

STEPS TO BECOMING A CANDIDATE

DISCLAIMER: All forms, petitions, handbooks, or documents are subject to change without notice, in accordance with State and/or Federal law. It is the responsibility of the candidate/committee to obtain updated information before filing, collecting signatures, etc. Please note that everything you submit is subject to challenge by any elector. If you have questions on the legality of the forms, petitions, and handbooks, please seek your own legal counsel. The Elections Department cannot give legal advice or answer questions about how to conduct your campaign. All information is subject to public records request.

1. SELECT THE OFFICE AND PARTY RACE

Partisan (Republican or Democratic Only) – Candidate will run in Primary Election and if successful the General Election.

Independent/Other - Candidate will run in General Election only.

Non-Partisan Office – Special District Candidates run in General Election only; however, are subject to cancel and appointment by the Board of Supervisors if no election is deemed necessary.

2. FILE A STATEMENT OF INTEREST

All Candidates must now file a Statement of Interest with the Elections Department before collecting petition signatures. This form may be filed electronically by email. (Precinct Committeeman do not need to file a Statement of Interest.)

You will be issued a Serial Number to be used on all Nomination Petitions and other documents you file with the Elections Department.

3. NOMINATION PETITIONS Partisan/Non-Partisan/Independent (pick one)

Information about who can sign petitions, who can gather petitions for you, and a checklist is included in the Petition Circulation Guide. You may begin collecting signatures once you have completed Step 2 and your Serial Number has been issued.

Official signature numbers will not be available until after January 2, 2022. These signature requirements were used from January 2021 voter registration numbers.

4. NOMINATING PAPERS (File A, B & C together)

You may contact our office to set up a filing appointment, these cannot be accepted electronically. Candidates are accepted on a first come first serve basis. Only nominating papers received by 5:00 p.m. on the last day to file will be accepted, regardless of postmark date.

- A. Combination Nomination Paper, Affidavit of Qualification, and Campaign Finance Laws Statement (These are all on the same form). Write the Candidate's name exactly how it is to be printed on the ballot. The Candidate's last name must appear first.
- B. Financial Disclosure Statement. Covers the 12-month period preceding the filing. If you are a Candidate for a Special District Board or Precinct Committeeman, you are not required to file this form.
- C. Statement of Organization for Campaign Finance (see Step 5). You can wait to form an organization until you meet the threshold.

5. FORM A COMMITTEE (if required) – Can be submitted to the Election's Office at any time. Within 10 days after your campaign's combined receipts and disbursements exceed \$1,300 your Committee must file a Statement of Organization. If your campaign's combined receipts and disbursements do not exceed \$1,300 you may skip this step.

NOTE: Once you file as a Committee, you are obligated to filing regular campaign finance reports subject to late fees.

6. CAMPAIGN FINANCE REPORTS (Only required if a Statement of Organization was filed). Obligations to file Campaign Finance Reports begins as soon as the Statement of Organization is filed.

7. TERMINATION STATEMENT (Only required if a Statement of Organization was filed). After the election cycle is complete, Committees must terminate by filing a Termination Statement. Until terminated, Committees are required to continue filing periodic Campaign Finance Reports. A final Campaign Finance Report is due upon termination.