

**CITY OF CLOVIS**  
**General Municipal Election – November 8, 2022**

**CANDIDATE GUIDELINES**

---

**QUALIFYING FOR OFFICE**

You must be a registered voter of the City of Clovis on the day you request nomination papers, or the City Clerk will not issue them to you.

**NOMINATION FORMS**

All “official forms” must be issued by and secured from the City Clerk who will be conducting the election. No other forms may be used.

You should secure more than the minimum number of signatures required on the nomination paper, but no more than the maximum, to guard against falling short if one or more signers are disqualified. In the City of Clovis you need at least 20 but not more than 30 signatures. Individuals signing the nomination form must be registered voters in the City of Clovis.

Each signer must personally write his or her printed name, signature, and residence address. The person, who circulates the nomination paper, whether it is you or someone you appoint, must witness each signature on the nomination form.

The person who circulates the petition must personally fill in on the Affidavit of Circulator his or her printed name, residence address, and dates between which the signatures were gathered. Circulators must be an individual 18 years of age or older. Only one person may circulate a petition.

FILE EARLY! Late filing may result in your filing form being checked after the filing deadline, when it will be too late to correct any deficiencies. **The filing deadline for the November 8, 2022, election is 4:30 p.m. on Friday, August 12, 2022.** If an incumbent fails to file by 4:30 p.m. on Friday, August 12, 2022, the filing period is automatically extended five (5) days to Wednesday August 17, 2022. The extension does not apply to incumbents; the last day to file for an incumbent is August 12, 2022.

**YOUR BALLOT NAME AND DESIGNATION (Elections Code 13107)**

The way your name appears on the official filing form is the way it will appear on the ballot. Be careful of the exact spelling and punctuation of your name. You may use a nickname in parentheses or quotation marks only. You may not use personal titles such as Miss, Mrs., Ms., Dr., Rev., MD, Ph.D., etc. with your name as it appears on the ballot.

Designate an occupation for the ballot or write “None” on your filing form. Designations are limited to three words describing your principal occupation, profession, or vocation, which you now have or had for one year immediately preceding the time you file your nomination papers. If you currently hold an elected office, you may use the official title of your elective office. You may not use “Former” or “Ex-“ or words of similar import. You may use “Retired” either alone or preceding the occupation, but not following it. Ambiguous or misleading designations are not acceptable.

## **ADDITIONAL FILINGS**

If you choose to submit a Candidate Statement, do so at the time you file nomination papers. The Statement may be withdrawn **but not altered** up to 4:30 p.m. on the day after the close of nominations.

The law implies uniformity in the printed appearance of all Statements: “The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing.” Therefore, avoid the use of all-capital letters, unusual spacing, markings, etc. Type your Statement – do not submit handwriting or printing. The Clerk assumes no responsibility for errors if the Statement is not clear and legible; nor is the Clerk obligated to correct any errors in spelling, punctuation or grammar contained in your original Statement.

**Conflict of Interest Statements** (disclosure of investments and interests in real property) must be filed no later than the last day for filing nomination papers, unless you have filed such a statement within the City **in the last 60 days prior to filing nomination papers** for this election.

**Campaign Statements** (contributions and expenditures) must be filed by **September 29, 2022**, and **October 27, 2022**, before the election, and the semi-annual statement (**January 31, 2023**) after Election Day, irrespective of whether you are elected. Penalties are imposed for each day you are delinquent. You may also be subject to additional filings. Get further information and forms from the City Clerk.

**Code of Fair Campaign Practices** - Your signature is entirely voluntary. You may file the form any time prior to the Election.

## **ABSENTEE BALLOT CAMPAIGNS (Elections Code Section 3000, et al)**

Individuals, groups, or organizations which plan to distribute absentee ballot applications to voters must use a uniform format available from the Fresno County Election’s Office. If you ask voters to mail their completed applications to you, you must return them to the elections official within 36 hours of receiving the applications. If you, personally, or through your campaign staff, collect completed applications, they must be returned to the Fresno County Election’s Office within three working days. The name, address, and telephone number of any organization that authorizes the distribution of the application shall be included on all applications. No one may interfere with the prompt delivery of the completed application or deny voters the right to return their own completed absentee ballot applications.

No candidate or representative of a candidate may solicit the vote of an absentee voter or do any electioneering during the time the candidate or representative knows the absentee voter is voting.

## **RIGHT TO RECOUNT**

If for any reason you believe the canvass of the ballots (count of the votes) to be incorrect and that a recount would show a different candidate elected, you and all voters have the right to request a recount. This must be done in writing within five days of completion of the official canvass. You will be required to deposit the costs for recount each day before the counting board commences to function. NOTE: If the recount changes only the number of votes received by each candidate and not the outcome, the money expended by you for the recount is not refundable and the election results will remain as originally certified.