



**ADMINISTRATIVE SERVICES DEPARTMENT**

**CITY CLERK'S OFFICE**

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## City of Upland General Municipal Election November 8, 2016

### Candidate Information

(Candidate Packets will be available in the City Clerk's Office beginning July 18, 2016)

Prepared by: City of Upland, City Clerk's Office

### **General Information**

The City of Upland was incorporated on May 15, 1906. It is a "General Law" City governed by the City Council/City Manager form of government. The City observes State laws and the City Council has the power to make and enforce all laws and regulations with respect to municipal affairs.

The Upland City Council is comprised of the Mayor and four Council Members. Each shares equal voting powers on all items coming before the Council. The Mayor and Council Members are elected at-large to four-year terms, with elections held in November of even-numbered years. The terms are staggered. The City also has an elected City Treasurer elected at large for a four year term. These positions receive monthly stipends of \$600 (Mayor), \$500 (Councilmember) and \$225 (City Treasurer).

The date of the next General Municipal Election is Tuesday, November 8, 2016. The purpose of the election is to vote for Mayor, one Councilmember, and City Treasurer with four year terms.

The Mayor and City Council appoint the City Manager and City Attorney. The Mayor and City Council also serve as the Successor Agency to the Upland Community Redevelopment Agency, Public Financing Authority and the Upland Housing Authority.

City Council meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month in the City Hall Council Chambers. However, there are no meetings on the 4<sup>th</sup> Monday in August and December. Agenda Packets and minutes can be accessed online at [www.ci.upland.ca.us](http://www.ci.upland.ca.us).

## **General Qualifications to Run for and Hold Public Office**

A Candidate must be:

- A United States Citizen
- 18 years of age on or before election day
- A registered voter living in the City of Upland at the time nomination papers are issued

## **Getting Started Early**

- Appoint a Treasurer for your campaign. Every Recipient Committee must have a Treasurer. The candidate may act as his/her own committee treasurer.
- Review Campaign Disclosure Manual 2 Information for Local Candidates and their primarily formed committees.
- File Form 501 Candidate Intention Statement before receiving contributions or spending your own funds. Exception: this form is not required if you will not solicit any funds and your only expenditures will be from personal funds used for your candidate statement printed in the Sample Ballot.
- Keep records of all expenditures or contributions of \$25 or more.
- Open a bank account if you plan to receive contributions from others or you plan to 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.
- File Form 410 Statement of Organization within 10 days of receiving \$2,000 in contributions. Include bank account information on the Form 410.

\*\*The Campaign Disclosure Manual and interactive FPPC forms may be downloaded from the Fair Political Practices Commission (FPPC) website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **During the Nomination Period**

- The filing period is July 18 through August 12, 2016.
- If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. on August 17, 2016.
- There is no filing fee to run for an elected position in the City of Upland.
- Prospective candidates will receive a Candidate Packet from the City Clerk's Office during the nomination period. The packet will include:
  - Nomination Paper (official form used to obtain the signatures of at least 20 but no more than 30 voters registered to vote in the City of Upland).
  - Ballot Designation Worksheet
  - Form 700 – Statement of Economic Interests (discloses assets and income of public officials and candidates. Upon election, officeholders file Form 700 annually).
  - Code of Fair Campaign Practices Agreement (Optional).
  - Candidate Statement Information Sheet.
  - Candidate's Statement Agreement and Acknowledgment.
  - Candidate's Statement Form (Optional)

The Optional Candidate Statement (200 words or less) will be printed in the Sample Ballot if requested and paid for by the candidate at the time of filing for candidacy (the estimated cost will be determined prior to the beginning of the nomination period). If a candidate chooses not to have a statement printed, only the candidate's name and ballot designation will appear in the sample ballot.

### **After the Nomination Period Closes**

Candidates will be required to file periodic campaign disclosure statements (Form 460 or Form 470) during the course of the election. Campaign disclosure statements document receipts and expenditures made by the candidate and his/her committee during the course of running for election. Statements are also filed semi-annually by officeholders and by candidates who have not terminated their election committees.

- Form 460 – Recipient Committee Campaign Statement is filed by candidates or officeholders who have a controlled committee, or who 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.
- Form 470 – Officeholder and Candidate Campaign Statement – Short Form is for use by candidates or officeholders who do not have a controlled committee, do not anticipate receiving contributions totaling \$2,000 or more during the calendar year, and do not anticipate spending \$2,000 or more during the calendar year.

Forms, due dates, and filing periods are available on the FPPC website and will be included in the Candidate Packet.

### **Important Things to Remember**

- ✓ Before raising or spending any money, file Form 501 (Candidate Intention Statement) and open a campaign bank account. Once \$2,000 is raised or spent, obtain a Committee ID Number from the Secretary of State by filing Form 410 (Statement of Organization Recipient Committee).
- ✓ Mark your calendar. Know the due dates for campaign statements and file on time.
- ✓ Keep good records. Maintain details on contributions and expenditures of \$25 or more.
- ✓ Never accept or spend \$100 or more in cash.
- ✓ For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
- ✓ If you are using personal funds for campaign expenses, remember that all personal funds of the candidate must first be deposited in the campaign bank account, except for the campaign statement fee.
- ✓ No personal use of campaign funds. Use campaign funds only for political, legislative, or governmental purposes.

### **Be Informed**

Attend a FPPC campaign workshop. Seminar listings are published on the FPPC website. You may also contact the FPPC Toll free advice line at 1-866-ASK-FPPC (1-866-275-3772).