



## **NOVEMBER 3, 2020, GENERAL ELECTION CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING CANDIDATE PAPERWORK**

Due to the COVID-19 pandemic, the City of Ceres City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020, election nomination period. The purpose of these guidelines is to ensure all candidates and the City Clerk have a healthy and safe environment during the candidate filing process.

### **1. Issuing Candidate Documents during the Nomination Period: July 13, 2020 to August 7, 2020.**

***Appointments must be made at least 24 hours in advance.***

- a. **Zoom online video conferencing appointments:** Candidates may be issued candidate documents by mail (USPS) or by email after attending a Zoom online video conferencing appointment, during available hours.
  - i. Zoom online conferencing appointments are scheduled for 30 minutes, however, we request that candidates be available 10 minutes prior to the appointment to verify connectivity.
- b. **In-person appointments:** If a candidate is unable to attend a Zoom online video conferencing appointment, the candidate may be issued candidate documents in-person during available business hours Monday through Friday, 8:00 a.m. – 5:00 p.m. by appointment at the City of Ceres City Clerk's Office, 2220 Magnolia Street Ceres, CA 95307.

### **2. Procedure to be issued candidate documents:**

- a. Candidates must first contact the City Clerk's Office at (209) 538-5731 to speak with the City Clerk to schedule their appointment to determine their preference for receiving candidate documents either by:
  - i. Zoom online video conferencing; or
  - ii. Appointment in person during available business hours.
- b. Prior to the appointment, the City Clerk will provide clear written guidance to candidates regarding the requirement of submitting candidate documents with original signatures to the City Clerk by the deadline. The candidate must acknowledge receipt of such written guidance prior to the appointment.
- c. After setting an appointment, but prior to issuing candidate documents, the City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- d. **In Person Appointment Requirements:**
  - i. All meeting participants must wear a mask/face covering.



- ii. Attendance by candidates and/or their representatives is limited to two persons (including the candidate); and
    - iii. Maintain physical distancing of 6-feet is required during the appointment.
    - iv. Hard copies of candidate materials may be issued to a candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf. Authorization must 1) name the designee by name, and 2) have the original wet signature of the candidate.
  - e. **Receiving candidate documents through USPS mail or e-mail.**
    - i. If a candidate elects to receive candidate documents via mail or email, the candidate must provide a **written request** to receive the documents in that manner (request must be submitted by e-mail to the City Clerk at [cityclerk@ci.ceres.ca.us](mailto:cityclerk@ci.ceres.ca.us)).
3. **Execution of Candidate Documents:** Any documents that require an oath by the candidate may be executed by one or more of the following methods:
  - a. In the presence of a notary then delivered to the City of Ceres City Clerk's Office by in person appointment, dropbox provided by the City Clerk, USPS mail (with original wet signature(s)), or other delivery service; or
  - b. In-person during available business hours, by appointment or through Zoom online video conferencing.
4. **Receipt of Candidate Documents and Filing Deadlines:** Candidates may electronically submit completed documents to the City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

In order to be a qualified candidate for the office, ***the completed documents with original signatures, must be received by the City Clerk*** by the close of the nomination period (5:00 p.m. on August 7, 2020) for that particular office.

***PLEASE NOTE: Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.***

***PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the City Clerk to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received. If the City Clerk is not in possession of candidate documents with original signatures by the deadline for filing during available business hours, that candidate will not be included on the ballot for office.***



5. **Submitting Original Document:** To submit original documents, candidates may do so during available business hours by the following methods:
- a. In person, by appointment; or
  - b. Dropbox provided by the City Clerk; or
  - c. By USPS mail (hard copy of documents with wet signatures); or
  - d. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures must follow by in person appointment, drobox provided by the City Clerk, USPS mail, other delivery service; or
  - e. Other delivery service.