



CITY COUNCIL CANDIDATE GUIDE

GENERAL MUNICIPAL ELECTION:
NOVEMBER 5, 2024





LETTER FROM THE CITY ADMINISTRATOR

Dear Prospective Candidate,

On behalf of the City of Gridley, I would like to extend my heartfelt gratitude to you for your interest in serving our community as a candidate in the upcoming municipal general election on November 5, 2024. Your willingness to participate in the democratic process and your commitment to public service are commendable. Running for office requires significant dedication, time, effort, and your decision to put yourself forward as a candidate reflects a deep commitment to the welfare of our city and residents. The election process is a vital component of our local government, and your participation ensures that the citizens of Gridley have the opportunity to make informed choices about their representatives. Your involvement contributes to the vibrancy and health of our community's democratic process. Please be assured that the City Clerk's office is here to support you throughout your candidacy. Should you have any questions or need assistance with election procedures, campaign regulations, or any other matter related to the election, do not hesitate to reach out to us. We are committed to ensuring a fair, transparent, and smooth election process for all candidates and voters.

Once again, thank you for your willingness to serve and for your dedication to the City of Gridley. We wish you the very best in your campaign and look forward to a spirited and constructive election season.

Elisa Arteaga, City Administrator

CONTENT DISCLAIMER

This guide is a summary of election information, and an attempt has been made to make it accurate, however, it does not have the force and effect of law, regulation, or rule. The contents of this guide and any legal interpretations contained herein are not to be relied upon either as being correct factually, or as legal opinion. Reliance on this content is at the readers' risk, and it is the responsibility of the candidate to be fully informed. Should a discrepancy arise, applicable provisions of the Elections Code, Gridley Municipal Code, duly adopted City Resolutions, and or state or local law will prevail. Additionally, the City Clerk does not act as an arbiter with respect to disputes or issues related to campaigns or the election. The Butte County [Registrar of Voters](#) is responsible for the operation of elections in Butte County, and many of the rules and regulations with respect to elections and candidates are enforced by the [California Fair Political Practices Commission](#) (FPPC). Note - this is not a static document, it is a dynamic reference that will continuously be updated with new and helpful election information.



CONTACTS

**CITY OF GRIDLEY ELECTIONS
OFFICIAL/ADMINISTRATION OFFICE
530.846.3631
685 Kentucky St. Gridley, CA 95948
gridley.ca.us
csantana@gridley.ca.us**

**BUTTE COUNTY REGISTRAR OF VOTERS
530.552.3400 option 1
155 Nelson Ave. Oroville, CA 95965
buttevotes.net
elections@buttecounty.net**

**FAIR POLITICAL PRACTICES COMMISSION (FPPC)
866.275.3772 or 916.322.5662
fppc.ca.gov
advice@fppc.ca.gov**



ORGANIZATION

The City of Gridley City Council is comprised of five Councilmembers, each elected at large by eligible voters in the General Municipal Election (Conducted on even numbered years). City Council appoints the Mayor and Vice Mayor at the first meeting after the election has concluded.

RESPONSIBILITIES AND MEETINGS

The Council sets policies for the City, adopts its annual budget, appoints members of the Planning Commission. Councilmembers are expected to attend Council meetings, serve on assigned Council Subcommittees, as well as serve on various regional government committees, boards, and agencies. Regular meetings of the City Council are held on the first and third Monday of each month at 6 pm at the City of Gridley City Hall at 685 Kentucky Street. Since Councilmembers represent the entirety of Gridley's residents and visitors, elected officials should be prepared to commit additional time weekly for interacting with and receiving correspondence from the public, attending special functions, and meeting regularly with the City Administrator. Obligations and meeting lengths vary by assignment.

To View the adopted Gridley City Council Policy and Procedures Click Here

COMPENSATION AND BENEFITS

Councilmembers receive a monthly salary of \$200.

