



# CANDIDATE GUIDE FOR TOWN COUNCIL TOWN OF MAMMOTH LAKES ELECTION NOVEMBER 3, 2020

**Looking for additional information about running for Town Council? Please contact:**

Jamie Gray, Town Clerk of the Town of Mammoth Lakes

437 Old Mammoth Road, Suite 230

Post Office Box 1609

Mammoth Lakes, CA 93546

760-965-3602

[jgray@townofmammothlakes.ca.gov](mailto:jgray@townofmammothlakes.ca.gov)

Office hours are Monday through Thursday 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., excluding holidays, and on Fridays by appointment only.

**Disclaimer:** The Town strongly recommends that any prospective candidate obtain legal advice to assist in complying with the applicable California laws. The Town has compiled this guide in order to help you, the candidate, meet the deadlines and understand the requirements of candidacy. It is distributed with the understanding that the Town of Mammoth Lakes Town Clerk is not rendering legal advice and therefore this guide is not to be a substitute for legal counsel for the individual or candidate using it. In case of conflict, Federal and State laws, regulations, or rules will apply.

## **ABOUT THE TOWN COUNCIL**

The Town of Mammoth Lakes was incorporated on August 20, 1984. The Town is a general law city and has a council-manager style of government.

The Mammoth Lakes Town Council consists of five councilmembers, with members serving staggered four-year terms. The mayor is the presiding officer at Council meetings. The mayor is selected by the vote of the Town Council on an annual basis by a rotational system.

Municipal elections are held in conjunction with the statewide election, currently held the first Tuesday after the first Monday in November of even-numbered years. The Council is the legislative branch of Mammoth Lakes' municipal government, the people's elected representatives.

Regular Council meetings are held on the first and third Wednesdays of the month at 6:00 p.m. with workshops sometimes scheduled before the regular start time. Special meetings may be scheduled at other times, as needed. Council meetings are open, public meetings where the Council makes local laws, policies, and basic decisions for the Town. Councilmembers are also appointed to serve as Town representatives on other boards, committees, and commissions. The Council appoints the Town Attorney and the Town Manager, who is the chief executive of all Town operations.

## **QUALIFICATIONS FOR OFFICE**

A person is eligible for a seat on the Town of Mammoth Lakes Town Council if he or she is a registered voter living in the Town of Mammoth Lakes.

No person may file for more than one office at the same election.

## **NOMINATION PAPER**

The Nomination Paper must be signed by registered voters of the Town of Mammoth Lakes in order to be counted. The required number of signatures (not less than 20 but no more than 30) on the Nomination Paper are to be obtained by either the candidate or appointed circulator of the candidate. Candidates may wish to consider submitting the maximum 30 signatures, as it is common for some signatures to be invalidated for the reasons set forth below.

### Petition Circulation Information

A candidate for the office of the Town Council may obtain signatures and sign his or her own Nomination Paper. His or her signature will have the same effect as that of any other qualified signer. Either the candidate or someone whom the candidate gives permission may circulate the Nomination Paper. The Declaration of Circulation must be filled out and signed by the circulator on the Nomination Paper.

## Qualified Signers

A person registered to vote in the Town of Mammoth Lakes at the time he or she signs the Nomination Paper is entitled to sign it. At the time of signing the Nomination Paper each voter shall personally sign and print their name and place of residence (PO Boxes are not allowed). A qualified signer may sign as many Nomination Papers as there are open seats on the Town Council.

## Validation of Signatures

The following guidelines will be used when validating signatures on the Nomination Paper.

A signature is **INVALID** if the signer:

- Is not a registered voter
- Provides a signature on the Nomination Paper that does not match the signature on the voter's affidavit of registration
- Lists a PO Box number as his/her residence
- Lists a mail drop number as his/her residence
- Provides an address that is different from the voter's residence address on the affidavit of registration on record
- Prints his or her name in the signature, unless registered as such
- Uses ditto marks for an address

## Ballot Designation

The candidate may request a ballot designation to appear under his or her name on the ballot, but is not required to and may leave the space for such designation blank. In order to notify the Elections Official of the candidate's intention to forego a designation, the word "none" must be written on the Nomination Paper in the appropriate space. "None" will not appear on the ballot. A Ballot Designation worksheet will be provided by the Elections Official at the time the Nomination Papers are requested.

