



# 2024 ELECTION CANDIDATE HANDBOOK



## **Contact Information:**

Eliza R. Garza, CMC  
City Clerk, City of Stockton  
425 North El Dorado Street  
Stockton, CA 95202  
Phone: (209) 937-8458  
FAX: (209) 937-8447  
Email: [city.clerk@stocktonca.gov](mailto:city.clerk@stocktonca.gov)  
Webpage: [www.stocktonca.gov/election](http://www.stocktonca.gov/election)

## **Office Hours:**

Open 8:00 a.m. to 5:00 p.m.  
Closed every other Friday





Dear Candidate:

Congratulations on your decision to run for elected public office and your desire to serve the citizens of the City of Stockton.

The City of Stockton will be conducting an election on March 5, 2024 for the following seats:

<u>OFFICE</u>	<u>TERM</u>
Councilmember District 2	01/01/25 - 12/31/28
Councilmember District 4	01/01/25 - 12/31/28
Councilmember District 6	01/01/25 - 12/31/28
Mayor - At-large	01/01/25 - 12/31/28

The nomination/filing period opens Monday, November 13, 2023 at 8:00 a.m. and closes on Friday, December 8, 2023 at 5:00 p.m. During the nomination/filing period, you must schedule an appointment to receive a Candidate's packet containing the official forms that you will need to run as a candidate. Forms must be completed and filed together, by appointment only, in the Clerk's Office, before the close of the nomination/filing period.

**Should an incumbent choose to not file nomination papers, the filing deadline will extend to the close of business on December 13, 2023 for all other candidates.**

The Candidate's Handbook summarizes major provisions related to candidates running for office, but is not intended to be all encompassing. The State Election and Government Codes, the Stockton City Charter, and the Stockton Municipal Code were referenced to provide the information contained herein. It is important that candidates thoroughly review all information to be aware of the responsibilities of a candidate for public office. Candidates are responsible for complying with State laws governing campaign reporting and are subject to fines levied by the Fair Political Practices Commission (FPPC) and the City Clerk should there be a failure to comply. If you have any questions regarding reporting requirements, you may call the FPPC toll free at (866) 275-3772 or access the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

The Clerk's Office is looking forward to working with you. Please call us at (209) 937-8458 to set an appointment or ask questions.

Sincerely,

Eliza R. Garza, CMC  
CITY CLERK

## IMPORTANT GENERAL INFORMATION

### DISTRICT ELECTIONS

At the November 2016 general municipal election, the voters of Stockton approved amendments to the City Charter that now provide for district only elections. Should a candidate receive the majority of the votes cast by the voters of that district at the primary municipal election, that candidate shall be deemed elected as Councilmember from that district. If no candidate receives a majority of the votes cast at the primary municipal election, the two candidates receiving the highest number of votes cast shall qualify as candidates for the runoff election. The runoff election for that Council district shall be held at the general municipal election.

### COUNCIL SALARY CHANGES

The Salary Setting Commission recommends to the City Council, the amount of monthly salary and the benefits, which it deems appropriate for members of the Council, including the Mayor, for two-year periods. Current salary for Council may change effective January 1, 2025. Current Councilmember salary is \$29,363.40 annually with no benefits and is considered a part time position. Current Mayor salary is \$90,480.00 with benefits and is full-time.

### TRANSLATION AND ADA ACCOMMODATION

All proceedings are conducted in English. The City of Stockton does not furnish language interpreters and, if one is needed, it shall be the responsibility of the person needing one.

In accordance with the Americans With Disabilities Act and California Law, it is the policy of the City of Stockton to offer its public programs, services and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are a person with a disability and require accommodation for your appointment, please contact the Office of the City Clerk located at 425 North El Dorado Street, Stockton, California 95202 during normal business hours or by calling (209) 937-8458, at least 5 days in advance of your scheduled appointment. Advance notification within this guideline will enable the City/Agency to make reasonable arrangements to ensure accessibility.

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## FAIR POLITICAL PRACTICES COMMISSION FORMS

Refer to FPPC Campaign Disclosure Manual 2 at [www.fppc.ca.gov](http://www.fppc.ca.gov) for specific information.

### PREPARATION FOR THE NOMINATION PERIOD

Note: Steps 1 through 3 may be performed before the nomination period opens.

#### STEP 1. FILE FORM 501, CANDIDATE INTENTION STATEMENT WITH CITY CLERK.

Form 501 is available from the FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

The Form 501, Candidate Intention Statement, must be filed with the City Clerk before you solicit or receive any contribution or loan, and prior to use of any candidate's personal funds in support of the candidate's campaign. Exception: Form 501 is not required if a candidate does not solicit or receive campaign contributions from others, and the only expenditures will be the candidate's personal funds for a Statement of Qualifications that will appear in the voter pamphlet.

#### STEP 2. FILE FORM 410, STATEMENT OF ORGANIZATION

**File the *original* and one *copy* with the Secretary of State, (Political Reform Division) and one *copy* with the City Clerk. Note: Filing fee may apply, see form instructions on When to File**

Political Reform Division  
Secretary of State  
1500 11<sup>th</sup> Street, Room 495  
Sacramento, CA 95814.

Form 410 is available from the FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

Form 410 is used by an officeholder or candidate who receives contributions, including monetary payments, loans, and non-monetary goods and services received or made for a political purpose, totaling \$2,000 or more within a calendar year. You must file this form within 10 days of receiving \$2,000 in contributions with the Secretary of State and the local filing officer (City Clerk). The personal funds of a candidate used to seek or hold elective office are contributions and count toward qualifying as a committee. However, all other personal funds of the officeholder/candidate used to pay for the Statement of Qualifications to appear in the ballot pamphlet do not count towards the \$2,000 threshold. Form 410 may be filed prior to receiving \$2,000 to establish the bank account, and then amended after reaching the \$2000 threshold.

The campaign bank account must be opened at a financial institution located in California. All contributions designated for a candidate or committee must be deposited in the appropriate campaign bank account. Personal funds that will be used to pay campaign-related expenses must be deposited into the appropriate bank account prior to making the expenditure.

#### STEP 3A. FORM 460, RECIPIENT COMMITTEE CAMPAIGN STATEMENT



File Form 460 online through the City's Campaign Filing System at:

[www.stocktonca.gov/election](http://www.stocktonca.gov/election)

Form 460 is used by a candidate or officeholder who has a controlled committee, or who has raised or spent or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. Also, use the Form 460 to file a pre-election statement, semi-annual statement, quarterly statement, special odd-year report, supplemental pre-election statement. File this form with the City Clerk in accordance with the deadlines established by the FPPC.

