Semi-annual campaign statements due to City Clerk. Deadlines that fall on a weekend or holiday are due the next business day.
08/07/2024 11/19/2024	--	First day that political-election signs can go up. Registration form required.
08/07/2024 11/05/2024	--	24-hour contribution report (FPPC 497) required through November 5, 2024.
08/09/2024	5:00 pm	Close of Nomination Period
08/10/2024	5:00 pm	Extension of Nomination & Candidate Filing Period. <u>ONLY</u> in those offices where the incumbent did not file, or there is no eligible incumbent.
08/12/2024	5:00 pm	Last day to withdraw candidate statement.
08/14/2024	5:00 pm	Close of Extended Filing Period
08/15/2024	5:00 pm	Last day to withdraw candidate statement for extended filing period. Incumbents not eligible.
08/15/2024	5:00 pm	Random Alpha Drawing by Secretary of State's Office at 11:00 am
09/09/2024 10/22/2024	8:00 am - 5:00 pm	Opening of Write-In Candidate Nomination Period through Tuesday, October 22, 2024
09/26/2024	5:00 pm	1 st Pre-election campaign filing for period of 07/01/2024 to 09/21/2024
10/15/2024	--	Beginning of Sample Ballot & Official Voter Pamphlet mailing
10/21/2024	5:00 pm	Voter registration closes for November election
10/22/2024	5:00 pm	Close of Write-in candidate filing period
10/24/2024	5:00 pm	2 nd Pre-election campaign filing for period of 9/22/2024 to 10/19/2024
10/26/2024 11/01/2024	--	Vote centers open
11/05/2024	7:00 am - 8:00 pm	Election day!
11/19/2024	--	Last day to remove political signs
12/10/2024	7:00 pm	City Council Certify Election Results and Installation of Officers