



CITY OF PACIFICA

170 Santa Maria Avenue • Pacifica, California 94044-2506

www.cityofpacifica.org

Scenic Pacifica

Incorporated Nov. 22, 1957

NOVEMBER 3, 2020 MUNICIPAL ELECTION

CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

In light of COVID-19 and the stay at home order issued by the Governor, the City of Pacifica is providing candidates with additional options for issuing and filing documents during the November 3, 2020 election nomination period. The purpose of these guidelines is to ensure that all candidates and City elections officials have a healthy and safe environment during the candidate filing process. These guidelines and the “Request to Receive Nomination Documents” Form are provided to meet the requirements of Elections Code section 8028(b) and pursuant to the official guidance issued by the Secretary of State dated May 5, 2020.

Issuing Candidate Nomination Documents During the Nomination Period: July 13, 2020 to August 7, 2020

- 1. In Person Appointments:** Candidates may be issued nomination documents in-person at Pacifica City Hall, 170 Santa Maria Avenue by scheduling an appointment with the City Clerk’s Office. Contact the City Clerk by phone to 650-738-7307 or email to coffeys@ci.pacificaca.us. Please provide your full name, residential address, and call-back / email information when leaving a message to schedule an appointment. Appointments must be made 24 hours in advance.
- 2. Zoom Online Video Conferencing Appointments:** Candidates may choose to be issued nomination document by U.S. Mail or Email after attending a Zoom online video appointment with the City Clerk. Contact the City Clerk by phone to 650-738-7307 or email to coffeys@ci.pacificaca.us. Please provide your full name, residential address, and call-back / email information when leaving a message to schedule an appointment. Appointments must be made 24 hours in advance.

Guidelines for Nomination Documents Issuance:

- a. Contact the City Clerk’s Office by phone 650-738-7307 or email coffeys@ci.pacificaca.us to request an appointment by providing the following: full name, residential address, office being sought (e.g. City Council Member – District 1 or City Council Member – District 4), call-back / email information, preference for in-person or Zoom appointment, preferred date/time of appointment.
- b. All appointments must be made at least 24 hours in advance.
- c. After setting the appointment, but prior to issuing nomination documents, the City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- d. After verifying eligibility, the City Clerk will send the candidate a “Request to Receive Documents” form that must be completed, signed and returned to the City Clerk prior to issuance of the nomination documents. This form may be returned by mail, in-person or by email to the City Clerk at coffeys@ci.pacificaca.us.
- e. In-Person Appointment Requirements: Mask/face covering is required for all staff and persons prior to entering City Hall. A 6-foot physical distancing is required during the appointment. Staff

will sanitize hands prior to issuing documents and will sanitize surfaces prior to each appointment. Candidates should bring their own pen.

Execution of Candidate Documents

Any documents that require an oath by the candidate may be executed by one of the following methods;

1. in the presence of a notary and delivered to the City Clerk's Office with original wet signatures (preferably in blue ink); or
2. in-person in the office of the elections official, by appointment

Receipt of Candidate Documents and Filing Deadlines

A candidate may electronically submit his or her completed documents to the City Clerk by email to allow the elections official to begin the review and verification process as soon as is practicable. However, in order to be a qualified candidate for the office, **the completed documents with original signatures (preferably in blue ink) must be received by the City Clerk by the close of the nomination period for that particular office (5:00 p.m. on August 7, 2020).**

Required candidate documents with original signatures received by the City Clerk after the deadline for filing will not be accepted. Note that postmark date is not accepted to meet the deadline; documents must be physically received in the City Clerk's Office prior to 5:00 p.m. on the deadline.

In order to make any edits or changes when the required documents are filed, the candidate or a designated agent of the candidate (authorized in writing by the candidate) must be physically present at the return appointment.