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### STEP 3B. FORM 470, OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT SHORT FORM

File, Form 470 online through the City's Campaign Filing System at:

[www.stocktonca.gov/election](http://www.stocktonca.gov/election)

Form 470 is used by candidates who do not have a controlled committee and do not anticipate receiving or expending \$2,000 or more during the calendar year. This form is used in place of the 460 and must be filed with the City Clerk in accordance with the deadlines established with the FPPC.

## NOVEMBER THROUGH DECEMBER 8, 2023

### NOMINATION PERIOD PROCESS

**Should an incumbent choose to not file nomination papers, the filing deadline will extend to the close of business on December 13, 2023 for all other candidates.**

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#### STEP 1. PICK UP NOMINATION PACKET

Please schedule an appointment with the City Clerk at (209) 937-8458 to pick up the nomination forms personally. This permits staff to review the forms and procedures with the candidate. There are several forms requiring both the election official and candidate's signatures before they may be issued.

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#### STEP 2. CIRCULATE NOMINATION PAPER

##### Circulator Requirements:

The candidate or an appointed circulator may circulate the petition. Only one person may circulate each nomination paper (EC 10220), and must be a resident and qualified elector (registered voter) of the same City Council district as that of the candidate.

##### Signature Requirements:

A minimum of 10 (no more than 25) signatures of registered voters within the District for which the candidate is running for office must be obtained on the nomination petition. It is advisable that you submit your petition as soon as possible in the event some of the signatures are invalid you will have time to gather additional signatures. The Candidate, spouse, and adult children may sign. Please note that if a

person signs the paper of two candidates in the same district for a Council race, only the signature on the first paper filed with the City Clerk will be counted. (EC 10220, Stockton City Charter Article VII, Section 703)

**For Mayoral Candidates:** Each signer must be a resident and registered voter for the City of Stockton.

To ensure that you have the required number of valid signatures on your nomination paper, we recommend that you check the Index of Registered Voters available at the San Joaquin County Registrar of Voters, located at 44 N San Joaquin St., (209) 468-2885, **before** filing final papers with the City Clerk. The San Joaquin Registrar of Voters provides a public access computer for use by the public from 8:00 a.m. to 5:00 p.m. Monday through Friday for your convenience. The Index is also available on CD by precincts for purchase through the Registrar. Official verification of the signatures is done after the City Clerk has submitted the nomination papers to the County Registrar of Voters.

**The City Clerk advises candidates to allow ample time for checking the signatures against the Index of Registered Voters.** Filing too close to the deadline, may not allow sufficient time to correct your papers should there be a problem.

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### STEP 3. CIRCULATOR TO EXECUTE DECLARATION

The circulator must complete the Circulator Affidavit after the nomination paper is circulated. If the candidate is the circulator, the candidate completes the affidavit.

Whoever circulates the nomination paper must sign an affidavit that he/she personally witnessed all the signatures on the paper, and knows that they are the signatures of the persons whose names they purport to be.

The circulator must complete the “Declaration of Circulator” as his or her name appears on the voter registration.

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### STEP 4. CERTIFICATE OF RESIDENCY

All candidates must complete a Certificate of Residency when filing their nomination papers.

City Council: must reside in and be a qualified elector (registered voter) of the district from which said member is nominated and elected, 30 days prior to filing nomination papers. (Charter, Section 601 (f)).

Mayor: must reside in and be a qualified elector (registered voter) of the City for a period of not less than thirty (30) days prior to the filing of nomination papers or appointment (Charter Section 602 (b)).

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## STEP 5. FILE CANDIDATE’S STATEMENT OF QUALIFICATIONS (OPTIONAL)

### Basics regarding the Candidate’s Statement of Qualifications:

- The Candidate’s Statement of Qualification is optional
- Will be printed in the voter pamphlet in both English and Spanish
- 200 word limit (EC 13307(a)(1))
- Form must be typed in Word format and emailed to City.Clerk@stocktonca.gov
- Must be filed with the nomination papers (EC 13307(a)(2)).
- Once filed, it may be withdrawn but not changed (EC 13307 (a) (3)).
- Candidate’s Statement of Qualifications is confidential until the expiration of the filing deadline.

Each candidate may prepare a Candidate’s Statement of Qualifications. The Candidate’s Statement of Qualifications is designed to acquaint voters with a candidate’s qualifications for the office being sought. This statement is printed in the voter pamphlet, and mailed to all registered voters eligible to vote for that particular candidate. The candidate is required to pay the cost for printing the statement on the voter pamphlet at the time the nomination papers are filed EC 13307 (c). The candidate must sign and date the statement at the time it is filed.

**Check your statement carefully before filing.** Once the Candidate's Statement of Qualifications is filed, it may NOT be changed; this includes any corrections to words or spelling errors. **The elections official will not make edits.** The statement may be withdrawn until the close of the nomination period but, cannot be retrieved for any changes. Once a statement is withdrawn, it cannot be filed again. (EC 13307 (a)(3)). The Elections Code prohibits the Elections Official from altering the statement.

A refund of the estimated cost for printing the statement will be made within 30 days of the election, if it is withdrawn within the time frame above.

**Note:** Payments for the Candidate’s Statement of Qualifications from campaign funds continue to be reportable expenditures on the Form 460, Recipient Committee Campaign Statement, Schedule E. A third party payment of the filing fee or ballot statement fee is an in-kind contribution to the candidate and is reported on Form 460, Recipient Committee Campaign Statement, Schedule C.

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### *Candidate’s Statement in the November General Election*

*You may submit a new Candidate’s Statement of Qualifications for the General Election (runoff). Whether it is the same statement or changed, you will be required to pay the costs for having a statement included in the voter pamphlet (EC 13307).*

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## STEP 6. STATEMENT OF ECONOMIC INTERESTS, FORM 700

The Form 700 is used by individuals who make or participate in making government decisions that could affect their personal financial interests. Officials and candidates of the City Council are designated as “code filers,” and are required to file Form 700 to satisfy provisions under the Political Reform Act.

Form 700 statements are filed with the City electronically using NetFile. To file a Form 700:

1. Go to: <https://netfile.com/filer>
2. Click on “New User? Request a Password” link to the right of the login form. Submit your email address to receive an email from the system containing a link to complete the set up process and obtain your password.
3. Return to the website and log in using your email address and password to begin the Form 700 filing process.

