



NOVEMBER 3, 2020 GENERAL ELECTION CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

During the Stay at Home Order issued by the Governor, the Gilroy City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020 election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

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

Appointments must be made 24 hours in advance.

- **In-person appointments - 9 a.m. – 12 noon.** - Candidates may be issued nomination documents in-person during available hours by appointment at the Gilroy City Clerk's Office, 7351 Rosanna Street, Gilroy. Prior to making your in-person appointment, we also offer appointments by Zoom, an online video conferencing service, in conjunction with the issuance of documents. Appointments must be made 24 hours in advance.
- **Zoom online video conferencing appointments** - Candidates may choose to be issued nomination documents by mail (USPS) after attending a Zoom online video appointment, during available hours by appointment. Appointments must be made 24 hours in advance.

Procedure to be issued nomination documents:

- a. Candidates must first contact the City Clerk's Office (408) 846-0204 to speak with the City Clerk or Deputy City Clerk to determine their preference for receiving nomination documents:
 - i. Appointment in person during available business hours; or,
 - ii. Appointment via Zoom online video conferencing service.
- b. After setting an appointment, but prior to issuing nomination documents, the City Clerk or Deputy City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. In-person appointment requirements – All meeting participants must wear a mask/face covering. Attendance by the candidate and/or their representatives is limited to two persons (including the candidate). Physical distancing of 6-feet is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens prior to each appointment
 - i. Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf. Authorization must 1) name the designee by name, and 2) have the original wet signature of the candidate.
- d. If the candidate requests to receive nomination documents by mail or electronically via email, and their eligibility has been verified, the City Clerk or Deputy City Clerk will send the candidate a "Request to Receive Documents" form to complete and return by the candidate via USPS mail, overnight service, or email. To meet the requirements of Elections Code section 8028(b), the Request to Receive Documents form must be filed with the City Clerk or Deputy City Clerk prior to issuing nomination documents to the candidate.
- e. Nomination documents will be issued via the candidate's preferred method by way of one or more of the following methods:
 - i. In Person
 - ii. Hard copy by USPS mail
 - iii. By email

2. **Execution of Candidate Documents** - Any documents that require an oath by the candidate may be executed by one or more of the following methods:
 - a. In the presence of a notary then delivered to the Gilroy City Clerk's office via USPS mail (with original wet signature(s), preferably in blue ink); or
 - b. In-person during available business hours, by appointment.

PLEASE NOTE: *Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.*

3. **Receipt of Candidate Documents and Filing Deadlines** - A candidate may electronically submit his or her completed documents to the City Clerk or Deputy City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

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 or Deputy City Clerk by the close of the nomination period (5:00 p.m. on August 7, 2020) for that particular office.***

PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the City Clerk or Deputy City Clerk to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.

4. To submit the original documents, the candidate may do so during available business hours by one or more of the following methods:
 - a. In person, by appointment; or
 - b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
 - c. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.
 - d. Other delivery service upon submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the City Clerk's Office.