

TOWN OF CORTE MADERA

Memorandum



THE TOWN OF
CORTE MADERA
MARIN COUNTY CALIFORNIA

To: Town Council Candidates & Potential Candidates
From: Rebecca Vaughn, Town Clerk/Assistant to the Town Manager
Re: Information Regarding June 5, 2018 Municipal Election
Date: February 12, 2018

CANDIDATE'S RESOURCE GUIDE

This resource guide has been prepared to facilitate your filing for election to run for a seat on the Corte Madera Town Council in the June 5, 2018 Municipal Election. Each Candidate will receive the same information. Along with the official Nomination Paper, this packet contains various documents, instructions and general information that you will need during the course of the election campaign. Please refer to these documents throughout the campaign period.

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I wish you the best of luck!

Rebecca Vaughn
Town Clerk/Assistant to the Town Manager

SECTION 1: GENERAL BACKGROUND INFORMATION

Congratulations on your interest in becoming a candidate for the Corte Madera Town Council. The Town's next municipal election will be held on Monday, June 5, 2018, where voters will elect three residents to serve a four-year term on the Town Council. Town Clerk Rebecca Vaughn is the election filing official and will be available to assist you throughout the election process. This informational material is written for individuals interested in running for the office of Councilmember. This resource guide is divided into several sections outlining key information about the election process and candidate responsibilities. The material primarily draws from the State of California Elections Code, State of California Government Code and the Town of Corte Madera's Municipal Code

Overview and Minimum Requirements

The Corte Madera Town Council is a legislative body composed of five Councilmembers. Councilmembers are elected at large and serve four-year terms. Each member of the Town Council receives compensation in the amount of \$300 per month, with the Mayor receiving \$350 per month. The Mayor is the presiding officer of all Town Council meetings and the Vice Mayor presides in his/her absence. The Town Council meets regularly on the 1st and 3rd Tuesday of the month. Councilmembers also serve on a variety of Council Committees and Boards that meet on a regular basis throughout the year. Meeting dates and times vary by committee/board. ([see list of Council Committee Appointments](#)) Please review "[Functions and Responsibilities of the Members of the Town Council](#)" which serves as a general representation of the type and quantity of involvement required of the Town's Councilmembers.

To become an official candidate for election to the position of Councilmember, an individual must be a registered voter in the Town of Corte Madera and must file the necessary documents with the Town Clerk.

The nomination period for candidacy opens at 8:00 a.m. on Monday, February 12, 2018. The last day to file Nomination Papers is Friday, March 9, 2018 at 5:00 p.m. The Corte Madera Town Clerk will be available by appointment only from 8:00 a.m. to 12:00 noon and 1:00 until 5:00 p.m. to accept all candidate filings.

If any ONE of the incumbents has not filed by 5:00 p.m. on Friday, March 9, 2017, the filing period will be extended for non-incumbent candidates only to Wednesday, March 14, 2018, at 5:00 p.m. Nomination Papers may be withdrawn up to the last day and hour for filing, but no later.

Reminder: This guide is distributed with the understanding that the Town of Corte Madera is not rendering legal advice and therefore, the guide is not to be a substitute for legal counsel for an individual, organization, or candidate using it. In case of conflict, the law, regulation, or rule will apply. Candidates, treasurers, campaign workers, committees, and others involved with the elections process are urged to review the California Government Code and California Elections Code for detailed information on the process.

SECTION 2: OVERVIEW OF FPPC GUIDELINES

- Review information available on the Fair Political Practices Commission's (FPPC) [Candidate Toolkit](#) webpage. It provides an excellent starting point for candidates and individuals who may be considering running for public office. The purpose of the toolkit is to help candidates understand the rules that ensure transparency and accountability in California elections.

The webpage includes links to find out what a candidate's responsibilities are before, during, and after the election. From the [Candidate Toolkit](#) page, clicking on the [Getting Started](#) link will take you to the page where FPPC forms are provided, as well as links to relevant elections code and FPPC regulations. For your convenience, required forms and campaign manuals have been hyperlinked throughout this guide.

- Review the FPPC [Campaign Disclosure Manual 2](#), which is available online at www.fppc.ca.gov. This manual provides information on campaign disclosure rules as required under the Political Reform Act.

