

Election Campaign Procedures

- New candidate – Fill out SEL 101
 - Check that “Original” is marked
 - Filing Officer – City Recorder
 - Office of Mayor or Councilor
 - Nonpartisan, Incumbent Judge – No
 - Prospective Petition – Be sure they mark yes or no for Petition circulators paid
 - Candidate Information, Contact Info, etc. complete
 - Check “yes” or “no” in “Candidate Committee” portion of form
 - Confirm that name is signed and dated at bottom of form
 - Date and initial by City Recorder, Enter “batch sheet/receipt number” i.e. 2016-01, next 2016-02 etc.

- Signature Sheet – SEL 121
 - Fill out top of each sheet – paid circulators or volunteer circulators
 - Petition ID enter Batch or receipt number. i.e. 2016.01. Enter County
 - Enter candidate info, Election: General 2016. No district or Position number
 - Recorder to initial and date lower right corner and stamp with City seal
 - Fill out Candidate Petition Form letter – Approval to Gather Signatures and give to candidate. (This must accompany the signature sheets before collecting any signatures)
 - When signatures returned confirm that name is printed, signed, and dated at bottom of form
 - Minimum 20 signatures, but advised to get at least 25
 - Take to County for verification of signatures

- Once Verified –
 - Send letter to candidate informing verification complete or not
 - With letter enclose a “Notice of Acceptance” form to be filled out and returned to City Recorder
 - With letter enclose a stamped envelope addressed to City Recorder. (For return acceptance form).