

Office of the City Clerk

Candidate

Information Pamphlet

For the General Municipal Election of

Tuesday, November 6, 2012



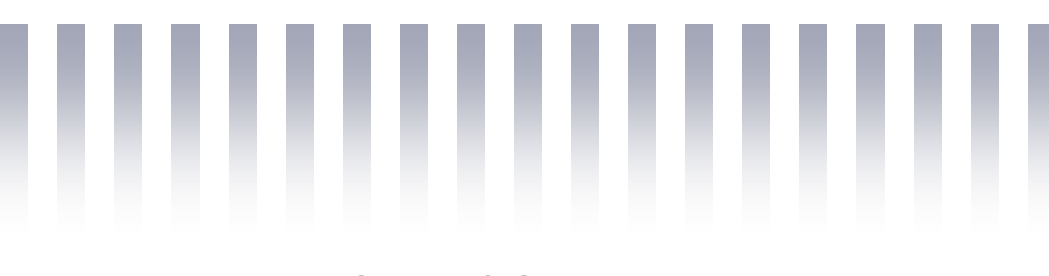
Dear Candidate,

The Office of the City Clerk has prepared this informational pamphlet to provide you with a general overview of what to expect as a candidate in the City of Oakland's November 6, 2012 Municipal Election. Please be aware that this pamphlet is informational only and in no way supersedes applicable election laws. Legal requirements for all elections are contained in the Charter of the City of Oakland, the California Elections Code, and the California Government Code.

As always, the Office of the City Clerk strongly encourages all candidates and potential candidates to research applicable codes and seek legal guidance regarding campaign requirements and strategies.

If you have any questions or need additional information, please contact Tamika Thomas, Assistant City Clerk at (510) 238-7369.

*Office of the City Clerk
Elections and Compliance Unit*



**City of Oakland
Municipal General Election
Tuesday, November 6, 2012**

Offices to be Filled

City Attorney
Councilmember, District 1
Councilmember, District 3
Councilmember, District 5
Councilmember, District 7
Councilmember At-Large
School Board Director, District 1
School Board Director, District 3
School Board Director, District 5
School Board Director, District 7

Terms of Office

Four-year terms commencing January 2013

Nomination Period

Opens: Monday, July 16, 2012—8:30 AM

Closes: Friday, August 10, 2012—5:00 PM*

**Note: If the incumbent does not file, the nomination period is extended for 5 (five) days until Wednesday, August 15, 2012*

Candidate's Filing Fee:

Each candidate who receives Nomination Papers, must pay the filing fee of three hundred dollars (\$300.00). Candidates may opt to pay an initial deposit of fifty dollars (\$50.00) when they pick up Nomination Papers, and remit the balance of the filing fee when the nomination papers are filed. No portion of the filing fee is refundable.

Nomination Petitions:

Nomination petitions are included with the nomination papers and will be issued by the Office of the City Clerk. Petitions will be issued to candidates or to a representative of the candidate as authorized by writing. Potential candidates may pick up and return Nomination Petitions only during the Nomination Period. Once complete, all required documents must be filed together. Petitions may be withdrawn up until the filing deadline, however amendments are not allowed.

Signature Requirement For Nomination Petitions:

District Offices:

For district offices, candidates must obtain signatures from at least 50, but no more than 100 registered voters of the City residing within the district from which the candidate seeks election.

Citywide Offices:

For citywide offices, candidates must obtain signatures from at least 50 and no more than 100 registered voters of the City.

Who May Sign Nomination Petitions:

Qualified registered voters from the city or designated district if applicable. A registered voter may nominate only one candidate for each office.

Qualifications

Government Code Section 36502, Elections Code Section 201,
City Charter Section 201, 301, 403 & 404.

Councilmember:

Registered voter and resident of the designated district for which he/she is a candidate for **at least 30 days** at the time nomination Papers are issued.

City Attorney:

Registered voter and resident of the City for **at least 30 days** at the time nomination papers are issued. Candidate shall be licensed to practice law in all courts of the State of California and so licensed for at least ten years preceding his or her election.

School Board Director:

Registered voter and resident of the designated district for which he/she is a candidate for **at least 30 days** at the time nomination papers are issued.



Ballot Designation:

At the time of filing, the candidate shall set forth in writing, on the form provided by the City Clerk, the designation to appear under the candidate's name on the ballot. The candidate is not required to have a designation; however, if one is chosen, it shall comply with Elections Code 13107 and 13107.5 (e.g., name of elective office or the word "incumbent" or not more than three words designating the principal profession, vocation or occupation).



