

## 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).