

In order to qualify as a registered voter in Benicia, you must be a United States citizen; a resident of Benicia; 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 Benicia 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 Benicia City Clerk. However, before starting your campaign, you’ll need to become familiar with a number of other requirements. The list includes, but is not limited to:

### **FPPC RULES AND REQUIREMENTS**

You and your treasurer will need to become familiar 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 Benicia City Clerk. FPPC manuals and forms are available from the [FPPC’s website](#).

If you plan on receiving or spending more than \$1,000 on your campaign, here are some things you’ll need to do:

- Review the FPPC’s [Campaign Disclosure Manual](#).
- Check with your City Clerk to become familiar with any special requirements your City has regarding campaign contributions and expenditures, particularly those related to contribution limits and times during which contributions may be accepted.
- Before you collect or spend any funds in connection with your campaign, file a [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 [Form 410](#), Statement of Organization. Become familiar with campaign report filing requirements and deadlines.
- It is suggested that you attend an FPPC seminar (information available on the [FPPC website](#) or call the FPPC at 916-322-5660, so that both you and your treasurer are familiar with the many requirements involved with having a campaign committee.

### **HOW TO RUN FOR OFFICE:**

#### **Nomination Papers:**

Every election starts with a “Nominating 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 your City Clerk for an appointment. Obtain the signatures of a minimum of 20, maximum of 30 registered voters on your nomination papers. The signatures and addresses listed on the nomination form must reflect that the person is a registered voter at that exact address within the City of Benicia.

**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 Elections Code.

**Candidate Statement:**

Start thinking about what you want your candidate's statement to say. Your statement is limited to 200 words, as defined by the Elections Code. The City of Benicia waives the fees for candidates to file and run for office.

**Campaign Signs:**

The City of Benicia defers to Solano County's rules on temporary political signs. Campaign Signs can go up 60 days prior to an election, and must be removed within 7 days after an election. There are specific locations where signs are prohibited/allowed. Please refer to your candidate packet for more information.