

## So you're thinking of running for office

Congratulations! Your decision to run for office in the City of San Bernardino is commendable. Whether you are hopping mad about a local decision or want to help steer the city's policymaking through the next several years and think you can make a contribution to that effort, your decision to get involved is an exciting one.

Here are some things to keep in mind if you are planning to run for office in the City of San Bernardino for the November 3, 2015 Primary Municipal Election.

1. The following seats will be up for election for four-year terms:
  - **Ward 3 Council**
  - **Ward 5 Council**
  - **Ward 6 Council**
  - **Ward 7 Council**
  - **City Attorney**
  - **City Treasurer**
  - **City Clerk**
2. There is a cost to run for office. The filing fee is based on based on two percent of the first year's salary for the office. In lieu of a filing fee, the candidate may submit a petition containing four signatures of *registered San Bernardino voters* for each dollar of the filing fee
  - Filing fee for council member candidates is \$12
  - The filing fee for Treasurer is \$480
  - The filing fee for Clerk is \$2,232
  - The filing fee for Attorney is: \$3,327
3. Each candidate will receive a Candidate Nomination Form, which has space for 30 signatures of voters *registered within the City of San Bernardino*. Nomination Forms will not be available until July 2015.
4. Those candidates for city-wide office (Attorney, Treasurer and Clerk) may get signatures of registered voters city-wide. Council members must receive nomination signatures from registered voters within their respective ward. **Your are not officially declared a candidate until your Nomination Paper is filed and signatures verified by the City Clerk's Office.** *Note: you must receive for Candidate Nomination Form from City Clerk Gigi Hanna. DO NOT download candidate nomination forms from the Internet. Your Candidate Nomination Form will not be accepted if it has not been signed first by the City Clerk).*
5. In order to run for office, each candidate must complete, sign and return to the City Clerk a Candidate Intention Statement (FPPC Form 501). You must file this before you solicit or receive any contributions or before you make expenditures from your personal funds on behalf of your candidacy. A form 501 is included in this packet for your convenience.

**For more information, please contact the City Clerk's Office at (909) 384-5002 for an appointment.**

## Who Files:

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election.

You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the sample ballot or ballot pamphlet.

## Where to File:

File with the filing officer who will receive your original campaign disclosure statements.

## State Candidates:

Secretary of State  
Political Reform Division  
1500 11th Street, Room 495  
Sacramento, CA 95814

## Local Candidates:

Generally your county election office or city clerk.

## When to File:

File the Form 501 before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

## How to Complete:

All candidates: Complete Parts 1 and 3.

Candidates for elective state office: Complete Parts 1, 2, and 3.

Exception: Candidates for any election to the State Public Employees Retirement Board do not complete Part 2.

### Part 1. Candidate Information

- Enter your name and street address.
- Enter the title of the office sought, agency name and district number if any (e.g., City Council member, City of Smalltown, Dist. 5), and political party affiliation, if seeking a partisan office.
- Check the appropriate box regarding the office's jurisdiction.

### Part 2. Voluntary Expenditure Ceiling

This section applies to certain candidates for elective state offices, including State Senate and Assembly and statewide offices.

The voluntary expenditure ceiling applicable to your office is set forth in FPPC Regulation 18545 and is published on the FPPC web site ([www.fppc.ca.gov](http://www.fppc.ca.gov)). You must state whether you accept or reject the expenditure ceiling. You may not amend this form except under the following circumstances:

### Subsequent Election When Ceiling not Exceeded:

If you reject the voluntary expenditure ceiling in the primary or special election but do not exceed the ceiling, you may accept the expenditure ceiling for

a subsequent general or special run-off election and receive all the benefits accompanying such an agreement. To do so, you must file an amended Form 501 within 14 days following the primary or special election.

### Personal Funds Notification:

You must disclose, if applicable, the date you contribute personal funds to your own campaign that exceed the expenditure ceiling. File an amended Form 501 within 24 hours by guaranteed overnight delivery or personal delivery.

### Part 3. Verification

Sign and date the form in ink. An unsigned statement is not considered filed.

See the [Information Manual on Campaign Disclosure](#) (available from your filing officer or the FPPC) for additional information and information required to be provided to you pursuant to the Information Practices Act of 1977.

This form was prepared by the Fair Political Practices Commission (FPPC). Copies of FPPC forms and informational materials are also available on the FPPC web site ([www.fppc.ca.gov](http://www.fppc.ca.gov)).

# Candidate Intention Statement

Type or Print in Ink.

CANDIDATE INTENTION STATEMENT

Date Stamp

**CALIFORNIA FORM 501**

For Official Use Only

Check One:  Initial  Amendment (Explain) \_\_\_\_\_

## 1. Candidate Information:

NAME OF CANDIDATE (Last, First, Middle Initial)

DAYTIME TELEPHONE NUMBER

FAX NUMBER (optional)

E-MAIL (optional)

( )

( )

STREET ADDRESS

CITY

STATE

ZIP CODE

OFFICE SOUGHT (POSITION TITLE)

AGENCY NAME

DISTRICT NUMBER, if applicable.

NON-PARTISAN

OFFICE JURISDICTION

State (Complete Part 2.)

City  County  Multi-County: \_\_\_\_\_  
(Name of Jurisdiction)

\_\_\_\_\_  
(Year of Election)

## 2. State Candidate Expenditure Limit Statement:

(CalPERS candidates, judges, judicial candidates, and candidates for local offices are not required to complete Part 2.)

\_\_\_\_\_  
(Year of Election) **Primary/general election**

\_\_\_\_\_  
(Year of Election) **Special/runoff election**

(Check one box)

I **accept** the voluntary expenditure ceiling for the election stated above.

I **do not accept** the voluntary expenditure ceiling for the election stated above.

Amendment:

I did not exceed the expenditure ceiling in the primary or special election held on: \_\_\_\_/\_\_\_\_/\_\_\_\_ and I **accept** the voluntary expenditure ceiling for the general or special run-off election.

(Mark if applicable)

On \_\_\_\_/\_\_\_\_/\_\_\_\_, I contributed personal funds in excess of the expenditure ceiling for the election stated above.

## 3. Verification:

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on \_\_\_\_\_,  
(month, day, year)

Signature \_\_\_\_\_  
(Candidate)