



OFFICE OF THE
CITY CLERK
SERVING LONG BEACH SINCE 1897

City of Long Beach

BEGINNER'S GUIDE FOR PROSPECTIVE CANDIDATES



PRIMARY NOMINATING ELECTION | TUESDAY, MARCH 5, 2024

COUNCIL DISTRICTS 2, 4, 6, & 8

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To: Candidates for Elected Office for the City of Long Beach

The information compiled in this document is intended to provide general guidance only and is specific to residents considering running for the office of City Council Districts 2, 4, 6 & 8 in the City of Long Beach's Primary Nominating Election scheduled to be held on Tuesday, March 5, 2024. The City conducts Primary Nominating and General Municipal elections every two years to elect members of the City Council. The Mayor, City Attorney, City Auditor, and City Prosecutor are elected in the same cycle as the odd City Council Districts.

As a result of the California Voter Participation Rights Act (Senate Bill 415), the City of Long Beach has consolidated its Primary Nominating and General Municipal Election dates with the Los Angeles Registrar-Recorder/County Clerk beginning in 2020. The City's regular elections will now coincide with the Statewide Direct Primary and Statewide General elections as reflected in Long Beach Municipal Code [Chapter 1.15](#).

While the information contained herein is substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

On November 13, 2023 prospective candidates are invited to attend the Office of the City Clerk Candidate Information Workshop, at which time they will be issued a Candidate Handbook and a nomination packet.

Our office staff is committed to providing the best possible service to you. If you have any questions or comments, please contact us at cityclerk@longbeach.gov or (562) 570-6101.

Sincerely,



Monique De La Garza, CMC
City Clerk

GENERAL QUALIFICATIONS FOR PUBLIC OFFICE

A candidate for **Office of City Council Member** must be:

- A U.S. citizen
- 18 years old on or before election day
- A registered voter and resident of the Councilmanic District if and from which nominated for City Council, at least thirty (30) days prior to the end of the nomination period. (Long Beach City Charter Sections [201](#) and [502](#))

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

GETTING STARTED EARLY

What you need to do:

- Long Beach Municipal Code Section [Section 1.15.030](#) Election Cycle
 - “Election Cycle” means that period commencing with January 1 of an odd-numbered year and ending December 31 of the following year. For a special election, the Election Cycle commences with the declaration of a vacancy in an elective office and ends six (6) months after the special election date
- Review [Campaign Disclosure Manual 2](#) Information for Local Candidates and their primarily formed committees
- Candidates MUST file [Form 501 Candidate Intention Statement](#) before receiving contributions or spending own funds. Keep records of all expenditures and contributions
- Appoint a Treasurer for your campaign. ([Basic Rules for Treasurers](#))
 - Every Recipient Committee must have a Treasurer ([Gov Section 84100](#)). The candidate may act as his/her own committee treasurer
 - Although there are no restrictions on who may be a treasurer, in order to adequately perform the duties, the treasurer must understand the campaign finance laws and his or her responsibilities under the Act
 - No individual should accept the position of a committee treasurer as a mere figurehead
 - The Treasurer’s main responsibilities is to verify all reports signed have used all reasonable diligence in preparing the statement; and to the best of their knowledge, the statement is both true and complete
- Candidates MUST file [Form 410 Statement of Organization](#) within 10 days of receiving \$2,000 in contributions. Include bank account information on [Form 410](#)
- Open a bank account if you plan to receive contributions from others or you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate’s personal funds, must be deposited in the campaign bank account prior to the expenditure
 - Never accept or spend \$100 or more in cash. ([Gov Section 84300](#))
- Electronically file campaign disclosure statements with the Office of the City Clerk ([L.B.M.C. Section 2.02.010](#)). Contact Office of the City Clerk at CampaignDocs@longbeach.gov to obtain a User ID & Password for electronic filing.
 - Statements filed after the deadline are subject to a daily fine for late filings

- File appropriate campaign disclosure forms. The most common forms to be filed are:
 - [Form 460 – Recipient Committee Campaign Statement](#) is filed by candidates or officeholders who have a controlled committee, or who raise or spend or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office or
 - [Form 470 – Officeholder/Candidate Campaign Statement – Short Form](#)
 - Please refer to the Filing Schedule for what forms must be filed when

These forms may be downloaded from the Fair Political Practices Commission's (FPPC) website at www.fppc.ca.gov/forms.html.