Political Signs:

A candidate or committee desiring to display, dispute or post political signs, posters or banners must comply with the provisions of Section 5.06.020 of the Oakland Municipal Code.



Campaign Disclosure Statements:

Most candidates and committees must file pre-election statements disclosing contributions received and expenditures made in connection with an election. Campaign disclosure forms are provided with the nominations packet.

Semi-Annual Statement Deadline: July 31, 2012

(For the period covering January 1—June 30, 2012)

1st Pre-Election Statement Deadline: October 5, 2012

(For the period covering July 1—September 30, 2012)

2nd Pre-Election Statement Deadline: October 25, 2012

(For the period covering October 1—October 20, 2012)

Late Contributions: Contributions totaling \$1,000 or more from a single source received in the last 16 days before the election. These contributions are required to be reported within 24 hours by fax (510) 238-6868, telegram, guaranteed overnight mail or personal delivery.

NOTE: For additional campaign disclosure requirements, instructions and information, refer to the City of Oakland Campaign Reform Act (OCRA) and the Limited Public Financing Act.

What Documents Should I File?

Nomination Petitions (required) Must contain 50 valid signatures of registered voters in the district. You may submit up to 100 signatures.

Affidavit of Nominee (required) Informs the City Clerk of exactly how you want your name to appear on the ballot and also provides your occupational designation for the ballot.

Qualifications Statement (required) 150 word statement of your qualifications for office and a 4x6 inch glossy black and white photo when you file. Included with the statement should be the names of not less than 10 nor more than 20 Oakland residents sponsoring your candidacy. **Photo (optional)**

Code of Fair Campaign Practices (optional) States that you will run a clean and fair campaign. If you choose to file this form, it must be filed with the other documents.

Statement of Economic Interests (required) Discloses any financial interest you have in your jurisdiction that may be a conflict for you as an elected official.

FPPC Form 501 Candidate Intention Form is for use prior to soliciting or receiving any contributions (including personal funds).

FPPC Form 410 Statement of Organization is for use by all persons who receive contributions of \$1,000 or more during a calendar year.

OCRA Form 301 (optional) The voluntary expenditure ceiling form that states you will not exceed the prescribed expenditure amount for your campaign. This form must be filed no later than the close of the nomination period.

Notice to Candidates

All documents filed by a candidate will remain confidential, and not open to public inspection, until after the close of the official nomination period. (California Elections Code §13311)

In order to ensure proper processing of your nomination papers, please try to complete and file them with the Office of the City Clerk at the earliest possible time. In order to complete the filing process, plan to spend twenty minutes in the Office of the City Clerk. Except where your signature is required on a document, please **type** or **print legibly** all required information. This will help avoid delays and prevent errors.

It is our purpose to assist candidates in every manner possible, within the limits of our authority and responsibility. With your cooperation we will expedite the processing of your requests within those limits.

Problems involving the existence or the validity of the voter registration of a candidate, sponsor or voter fall within the jurisdiction of the Alameda County Registrar of Voters and not with the City Clerk. Such voter registration discrepancies should be resolved with the Alameda County Registrar of Voters at 1225 Fallon Street, Oakland, (510) 272-6933.

Date of Random Drawing:

(TO DETERMINE THE ORDER OF THE CANDIDATES NAME ON THE BALLOT)

Date: TBD

Time: TBD

Place: City Hall, Hearing Room 4
1 Frank Ogawa Plaza, 2nd Floor
Oakland, CA 94612

Voter information

Close of Voter Registration Period:

Monday, October 22, 2012

Last Day to Request a Vote By Mail Ballot:

Tuesday, October 30, 2012

Voted absentee ballots must be returned by 8:00 PM on the day of the election. Ballots may be delivered by mail or dropped off at a polling place on the day of the election.

First Day to Mail Voter Information Guide:

Thursday, September 27, 2012

Early Voting Begins:

Monday, October 8, 2012

Voter Registration Information:

Potential voters can register in the Office of the City Clerk at 1 Frank Ogawa Plaza, 2nd Floor and the Registrar of Voters Office, Monday through Friday from 8:30 AM to 5:00 PM. Voter registration forms are also available at most public libraries, fire stations, City offices and public agencies.

If you wish to sponsor a voter registration drive and are in need of voter registration affidavits, please call the Registrar of Voters Office at **(510) 272-6973**.

**Office of the City Clerk
Elections and Compliance
Unit**

**LaTonda Simmons, City Clerk
Tamika Thomas, Assistant City Clerk**

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1 Frank Ogawa Plaza
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