

**Election Day:
First Tuesday after the first
Monday in November of Even
Numbered Years**

Final Tips to Remember

- ⇒ **Before raising or spending ANY money** file Form 501 (Candidate Intention) with the Town Clerk. Then, open a campaign bank account. Once \$2,000 is raised or \$1,000 is spent, get an identification number by filing Form 410 with the Secretary of State. A \$50 filing fee is required at time of filing.
- ⇒ When in doubt, contact the FPPC directly or refer to FPPC Manual 2.
- ⇒ Refer to your Candidate Handbook as it includes answers to frequently asked questions.
- ⇒ During the course of the campaign, candidates and their campaign committee should keep all receipts for expenditures, detailed records of mass mailings, and detailed information about the source of contributions. **Records must be retained for four years after the election.** ([Government Code 81009](#)).
- ⇒ **Campaign/Financial Reporting Deadlines:** If you raise or spend money in connection with your campaign, you will be required to file campaign statements throughout the election period leading up to and after the Election Day. There are specific deadlines and forms you must file based on your spending or receiving amount per calendar year. Filing deadlines may be obtained at www.fppc.ca.gov by clicking on "Candidates and Committees," then "Filing Deadlines."

**GETTING STARTED
CANDIDATE INFORMATION**

**Town of Los Gatos
General Municipal Elections**

The following information is intended to assist residents who are considering running for the office of Town Council in the Town of Los Gatos' General Municipal Election.

This information is intended to provide general guidance only. While this pamphlet is believed to be substantially correct, it is **not** intended to provide legal or factual advice.

Shelley Neis, MMC, CPMC
Town Clerk/Elections Official

Jenna De Long
Deputy Clerk

Clerk Department (upstairs)
110 E. Main Street
Los Gatos, CA 95030

Phone: (408) 354-6834
clerk@losgatosca.gov
www.losgatosca.gov

Public Counter Hours:
Monday - Friday
9:00 a.m. to 4:00 p.m.

**THINKING OF
RUNNING FOR
OFFICE?**



**HERE'S HOW TO
GET STARTED...**

General qualifications to run for and hold public office in the Town of Los Gatos:

A candidate must be:

- ◆ A United States citizen;
- ◆ 18 years old on or before election day;
- ◆ A registered voter living in the **incorporated limits** of the Town of Los Gatos at the time nomination papers are issued.

A candidate may not be in prison or on parole for a felony conviction.

A position on the Los Gatos Town Council is a nonpartisan office.

Election Dates

The Town of Los Gatos conducts elections every two years to elect members of the Town Council. These elections are held on the first Tuesday after the first Monday in November of even-numbered years.

Form of Government

The Town of Los Gatos operates under the Council/Manager form of government, a system that combines the policy leadership of elected officials in the form of a Town Council, with the professional, managerial, and leadership expertise of an appointed Town Manager.

The Town Council is the legislative body for the Town of Los Gatos. Five (5) members are elected at large and do not represent specific districts, but rather represent all members of the community as a whole, and serve staggered four (4) year terms. The Town does have term limits. Each year in December, the Council elects one of its members annually to serve as Mayor and Vice Mayor respectively. The Town is a General Law City operating under the provisions of the State Government Code.

The Town Council meets regularly on the 1st and 3rd Tuesday of each month at 7:00 p.m., in the Town Council Chambers.

Getting Started Early

One reason to start early is to begin collecting contributions for the election campaign. In order to do this, or if you plan to raise \$2,000 or more, or spend \$1,000 or more during your campaign, you must establish your candidate committee.

What you need to do:

- ⇒ Review [Campaign Disclosure Manual 2](#) information for Local Candidates and their primarily formed committees.
- ⇒ File [Form 501 Candidate Intention Statement](#) with the Town Clerk before receiving contributions or spending own funds.
- ⇒ Set up a bank account for your committee.
- ⇒ File [Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions, or earlier. **File appropriate campaign statement as required by filing deadlines:** Either [Form 460 \(Recipient Committee Campaign Statement\)](#) or [Form 470 \(Officeholder/Candidate Campaign Statement-Short Form\)](#).

[Los Gatos Municipal Code Section 2.30.620](#) requires the campaign statements to be filed electronically through the Town's e-file system. Other forms and manuals may be obtained from the State of California Fair Political Practices Commission's website at fppc.ca.gov/forms.html or from the Town Clerk's Office.

Candidate Nomination Period

The nomination period is when candidates "pull" and file their paperwork to officially run for Town Council. The filing period is generally mid-July through early August.

Step 1: "Pulling" Papers

The Elections Official/Town Clerk will issue your Nomination Paper and Candidate Handbook during the nomination period. Candidates must be a registered voter at the time the Nomination Paper is issued and will be required to sign a proof of receipt when receiving the Nomination Paper. This process takes approximately thirty (30) minutes, and it is required that you schedule an appointment with the Town Clerk. There is a \$25 fee to file Nomination Papers.

Step 2: Gathering Signatures

You will need no less than 20 nor more than 30 registered voters residing in the **incorporated limits** of the Town of Los Gatos to sign your Nomination Paper. Only one person can circulate the Nomination Paper. You may circulate your own. The circulator must complete the Declaration of Circulator.

Step 3: Preparing Papers for Filing

REQUIRED: Ballot Designation Worksheet – This is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation or occupation, and may not be more than three (3) words. You may use the full title of the elective office you currently hold.

REQUIRED: Candidate's Statement of Qualifications Those candidates not wishing to submit a Candidate's Statement must sign the form as such.

REQUIRED: Candidate Information Request Form

REQUIRED: Chinese Given Name / Preferred Transliteration

REQUIRED: CA State Political Sign Policy

REQUIRED: FPPC Form 700 Statement of Economic Interests – Your statement should cover the 12-month period prior to filing your Nomination Paper.

OPTIONAL: Candidate's Statement – This is a 200-word statement that will be printed in the sample ballot and mailed to the voters. The cost of the statement varies per election and is paid by the candidate when filing papers. If you are submitting a Candidate's Statement, payment of the estimated fee for printing in the Voter's Pamphlet is **REQUIRED** at time of filing.

OPTIONAL: Public Information Paper – This is your contact information, which will be given to the public and press.

Step 4: Filing Papers

Your Nomination Paper, all required and optional documents must be completed and submitted to the Elections Official/Town Clerk, and fees paid **before 4:00 p.m. on the last day to file**.