

Getting Started Candidate Information



CITY OF LONG BEACH PRIMARY NOMINATING ELECTION April 10, 2018

The City of Long Beach conducts elections every two years to elect members of the City Council. Long Beach City Charter [Section 1901](#) designates that the Primary and General (run-off) municipal elections for elective officers of the City. The next Primary Nominating Election will be held on [April 10, 2018](#).

The following information is intended to assist residents who are considering running for the office of City Council Districts 1, 3, 5, 7 & 9, Mayor, City Attorney, City Auditor and City Prosecutor, in the City of Long Beach's Primary Nominating Election scheduled to be held on Tuesday, [April 10, 2018](#).

This information is intended to provide general guidance only. While the information contained herein is substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein. December 18, 2017 candidates will be invited to attend the City Clerk Department Candidate Information Workshop, at which time a Candidate Handbook and nomination packets will be issued to potential candidates for City elective offices.

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1. General qualifications to run for and hold public office:

A candidate must be:

- U.S. citizen
- 18 years old on or before election day
- Registered voter living in the jurisdiction at least 30 days prior to the end of the nomination period (Charter Sec. [201](#) and [502](#)).

A candidate may not be in prison or on parole for a felony conviction.

2. Getting started early . . .

- Election cycle commences January 1, 2017 ([LBMC 2.01.210\(B\)](#)) If there is no General election in that election year, then the Election Cycle shall end twelve (12) months after the Primary election. Appoint a Treasurer for your campaign. Every Recipient Committee must have a Treasurer. The candidate may act as his/her own committee treasurer.
- Review [Campaign Disclosure Manual 2](#) Information for Local Candidates and their primarily formed committees.
- File [Form 501 Candidate Intention Statement](#) before receiving contributions or spending own funds. Exception: [This](#) form is not required if you will not solicit any funds and your only expenditures will be from personal funds used for your statement of qualifications printed in the Sample Ballot Voter Information Pamphlet.
- Keep records of all expenditures and contributions.
- Never accept or spend \$100 or more in cash.
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate's personal funds, must be deposited in the campaign bank account prior to the expenditure.
- File [Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions. Include bank account information on [Form 410](#).
- Electronic format of campaign disclosure statements are required be filed at the same time a copy of the semiannual, preelection, supplemental preelection or amendment(s) to a campaign statement is filed with the city clerk ([LBMC 2.02.010](#)).
- File appropriate campaign disclosure forms. The most common forms to be filed are:
 - [Form 460 – Recipient Committee Campaign Statement](#) is filed by candidates or officeholders who have a controlled committee, or who raise or spend or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office
 - Or [Form 470 – Recipient Committee Campaign Statement – Short Form](#)
 - Pursuant to [LBMC 2.02.010](#), City of Long Beach candidates and committees are required to file campaign disclosure statements electronically (contact City Clerk department at CampaignDocs@longbeach.gov to obtain userid & password for electronic filing) and submit hardcopy originals to the City Clerk. Statements filed after a deadline are subject to \$10 per day late fine for both hard copy and/or electronic late filings.

3. During the filing for nomination period . . .

The filing period Begins December 18, 2017 through 5:00 p.m. on January 12, 2018 (E.C. [10220](#), [10510](#), [13307](#)). If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. January 17, 2018. There is a filing fee of \$215 to run for any elective office of the City ([LBMC 1.25.020](#)). Candidates must be registered voters in the City of Long Beach and living in the council district for which they plan to run for at least 30 days prior to the end of the nomination period.

Prospective candidates will:

- Receive nomination paper and candidate packet from the City Clerk during the nomination period. The candidate packet will include the following materials:
 - Nomination paper
 - Ballot Designation Worksheet
 - Candidate Statement Form
 - [Form 700](#) – Statement of Economic Interests*
 - Code of Fair Campaign Practices
- Obtain the signatures of at least 20 but not more than 30 voters, registered to vote in the City of Long Beach in the jurisdiction you are running in on the nomination paper.
- File the completed nomination paper and complete the Form 700.

*[Form 700](#) – Statement of Economic Interest discloses assets and income of public officials and candidates. Upon election, all elected members will file Form 700 annually. A Form 700 is included in this packet.