CURRENT COUNCIL: Mayor Michael W. Farr, Vice Mayor Bruce Johnson, Councilmember J Angel Calderon, Councilmember Catalina Sanchez, Councilmember Jim Roberts

ELIGIBILITY AND REQUIREMENTS

In order to be eligible to hold office in Gridley as a member of a municipal body, a person must be a U.S. citizen, 18 years of age on or before Election Day, and a registered voter of the City of Gridley at the time nomination papers are issued for his or her candidacy, and shall continue to reside in the City of Gridley during the term of office. (Government Code §34882, §34904, §36502)



A person is disqualified from holding any office upon conviction of designated crimes as specified in the California Constitution and laws of California (Government Code § 1021). Additionally, no person may file nomination papers for more than one office in the same election. (Elections Code §8003b, 10220.5)

FILING PROCEDURE

Candidates are required to submit Nomination Forms (papers) in order to become a qualified candidate eligible for election (Write-In Candidates must also be officially qualified, though their name will not appear on the ballot). Nomination papers are available from the Elections Official (City Clerk) during the Nomination Period. All forms must be returned together in the manner prescribed prior to the Nomination Period deadline. Individual forms will not be accepted. The pick-up and filing of all forms must be completed in-person at City Hall by appointment only.

The City of Gridley does not collect a filing fee. However, Candidates are required to reimburse the City for the printing and translation costs of the Candidate's Statement. The total amount will be provided by the Registrar of Voters.