After you login in, click the “Get Help for this Page” button for information and instructions. Each page also includes links to short instructional videos. At the end of the process, you can create a draft document for review. When you are satisfied with the document, please e-file your document. Effective January 14, 2016, electronic filing is required by the City and no paper copies need to be submitted to the City Clerk’s Office (Council Ordinance 2015-12-15-1208).

Your data is saved in the system for future filings; next time, you will only need to edit any changes. This will increase the accuracy of your filing and will help you avoid filing amendments. If you have any questions, please contact the City Clerk’s Office at (209) 937-8458.

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## STEP 7. PERMISSION TO POST PERSONAL CONTACT INFORMATION (OPTIONAL)

Completion of personal information on this form is voluntary. If you choose, the information provided will be made available to the public, the newspaper and other media in response to inquiries about you.

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## STEP 8. CODE OF FAIR CAMPAIGN PRACTICES FORM (OPTIONAL)

Every candidate for public office is encouraged to follow basic principles of decency, honesty, and fair play in conducting campaigns. Completion of this form is voluntary.

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## STEP 9. CANDIDATE BALLOT DESIGNATION WORKSHEET/FORM

The Candidate's ballot designation will be printed next to your name on the ballot. You will need to decide this designation when the nomination papers are filed.

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### *Candidate's Ballot Designation in the November General Election*

*Ballot designation and candidate's name will remain the same as printed in the voter pamphlet for the Primary Election unless the candidate requests a change in writing (EC 13107 (e)).*

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## STEP 10. FILE ALL FORMS EARLY

The City Clerk recommends filing all the required paperwork early in case there are any problems allowing time for corrections prior to the final filing deadline.

### DECEMBER 8, 2023 (IF EXTENDED, DECEMBER 13<sup>TH</sup>) – DEADLINE TO FILE NOMINATION PAPERS

In accordance with the provisions of the State Elections Code, nomination papers must be filed by the close of business of the last day of the Nomination Period. Nomination papers will not be accepted after the deadline.

Candidates must personally file their papers:

- a. The candidate must take the Oath of Affirmation, administered by the City Clerk or designee.
- b. The candidate's signature is required on many documents involved in the election process, including the Certificate of Residency and the Candidate's Statement of Qualifications.
- c. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when the candidate files early and in person.

Since there are a number of instructions to review and documents to complete, **it is required that potential candidates make an appointment with the City Clerk** (209) 937-8458 to file paperwork at the Office of the City Clerk, City Hall, 425 N El Dorado Street, Stockton. Please allow at least 1 hour to file your nomination papers.

## BALLOT ORDER OF CANDIDATES

Candidates are listed on the ballot by random selection. The Secretary of State will conduct a randomized drawing of all the letters of the alphabet for the Primary and General Elections (EC 13112(b)). We will notify candidates of the ballot order.

## INDIGENCE

If a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a candidate statement, the candidate shall submit to the local agency a statement of financial worth to be used in determining whether or not he or she is eligible to submit a candidate statement without payment of the fee in advance.

The statement of financial worth required by this section shall be submitted by the candidate together with his or her candidate statement in accordance with the deadline specified in EC Section 13307. The statement of financial worth form shall be furnished by the local agency, and may include questions relating to the candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate shall certify the content of the statement as to its truth and correctness under penalty of perjury. The candidate shall also sign a release form of the candidate's most recent federal income tax report.

Upon receipt of a statement of financial worth, a determination shall be made by the local agency of whether or not the candidate is indigent. The local agency shall notify the candidate of its findings.

If it is determined that the candidate is not indigent, the candidate shall, within three days of the notification, excluding Saturdays, Sundays, and state holidays, withdraw the statement or pay the requisite fee. If the candidate fails to respond within the time prescribed, the local agency shall not be obligated to print and mail the statement.

If the local agency determines that the candidate is indigent, the local agency shall print and mail the statement.

Nothing in this section shall prohibit the elections official from billing the candidate his or her actual pro rata share of the cost after the election (EC 13309).

## FALSE STATEMENTS/FINES

The Elections Code Section 18351 provides that "Any candidate in an election...who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to EC 11327 or 13307 with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed \$1,000."

## STOCKTON CITY CHARTER REQUIREMENTS

### CANDIDATE REQUIREMENTS, TERMS AND COUNCIL BOND

#### CHARTER ARTICLE VI, SECTION 601

##### **COUNCILMEMBER**

- a) The Councilmembers shall be nominated and elected from Council districts.
- b) The voters of each Council district shall nominate two (2) candidates for Councilmember at the primary municipal election. The two (2) candidates must be residents of the districts from which they are nominated.
- c) If a candidate for Councilmember nominated from a Council district receives the majority of the votes cast by the voters of that district at the primary municipal election, that candidate shall be deemed elected as Councilmember from that district at the primary municipal election.
- d) If no candidate for Councilmember from a district receives a majority of the votes cast at the primary municipal election, the two candidates receiving the highest number of votes cast shall thereby qualify as candidates for the runoff election for Councilmember from that district. The runoff election for that Council district shall be held at the general municipal election.
- e) All Councilmembers shall be elected to a term of four (4) years beginning on January 1 of the year following their election.
- f) Each member of the Council must reside in and be a qualified elector of the district from which said member is nominated and elected or appointed for a period of not less than thirty (30) days prior to the filing of his nomination papers or his appointment. The term of office of any Councilmember who has been elected and whose term of office has not expired shall not be affected by any change in the boundaries of the district from which he or she was elected.
- g) Any member of the Council moving from his or her district during his or her term shall automatically forfeit office, the same to be refilled by the Council from the electors of the district. Absence from five (5) consecutive regular meetings, unless excused by resolution of the Council, shall operate to vacate the seat of any member so absent.

#### CHARTER ARTICLE VI, SECTION 602

##### **MAYOR**

The Mayor shall be elected by the qualified electors of the City at large and shall hold such office for a term of four (4) years beginning on January 1 of the year following the Mayor's election and until a successor is elected and qualified.

- a) The voters of the entire City shall elect the Mayor at the primary municipal election; provided, however, that should no candidate for the office of Mayor receive at the primary municipal election a majority of the votes cast for all candidates for said office, the two (2) candidates receiving the highest number of votes cast for any such candidates shall thereby qualify as candidates for the office of Mayor at the runoff election to be held at the general municipal election.

