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## TOWN OF HILLSBOROUGH *California*

### Thinking about running for City Council in November 2022?

The following information is provided to assist you in meeting local and state regulations if you would like to run for City Council in the upcoming election. *Please note that this guide is not all-encompassing and is not intended to be a sole source of election information. This guide is intended to provide general information only.*

#### 2022 Candidate Guidelines

The Town of Hillsborough City Council consists of five members who are elected at-large on a non-partisan basis for a four-year term by the voters of Hillsborough. Elections are held in November of even-numbered years. There will be two seats open in the November 8, 2022 election. Each December, the City Council selects one of its members to be Mayor and one to be Vice Mayor, each for a maximum of two one-year terms.

#### Eligibility

Candidates must be a resident and a registered voter of the Town of Hillsborough at the time nomination papers are issued for their candidacy.

#### Filing obligations

Candidates who intend to file nomination papers during the Nomination Period may incur filing obligations prior to the Nomination Period, pursuant to the Political Reform Act and Fair Political Practices Commission (FPPC). See [FPPC Campaign Disclosure Manual 2](#) for information regarding filing obligations.

**Form 501 Candidate Intention Statement:** Must be filed before soliciting or receiving any contributions, or before making expenditures on behalf of a candidacy.

**Form 410 Statement of Organization Recipient Committee:** Must be filed with the Secretary of State within 10 days of receiving \$2,000 in contributions. When filing Form 410, include a \$50 payment made payable to the Secretary of State. File the original with the Secretary of State's Office and a copy with the City Clerk.

#### Important Dates to Remember

7/18/22 – 8/12/22, 12:00 p.m.	<b>Nomination period for the November 8, 2022 election</b> During the nomination period, nomination papers are available at the City Clerk's Office Monday through Thursday, 8:00 a.m. to 5:00 p.m., and Friday from 8:00 a.m. to 12:00 p.m. Please contact City Clerk Lisa Natusch at 650-375-7421 to schedule an appointment to receive nomination papers and orientation materials. There is no filing fee for nomination papers.
8/13/22 – 8/17/22, 5:00 p.m.	If an incumbent fails to file a Declaration of Candidacy by 12:00 p.m. on 8/12/22, there is a 5-calendar-day extension period during which any candidate, other than the incumbent, may file.

## Important Dates to Remember

8/18/2022	Randomized Alphabet Drawing: 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.
9/12/22 – 10/25/22	Filing period for write-in candidates to obtain and file nomination documents.
9/29/22	Deadline for filing 1 <sup>st</sup> pre-election campaign statement FPPC Form 460 covering the period of 7/1/22 - 9/24/22, or FPPC <a href="#">Form 470</a> covering the filing period January through December 2022.
10/10/22 – 11/1/22	Vote by Mail (VBM) ballots are mailed to voters. After November 1, VBM ballots may be obtained from the County Elections Office.
10/24/22	Last day to register to vote in the November 8, 2022 election.
10/27/22	Deadline for filing 2 <sup>nd</sup> pre-election campaign statement FPPC <a href="#">Form 460</a> covering the period of 9/25/22 - 10/22/22.
11/8/22	<b>Election Day</b>

### Additional Documents to be Filed During the Nomination Period

#### Ballot Designations

A ballot designation is a brief description, generally no more than three (3) words, that candidates provide to describe their current office or primary occupation in the preceding 12 months. There are additional requirements and prohibitions under [Section 13107 of the Elections Code](#) and [2 California Code of Regulations Sections 20710 et. seq.](#)

#### Candidate Written Statements (Optional)

If you choose to submit a statement for publication in the voter information guide sent to voters, the City Clerk will provide the appropriate form. The cost for translating, printing, and mailing the candidate statement in English, Chinese and Spanish will be paid by the candidate. A deposit will be required at the time the candidate statement is filed. 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 [Sections 13307 and 13308 of the Elections Code.](#)

#### FPPC Form 700 Statement of Economic Interests

The Political Reform Act under [Government Code Section 87200](#) requires officials and candidates for the elective offices specified in the Code to file a [Form 700 Statement of Economic Interests](#) at the time of filing nomination papers and annually 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.

## **Additional Regulations, Requirements and Resources**

### **Campaign Contribution Limits**

The Town of Hillsborough does not have a local campaign contribution limit. State contribution limits apply to Hillsborough candidates. For January 1, 2021 through December 31, 2022 the default limit for contributions from a single source is set at \$4,900 per election. For more information, visit the [FPPC website](#).

### **Campaign Signs**

No campaign signs may be posted within 100 feet of the property boundaries of any polling place, on public school property, on Town Hall property, in Vista Park, Crossroads Park, any traffic island, the Town Corporation Yard, on water tanks or any other Town-owned property, on utility poles and installations, on directional signs, street signs, city limit signs, and other official informational signs or in locations that create a clear safety hazard in the judgment of the Police, Fire or Building & Planning Departments, or within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified “landscaped freeway.”

### **FPPC Filing Schedule**

The complete [filing schedule](#) for candidates and controlled committees for local office to be voted upon at the November 8, 2022 Election is available on the FPPC website.

### **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 during the nomination period.

### **Public Disclosure of Records**

Nomination Papers and campaign statements are subject to public disclosure pursuant to the [California Public Records Act](#). However, candidate statements are not subject to public disclosure until after the nomination period closes.