BASIC STEPS IN RUNNING FOR OFFICE

The City of Desert Hot Springs is a Charter city. The conduct of elections for the City of Desert Hot Springs is established by the California Elections Code and may be supplemented by City rules and regulations.

The Office of the City Clerk does not render any legal advice. Therefore, this guide is NOT intended to be a substitute for legal counsel. As such, candidates are encouraged to consult legal assistance as needed.

In order to be eligible to hold office as a member of the City Council, a person must be a registered voter of Desert Hot Springs at the time nomination papers are issued for his or her candidacy. In order to qualify as a registered voter in Desert Hot Springs, you must be a United States citizen; a resident of Desert Hot Springs; at least 18 years of age on the date of the next election; and not in prison or on parole for a felony conviction.

During a specific period known as the "Nomination Period," you obtain your official papers from the City Clerk; you have a minimum of 20, maximum of 30 registered voters from your city sign your papers; you complete the papers; and you turn them into the City Clerk.

Before starting your campaign, you'll need to become familiar with a number of other requirements. This is not an all inclusive list, so please be sure to check with the City Clerk on other requirements.

Fair Political Practices Commission (FPPC) Rules and Requirements

You and your campaign treasurer will need to become conversant with the rules of the Political Reform Act, which is the State law that regulates contributions and expenditures for elective offices in California. The Fair Political Practices Commission (the FPPC) has regulatory responsibility and authority for the Act. The day-to-day implementation of the Act for City offices is the responsibility of the City Clerk.

If you plan on receiving or spending funds for your campaign, here are some things you'll need to do:

- Learn the rules for campaigns and familiarize yourself with the laws and regulations:
  - Getting Started – Candidate Toolkit
  - FPPC Campaign Rules and the California Political Reform Act
  - FPPC Campaign Forms
  - FPPC Campaign Disclosure Manual (See Manual 2 - Local Candidates)
    Read and provide a copy to your Treasurer

  FPPC Manuals and Forms can also be obtained from the Office of the City Clerk

- Before you collect or spend any funds in connection with your campaign, you must file a FPPC Form 501 (Candidate Intention Statement) with the City Clerk.

- Open a bank account for your committee.

- Within 10 days of receiving $2,000 in contributions, file a FPPC Form 410 (Statement of Organization).

    - File an original (wet ink signature) Form 410 with the California Secretary of State ($50 filing fee payable to the California Secretary of State) and a copy to the City Clerk

- Become familiar with campaign report filing requirements and deadlines.

- Attend an FPPC webinar or seminar (information available on the FPPC website or call the FPPC at 1-866-ASK-FPPC (1-866-275-3772).

HOW TO RUN FOR OFFICE

Nomination Papers
Every election starts with a "Nomination Period." This is the period of time that begins 113 days before the day of the election and ends 88 days before the day of the election. This is the only period of time during which you can obtain "nomination papers," which are the forms you need to submit in order to run for office. Contact the City Clerk for an appointment. There is a $25 filing fee pursuant to the Desert Hot Springs Municipal Code.

It is strongly advised that you file your nomination papers as early as possible in order to correct any possible errors and/or insufficiencies in the forms.

Obtain Signatures
Obtain the valid signatures of a minimum of 20, maximum of 30 registered voters in Desert Hot Springs on your nomination papers.

Ballot Designation
This is the word or group of not more than three words which will appear on the ballot under your name. It designates your principal profession, vocation or occupation, subject to certain requirements of the California Elections Code.

Candidate's Statement
Start thinking about what you want your candidate's statement to say. Your statement is limited to 200 words, as defined by the California Elections Code. Check with the City Clerk regarding costs and deposits related to printing, translating and publishing your candidate's statement.