

BEGINNER'S GUIDE FOR PROSPECTIVE CANDIDATES

CITY OF LONG BEACH Primary Nominating Election | March 3, 2020



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

The information compiled in this document is intended to provide general guidance only and is specific to residents considering running for the office of City Council Districts 2, 4, 6, & 8, in the City of Long Beach's Primary Nominating Election scheduled to be held on Tuesday, March 3, 2020. The City conducts Primary Nominating and General Municipal elections every two years to elect members of the City Council. The Mayor, City Attorney, City Auditor, and City Prosecutor are elected in the same cycle as the odd City Council Districts.

As a result of the California Voter Participation Rights Act (Senate Bill 415), the City of Long Beach has consolidated its Primary Nominating and General Municipal Election dates with the Los Angeles Registrar-Recorder/County Clerk beginning in 2020. The City's regular elections will now coincide with the Statewide Direct Primary and Statewide General elections as reflected in Long Beach Municipal Code Chapter [1.15](#).

While the information contained herein is substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

On November 11, 2019 prospective candidates will be invited to attend the Office of the City Clerk Candidate Information Workshop, at which time they will be issued a Candidate Handbook and a nomination packet.

Monique De La Garza, CMC
Long Beach City Clerk

1. GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE:

A candidate must be:

- A U.S. citizen
- 18 years old on or before election day
- A registered voter living in the jurisdiction identified on the Nomination Paper at least 30 days prior to the end of the nomination period (Long Beach City Charter Sections [201](#) and [502](#)).

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

2. GETTING STARTED EARLY . . .

- Long Beach Municipal Code Section [1.15.30](#) Election Cycle
 - ✓ "Election Cycle" means that period commencing with January 1 of an odd-numbered year and ending December 31 of the following year. For a special election, the Election Cycle commences with the declaration of a vacancy in an elective office and ends six (6) months after the special election date.
- Review [Campaign Disclosure Manual 2](#) Information for Local Candidates and their primarily formed committees.
- File [Form 501 Candidate Intention Statement](#) before receiving contributions or spending own funds. Keep records of all expenditures and contributions.
- 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.
- File [Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions. Include bank account information on [Form 410](#).
- Electronically file campaign disclosure statements with the City Clerk ([L.B.M.C. 2.02.010](#)). Contact Office of the City Clerk at CampaignDocs@longbeach.gov to obtain a User ID & Password for electronic filing and submit hardcopy originals to the City Clerk. Statements filed after a deadline are subject to \$10 per day late fine for both hard copy and/or electronic late filings.
- File appropriate campaign disclosure forms. The most common forms to be filed are:
 - ✓ [Form 460 – Recipient Committee Campaign Statement](#) is filed by candidates or officeholders who have a controlled committee, or who raise or spend or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office OR [Form 470 – Recipient Committee Campaign Statement – Short Form](#)

3. DURING THE FILING FOR NOMINATION PERIOD . . .

The filing period Begins November 11, 2019 and ends on December 6, 2019 at 5:00 p.m. (E.C. [10220](#), [10510](#), [13307](#)). If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. December 11, 2019. There is a filing fee of \$230 to run for any elective office of the City ([L.B.M.C. 1.25.020](#)). Candidates must be registered voters in the City of Long Beach and living in the council district for which they plan to run for at least 30 days prior to the end of the nomination period.

- The candidate packet will include the following materials:
 - Nomination Paper
 - Ballot Designation Worksheet
 - Candidate Statement Form
 - [Form 700](#) – Statement of Economic Interests*
 - Code of Fair Campaign Practices
- Obtain valid signatures of at least 20 but not more than 30 voters. Voters must be registered to vote in the City of Long Beach in the jurisdiction indicated on the nomination paper.
- File the completed nomination paper and complete the Form 700.

*[Form 700](#) – Statement of Economic Interest discloses assets and income of public officials and candidates. Upon election, all elected members will file Form 700 annually. A Form 700 is included in this packet.