If you have any questions, the FPPC provides advice by phone at 1-800-275-3772 or by e-mail at advice@fppc.ca.gov.

- File FPPC Form 501 Candidate Intention Statement with the Town Clerk before soliciting or receiving any contributions or before you make expenditures from personal funds on behalf of your candidacy. Blank forms are available from the Town Clerk or at www.fppc.ca.gov and the Campaign Disclosure Manual 2 gives detailed instructions for completing Form 501.
- Refer to [Campaign Disclosure Manual 2](#) for record keeping guidelines.
- Open a bank account if you plan to receive contributions from others, or 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. The only exception is the filing fee and candidate statement deposit.
- File FPPC [Form 410](#) Statement of Organization with the Secretary of State along with a filing fee of \$50.00, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the form 410 with the Town Clerk. Blank forms are available from the Town Clerk or at www.fppc.ca.gov and the [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 410.

SECTION 3: PULLING PAPERS FOR CANDIDACY / GATHERING SIGNATURES

- The Town Clerk will issue a Candidate Packet and Nomination Papers to qualified candidates during the nomination period, which runs from Tuesday, February 12, 2018 through Friday, March 9, 2018. Candidates must be registered voters in the Town of Corte Madera at the time Nomination Papers are issued. It is best to make an appointment with the Town Clerk as the process may take up to one hour. Appointments will be scheduled during regular business hours Monday through Friday, 8:00am to 12:00pm and 1:00pm to 5:00pm.
- The last day to file Nomination Papers is Friday, March 9, 2018 at 5:00 p.m. The Corte Madera Town Clerk will be available from 8:00 a.m. to 12:00 noon and 1:00 until 5:00 p.m. to accept all candidate filings. Appointments are recommended. If any ONE of the incumbents has not filed by 5:00 p.m. on Friday, March 9, 2017, the filing period will be extended for non-incumbent candidates only to Wednesday, March 14, 2018, at 5:00 p.m. Nomination Papers may be withdrawn up to the last day and hour for filing, but no later.
- Candidates are encouraged to obtain and file nomination documents early in the process so that the Town Clerk has the opportunity to review them and give the candidate an opportunity to correct any errors or omissions. The Town Clerk will inform the candidate if he/she meets the qualifications to be placed on the ballot after submitted forms are verified by the Marin County Registrar of Voters and signature verification is completed.
- When Nomination Papers are issued to you, you will be asked to sign a proof of receipt of the Candidate Packet.
- The Candidate Packet will obtain a Candidate Nomination Checklist in order to assist you in filing all required documents.
- Your Nomination Paper will need to be signed by no less than 20 and not more than 30 registered voters residing in the Town of Corte Madera.
- Each signer must be a registered voter in the Town of Corte Madera, must sign his/her name, print his/her name, and print his/her address, and must not sign more than three nomination papers – otherwise the signature is not counted.
- Only one person can circulate the Nomination Paper. You may circulate your own paper. The circulator must complete the Declaration of Circulator.
- **Please leave the Affidavit of Nominee blank** as this section will be completed at the time you file your Nomination Paper with the Town Clerk.

SECTION 4: PREPARING REQUIRED PAPERS FOR FILING

- Ensure you have the minimum required signatures on your Nomination Paper.
- Complete the Ballot Designation Worksheet. This will be included in your Candidate Packet when your Nomination Paper is issued. Your ballot designation is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation, or occupation and may be no more than three words; however, you may use the full title of the elective office you currently hold if applicable.
- Complete the FPPC [Form 700](#) – Statement of Economic Interests. Blank forms are available from the Town Clerk or at www.fppc.ca.gov and the [Campaign Disclosure Manual 2](#) gives detailed instructions for completing Form 700.
- Completed [Form 501](#) – Candidate Intention Statement
- Completed [Form 700](#) – Statement of Economic Interests

NOMINATION PAPERS

A candidate for office of Town Council **MUST BE A REGISTERED VOTER** in the Town of Corte Madera. The Nomination Paper is an official filing form, to be issued by the Town Clerk. The first day Nomination Papers can be obtained for circulation is Monday, February 12, 2018. In order to be accepted for filing, the form must be signed by **not less than 20 or more than 30 registered voters** of the Town of Corte Madera. A voter may sign only one petition for each office; however, each vacancy in the June 5, 2018 election is considered a separate office; therefore, a voter may sign three (3) petitions for this election. A candidate may sign his or her own nomination form. The circulator of the Nomination Paper must fill in the Declaration of Circulator and must be eligible to vote.