- b) The Mayor must reside in and be a qualified elector of the City for a period of not less than thirty (30) days prior to the filing of nomination papers or appointment.
- c) Moving from the City during the term shall automatically forfeit the office. Absence from five (5) consecutive regular meetings, unless excused by resolution of the Council, shall operate to vacate the office.

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#### CHARTER ARTICLE VI, SECTION 603 - SURETY BOND

The Mayor and each Councilmember shall, before entering upon the duties of office, give and execute to the City a bond for an amount not less than five thousand (\$5,000.00) dollars. The City Council may by resolution increase the amount of the bond requirement. The City of Stockton will pay the costs of acceptable surety bonds. Every bond shall contain the conditions that the principal will well, truly, honestly, and faithfully perform the duties of office. The bonds of the Mayor and the Councilmembers must be approved by the City Attorney, and the approval of the official bonds must be endorsed thereon. All bonds when approved shall be filed with the City Clerk. State law requirements which are not inconsistent with this Charter shall apply to bonds issued under the provisions of the Section.

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#### CHARTER ARTICLE VI, SECTION 604 - OATH OF OFFICE

Every officer of the City, before entering upon the duties of his/her office, shall take the oath of office as provided for in the constitution of this State and shall file the same with the City Clerk.

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#### CHARTER ARTICLE VI, SECTION 605 - HOLDING OTHER OFFICE

No member of the Council shall hold any other City office or City employment during the term for which he or she was elected to the Council; provided and excepting, however, that a member of the Council may become a member of any advisory, administrative or governing body of any special district, entity, organization or committee when such is authorized by State law or where the offices are not incompatible.

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#### CHARTER ARTICLE V I, SECTION 606 - TERM LIMITS

No person elected as Mayor shall be eligible to serve, or serve, as Mayor for more than two (2) terms. No person elected as a Councilmember shall be eligible to serve, or serve, as Councilmember for more than two (2) terms. Such service prior to January 1, 1989 shall not disqualify any person for further service as either Mayor or Councilmember.



### USE OF CAMPAIGN FUNDS

The Political Reform Act (GC § 89510 - 89522) provides definitions and regulates the receipt and expenditure of campaign and surplus campaign funds. These provisions apply to campaign funds held by candidates for elective office, elected officers, candidate controlled committees, ballot measure committees, committees opposed to a candidate or measure, and any committee which qualifies as a committee pursuant to subdivision (a) of Government Code Section 82013.

In general, these provisions state that all campaign funds are held in trust for the purpose of seeking or holding elective office. At a minimum, campaign fund expenditures must be reasonably related to political, legislative, or governmental purposes. Expenditures that confer a substantial personal benefit on the candidate, committee or person authorized to approve the expenditure must be directly related to a political, legislative, or governmental purpose.

The provisions specifically restrict the use of campaign and surplus campaign funds. Please refer to the Campaign Disclosure Manual 2, Information for Local Candidates, Superior Court Judges, their Controlled Committees, and Primarily Formed Committees for Local Candidates. These manuals were prepared specifically for candidates and committees by the Fair Political Practices Commission, the enforcement agency of the Political Reform Act.

The manuals also provide specific information on recordkeeping requirements. The State Franchise Tax Board may be utilized to audit campaign disclosure statements at the request of the FPPC. The FPPC may impose fines based on audit results. If there is any question not addressed in the manuals provided by the FPPC, it is imperative that candidates contact the FPPC toll free at 1 (866) 275-3772 or 1 (866) ASK-FPPC for clarification regarding campaign reporting and recordkeeping requirements. Additional information and forms are provided on the FPPC web site: [www.fppc.ca.gov](http://www.fppc.ca.gov).

### CAMPAIGN DISCLOSURE STATEMENTS

The Act requires that all state and local elected officeholders, candidates for state and local elected offices, and their controlled committees file campaign disclosure statements at specified intervals. Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil and administrative penalties. Failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late up to a maximum of \$100. Except for deadlines that fall on a Saturday, Sunday, or official state holiday, the law does not allow for extensions of filing deadlines.

**Fair Political Practices Forms may be obtained at the following link:**

[www.fppc.ca.gov](http://www.fppc.ca.gov) (Forms can be downloaded; file hard copy with City Clerk)

Form 501 Candidate Intention Statement  
Form 410 Statement of Organization

The following forms are filed online at: <https://netfile.com/filer>

Form 460 Recipient Committee Campaign Statement  
Form 470 Officeholder and Candidate Campaign Statement Short Form  
Form 497 24-hour Contribution Report  
Form 700 Statement of Economic Interests

This is an overview, using non-technical terms, of your obligations under the Political Reform Act's conflict-of-interest rules. It is intended to help you understand your obligations at the "big picture" level, and to guide you to more detailed resources.

Stripped of legal jargon, you have a conflict of interest with regard to a particular government decision if it is sufficiently likely that the outcome of the decision will have an important impact on your economic interests, and if the important impact on your economic interests is not also felt by a significant segment of the jurisdiction. The voters who enacted the Political Reform Act by ballot measure in 1974 judged such circumstances to be enough to influence, or to appear to others to influence, your judgment with regard to that decision.

Under rules adopted by the California Fair Political Practices Commission, deciding whether you have a financial conflict of interest under the Act is an eight-step process. If you methodically think through the steps whenever you think there may be a problem, you can avoid most, if not all, mistakes.

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## STEP 1. PUBLIC OFFICIAL

Are you a "public official," within the meaning of the rules? If you file a Form 700 Statement of Economic Interests each year, you are a "public official" under the Act.

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## STEP 2. GOVERNMENTAL DECISION

Are you making, participating in making, or influencing a governmental decision? The Act's conflict-of-interest rules apply when you:

- Make a governmental decision (for example, by voting or making an appointment).
- Participate in making a governmental decision (for example, by giving advice or making recommendations to the decision-maker).
- Influence a governmental decision by communicating with the decision-maker.

A good rule of thumb is to ask yourself if you are exercising discretion or judgment with regard to the decision.