Optional items to be filed (if these items are filed, they must be filed at the same time as the nomination paper and Form 700):

- Code of Fair Campaign Practices.
- Candidate Statement Form of 200 words or less. The Candidate Statement will be printed in the Sample Ballot Voter Information Pamphlet to be mailed to all registered voters. The candidate must pay for having the candidate statement printed. Pursuant to state law, the candidate statement must be translated and printed in Spanish and included in the Sample Ballot and Voter Information Pamphlet, ***if requested and paid for by the candidate***. The estimated cost of printing for the [April 10, 2018](#) sample ballot will be available close to the nomination period, which includes both English and Spanish. If a candidate chooses not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot. Candidate handbooks issued at the Candidate Workshop will include additional requirements.

Pursuant to the Voting Rights Act of 1965, as amended, in addition to English, the City Clerk is required to translate statements and voter information into Spanish, Khmer, Tagalog, Vietnamese and Korean language and have that information available. The translations are performed by a state certified translator.

4. After the nomination period closes . . .

CAMPAIGN DISCLOSURE STATEMENTS

Candidates will be required to file periodic campaign disclosure statements electronically and in hard copies during the course of the election (Chapter 2.02.010). Campaign disclosure statements are also filed semi-annually by all City elective offices and by candidates who have not terminated their election committees. The City Clerk will provide you with due dates. All campaigns are required to file campaign disclosure statements electronically (contact City Clerk department at CampaignDocs@longbeach.gov to obtain userid & password for electronic filing) and submit hardcopy originals to the City Clerk.

Local Contribution Limits...

City of Long Beach has local contribution limits, pursuant to L.B.M.C. 2.01.810 and Proposition M requiring that the contribution limits be adjusted according to changes in the Consumer Price Index in January of even-numbered years. The 2018 Primary Election [contribution limits](#) will be updated in January 2017.

IMPORTANT THINGS TO REMEMBER

- 1. BEFORE RAISING OR SPENDING ANY MONEY**
File [Form 501](#) (Candidate Intention). Then open a campaign bank account. Once \$2,000 is raised or spent, get an identification number by filing [Form 410](#) with the [FPPC](#) and City Clerk.
- 2. MARK YOUR CALENDAR**
Know the due dates for campaign statements and file on time.
- 3. KEEP GOOD RECORDS**
Maintain details on contributions and expenditures.
- 4. \$100 OR MORE IN CASH?**
Never accept or spend \$100 or more in cash.
- 5. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES**
All personal funds of the candidate must first be deposited in the campaign bank account, except for campaign statement fee.
- 6. CONTRIBUTIONS OF \$100 OR MORE**
For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, street address, occupation and employer.
- 7. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS**
Include your committee name and address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name/address on outside of mailing.

8. NO PERSONAL USE OF CAMPAIGN FUNDS

Use campaign funds only for political, legislative, or governmental purposes.

9. LOANS

You may loan money to your own campaign but you must complete a loan note to your campaign from yourself and file it with the City Clerk. See [LBMC 2.01.340](#).

10. BE INFORMED

Attend a [campaign workshop](#) in your area. Contact your [City Clerk](#) or the [FPPC](#) if you have any questions. Subscribe to e-Notify at www.longbeach.gov/enotify to receive electronic notifications with updated election information.

5. For those who have an active committee from a previous election . . .

The City of Long Beach requires incumbents to establish a new campaign committee apart from their officeholder account for transparency ([LBMC 2.01.370](#) and [2.01.380](#)).

- Complete a [Form 501](#) (this must be done before receiving any contributions for the [April 10, 2018](#) election).
 - Mark the “Initial” box
 - Complete the entire form
 - Sign and date the form
 - Mail the original to the City Clerk

Complete a [Form 410](#) (File this form within 10 days of receiving \$2,000 in contributions for the [April 10, 2018](#) election).

- Mark the “Initial” box
- Complete the entire form
- Complete the “Type of Committee” and list the year of election as 2018
- Both the Treasurer and Candidate must sign and date the form
- Mail the original and one copy to the Secretary of State and give a copy to the City Clerk
- Once your committee receives the new ID#, provide a copy to the City Clerk

Available Forms through [FPPC](#):

- [Form 410](#)
- [Form 450](#)
- [Form 460](#) or [Form 470](#)
- [Form 501](#)
- [Form 700](#)
- [Campaign Disclosure Manual 2](#)

6. Stay Informed . . .

By subscribing to the [Election News & Results](#) electronic notification service (e-Notify), the Long Beach City Clerk Department will automatically send election information regarding: voter registration, how to vote by mail, poll locations, sample ballots (containing candidate and measure statements), and Election Day results to your email address.