You may circulate the Nomination Paper yourself, or you may have someone else circulate it, but **YOU MUST SIGN AND FILE THE NOMINATION PAPER PERSONALLY IN THE OFFICE OF THE TOWN CLERK.**

It is recommended that you obtain the full 30 signatures to ensure that there are sufficient valid signatures. It is also recommended that you file early enough to allow time for verification of the signatures with the Registrar of Voters office and to allow time for a supplemental form to be circulated if there are any problems. Please note that each person signing the Nomination Paper must both **sign** and **print** his/her name and give a **complete address** (no post office boxes are acceptable). Successive signers **may not** use ditto marks to indicate that the Town is the same as on the line above.

YOUR NAME ON THE BALLOT

The way your name appears on the Nomination Paper is the way it will appear on the ballot. Be careful of the exact spelling and punctuation of your name. You may use a nickname in parentheses or quotation marks only. No personal titles will appear on the same line with your name on the ballot (Miss, Mrs., Ms., Dr., Rev., M.D., Ph.D., etc.). There is a space on the nomination form for a ballot designation. The ballot designation shall be no more than three words designating the principal profession, vocation or occupation of the

Candidate. If you want a ballot designation, you must fill out a **Ballot Designation Worksheet** (E.C. §§ 13107.3; CA Admin. Code – Elections §§§§ 20710-20719) and file it with the rest of your candidate papers by the deadline.

The word "incumbent" may be used by elected incumbent Candidates.

If you do NOT want a designation, write "NONE" on your *Declaration of Candidacy form* where it asks for your designation. Also put your initials after the word "NONE."

California state law says that your designation must describe your current profession, vocation, or what you do – or did – for a living during the 12 months before the filing deadline. The words you choose must be generic and neutral. And the words must be accurate, and not misleading. (E.C. §§ 13107). Examples include: High School Teacher, Scientist, Emergency Department Neurologist. You may list more than one occupation or vocation, but you are limited to 3 words and you must separate them with a slash. Example: *Professor/Mother/Doctor*. (See pages 6 and 7 of the Marin County Elections Department Guide for additional ballot designation rules.)

The ballot designation **may not**:

1. Mislead the voter.
2. Suggest an evaluation of a Candidate, such as outstanding, leading, expert, or eminent.
3. Abbreviate the word "retired" or place it following any word or words that it modifies.
4. Use a word or prefix, such as "former" or "ex-", which means prior status.
5. Use the name of any political party.
6. Use a word or words referring to a racial, religious or ethnic group.
7. Refer to any activity that is prohibited by law.

CANDIDATE'S INTENTION STATEMENT – Form 501

State law requires that any person who intends to raise or spend any campaign funds for his/her candidacy for elective office must report this information **BEFORE** funds are solicited or received. A Candidate Intention Statement ([Form 501](#)) must be filed with the Town Clerk and is included in this packet.

OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT- Form 470

[Form 470](#) is used by officeholders and candidates who do not have a controlled committee; do not receive contributions totaling \$2,000 or more during the calendar year and do not spend \$2,000 or more during the calendar year.

STATEMENT OF ECONOMIC INTEREST – Form 700

ALL CANDIDATES SHALL FILE A STATEMENT OF ECONOMIC INTERESTS WITH THEIR NOMINATION PAPERS ([Form 700](#)). This allows the public to know what investments or business interests you have within the jurisdiction. Complete the included Form 700 and check the box for "candidate" statement".

For questions concerning these forms, and other FPPC filings, call the Commission toll-free at 1-866-ASK-FPPC.

