



# City of Orange

City Hall  
300 E. Chapman Avenue  
Orange, CA 92866

## **RUNNING FOR LOCAL OFFICE**

### **A Candidate's Guide to City Elections**

Congratulations on your interest in becoming a candidate for City of Orange City Council! The next General Municipal Election will be held November 5, 2024, for Mayor; City Council Districts 2, 3, and 5; City Clerk; and City Treasurer.

Elections are consolidated with the statewide general elections held in even-numbered years. Each of these offices is non-partisan. The City Clerk is the Election Official and will assist you throughout the election process.

#### **Am I eligible?**

Candidates for office in the City of Orange must be citizens of the United States and at least 18 years of age. Councilmember candidates must be residents and registered voters of the respective district at the time nomination papers are issued (OMC 2.02.020). Candidates for Mayor, City Treasurer, and City Clerk must be residents and registered voters of the City of Orange.

#### **When can I run?**

The City holds elections every two years. City elections are designed so that Councilmembers' terms overlap. The Mayor's seat is filled every two years. Councilmember districts 2, 3, and 5 are filled every four years; these elections are scheduled in 2024, 2028, and 2032. Councilmember districts 1, 4, and 6 are also filled every four years; these elections are scheduled in 2026, 2030, and 2034.

The City Treasurer and City Clerk are elected to serve four-year terms. These elections are scheduled in 2024, 2028, and 2032.

#### **How do I run?**

##### **Getting Started**

Review the Fair Political Practices Commission (FPPC) [Campaign Disclosure Manual 2](#), which is available online at [www.fppc.ca.gov](http://www.fppc.ca.gov). This manual provides information on campaign disclosure rules as required under the Political Reform Act.

##### **Fees**

There is a \$25 filing fee to run as a candidate for any of the elected offices. In addition, there is a cost to submit a Candidate Statement of Qualifications for the Voter's Sample Ballot. Refer to the "CANDIDATE STATEMENTS" section for more information.

### **Candidate Declaration**

Candidates may wish to begin raising campaign funds well in advance of the beginning of the nomination period. A candidate who plans to raise or spend \$2,000 or more in a calendar year, including the candidate's personal funds, must:

- Declare their intention to run for elected office by filing a Candidate Intention Statement (Form 501) with the City Clerk before receiving contributions or spending personal funds.
- Establish a campaign bank account.
- Open a campaign committee by filing a Statement of Organization (Form 410) with the Secretary of State along with a filing fee of \$50, made payable to the Secretary of State, within 10 days of receiving \$2,000 in contributions. File a copy of the Form 410 with the City Clerk.

### **Fundraising and Campaign Disclosure**

Before money is raised or spent in connection with the election, the candidate and their committee treasurer should become familiar with campaign finance and disclosure regulations, as well as the various campaign disclosure form requirements. Candidates must comply with State laws regulating campaign fundraising, recordkeeping, and campaign disclosure. Refer to the California Fair Political Practices Commission (FPPC) [Campaign Disclosure Manual 2](#) for record keeping guidelines including:

- Never accept or spend \$100 or more in cash.
- Keep a detailed record of all expenditures and contributions of \$25 or more.
- Keep originals of canceled checks, vouchers, and invoices.
- Itemize contributions of \$100 or more including in-kind contributions.

This information must be reported on a Campaign Statement (Form 460). Each candidate will file scheduled campaign financial disclosure statements during the election cycle. The filing schedule will be provided in your Candidate's Packet. With the exception of Form 501 and Form 410, all campaign disclosure statements must be filed using the City's electronic filing system.

The FPPC provides advice by phone by calling 1-800-275-3772 or by email at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

### **Nomination Period**

During the nomination period (July 15–August 9, 2024), candidates must appear in person at the City Clerk's Office where you will be provided with a Candidate's Packet containing information to assist you in your election campaign as well as help you understand what is required.

To schedule an appointment with the City Clerk, call 714-744-5500.

### **Candidate Statement**

Each candidate may submit, for a cost, a 200-word Candidate Statement of Qualifications to place a brief background statement in the voter's Sample Ballot. The cost of the Candidate Statement will be calculated by the Registrar of Voter's Office and disclosed at the start of the nomination period. Should a candidate decide to submit a Candidate Statement of Qualifications, the Candidate Statement and deposit must be filed at the same time as the Nomination Papers. A Candidate Statement cannot be changed after it is filed, but it may be withdrawn by 5:00 p.m. of the next business day after the close of the nomination period. Candidate Statements are confidential until after the close of the nomination period.

### **Ballot Designation**

The ballot designation appears on the official ballot under the candidate's name. Detailed instructions describing acceptable ballot designations will be provided to candidates at the time Nomination Papers are issued.

### **Statement of Economic Interests**

Each candidate will be provided, as part of the Candidate's Packet, a Form 700 – Statement of Economic Interests. The candidate must disclose investments and interests in real property held by the candidate on the date of filing, and income received during the twelve (12) months prior to the date of filing for the elected office. Form 700 shall be filed with the Nomination Papers in the City Clerk's office before the nomination period closes.

### **Campaign Signs**

**The Orange Municipal Code provides the following direction regarding election signs.**

#### **17.36.170 – Sign regulations.**

Campaign signs shall not be posted for a period exceeding 90 days in any single calendar year. Campaign signs are **not** permitted in the public right of way and must be removed within 10 days of the applicable election.

### **Does the City Council get paid?**

The elected offices of Mayor and Councilmembers are not full-time positions. Each member of the City Council receives \$600 a month, exclusive of any money paid as reimbursement for actual and necessary expenses incurred in the performance of official City duties, and partial insurance benefits.

The elected offices of City Clerk and City Treasurer receive a stipend of \$365 a month. These positions do not receive insurance benefits.

The information provided is general information for candidates running for the Offices of Mayor and City Council and is subject to change. For questions, please contact the City Clerk's office at (714) 744-5500 or by email to [cityclerkinformation@cityoforange.org](mailto:cityclerkinformation@cityoforange.org).