## **CANDIDATE'S STATEMENT**

### Guidelines Regarding Statement

Each candidate for elective office in any local agency, city, county, or district may prepare a Candidate's Statement. Such statement may include the name, age, and occupation of the candidate and brief description of no more than 200 words of the candidate's education and qualifications expressed by the candidate himself/herself. Such statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.

If the candidate chooses to submit a Candidate's Statement it must adhere to the following instruction:

- The statement may contain the candidate's name, age, occupation, and a brief description of no more than **200 words** of the candidate's education and qualifications.
- The statement shall be in upper and lower case. Capitalization is only allowed at the beginning of a sentence or for proper nouns. No **bold**, underlines, or *italics* may be used. Must be in block paragraph. No bullets, stars, or asterisk are allowed. Tables or lists of items or phrases should not be vertical or indented, but must be strung together in a paragraph format.
- Statements must be typed.
- An electronic copy of the statement is required.
- The Statement will be printed exactly as submitted, and in the format prescribed by Elections Code Section 13307; therefore, all statements should be carefully checked for content, spelling, punctuation, and grammar before submission.
- Statements that are not in compliance with the format as described in this Candidate Guide will be reformatted and set in uniform type by the Elections Official.

The County Clerk shall send to each voter, together with a sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.

If the candidate is submitting a Candidate's Statement it should be submitted by hard copy and by email at the time of filing the Nomination Paper.

The Candidate's Statement is optional and may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.

All costs in handling of the Candidate's Statement must be paid by each candidate to the County Clerk. The estimated cost of printing the Candidate's Statement in the sample ballot is \$250 for English and \$250 for Spanish. The Town Clerk, on behalf of the County Clerk, will receive the payment at the time the Candidate's Statement is submitted.

## **CAMPAIGN DISCLOSURE REQUIREMENTS**

The Political Reform Act requires all candidates for local elective office to file campaign statements disclosing contributions received and expenditures made. The statutory requirements of the Political Reform Act are contained in Sections 81000 through 91014 of the California Government Code. Information and assistance relating to campaign reporting obligations under the Act may be obtained from the Technical Assistance Division of the Fair Political Practices Commission (FPPC):

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Toll Free Helpline: 1-866-ASK-FPPC

Telephone Hours: Monday – Thursday, 9:00 a.m. – 11:30 a.m.

Website: <http://www.fppc.ca.gov/>

**Filing is the responsibility of the candidate.** It is the responsibility of the candidate to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

### **LOCAL CANDIDATE’S FILING DATES FOR THE NOVEMBER 3, 2020 ELECTION**

Listed below is an informal checklist indicating the various forms required to be filed for candidacy on the November Election. It is the obligation of the candidate to ensure that he or she meets all filing requirements and deadlines. All candidates are urged to file the necessary papers as early as possible in order to avoid last minute rush, confusion, or any misunderstandings.

<b>Filing Period</b>	<b>Document</b>
July 13 – August 7, 2020	Nomination Papers
August 8 – August 12, 2020	Nomination Extension (excluding incumbents)
When Nomination Papers are filed	Code of Fair Campaign Practices (optional)
July 13 – August 7, 2020, or August 12, 2020 if deadline is extended	FPPC Form 700 – Candidate Statement of Economic Interest (submit with Nomination Paper)
Before soliciting or receiving any funds, including personal funds	FPPC Form 501 – Candidate Intention Statement
See FPPC calendar	FPPC Form 470 – Campaign Statement Short Form
See FPPC calendar	FPPC Forms 410 and 460 – Statement of Organization and Committee Campaign Statement

After reading this guide, please feel free to contact the Town Clerk Jamie Gray at [760-965-3602](tel:760-965-3602)/[jgray@townofmammothlakes.ca.gov](mailto:jgray@townofmammothlakes.ca.gov) with any additional questions or to schedule an appointment.