SECTION 5: PREPARING OPTIONAL PAPERS FOR FILING

It is optional for candidates to file the following forms:

- (1) Candidate Statement: This is a 200 words or less statement which will be printed in the sample ballot and mailed to voters. The cost for printing the statement is \$194 for English and \$488 for English/Spanish and is paid for by the candidate.
- (2) Completed [Form 410](#) – Statement of Organization (optional, required if establishing a committee)
- (3) Subscription to [Code of Fair Campaign Practices](#)
- (4) Candidate Information Form – This is your background information which will be given to the public and press.

(1) CANDIDATE'S STATEMENT OF QUALIFICATIONS - OPTIONAL

You may, if you choose, submit a Candidate's Statement of Qualifications at the time of filing the Nomination Paper. This statement will be published in the Marin County Voter Information Pamphlet sent to all registered voters within the Town of Corte Madera, along with the Sample Ballot, prior to the election. The official form to be used for this statement is included.

The Candidate's Statement may not exceed 200 words in length and the Candidate must bear the cost of printing and handling the statement.

The cost of printing the Candidates' Statement of Qualifications is \$194.00 (\$488.00 for English and Spanish) for this election. A check in this amount should be made out to the Town of Corte Madera and given to the Town Clerk at the time of filing. The Town Clerk will deliver the statement to the County of Marin for printing.

The Candidate's Statement can be typed on a separate piece of paper but must be submitted with the form provided. The Elections Code calls for uniformity in the printed appearance of all statements; therefore, do not use capital letters, unusual spacing, markings, asterisks, etc. Don't use bullets, indents or listing of credentials. The Registrar of Voters will word wrap your document, so don't make many small paragraphs for emphasis. (Please see page 14 of the Marin County Elections Department Candidate Guide for additional content and formatting requirements).

NEW: Electronic version of your candidate statement: A Word version of your candidate statement is now required. It must be emailed to the Town Clerk by the date requested when you file your nomination papers, and must be an exact version of the required hard copy of your statement. Variations will not be accepted. If you cannot provide an e-version of your statement, you will be charged a \$100 retyping fee.

Please review the statement with care, as it cannot be changed after the filing deadline (5:00 p.m. on March 9, 2018, or 5:00 p.m. on March 14, 2018, if the filing period is extended). It can be **withdrawn (not changed)** the day after the filing period has ended. A proof will be sent to the candidate prior to printing only for correction of printing errors; **other changes are not**

permitted by law.

If the contest you have applied for does not go on the ballot due to a lack of candidates, your statement will not be printed in the voter pamphlet and your check will be returned.

Candidate's Statements submitted at any time during the filing period are kept confidential until the last day and hour for filing. After that time, they become a public record.

(2) CAMPAIGN COMMITTEE STATEMENT OF ORGANIZATION – Form 410

The Political Reform Act provides that candidates, and committees supporting Candidates, disclose all contributions and expenditures. If you will be establishing a Committee and expect that the Committee will receive contributions totaling \$2,000 or more in this calendar year, or make expenditures totaling \$2,000 or more, you must select a Committee Treasurer and file a Statement of Organization ([Form 410](#)) with the Secretary of State within 10 days of receiving, or spending, \$2,000. Include a \$50 check to the Secretary of State. The fee is due annually no later than January 15 of each year your Committee is open. See this form which is included, along with a copy of [FPPC Campaign Disclosure “Manual 2”](#) for Candidates and their Controlled Committees in your packet.

The instructions included on Form 410 state: File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

For early submissions, mark the “not yet qualified” box. The \$50 fee is requested at this time but is not legally required until the committee qualification threshold has been met.

(3) SUBSCRIPTION TO CODE OF FAIR CAMPAIGN PRACTICES

The Legislature declares that the purpose of this chapter [Chapter 5, Division 20 of the Elections Code] 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. Elections Code § 20400

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. Elections Code § 20440

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. Elections Code § 20442

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. Elections Code § 20443

In no event shall a candidate for public office be required to subscribe to or endorse the code. Elections Code § 20444

(4) CANDIDATE INFORMATION FORM

The Elections Department requires both an email address and phone number by which to contact each candidate.

The candidate may choose which information is made publicly available. At least ONE method of contact is required to be made available to the media and public.