Optional items to be filed (if these items are filed, they must be filed at the same time as the nomination paper and Form 700):

- Code of Fair Campaign Practices.
- Candidate Statement Form of 200 words or less. The Candidate Statement will be printed in the Sample Ballot Voter Information Pamphlet to be mailed to all registered voters. The candidate must pay for having the candidate statement printed. According to state law, the candidate statement must be translated and printed in Spanish and included in the Sample Ballot and Voter Information Pamphlet. Persons designated as foreign language voters, as listed in the voter registration system will continue to receive a translated Official Sample Ballot Booklet (Spanish, Tagalog, Khmer, Vietnamese, and Korean).

4. AFTER THE NOMINATION PERIOD CLOSES . . .

Candidates will be required to file periodic campaign disclosure statements electronically and in hard copies during the election (Chapter 2.02.010). Campaign disclosure statements are also filed semi-annually by all City elective offices and by candidates who have not terminated their election committees. The City Clerk will provide you with due dates. All campaigns are required to file campaign disclosure statements electronically. Contact the Campaign Finance Division of the Office of the City Clerk at CampaignDocs@longbeach.gov to obtain a User ID and Password for electronic filing and submit a hardcopy original to the City Clerk.

The City of Long Beach has local contribution limits, according to L.B.M.C. 2.01.810 and Proposition M requiring that the contribution limits be adjusted according to changes in the Consumer Price Index in January of even-numbered years. The [March 3, 2020 Primary Nominating Election Contribution Limits](#) were updated in January 2019.

IMPORTANT THINGS TO REMEMBER:

1. BEFORE RAISING OR SPENDING ANY MONEY

File [Form 501](#) (Candidate Intention). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing [Form 410](#) with the Secretary of State and the City Clerk.

2. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

3. KEEP GOOD RECORDS

Maintain details on contributions and expenditures.

4. \$100 OR MORE IN CASH?

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

5. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

All personal funds of the candidate must first be deposited in the campaign bank account, except for campaign statement fee.

6. CONTRIBUTIONS OF \$100 OR MORE

For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, street address, occupation and employer.

7. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

Include your committee name and address in at least 6-point type on the outside of all mass mailings (more than 200 pieces).

8. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

9. LOANS

You may loan money to your campaign, but you must complete a loan note to your campaign from yourself and file it with the City Clerk. See [L.B.M.C. 2.01.340](#).

10. BE INFORMED

Contact the [City Clerk](#) or the [Fair Political Practices Commission](#) if you have any questions. Subscribe to LinkLB at <http://www.longbeach.gov/linklb/> to receive electronic notifications about election information.

5. FOR THOSE WHO HAVE AN ACTIVE COMMITTEE FROM A PREVIOUS ELECTION . . .

The City of Long Beach requires incumbents to establish a new campaign committee apart from their officeholder account for transparency ([L.B.M.C. 2.01.370](#) and [2.01.380](#)).

Complete a [Form 501](#) (this must be done before receiving any contributions for the March 3, 2020 Primary Nominating Election).

- Mark the “Initial” box
- Complete the entire form
- Sign and date the form
- Mail the original with wet signature to the Office of the City Clerk

Complete a [Form 410](#) (File this form within 10 days of receiving \$2,000 in contributions for the March 3, 2020 Primary Nominating Election).

- Mark the “Initial” box
- Complete the entire form
- Complete the “Type of Committee” and list the year of election as 2020
- Both the Treasurer and Candidate must sign and date the form
- Mail the original and one copy to the Secretary of State and give a copy to the City Clerk
- Once your committee receives the new ID number, provide a copy to the City Clerk

View all forms at the [Fair Political Practices Commission](#) website.

6. STAY INFORMED . . .

Subscribe to [LinkLB](#) and select “Elections News and Results” to automatically receive election information (i.e. VSAP, voter registration, vote by mail, vote center locations, sample ballots, results, and more via email).