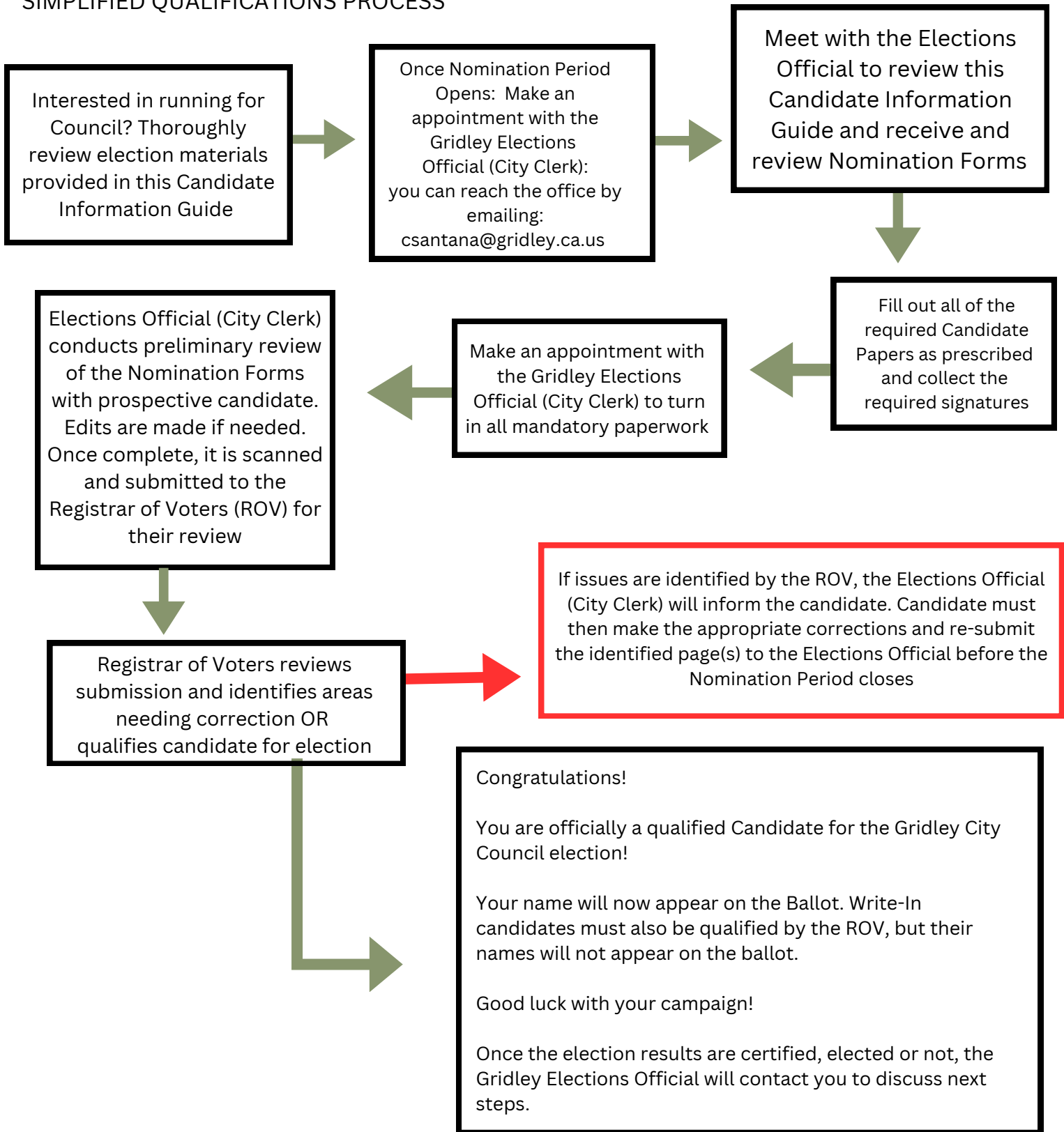
NOMINATION PERIOD

The 2024 Nomination Period begins Monday, July 15, 2024, at 8 a.m. and is the first date appointments with the Elections Official will become available. The Nomination Period closes on Friday, August 9, 2024, at 5 p.m., and is the final date and time for filing any nomination documents. It's **strongly** encouraged to submit prior to this deadline. If an incumbent does NOT file by the deadline, the Nomination Period will be extended until Wednesday, August 14, 2024, at 5 p.m.

Gridley residents interested in running for elected office are invited to file their Nomination Forms during the nomination filing period. The forms are not included in this guide - they are prepared by, and must be obtained from, the Elections Official (City Clerk) by appointment only. The forms must be returned to the Elections Official for Submission to the Registrar of Voters in order to become a Qualified Candidate eligible for election. Filing of the Nomination Forms is not an automatic qualifier.

If no one or only one person is ultimately nominated for any particular elective office, appointment to that office may be made instead of an Election ([Elections Code §10229](#)).

SIMPLIFIED QUALIFICATIONS PROCESS





PLACEMENT OF NAMES ON BALLOT

The Secretary of State will conduct a random drawing of letters of the alphabet following the close of the nomination period. Candidates' names will be placed on the ballot by their surnames in the order determined by this drawing. (Elections Code 13112)

ELECTION WITHDRAWAL

If a candidate withdraws from the election during the nomination process, it will be noted but no other action is necessary. If a qualified candidate withdraws after the nomination period, their name will continue to appear on the ballot (and ballot fees will be owed). If this candidate wins, but has publicly withdrawn, the candidate will have to formally resign.

ELECTIONEERING NEAR POLL PLACES

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official's office:

- a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- b) Solicit a vote or speak to a voter on the subject of marking their ballot.
- c) Place a sign relating to voters' qualifications or speak to a voter on the subject of a candidate's qualifications except as provided in Section 14240.
- d) Do any electioneering.

LITERATURE/MASS MAILING REQUIREMENTS

The Political Reform Act specifies that a candidate or committee that sends a mass mailing (200 or more substantially similar pieces of mail in a calendar month) must identify itself on the mailer (Government Code Section 84305). The Elections Code (Section 16) requires that City Clerk's/Elections Officials provide a copy of Government Code Section 84305 to each candidate or the candidates agent at the time that a Nomination Paper is filed.



FAIR POLITICAL PRACTICES COMMISSION (FPPC) INFORMATION

WHAT IS THE FPPC?

The Fair Political Practices Commission (FPPC) is a five-member, independent, non-partisan commission dedicated to ensuring that public officials act in a fair and unbiased manner in the governmental decision-making process. They promote transparency in government; and foster public trust in the political system. The FPPC was formed by the Political Reform Act, which was passed by California voters via initiative in 1974. The Act requires detailed disclosure of the role of money in California politics, including the filing of financial statements revealing contributions received and expenditures made by elected officeholders.

PRIMARY FUNCTIONS:

Inform - The FPPC Inform Page strives to suit the needs of all interested parties with regard to details of the Act, current and previous enforcement actions, and any questions of the FPPC in the media.

Assists - The FPPC provides multiple tools to Assist in learning about and complying with the Act, including manuals, fact sheets & guides, training and outreach, and technical advice.