SECTION 6: FILING PAPERS

The following papers must be filed with the Town Clerk prior to the close of the nomination period:

1. Nomination Paper
2. Ballot Designation Worksheet
3. FPPC Form 700 – Statement of Economic Interest
4. Completed Form 501 – Candidate Intention Statement
5. Candidate Statement and Deposit of \$194 or \$488 (optional – must be filed with the Nomination Paper)
6. Subscription to Code of Fair Campaign Practices (optional)
7. Candidate Information Form– This is your background information which will be given to the public and press. (optional)
8. Completed Form 410 – Statement of Organization (optional)

Reminder:

The last day to file Nomination Papers is Friday, March 9, 2018 at 5:00 p.m. The Corte Madera Town Clerk will be available from 8:00 a.m. to 12:00 noon and 1:00 until 5:00 p.m. to accept all candidate filings. Appointments are recommended.

If any ONE of the incumbents has not filed by 5:00 p.m. on Friday, March 9, 2017, the filing period will be extended for non-incumbent candidates only to Wednesday, March 14, 2018, at 5:00 p.m. Nomination Papers may be withdrawn up to the last day and hour for filing, but no later.

SECTION 7: CAMPAIGN FINANCIAL STATEMENT FILING

Campaign Filing Deadlines

If you raise or spend money in connection with your election, you are required to file Campaign Statements, Form 460 or Form 470. Review the [FPPC Campaign Disclosure Manual 2](#) for detailed instructions on campaign filings.

[Click here to view detailed filing schedule and instructions from the FPPC.](#)

The typical campaign statement filing deadlines are:

DEADLINE	PERIOD	FORM
January 31, 2018 <i>Semi-Annual</i>	* - 12/31/17	460 or 470
Within 24 Hours <i>Contribution Reports</i>	3/17/18 – 6/05/18	497
April 26, 2018 <i>1st Pre-Election</i>	1/01/18 – 4/21/18	460 or 470
May 24, 2018 <i>2nd Pre-Election</i>	4/22/18 – 5/19/18	460
July 31, 2018 <i>Semi-Annual</i>	5/20/18 – 6/30/18	460

Campaign Expenditure Statements – Form 460

During the campaign, **Campaign Expenditure Statements** ([Form 460](#)) must be filed no later than April 26, 2018 for the first reporting period; and by May 24, 2018 for the second reporting period. “Late” funds must be reported within 24 hours. A final Campaign Expenditure Statement must be filed no later than July 31, 2018, if you wish to keep your campaign bank account open. All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2018.

24-Hour Independent Expenditure Report – Form 496

[Form 496](#) is due within 24 hours of an independent expenditure totaling more than \$1,000 to support or oppose a single candidate. Note: This form is not required for expenditures supporting your election that are made from your committee, including expenditures opposing an opponent.

24-Hour Contribution Report – Form 497

[Form 497](#) is due within 24 hours of receiving or making contributions of \$1,000 or more.

For questions concerning these forms, and other FPPC filings, call the Commission toll-free at 1-866-ASK-FPPC (1-866-275-3772) or via email to advice@fppc.ca.gov

SECTION 8: RECOMMENDATIONS REGARDING RECORD KEEPING

- Candidates should review the FPPC [Campaign Disclosure Manual 2](#) regarding record keeping. See [Chapter 3, Contributions](#), of Manual 2)
- All money used for campaign purposes, including your personal funds, must be deposited into a separate campaign bank account prior to the expenditure. The only exception is the filing fee and candidate statement deposit.
- Detailed records need to be kept for expenditures and contributions of \$25 or more.
- Itemize Contributions – For contributions of \$100 or more, including in-kind contributions, you must disclose the contributor’s name, address, occupation and employer.
- Never accept or spend \$100 or more in cash.
- Your records should include:
 - Date
 - Amount
 - Name and Address of Contributor (or Payee)
 - Contributors Occupation and Employer (for contributions of \$100 or more)
 - Description
- Be sure to keep originals of canceled checks, vouchers, invoices, and keep photocopies of checks.
- Also be sure to keep dates and daily total of all expenditures and contributions. Records must be kept for four years after the election.

SECTION 9: CALENDAR

A calendar of important dates will be distributed with your Candidate's Binder.

