



Thinking about running for Sunnyvale Councilmember Seat Number 4 in the Special Municipal Election on August 16, 2016?

The following information is provided to assist you in meeting local, county and State regulations if you would like to run for the unexpired term for Sunnyvale City Council Seat Number 4. *Please note that this guide is not all-encompassing, and is not intended to be a sole source for election information.*

2016 Special Election Candidate Guidelines

There are seven members of the City Council elected at-large. There is one seat to be voted upon in the August 16, 2016 Special Municipal Election: an unexpired term for Seat Number 4. **A Councilmember voted into office in the special election will serve an unexpired term from mid-September 2016 to January 10, 2017.**

Nomination Period

The nomination period for the August 16, 2016 Special Election is April 25, 2016 – May 20, 2016.

Eligibility

Candidates must be registered to vote in the City of Sunnyvale at the time nomination papers are issued by the Office of the City Clerk. To be a registered voter in the City, one must reside in the City of Sunnyvale and be a U.S. citizen 18 years of age or older. To ensure this qualification is met, the Office of the City Clerk will verify voter registration status with the County of Santa Clara Elections Office before issuing nomination papers.

Filing obligations

Candidates who intend to file nomination papers during the Nomination period may incur filing obligations prior to filing nomination papers, pursuant to the Political Reform Act and Fair Political Practices Commission (FPPC) regulations.

Form 501	Candidate Intentions Statement: Must be filed before soliciting or receiving any contributions, or before making expenditures on behalf of a candidacy.
Form 410	Statement of Organization of Recipient Committee: Must be filed within 10 days of receiving \$2,000 in contributions

The City's [Campaign Statement Public Portal](#) contains financial information provided by candidates and committees. Use the Campaign Statement Public Portal to research campaign contributions and expenditures, review campaign statements filed by candidates and committees, or examine a committee's filing history by election.

Important Dates to Remember for the Special Election August 16, 2016

4/25/16 – 5/20/16	Nomination period for the August 16, 2016 Special Election
5/26/16	The Secretary of State will conduct a random drawing of letters of the alphabet to determine the order in which candidates appear on the ballot.
6/20/16 – 8/2/2016	Filing period for write-in candidates to obtain and file nomination documents.
7/7/16	Deadline for campaign finance disclosure report FPPC Form 460 covering the filing period ending 7/2/16 (First Pre-Election Statement).
7/18/16	Vote by Mail ballots are mailed to voters.
8/1/16	Last day to register to vote in the August 16, 2016 special election.
8/4/16	Deadline for filing campaign finance disclosure report FPPC Form 460 covering the period of 7/3/16 – 7/30/16 (Second Pre-Election Statement).
8/16/16	Election Day

Nomination Process

During the nomination period, nomination papers for Councilmember Seat Number 4 are available at the Office of the City Clerk, Monday through Friday (except holidays), 8 a.m. to 5 p.m. Please contact the Office of the City Clerk at (408) 730-7483 to schedule an appointment.

The City does not charge a filing fee for nomination papers. There may be other costs for optional services payable at the time of filing (see below).

Ballot Designations

The candidate's designation of occupation or identification to be printed on the ballot shall not exceed three words. There are additional requirements and prohibitions under Section 13107 of the California Elections Code.

Candidate Written Statements

This is optional. If you choose to submit a statement, the Office of the City Clerk will provide the appropriate form. Once filed, the statement may be withdrawn, but not changed, on or before the closing of the nomination period. There are additional requirements and prohibitions in preparing this statement under Section 13307 of the Elections Code.

There is an estimated cost associated with filing this statement, to be determined by Santa Clara County. At the time of this writing, the estimated cost is \$2,337. Candidates must pay the estimated cost of the statement at the time nomination papers are filed. A final cost will be determined by Santa Clara County after the election and will be forwarded to the City. If the final cost is more than the estimated cost, the difference will be charged to the candidate for payment to the City. If the final cost is less than the estimated cost, the difference will be refunded to the candidate by the City.

By City Ordinance 2691-02, candidates may file Petitions-in-Lieu of payment for all or a portion of the candidate statement costs. A minimum of 250 valid signatures is required to waive the entire cost. Should the number of valid signatures not equal 250, 1/250 of the cost for each valid

signature will be credited toward the estimated cost of the statement and the candidate will be reimbursed accordingly.

Public Disclosure of Records

Nomination petitions and campaign statements are subject to public disclosure pursuant to the Public Records Act. However, candidate statements are not subject to public disclosure until after the nomination period closes.

FPPC Campaign Statements for Contributions and Expenditures

Candidates and committees that support or oppose a candidate are required to file statements of campaign contributions and expenditures. These statements require reporting of receipts and expenditures relating to the campaign. State law requires that an original form and one copy be filed with the City Clerk at designated times before and after the election. These reports are available for public review in the City Clerk's Office and may be viewed online through the City's NetFile portal.

FPPC Statement of Economic Interests (Form 700)

The Political Reform Act under Government Code Section 87200 requires officials and candidates for the elective offices specified in the Code to file Form 700, Statement of Economic Interests, at the time of filing nomination papers and periodically to disclose certain investments, interests in real property, sources of income, gifts, loans and business positions. State law requires that an original form be filed with the City Clerk at the same time nomination papers are filed.

Mass Mailing Requirements

Government Code 84305 pertaining to mass mailing of election literature will be provided to each candidate when they file their Declaration of Candidacy.

Political Signs

Posting of political signs are regulated under Sunnyvale Municipal Code Sections 9.58 and 19.44.

If you have any questions, please contact the City Clerk at (408) 730-7483, TDD (408) 730-7501.