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### STEP 3. ECONOMIC INTERESTS

What are your economic interests? That is, what are the possible sources of a financial conflict of interest? There are six kinds of economic interests from which conflicts of interest can arise:

1. Personal Finances of public official or of his/her immediate family, and includes Registered Domestic Partners.
2. Business Investment: A business entity in which you, your spouse, registered domestic partner, your dependent children or anyone acting on your behalf has invested \$2,000 or more.
3. Business Employment or Management. A business entity for which you are a director, officer, partner, trustee, employee, or hold any position of management.
4. Real Property. Real property in which you or your spouse or registered domestic partner, or your dependent children has invested \$2,000 or more.
5. Sources of Income. (Other than loans by a commercial lending institution) aggregating \$500 or more, received or promised to the official within 12 months prior to the time the decision is made. When thinking about sources of income, keep in mind that a person from whom your spouse or registered domestic partner receives income may also be a source of a conflict of interest to you. Also if you, your spouse, registered domestic partner, or your dependent children, own 10% or more of a business, you are considered to receive “pass-through” income from the business’s clients – in other words, the business’s clients may be considered sources of income to you.
6. Gifts and Loans. State and local officials and employees designated in a conflict of interest code are prohibited from receiving a gift or gifts totaling more than \$420 in a calendar year from a single source. For elected state officials and many others, the prohibition is applicable to gifts from any source although there are exceptions (for example, gifts from family members). State and local public officials may not receive any personal loan totaling more than \$250 from an official, employee, or consultant of, or from anyone who contracts with, their governmental agencies. Elected officials may not receive any personal loan totaling more than \$500 from a single lender unless certain terms of the loan are specified in writing. Under certain circumstances, a personal loan that is not being repaid or is being repaid below certain amounts may become a gift to the official who received it. (Gov. Code Sections 87460-87462).

**Personal Financial Effect.** Your personal expenses, income, assets, or liabilities, as well as those of your immediate family are known as the “personal financial effects” rule. If these are likely to go up or down as a result of the governmental decision, then it has a “personal financial effect” on you.

On the Statement of Economic Interests (Form 700) you file each year, you disclose many of the economic interests that could cause a conflict of interest for you. However, be aware that not all of the economic interests which may cause a conflict of interest are listed on the Form 700. A good example is your home. It is common for a personal residence to be the economic interest that triggers a conflict of interest despite not being disclosed.

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#### STEP 4. INTEREST INVOLVED IN GOVERNMENT DECISION

Are your economic interests directly or indirectly involved in the governmental decision? An economic interest that is directly involved in a governmental decision creates a bigger risk of a conflict of interest than does an economic interest that is only indirectly involved in the decision. The FPPC's regulations distinguish between directly involved and indirectly involved economic interests.

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#### STEP 5. MATERIALITY

What kinds of financial impacts on your economic interests are considered important enough to trigger a conflict of interest? You have a conflict of interest only if it is reasonably foreseeable that the governmental decision will have an important impact on your economic interests.

Remember these facts:

If the economic interest is directly involved in the governmental decision, the standard or threshold for deeming a financial impact to be material is stricter (i.e. lower). This is because an economic interest which is directly involved in a governmental decision presents a bigger conflict-of-interest risk for the public official who holds the interest.

If the economic interest is not directly involved, the materiality standard is more lenient because the indirectly involved interest presents a lesser danger of a conflict of interest.

There are different sets of standards for the different types of economic interests. That is, there is one set of materiality standards for business entities, another set for real property interests, etc.

The rules vary by the size and situation of the economic interest. For example, a \$20,000 impact resulting from a governmental decision may be crucial to a small business, but may be a drop in the bucket for a big corporation. Thus, the materiality standards distinguish between large and small businesses, between real property which is close to or far from the property which is the subject of the decision, etc.

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#### STEP 6. DOES A CONFLICT OF INTEREST RESULT?

The important question: Is it substantially likely that the governmental decision will result in one or more of the materiality standards being met for one or more of your economic interests? The heart of the matter is deciding whether it is sufficiently likely that the outcome of the decision will have an important impact on your economic interests.

Step six calls for a factual judgment, not necessarily a legal one. You must look at your economic interest and how it fits into the entire factual picture surrounding the decision.

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## STEP 7. “PUBLIC GENERALLY” EXCEPTION

If you have a conflict of interest, does the “public generally” exception apply? Is the conflict of interest disqualifying? Not all conflicts of interest prevent you from lawfully taking part in the government decision at hand. Even if you otherwise have a conflict of interest, you are not disqualified from the decision if the “public generally” exception applies.

If you can show that a significant segment of your jurisdiction feels a financial impact which is substantially similar to the impact on your economic interest, then the exception applies.

The “public generally” exception must be considered with care. You may not just assume that it applies. There are specific rules for identifying the specific segments of the general population with which you may compare your economic interest, and specific rules for deciding whether the financial impact is “substantially similar.”

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## STEP 8. LEGALLY REQUIRED PARTICIPATION

Even if you have a disqualifying conflict of interest, is your participation legally required? In certain rare circumstances, you may be called upon to take part in a decision despite the fact that you have a disqualifying conflict of interest. This “legally required participation” rule applies only in certain very specific circumstances where your government agency would be paralyzed from acting. You are strongly encouraged to seek advice from your agency legal counsel or the FPPC before you act under this rule.

## CONCLUSION

Don’t be afraid to ask for advice. It is available from the FPPC. The FPPC’s toll free phone number is 1 (866) 275-3772 or you may access the FPPC web site at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## ETHICS TRAINING – REQUIRED FOR SUCCESSFUL CANDIDATES

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### GC 53235 AND GC 53235.1

53235. (a) If a local agency provides any type of compensation, salary, or stipend to a member of a legislative body, or provides reimbursement for actual and necessary expenses incurred by a member of a legislative body in the performance of official duties, then all local agency officials shall receive training in ethics pursuant to this article.

53235.1. (a) Each local agency official in local agency service as of January 1, 2006, except for officials whose term of office ends before January 9, 2007, shall receive the training required by subdivision (a) of Section 53235 before January 1, 2007. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(b) Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency. Thereafter, each local agency official shall receive the training required by subdivision (a) of Section 53235 at least once every two years.

(c) A local agency official who serves more than one local agency shall satisfy the requirements of this article once every two years without regard to the number of local agencies with which he or she serves.

To help meet your AB 1234 ethics training requirements, the Institute for Local Government and the Fair Political Practices Commission has developed a free online ethics training course. The course has been approved by the Attorney General's Office and Fair Political Practices Commission. You may access this online course at <http://localethics.fppc.ca.gov> or <http://www.localethics.fppc.ca.gov>. Upon completion of the online course, you will need to file the Public Service Ethics Education Online Proof of Participation Certificate (original signature) with the Stockton City Clerk's Office at 425 North El Dorado Street, Stockton, CA 95202.