DURING THE FILING FOR NOMINATION PERIOD

- The filing period Begins November 13, 2023 and ends on December 8, 2023 at 5:00 p.m. (E.C. Sections [10220](#), [10510](#), [13307](#))
 - If an incumbent does not file, the filing period for non-incumbents will be extended to 5:00 p.m. December 13, 2023
 - There is a filing fee of \$263 to run for any elective office of the City ([L.B.M.C. Section 1.25.020](#))
- Candidates must be a registered voter living in the jurisdiction identified on the Nomination Paper at least 30 days prior to the end of the nomination period
- The nomination packet will include the following materials:
 - Candidate Contact Form
 - Candidate Statement Information Sheet
 - Declaration of Candidacy & Eligibility
 - Nomination Paper
 - Ballot Designation Worksheet
 - Candidate Statement Form
 - [Form 700](#) – Statement of Economic Interests* ([Gov Section 87201](#))
 - Code of Fair Campaign Practices
- Obtain valid signatures of at least 20 but not more than 30 voters. Voters must be registered to vote in the City of Long Beach in the jurisdiction indicated on the nomination paper
- File the completed nomination packet by **December 8, 2023 at 5:00 p.m.**

*[Form 700](#) – Statement of Economic Interest discloses assets and income of public officials and candidates. Once elected, all elected officials will file a Form 700 annually

- Optional items to be filed (if these items are filed, they must be filed at the same time as the nomination packet):
 - Code of Fair Campaign Practices
 - Candidate Statement Form:
 - Candidate Statement must be 200 words or less and will be printed in the Sample Ballot Voter Information Pamphlet to be mailed to all registered voters
 - Candidate must pay for having the candidate statement printed
 - According to state law, the candidate statement must be translated and printed in Spanish and included in the Sample Ballot and Voter Information Pamphlet. Persons designated as foreign language voters, as listed in the voter registration system will continue to receive a translated Official Sample Ballot Booklet

AFTER THE NOMINATION PERIOD CLOSES

Candidates will be required to file periodic campaign disclosure statements electronically ([L.B.M.C. Section 2.02.010](#)). Campaign disclosure statements are also filed semi-annually by all City elective offices and by candidates who have not terminated their election committees. The City Clerk will provide you with due dates. ([Filing Schedule](#)) All campaigns are required to file campaign disclosure statements electronically. Contact the Office of the City Clerk at CampaignDocs@longbeach.gov to obtain a User ID and Password for electronic filing.

The City of Long Beach has local contribution limits, according to to [L.B.M.C. Section 2.01.810](#) requiring that the contribution limits be adjusted according to changes in the Consumer Price Index in January of odd-numbered years. The [March 5, 2024 Primary Nominating Election Contribution Limits](#) were updated in January 2023.

ACTIVE COMMITTEES FROM A PREVIOUS ELECTION

The City of Long Beach requires incumbents to establish a new campaign committee apart from their officeholder account for transparency ([L.B.M.C. Section 2.01.370](#) and [Section 2.01.380](#)).

Complete a [Form 501](#) (this must be done before receiving any contributions for the March 5, 2024 Primary Nominating Election).

- Mark the “Initial” box
- Complete the entire form
- Sign and date the form
- Submit original with wet signature to the Office of the City Clerk

Complete a [Form 410](#) (File this form within 10 days of receiving \$2,000 in contributions for the March 5, 2024 Primary Nominating Election).

- Mark the “Initial” box
- Complete the entire form
- Complete the “Type of Committee” and list the year of election as 2024
- Both the Treasurer and Candidate must sign and date the form
- Submit the original and one copy to the Secretary of State and give a copy to the City Clerk
- Once your committee receives the new ID number, provide a copy to the City Clerk

View all forms on the [Fair Political Practices Commission](#) website.

IMPORTANT THINGS TO REMEMBER

1. BEFORE RAISING OR SPENDING ANY MONEY

- File [Form 501](#) (Candidate Intention Statement)
- Appoint a Treasurer
- Open a campaign bank account
- Once \$2,000 is raised or spent, get an identification number by filing [Form 410](#) (Statement of Organization) with the Secretary of State and the City Clerk's office

2. MARK YOUR CALENDAR

Know the due dates for campaign statements and file on time.

- [Filing Schedule](#)
- [Election Calendars](#)

3. KEEP GOOD RECORDS

- Maintain details on contributions and expenditures.

4. \$100 OR MORE IN CASH?

- Never accept or spend \$100 or more in cash.

5. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES

- All personal funds of the candidate must first be deposited in the campaign bank account, except for campaign statement fee

6. CONTRIBUTIONS OF \$100 OR MORE

- For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, street address, occupation and employer

7. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS

- Include your committee name and address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). ([L.B.M.C Chapter 1.26](#))

8. NO PERSONAL USE OF CAMPAIGN FUNDS

- Use campaign funds only for political, legislative, or governmental purposes

9. LOANS

- You may loan money to your campaign, but you must complete a loan note to your campaign from yourself and file it with the Office of the City Clerk. ([L.B.M.C. Section 2.01.340](#))

STAY INFORMED

Contact the [Office of the City Clerk](#) or the [Fair Political Practices Commission](#) if you have any questions. Subscribe to LinkLB at <http://www.longbeach.gov/linklb/> to receive electronic notifications about election information.

Subscribe to [LinkLB](#) and select “Elections News and Results” to automatically receive election information (i.e. VSAP, voter registration, vote by mail, vote center locations, sample ballots, results, and more via email).

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