Interprets - It is the task of the FPPC to Interpret the Act through regulations and legal advice.

Enforces - The FPPC Enforcement Division investigates and administratively prosecutes violations of the Act with a team of attorneys, investigators, auditors, and political reform consultants who work vigorously to ensure that cases are handled swiftly and fairly.

COMMON FPPC RESOURCES FOR CANDIDATES

- Campaign Manual 2
- Overview of Campaign Finance Rules
- FAQs About Local Campaign Activity
- Checklist for Local Candidates/Committees
- California Campaign Finance Forms
- Fast Facts - Campaign Basics
- Fact Sheets and FAQ

REQUIRED CAMPAIGN STATEMENTS

There are several FPPC campaign financing forms in the Nomination Forms / Candidate Papers. Which ones to fill out depend on the amount of money a candidate plans to raise or spend (excluding personal funds used for the filing fee and/or fee for the Statement of Qualifications). Note - The Elections Official is unable to provide financial or legal advice and will not assist with FPPC forms. Contact the FPPC directly with questions or concerns



NOMINATION FORMS - LIST OF CANDIDATE PAPERS

This page contains the list of the papers to be completed during the Nomination Period. The physical forms are distributed during your first appointment with the Elections Official, and after completion are to be returned for submission to the ROV at your second appointment. RED = MANDATORY.

- 1. Nomination Paper and Declaration of Candidacy/Circulator and Affidavit of Nominee
- 2. Ballot Designation Worksheet
- 3. FPPC Form 700 - Statement of Economic Interests
- 4. Candidate's Information
- 5. Certificate of Residency
- 6. FPPC Form 501 - Candidate Intention Statement
- 7. Candidate's Statement of Qualifications
- 8. Candidate's Biographical Information - Public and Media
- 9. Code of Fair Campaign Practices
- 10. FPPC Form 410 - Statement of Organization Recipient Committee
- 11. FPPC Form 460 - Recipient Committee Campaign Statement
- 12. FPPC Form 470 - Office Holder and Candidates Campaign Statement
- 13. FPPC Form 497 - 24-Hour Contribution Reporting Form



NOMINATION FORMS - INFORMATION & INSTRUCTIONS

The following pages provide basic instructions and information to assist with the forms.

1. NOMINATION PAPER AND DECLARATION OF CANDIDACY/CIRCULATOR

DECLARATION OF CANDIDACY

This portion of the form is for the candidate to indicate how their name and ballot designation is to appear on the ballot. Additionally, the candidate declares that they meet the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw. The Oath of Office and the Declaration of Candidacy are required to be executed in the office of the Elections Official. (Election Code 8020, 8028, 8101).

NOMINATION PAPER

This portion of the form consists of a petition that must contain a minimum of 20 valid signatures; though it is advisable to obtain 30 in case any do not qualify. Signatures qualify if they are registered voters of the City of Gridley. Note - Signatures and the residence address must match the information on the voter's registration card or affidavit on file at the Butte County Registrar of Voters Office. Do not use ditto marks (i.e. “”). The signatures must be verified by the ROV and if a name or address is not legible, verification may not be possible. All signatures must be an original wet signature (Elections Code § 105). Nomination Papers may not be copied but may be viewed in the presence of the Election Official. (Election Code 17100(C)).

CIRCULATOR

Decide if you will personally be the circulator or if someone else will circulate for you. Whoever circulates the petition must personally witness each person's signature. If you have someone else circulate the petition for you, they must be a registered voter in the City of Gridley and must complete the “Declaration of Circulator” in the same way as registered. (If there is any doubt about the candidate's and/or circulator's registration, verification should be made with the Registrar of Voters before proceeding). A candidate running in the same municipal election may not circulate your Nomination Paper. If you choose to personally be the circulator, the “Affidavit of Circulator” portion must be completed in the presence of the Elections Official at the time the candidate files their nomination paper. Do not sign it prior (Elections Code § 10220 – 10222).