This information is also available on the Marin County Department of Elections website via the following link:

<https://www.marincounty.org/depts/rv/election-info/election-schedule/page-data/tabs-collection/2018/june-5/candidate/candidate-guide?tabnum=1>

Randomized Alphabet Drawing to Determine Candidate Order on Ballot

A drawing of the letters of the alphabet will be conducted by the Secretary of State in Sacramento on March 15, 2018 at 11:00am to determine the order of names on the ballot for all candidates. Each candidate will be placed on the ballot in the order that each of the letters of his/her surname was drawn. (EC § 13112)

SECTION 10: CAMPAIGNING

Mass Mailing Requirements

Information on mass mailings and "Slate Mailers" can be found in your binder.

For required advertising disclaimers, [Chapter 7](#) of the FPPC Campaign Manual 2 serves as an excellent resource regarding the disclaimers required by the Political Reform Act on mass mailings and other advertisements made by candidate controlled committees and committees primarily formed to support or oppose a candidate.

Political Advertising Disclaimers:

Candidates and political committees must put disclaimers on campaign advertisements that identify the person or entity who paid for or authorized the communication. The disclaimer is required on all campaign material, including mailers of 200 pieces or more, radio, and televisions ads, telephone calls, and electronic media ads. "Paid for by [committee name]" is the basic disclaimer required on most campaign communications. Please review the FPPC's webpage for [Campaign Advertising – Requirements and Restrictions](#) or the FPPC's publication, [Political Advertising Disclaimers](#), for specific details.

Please note that due to the passage of the Disclose Act (AB 249), new disclaimer rules will be in effect January 1, 2018. Click [here](#) to view a link to the FPPC's publication comparing the previous rules with the new rules.

Political Signs

Information on size and placement of political signs, both within the Town limits and on CALTRANS right-of-way can be found in Candidate Campaign Finance Forms document. The Corte Madera Municipal Code Section 18.22.040 regarding political signs in Corte Madera is also included.

From The Town Of Corte Madera Municipal Code:

18.22.040 - Political and social issue signs.

- (a) "Political or social issue sign" means any sign which addresses:
 - (1) The passage or defeat of a measure appearing on the ballot in any national, state or local election; or
 - (2) The election or defeat of any candidate for any public office in a national, state or local election; or
 - (3) An international, national, state or local political or social issue.
- (b) No political or social issue sign shall be erected more than forty-five days prior to an election, or other event to which the sign pertains, or remain for more than five days after the election or event has taken place.
- (c) Political or social issue signs complying with the following provisions and with Sections [18.22.050](#) (1) to (11) do not require a sign permit or design review approval:
 - (1) No political or social issue sign shall be larger than six square feet in a residential or public facility district or twenty-four square feet in a commercial, industrial or office district, and total political and social issue signing on any one property may not exceed sixteen square feet in a

- residential or public facility district or twenty-four square feet in a commercial, industrial or office district.
- (2) No political or social issue sign may be placed within fifteen feet of a fire hydrant, street sign or traffic signal.
 - (3) No political or social issue sign may overhang a public street or sidewalk.
 - (4) No political or social issue sign may foreseeably be expected to interfere with, confuse, obstruct or mislead traffic.
 - (5) All political signs shall be placed or fixed so as to avoid possible obstruction or injury to passersby or occupants.
- (d) It is the responsibility of the owner of the property upon which a political or social issue sign is placed to remove or adjust it when not placed in accordance with the requirements of [Chapter 18.22](#), Signs.

Unlawful placement of political and social issue signs on public property in violation of [Section 18.22.050](#) (10) is a nuisance, and signs so placed shall be removed summarily and disposed of by a representative of the town.

(Ord. 785 § 3(b) (part), 1994)

Signage in Caltrans Right-of Way

From Caltrans website: <http://www.dot.ca.gov/trafficops/oda/political.html>

Political Signs

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the [State Outdoor Advertising Act](#) (PDF) exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

Encourages a particular vote in a schedule election.

Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.

Is no larger than 32 square feet.

Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign.

A completed [Statement of Responsibility](#) (PDF) must be submitted to:

Division of Traffic Operations

Outdoor Advertising Program

P.O. Box 942874, MS-36

Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed 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". State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal.