## POLITICS IN CITY HALL

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### SMC 2.28.010 SOLICITATION OF CITY EMPLOYEES OR OFFICERS

No Councilmember or candidate or any person acting on behalf of such Councilmember or candidate shall knowingly solicit from any City employee or officer any endorsement or contribution of funds, goods or services for a Councilmember or a candidate for City Council, nor shall any such person knowingly solicit the attendance (whether "paid" or "complimentary") of any City employee or officer at any fundraising event held by or for a Councilmember or candidate or at any event at which attendance by a City employee or officer may place or appear to place the employee or officer in a position adverse to the interests of the City. No City employee or officer shall be rebuked or penalized in any manner for failure or refusal to provide an endorsement or contribution or to attend any such events nor shall any City employee or officer be rebuked or penalized in any manner for failure or refusal to encourage or allow endorsements, contributions or attendance at any such events by other City employees or officers. The prohibitions of this section do not apply to solicitations or invitations posted, published or broadcast as general announcements of events in such manner that they may happen to be viewed or heard by City employees or officers, but do apply to oral or written solicitations directly made to individual City employees or officers.

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### SMC 2.28.020 PENALTY

Violation of this chapter shall be punishable as a misdemeanor. A violation by a Councilmember shall also constitute a violation of the rules of the Council of the City.

## GENERAL INTENT AND DEFINITIONS

### EC SEC. 20400. INTENT OF LEGISLATURE

The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

### EC SEC. 20440. SUBSCRIPTION TO CODE OF FAIR CAMPAIGN PRACTICES; FORM

At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the Code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section §81000) of the Government Code, an initial campaign statement on behalf of the committee.

### EC SEC. 20442. RETENTION OF FORMS; PUBLIC INSPECTION

The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

### EC SEC. 20443. PUBLIC RECORD

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

## MASS MAILING REQUIREMENTS

**Please pay strict attention to the following mass mailing requirements because your opponent probably will. You may be reported to the State of California Fair Political Practices Commission (FPPC) for irregularities and fines may be imposed, and the media may publicize the violation.**

Mass mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate or committee within any calendar month. The sender of a mass mailing is the candidate or committee who pays for the largest portion of the mailing.

**A copy of Section 84305 of the Government Code is being provided to each candidate as per requirements of Elections Code 16 as follows:**

GC Section 84305 states:

84305.

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and, on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.
- (b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.
- (c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

84305.5.

- (a) No slate mailer organization or committee primarily formed to support or oppose one or more ballot measures shall send a slate mailer unless:
  - (1) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures are shown on the outside of each piece of slate mail and on at least one of the inserts included with each piece of slate mail in no less than 8-point roman type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the street address of the slate mailer organization or the committee primarily formed to support or oppose one or more ballot measure is a matter of public record with the Secretary of State's Political Reform Division.
  - (2) At the top or bottom of the front side or surface of at least one insert or at the top or bottom of one side or surface of a postcard or other self-mailer, there is a notice in at least 8-point roman boldface type, which shall be in a color or print which contrasts with the background so as to be easily legible, and in a printed or drawn box and set apart from any other printed matter. The notice shall consist of the following statement:

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**NOTICE TO VOTERS**



**THIS DOCUMENT WAS PREPARED BY (name of slate mailer organization or committee primarily formed to support or oppose one or more ballot measures), NOT AN OFFICIAL POLITICAL PARTY ORGANIZATION. Appearance in this mailer does not necessarily imply endorsement of others appearing in this mailer, nor does it imply endorsement of, or opposition to, any issues set forth in this mailer. Appearance is paid for and authorized by each candidate and ballot measure which is designated by an \*.**

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- (3) The name, street address, and city of the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures as required by paragraph (1) and the notice required by paragraph (2) may appear on the same side or surface of an insert.
  - (4) Each candidate and each ballot measure that has paid to appear in the slate mailer is designated by an \*. Any candidate or ballot measure that has not paid to appear in the slate mailer is not designated by an \*. The \* required by this subdivision shall be of the same type size, type style, color or contrast, and legibility as is used for the name of the candidate or the ballot measure name or number and position advocated to which the \* designation applies except that in no case shall the \* be required to be larger than 10-point boldface type. The designation shall immediately follow the name of the candidate, or the name or number and position advocated on the ballot measure where the designation appears in the slate of candidates and measures. If there is no slate listing, the designation shall appear at least once in at least 8-point boldface type, immediately following the name of the candidate, or the name or number and position advocated on the ballot measure.
  - (5) The name of any candidate appearing in the slate mailer who is a member of a political party differing from the political party which the mailer appears by representation or indicia to represent is accompanied, immediately below the name, by the party designation of the candidate, in no less than 9-point roman type which shall be in a color or print that contrasts with the background so as to be easily legible. The designation shall not be required in the case of candidates for nonpartisan office.
- (b) For purposes of the designations required by paragraph (4) of subdivision (a), the payment of any sum made reportable by subdivision (c) of Section 84219 by or at the behest of a candidate or committee, whose name or position appears in the mailer, to the slate mailer organization or committee primarily formed to support or oppose one or more ballot measures, shall constitute a payment to appear, requiring the \* designation. The payment shall also be deemed to constitute authorization to appear in the mailer.

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## EXCEPTIONS

**The following information is not required to be included in the sender ID:**

- Committee's identification number
- Name of treasurer or printer

- The words “paid for by”

Identification is not required under the Political Reform Act on these campaign items:

- Newspaper, television, or radio ads
- Campaign-related materials that are not sent through the mail such as handbills, bumper stickers, and door hangers.

## POLITICAL SIGN REGULATIONS

### SIGNS IN RESIDENTIAL ZONES

Under normal conditions, signs are not permitted in residential districts. Chapter 16 of the Development Code does allow the placement of political signs in residential zones upon the filing of official papers for public office. Please also see the California Election Code 18370-18380 Electioneering.

### SIGNS IN COMMERCIAL ZONES

Signs that are permitted in commercial zones/districts by the Zoning Ordinance can advertise any political message. The City cannot regulate the contents of signs where they are permitted by right in the Zoning Ordinance.

Zoning information can be obtained from the Community Development Department, 937-8266, located at 345 N. El Dorado Street, Stockton.