**THE DECLARATION AND OATH OR AFFIRMATION OF ALLEGIANCE MUST
BE SIGNED IN THE PRESENCE OF THE ELECTIONS OFFICIAL AT THE TIME YOU
FILE YOUR NOMINATION FORMS (PAPERS). DO NOT SIGN IT PRIOR.**



BALLOT DESIGNATION WORKSHEET

The Ballot Designation Worksheet is created by the Secretary of State, and utilized by the Registrar of Voters to facilitate the review of your proposed ballot designation. The ballot designation is the word or group of words that will appear on the ballot under your name, designating your principal profession, vocation, or occupation. Candidates wishing to have a ballot designation appear on the ballot MUST complete and file the ballot designation worksheet at the time they file their nomination papers. If a candidate does not submit a ballot designation worksheet, s/he will not have a designation listed under his/her name on the official ballot. The Ballot Designation Worksheet is required by the Butte County Registrar of Voters and must match the ballot designation you have selected on the Candidate's Information Sheet.

BALLOT DESIGNATIONS

The City Clerk, as Elections Official, follows the Secretary of State Ballot Designation Regulations set forth in the California Administrative Code, Chapter 7 (commencing with section 20710) and EC § 13107.

On the ballot, immediately under the name of each candidate, and not separated from the name by any line, may appear, at the option of the candidate, only one of the following designations:

- (1) Words designating the elective city, county, district, state, or federal office, which the candidate holds at the time of filing of the Nomination Paper, to which he/she was elected by vote of the people.
- (2) The word "incumbent" if the candidate is a candidate for the same office which he/she holds at the time of filing the Nomination Paper and was elected to that office by a vote of the people.
- (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (4) The phrase "appointed incumbent" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of Elections Code.

UNACCEPTABLE BALLOT DESIGNATIONS

No election official shall accept a designation which:

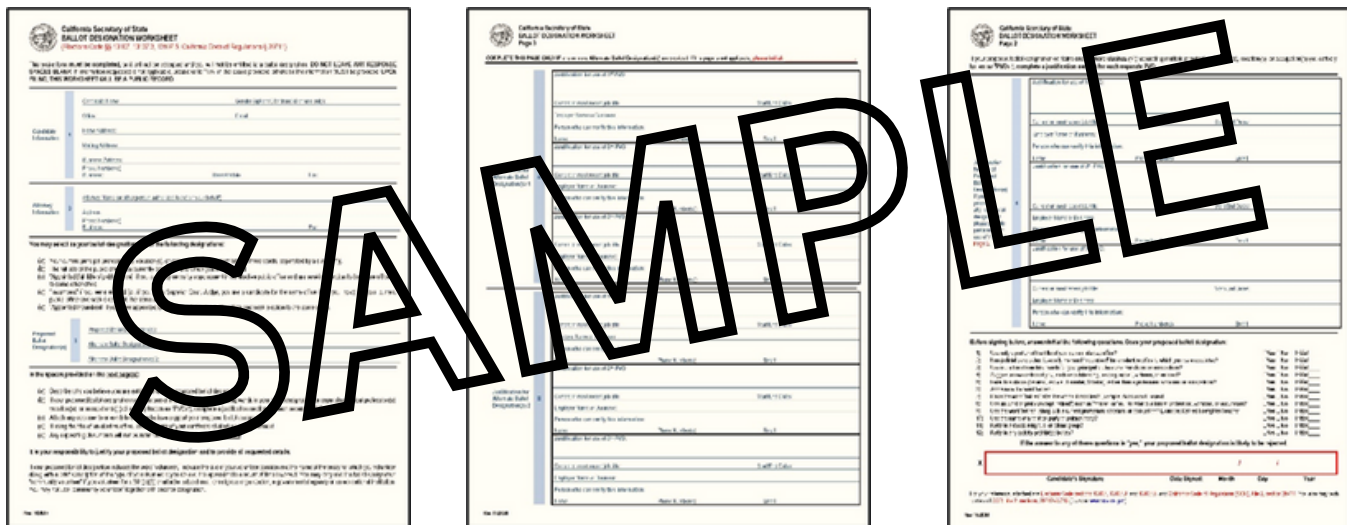
- (1) Would mislead the voter.
- (2) Would suggest an evaluation of a candidate such as outstanding, leading, expert, virtuous, or eminent.
- (3) Abbreviates the word "retired" or places it following any word or words, which it modifies.
- (4) Uses the word or prefix such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."
- (5) Uses the name of any political party, whether or not it has qualified for the ballot.
- (6) Uses a word or words referring to a racial, religious, or ethnic group.
- (7) Refers to any activity prohibited by law.