SECTION 11: ELECTIONS-RELATED CONTACT INFORMATION AND ELECTION NIGHT RESULTS

CORTE MADERA TOWN CLERK'S OFFICE

Rebecca Vaughn, Town Clerk
300 Tamalpais Drive
Corte Madera, CA 94925
WEBSITE: www.townofcortemadera.org
EMAIL: rv Vaughn@tcmmail.org
PHONE: (415) 927-5085
FAX: (415) 927-5039

MARIN COUNTY REGISTRAR OF VOTERS

3501 Civic Center Drive, Suite 121
San Rafael, California 94903
WEBSITE: www.marincounty.org/depts/rv
PHONE: (415) 473-6456
FAX: (415) 473-6447

OFFICE OF THE SECRETARY OF STATE

1500 11th Street, Room 495
Sacramento, California 95814
WEBSITE: www.sos.ca.gov
ELECTIONS DIVISION PHONE: (916) 657-2166
FAX: (916) 653-3214
POLITICAL REFORM DIVISION PHONE: (916) 653-6224

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620
Sacramento, California 95814
WEBSITE: www.fppc.ca.gov
PHONE: 1-866-ASK-FPPC
TECHNICAL ASSISTANCE DIVISION: (Mon -Thurs, 9 a.m. – 11:30 a.m.) (866) 275-3772
Email: advice@fppc.ca.gov
(Contact the Fair Political Practices Commission FPPC) with any questions you have regarding campaign expenditures or contributions. The FPPC website offers webinars, overviews of the Political Reform Act and FPPC regulations, and online versions of all forms)

ELECTION NIGHT RESULTS

The Marin County Department of Elections conducts the tally of all votes and the process is open to the public. The Elections Department is located at the Marin County Civic Center, 3501 Civic Center Drive, Suite 121 in San Rafael. Results are updated as they are tallied, beginning soon after the 8pm closure of polls on election night, and the results can be viewed here: <https://www.marincounty.org/depts/rv/election-info/currentresults>

SECTION 12: GENERAL INFORMATION AND CHECKLIST

You are urged to read all the material carefully to ensure compliance with the various legal requirements and deadlines. Please note that this guide is intended as a summary and reference only, and is not intended to be a comprehensive outline of the election process. It is provided as a service to candidates to become familiar with the general requirements of the California State Elections Code and the FPPC's reporting requirements.

We encourage each candidate to become familiar with the nomination and election process. The Town Clerk is precluded by law from providing legal advice. While we welcome your questions and will attempt to be of assistance to you, only your attorney may offer you legal guidance. You are encouraged to contact the FPPC directly with any questions you have regarding campaign expenditures, contributions or any of the required forms/statements. The FPPC can be reached at (866) 275-3772 (1-866-ASK-FPPC) or by email at advice@fppc.ca.gov. The FPPC website: www.fppc.ca.gov offers overviews of the Political Reform Act and FPPC regulations, all forms and instructions are available through the website.

Corte Madera Town Hall is open from 8:00am until 5:00pm, Monday through Friday and closed between 12-1pm daily. **Appointments are recommended.**

Please contact the Town Clerk to make arrangements at 415-927-5085; or via email to rvaughn@tcmmail.org. The Town Hall main telephone number is 415-927-5050. The Town's website is www.townofcortemadera.org and additional election-related information will be available here: <http://townofcortemadera.org/562/Elections-Voter-Information>

Documents Included in Your Candidate Binder

(with hyperlink to online form and instructions where applicable)

- Nomination Paper - Official Filing Form [TO BE ISSUED BY TOWN CLERK ONLY]
- Release of Information Form
- Candidate's Statement of Qualifications - Blank Form
- Code of Fair Campaign Practices
- [Form 501](#) – Candidate's Statement of Intention
- [Form 410](#) – Statement of Organization
- [Form 460](#) – Recipient Committee Campaign Statement
- [Form 470](#)- Officeholder and Candidate Campaign Statement
- [Form 700](#) – Statement of Economic Interest – must file as a candidate
- [Form 496](#)- 24-hour Independent Expenditure Report
- [Form 497](#)- 24-hour Contribution Report for Local Filers
- [General Link to all FPPC forms and instructions](#)
- These documents are filed with the Town Clerk and are public documents once filed.