INSTRUCTIONS FOR CANDIDATES

Qualifications for Office: A person who holds office as a Council Member must be a registered voter of the City of Indian Wells at the time the nomination papers are issued.

Nomination Period: The nomination period for pulling and filing nomination papers to declare candidacy is from **MONDAY, JULY 13, 2020** to **FRIDAY, AUGUST 7, 2020**. Papers cannot be pulled earlier than July 13 or filed later than August 7.

Filing Fee: The filing fee deposit is **$500.00** to cover the estimated cost of both posting the candidate statement on the Registrar of Voters website and printing, handling, and mailing the ballot. This fee should be paid at the time the candidate submits the completed nomination documents to the City Clerk for filing with the Registrar of Voters. If, after the statements are printed and mailed out, the actual cost to each candidate is found to be **greater** than the deposit, then the candidate must pay the extra amount. If the actual cost is **less** than the deposit, then the candidate will be refunded the difference.

Nomination Documents: The nomination documents include:

1. **Official Filing Form:** The candidate should read the instructions on the nomination documents carefully and print or write all information required. A nickname may be used on the ballot in addition to the formal name, if the candidate so wishes. Titles and degrees are not permitted on the name line.

   The form also contains a line for the designation the candidate wants under their name on the ballot. You may use your current occupation, i.e. architect, or an occupation you have had within the past 12 months. Refer to section on [Ballot Designation Regulations](#) in the Elections Manual for acceptable and unacceptable candidate ballot designations as specified by the Elections Code.

2. **Petition:** City candidates must obtain the signatures of **no fewer than 20 or more than 30** qualified voters in a city of 1,000 or more registered voters. Candidates should submit considerably more than the minimum number -- preferably the maximum number. Each individual signer must complete their own information (Registrar will not count the second signer if the same handwriting was used to fill out the address portion in the instance of a husband and wife, for example) and sign their full name, i.e., Jane W. Smith and not Mrs. John H. Smith. Each signer must give the full and proper street address, not a P.O. Box number.
Only the original petition given to the Candidate with the nomination papers may be used. The Registrar will accept only the one original petition with all the signers on it, and will not accept Xeroxed copies with several names on it (Elections Code §10221).

The petition may be circulated by the candidate or by any one individual. Whoever circulates the petition must witness all signatures and then complete and sign the Affidavit of Circulator in their own handwriting.

Any registered voter of the city, including the candidate, may sign a nomination petition; however, no voter may sign more than two nomination papers for the same office (i.e., each Council Member seat). In the event the same voter signs more than 2 nomination papers, that voter’s signature shall count only on the first 2 nomination papers filed which contains the voter’s signature. (Elections Code § 10220)

3. Candidate's Statement: The Candidate's Statement is optional. If a candidate chooses to have a statement, it will be posted on the Registrar of Voters website and mailed out to the voter as part of the sample ballot booklet. [Refer to "Candidate's Statements" in the Election Manual].

The Candidate Statement Form must be filed with the nomination documents whether or not a statement is being filed. If the candidate decides not to have a statement, that decision cannot be changed after the nomination documents are filed.

If the candidate decides to include a statement, it must be submitted along with all the nomination documents. The wording of the statement cannot be changed after it is filed. It can be withdrawn at any time up to 5:00 p.m. on August 10, 2020.

The Elections Code provides the Candidate's Statement may include the age and occupation of the candidate and a brief statement of not more than 400 words of the candidate's education and qualifications expressed by the candidate himself in the first person. "Age" may be omitted. The description of "Occupation" is limited to three (3) words on the Candidate's Statement form.

The filed statement and the petition will be considered confidential until the date for withdrawing statements is over, which is August 10, 2020. It will then be available during the public inspection period.

Some points to note in preparing the Candidate's Statement:

1. Reference to political party affiliation or partisan political activity is not permitted.
2. Making a false statement of material fact with the intent to mislead the voters is punishable by a fine of up to $1,000.

3. A candidate who makes false, slanderous or libelous statements in the Candidate’s Statement is not exempt from civil or criminal action. The law requires the Candidate’s Statement be printed in type of uniform size and darkness and with uniform spacing.

The following are permitted:

1. CAPITALIZED WORDS

2. Italic

3. Underline

4. Bullets

The following are NOT permitted:

1. Outline form

2. Bold

The 400-word limit must be observed. Candidates must count the words carefully. There is a chart on the Candidate’s Statement form to assist the candidate in counting.

The candidate must complete the Candidate’s Statement Form issued; however, the statement itself may be typed on a separate piece of paper and attached to the form. The statement cannot be changed once it is submitted, and it will NOT be edited. The candidate should take time in preparing it, and proofread carefully to avoid embarrassing errors.

Samples of completed Filing Form, Ballot Designation Worksheet, and Candidate’s Statement are enclosed in the Election Manual.

A copy of the City’s resolution designating the content of the Candidate’s Statement and examples of Candidate’s Statements from past elections are enclosed for your convenience in your Election Manual.

If you have any questions, please contact the City Clerk at City Hall (760) 346-2489, or the appropriate agency as listed on the City’s Elections webpage https://www.cityofindianwells.org/city-hall/elections