The regulations from the Stockton Municipal Code pertaining to political signs are as follows:

### SMC SEC. 16.76.040 D 4. TEMPORARY SIGNS WITHOUT SPECIFIC SIZE LIMITATIONS

- a. **Temporary Political Signs.** Temporary political signs shall comply with the following standards:
  - i. Signs shall be allowed on private property in any zoning district subject to the owner’s permission;
  - ii. Signs shall not be located in a public right-of-way, easement, or on other governmental property dedicated to a public purpose;
  - iii. Signs shall not be located upon utility or telephone poles;
  - iv. Signs attached to a wall, fence, or structure shall not project more than six (6) inches from a wall, fence, or structure;
  - v. Every political sign shall contain the name, address, and telephone number of a contact person who can be contacted regarding removal of the sign; and
  - vi. Political signs shall be placed no earlier than the filing of official papers for public office and shall be removed within seven (7) days of an election.

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## CALIFORNIA ELECTION CODE 18370-18380 ELECTIONEERING

Electioneering is prohibited. Violations can lead to fines and/or imprisonment.

The following activities are not permitted within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting, or ballot drop box the following activities are prohibited.

DO NOT ask a person to vote for or against any candidate or ballot measure.

DO NOT display a candidate's name, image, or logo.

DO NOT block access to or loiter near any ballot drop boxes.

DO NOT provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.

DO NOT circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.

DO NOT distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.

DO NOT display information or speak to a voter about the voter's eligibility to vote.

## HANDBILL REGULATIONS

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### SMC 9.64.060 LITTERING STREETS AND PUBLIC PLACES

It is unlawful and an infraction for any person to place, throw or deposit any commercial or non-commercial handbill, flyer, or advertisement in or upon any sidewalk, street, mall, or other public place within the City; provided, however, that it is not unlawful upon any sidewalk, street, mall, or other public place within the City for any person to hand out or distribute, without charge to the receiver thereof any commercial or noncommercial handbill to any person willing to accept it.

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### SMC 9.64.070 PLACING COMMERCIAL OR NONCOMMERCIAL HANDBILLS ON VEHICLES

It is unlawful and an infraction for any person to throw or deposit any commercial or noncommercial handbill or advertisement in or upon any vehicle which is parked upon a public street, or upon a parking lot open to the public where appropriate signs are posted prohibiting deposit of such handbills; provided, however, that it shall not be unlawful upon any public street or in any parking lot open to the public for a person to hand out or distribute without charge to the receiver any commercial or noncommercial handbill or advertisement to any occupant of any vehicle who is willing to accept it.

## REGULATIONS FOR USE OF SOUND TRUCKS

### SMC 9.08.010 ADVERTISING BY MEANS OF LOUD SPEAKERS, ETC.—RESTRICTED

It is unlawful for any person or persons to engage in advertising, or attracting attention to the existence or location of his or her place of business, by means of sound emitted through a loud speaker, sound amplifier, musical instrument, phonograph, radio speaker, or similar device located within the City and not on a vehicle or airplane.

### SMC 9.08.020 ADVERTISING NOT UNLAWFUL IF IN COMPLIANCE WITH REGULATIONS

Provided that such activity is not unlawful if in conformance with the following regulations:

- A. The only sounds permitted are music or human speech;
- B. Human speech amplified by the sound device shall not be lewd, indecent nor slanderous nor shall it be specifically addressed to individual pedestrians or motorists as distinguished from the public in general;
- C. The volume of the sound shall be controlled so that it is not audible for a distance in excess of 50 feet;
- D. Sound shall be issued from one (1) loudspeaker or similar device only.

### SMC 9.08.030 PRIMA FACIE EVIDENCE OF NONCOMPLIANCE WITH REGULATIONS

The operation of any such sound amplifying device in such a manner as to be audible at any distance in excess of 50 feet from the place of business in which it is located shall be prima facie evidence of and a rebuttable presumption of an intent of advertising or attracting attention to the existence or location of the place of business.

### SMC 9.08.040 FACILITIES TO ENGAGE IN LOUD SPEAKER ADVERTISING—RESTRICTED

It is unlawful for any person or persons to provide the facilities for his or her employees to engage in advertising, or attracting attention to the existence or location of his or her place of business, by means of sound emitted through a loud speaker, sound amplifier, musical instrument, phonograph, radio speaker, or similar device located within the City and not on a vehicle or airplane; provided that it is not unlawful if the activity by the employee or employees conforms to the regulations set forth in Section 9.08.020.

## MISCELLANEOUS ELECTION INFORMATION

### VOTER REGISTRATION FORMS

Voter registration forms will be available in the City Clerk's Office and in the San Joaquin County Registrar of Voters Office. The forms are also available from the San Joaquin County Registrar of Voters website: <http://www.sjgov.org/>

### COUNCIL DISTRICT MAPS

Council district maps may be purchased from the City Clerk's Office.

- Small Map = \$ \$9.00
- Large Map = \$17.00

### MAP WITH PRECINCT LINES

Maps may be purchased from the San Joaquin County Registrar of Voters Office.

### SAN JOAQUIN COUNTY REGISTRAR OF VOTERS

The Registrar's office is located at 44 N. San Joaquin Street, Stockton. To confirm availability of the Index of Voter Registration, please call the Registrar's office at 468-8942.

### ASSISTANCE REGARDING REPORTING OBLIGATIONS


Candidates with questions regarding reporting obligations under the Political Reform Act are encouraged to call the Fair Political Practices Commission (FPPC) toll free at 1 (866) 275-3772 for assistance.






