



**GENERAL ELECTION
CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING
NOMINATION PAPERWORK**

During the Stay at Home Order issued by the Governor, and pursuant to official guidance issued by the Secretary State on May 5, 2020, the Calabasas Elections Official/City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020, election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

- 1. Issuing Candidate Nomination Documents During the Nomination Period: July 13, 2020 to August 7, 2020 or August 12, 2020 if the period is extended.**
 - a. In-person appointments: Monday, Wednesday and Friday, 9 a.m. – 12 noon**

Candidates may be issued nomination documents in-person during available hours at the Calabasas Elections Official/City Clerk's Office, 100 Civic Center Way, Calabasas. Appointments must be made 24 hours in advance.
 - b. Zoom teleconferencing appointments:** Appointments via Zoom will also be available for the issuance of nomination documents. Zoom is a teleconferencing service. Candidates may choose to be issued nomination documents by mail (USPS) after attending a Zoom teleconference appointment, during available hours. Zoom appointments must also be made 24 hours in advance.

Below are the guidelines:

- A. Candidates must contact the Elections Official/City Clerk's Office at 818-224-1661 or mhernandez@cityofcalabasas.com 24 hours in advance to determine their preference for receiving nomination documents:**
 - a. In person during available hours; or,
 - b. Via Zoom teleconferencing
- B. After setting an appointment, but prior to issuing nomination documents, the Elections Official/City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.**
- C. In-person appointment requirements: A mask/face covering is required for staff and all candidates or representatives. The attendance by the candidate and**

their representatives at the in-person appointment is limited to two persons (including the candidate). A 6-foot physical distancing is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens before each appointment

- a. Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf, and the authorization must name the designee by name, and must have the original wet signature of the candidate.
- D. If the candidate is requesting to receive documents electronically, via mail or email, after verification of eligibility, the Elections Official/City Clerk will send the candidate a "Request to Receive Documents" form that must be filled out and returned by the candidate via USPS mail, by overnight service or by email. To meet the requirements of [Elections Code §8028\(b\)](#), the Request to Receive Documents form must be filed with the Elections Official/City Clerk prior to issuing nomination documents to the candidate.
- E. The candidate will receive nomination documents via their preferred choice by way of one or more of the following methods:
- a. In Person
 - b. Hard copy by USPS mail
 - c. By email

2. Execution of Candidate Documents - Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the Calabasas Elections Official/City Clerk's office via USPS mail (with original wet signature(s), preferably in blue ink); or
- b. In-person during available hours, by appointment.

PLEASE NOTE: *Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.*

3. Receipt of Candidate Documents and Filing Deadlines - A candidate may electronically submit his or her completed documents to the Elections Official/City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

- a. In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be***

received by the City Clerk by the close of the nomination period (4:30 p.m. on August 7, 2020, or 5:00 p.m. on August 12, 2020, if period is extended). Candidates are encouraged to turn-in nomination papers early in the process so there is ample time to verify and confirm there are sufficient qualifying signatures.

PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the Elections Official/City Clerk to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.

- 4. To submit the original documents,** the candidate may do so during available hours by one or more of the following methods:
 - a. In person, by appointment; or
 - b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
 - d. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.
 - e. Other delivery service upon submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the Elections Official/City Clerk's Office.



**GENERAL ELECTION
ACKNOWLEDGEMENT OF CANDIDATE GUIDELINES FOR ISSUING AND
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Instructions for candidates:

1. Indicate acknowledgement of the Candidate Guidelines for Issuing and Submitting Nomination Paperwork by signing and dating below. Your original, handwritten signature is required. Electronic signatures are not accepted.
2. Return the signed acknowledgement to the Elections Official/City Clerk Department prior to your appointment to take out nomination papers. You may return the form by mail, in-person, or send it electronically by email to mhernandez@cityofcalabasas.com, provided original is received prior to appointment.

Pursuant to official guidance issued by the Secretary State on May 5, 2020, elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official.

Candidates must submit the original candidate documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the deadline for filing (postmark is not accepted, must be physically received in the office prior to the end of the nomination period deadline).

Required candidate documents with original signatures received by the election official after the deadline for filing will not be accepted.

In order to make any edits or changes when the required documents are filed, the candidate or a designated agent of the candidate (authorized in writing by the candidate) must be physically present in the Elections Officials/City Clerk's office at the return appointment.

I hereby acknowledge receipt of this information regarding required candidate documents from the Calabasas Elections Official/City Clerk.

Printed Name of Candidate

Candidate's Signature

Date