REJECTED BALLOT DESIGNATIONS

If upon checking the Nomination Paper the election official finds the designation to be in violation of any of the restrictions set forth in this subdivision, the election official shall notify the candidate by registered or certified mail, return receipt requested. The candidate shall, within three (3) days excluding Saturday, Sunday, and state holidays, from the date of receipt of the notice, appear before the election officer and provide an alternate designation.

In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

No designation given by a candidate shall be changed by the candidate after the final date for filing Nomination Papers except as specifically requested by the election official under circumstances heretofore set forth.





FPPC FORM 700 - STATEMENT OF ECONOMIC INTERESTS

The Form 700 is used to disclose an individual's personal financial interests that could potentially be affected by the individual's decision making. In other words, it provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their own personal finances. Additionally, it serves as a reminder to the public official of potential conflicts of interest so the official can abstain from making or participating in governmental decisions that are deemed conflicts of interest.

Candidates must disclose investments and interests in real property held on the day the declaration of candidacy is due, as well as income received during the 12 months prior to the date of filing the declaration of candidacy. The Form 700 candidate statement is due no later than the final filing date of the declaration of candidacy and is filed with the city clerk or county elections office where the declaration of candidacy.

The FPPC's Form 700 page contains additional guides including training videos, the form's Reference Pamphlet, the Form 700 FAQ, and the Campaign Manual 2.

CANDIDATE'S STATEMENT OF QUALIFICATIONS FORM

Each candidate may file a Candidate's Statement of Qualifications Form. The Statement will be printed in the Voter's Pamphlet in both English and Spanish and distributed to all registered voters with the sample ballot prior to the election. Statements must be filed at the same time the Nomination Paper is filed. This Statement may be withdrawn, but not changed, on or before 5:00 p.m., on the next working day after the close of the nomination period. The Statement may include the name, age, and occupation of the candidate and a description of the candidate's education and qualifications. You are requested to type your statement on a sheet of paper (link above).

Proofread Your Statement. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in grammar or punctuation. It is extremely important that all pertinent information be included. We will not attempt to clarify information that is missing and/or unclear due to the attachment of your own form. The City accepts electronic statements using the provided template from Butte County.



FPPC FORM 501 - CANDIDATE INTENTION STATEMENT

The Form 501 is filed each election by candidates for state or local office. The Form 501 is required for all candidates, including incumbents, who intend to raise or spend campaign funds. Candidates must file Form 501 before soliciting, raising or spending any money in connection with your election. The only exception to this requirement is if you use personal funds to pay a filing fee or ballot statement fee.

FPPC FORM 410 - STATEMENT OF ORGANIZATION RECIPIENT COMMITTEE

The Form 410 must be filed once you receive or spend \$2,000 or more in a calendar year; you must file a Form 410 as a recipient committee within 10 days of qualifying. File the original and one copy of the Form 410 with the Secretary of State and a copy with your local filing officer. The Secretary of State's address is on the Form 410.

FPPC FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT

The Form 460 is filed by recipient committees to report expenditures and contributions. The Form 460 can be used to file a preelection statement, semi-annual statement, quarterly statement, termination statement, special odd-year report, or an amendment to a previously filed statement.

FPPC FORM 470 - OFFICE HOLDER AND CANDIDATES CAMPAIGN STATEMENT

The Form 470 is filed by officeholders and candidates who do not have a controlled committee, do not anticipate receiving or spending \$2,000 or more, including personal funds, in a calendar year. These candidates generally do not file a Form 410 or other campaign statements or reports related to their campaign unless they receive or anticipate receiving or spending \$2,000 or more.

FPPC FORM 497 - 24-HOUR CONTRIBUTION REPORTING

The Form 497 is filed by state and local committees making or receiving contribution(s) whose combined total is \$1,000 or more in the 90 days before an election, committees reporting contributions of \$5,000 or more in connection with a state ballot measure, and state candidates as well as state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.