## CONTACT INFORMATION

<b>Stockton City Clerk</b> 425 N El Dorado Street Stockton CA 95202	<b>Phone:</b> (209) 937-8458 <b>FAX:</b> (209) 937-8447 <b>Internet:</b> <a href="http://www.stocktonca.gov/election">www.stocktonca.gov/election</a> <b>E-Mail:</b> <a href="mailto:city.clerk@stocktonca.gov">city.clerk@stocktonca.gov</a>
<b>City of Stockton</b> Access to Stockton City Municipal Code and City Charter	<b>Internet:</b> <a href="http://qcode.us/codes/stockton">http://qcode.us/codes/stockton</a>
<b>San Joaquin County Registrar of Voters</b> 44 N San Joaquin St., Suite 350 Stockton CA 95202	<b>Phone:</b> (209) 468-8942 <b>FAX:</b> (209) 468-2889 <b>Internet:</b> <a href="http://www.sjgov.org">www.sjgov.org</a>
<b>San Joaquin County District Attorney</b> 222 E Weber Ave, 4 <sup>th</sup> floor Stockton, CA 95202	<b>Phone:</b> (209) 468-2400 <b>FAX:</b> (209) 465-0371
<b>Fair Political Practices Commission</b> 428 J Street, Suite 450 PO Box 807 Sacramento CA 95814	<b>Technical Assistance:</b> (866) 275-3772 Toll Free <b>To Report a Violation:</b> (800) 561-1861 Toll Free <b>FAX:</b> (916) 322-3711 <b>Fax-on-demand system:</b> (888) 622-1151 <b>Internet:</b> <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>
<b>Secretary of State</b> 1500 11 <sup>th</sup> Street, Room 495 PO Box 1467 Sacramento CA 95812-1467	<b>Political Reform Division:</b> (916) 653-6224 <b>FAX:</b> (916) 653-5045 <b>Internet:</b> <a href="http://www.sos.ca.gov">www.sos.ca.gov</a>
<b>State Attorney General</b> Brown Act Requirements	<b>Phone:</b> (800) 952-5225 <b>Internet:</b> <a href="https://oag.ca.gov/">https://oag.ca.gov/</a> <b>E-Mail:</b> <a href="mailto:PIU@DOJ.ca.gov">PIU@DOJ.ca.gov</a>
<b>State Franchise Tax Board</b> 31 E Channel Street Stockton CA 95202	<b>Phone:</b> (800) 338-0505 <b>Internet:</b> <a href="http://www.FTB.ca.gov">www.FTB.ca.gov</a>
<b>Federal Elections Commission</b> 999 E St NW Washington, DC 20463	<b>Phone:</b> (800) 424-9530 Toll Free
<b>Internal Revenue Service</b>	<b>Phone:</b> (800) 829-1040 Toll Free

## COUNCIL MEETING AND CLOSED FRIDAY CALENDAR

For updated calendar information, you may view it at [stocktonca.gov/CityCouncil](http://stocktonca.gov/CityCouncil)

 2023 STOCKTON CITY COUNCIL MEETING CALENDAR*	
January	February
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
March	April
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May	June
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July	August
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September	October
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
November	December
S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

 Holidays (box)   
  Council meeting (circle)   
  City Hall closed (every other Friday)   
  Possible Study Session (star)   
  No Council meeting scheduled (slash)   
 \*Subject to change; special meetings scheduled as needed

## **PRIOR TO MARCH 5, 2024 ELECTION**

### **November 13, 2023**

Nomination period opens

### **December 8, 2023**

Nomination period closes – All nomination packets must be filed by the close of business (5:00 p.m.)

**Should an incumbent choose to not file nomination papers, the filing deadline will extend to the close of business on December 13, 2023 for all other candidates.**

### **December 9, 2023\***

List of qualified candidates will be available from the Clerk's Office.

Last day, by close of business, to withdraw Candidate's Statement of Qualifications

### **December 14, 2023**

Secretary of State Provides Randomized Drawing (EC 13112(b)) for ballot order

### **January 25, 2024**

Voter information may begin to be mailed

### **February 19, 2024\***

Last day to register to vote for the March primary election

### **March 5, 2024**

Election Day (7:00 AM-8:00 PM)

### **March 12, 2024**

Unsuccessful candidates must remove all campaign signs. Note: successful candidates may keep their campaign signs up for the November Election (SMC Section 16.76.040D4)

\* Notwithstanding any other provision of the law, whenever the deadline falls on a weekend or holiday the conduction of the action is on the next business day. Elections Code § 15, Government Code §§ 6700, 6701, 6707



# FILING SCHEDULE FOR MARCH PRIMARY

## Fair Political Practices Commission 2023 Filing Schedule for Local Candidates and Officeholders (Including Superior Court Judges) Not Being Voted Upon in 2023

Deadline	Period	Form	Notes
Within 24 Hours Contribution Reports	90 days prior to or on the date of an election	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or a measure being voted on in an election.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online if available.</li> </ul>
Jan 31, 2023 <i>Semi-Annual</i>	* – 12/31/22	<a href="#">460</a>	<ul style="list-style-type: none"> <li><b>460:</b> All committees must file this report.</li> <li><b>Exception:</b> Officeholders whose salaries are less than \$200/month and judges do not have to file this semi-annual statement if no contributions were received or expenditures were made during the period.</li> </ul>
July 31, 2023 <i>Semi-Annual</i>	1/1/23 – 6/30/23	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li><b>460:</b> All committees must file this report.</li> <li><b>470:</b> See note below.</li> <li><b>Exception:</b> Officeholders whose salaries are less than \$200/month and judges do not have to file this semi-annual statement if no contributions were received or expenditures were made during the period.</li> </ul>
Jan 31, 2024 <i>Semi-Annual</i>	7/1/23 – 12/31/23	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report</li> <li><b>Exception:</b> Officeholders whose salaries are less than \$200/month and judges do not have to file this semi-annual statement if no contributions were received or expenditures were made during the period.</li> </ul>

### Additional Notes:

- \* Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Local Ordinance:** Always check on whether additional local rules apply.
- Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 that is due the weekend before the election, or to any [Form 496](#). Such reports must be filed within 24 hours regardless of the day of the week.
- Method of Delivery:** Unless otherwise noted, all paper filings may be filed by first class mail. A paper copy of a report may not be required if a local agency requires online filing under a local ordinance.
- [Form 501:](#)** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

[www.fppc.ca.gov](http://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:  
1-866-ASK-FPPC

Campaign Filing Schedule

07 Local OFC/NonB 2023 – 061522

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## Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file Form 460. Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates/officeholders who do not have a committee and do not raise/spend \$2,000 (or anticipate raising or spending \$2,000 or more) in 2023 may file the Form 470 on or before July 31, 2023. No additional filings are required in 2023.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - **462:** This verification form must be e-mailed to the FPPC within 10 days.
  - **496:** This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable election filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](https://www.fppc.ca.gov) page. Or, visit [www.fppc.ca.gov](https://www.fppc.ca.gov) > Learn > Campaign Rules.
- Click on [video](#) for basic information for candidates and committees.

[www.fppc.ca.gov](https://www.fppc.ca.gov)

Email Advice:  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Phone Advice:  
1-866-ASK-FPPC

Campaign Filing Schedule

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