



## CITY COUNCIL NOMINATION PAPERS

### In Person Issuance

- ✓ Monday – Friday, 8:30 a.m. – 4:30 p.m.
- ✓ Appointment required (at minimum 24 hours in advance).
- ✓ Appointments are scheduled for 30 minutes.
- ✓ Appointments are limited to two persons (City Council candidate and City Clerk).
- ✓ City Council candidates are required to call (510) 583-4400 upon arrival to City Hall (Rotunda) and wait to be invited to come up to the 4<sup>th</sup> Floor.
- ✓ City staff and City Council candidates are required to wear face/mask covering during the appointment.
- ✓ City Council candidates are asked to sanitize hands as they are welcomed to the office.
- ✓ City Clerk sanitizes table and chair (hard surfaces), and pens prior to appointment. After each appointment, City staff sanitizes hard surfaces and places used pens in a container for proper disinfection.
- ✓ City Clerk washes and sanitizes hands prior to issuing documents. City Clerk provides hard copies of all nomination documents. The Candidate Guide and certain nomination papers are provided via email after the appointment.
- ✓ Hard copies of candidate materials may be issued to a candidate's designee. Designees follow safety protocols in place for candidates. Designees must submit written authorization from the candidate to conduct candidate-related business on behalf of the candidate, and the authorization must name the designee by name, and must have the original wet signature of the candidate.





## **Electronic Issuance**

- ✓ Monday – Friday, 8:30 a.m. – 4:30 p.m.
- ✓ Appointment required (at minimum 24 hours in advance).
- ✓ Appointments are scheduled for 30 minutes. Candidates are requested to be available 10 minutes prior to the appointment to verify connectivity.
- ✓ If a candidate elects to receive candidate documents via mail or email, the candidate must provide a written request to receive the documents in that manner (request must be submitted by e-mail). Otherwise, the candidate or his/her authorized designee may make an appointment to pick up the documents from the City Clerk's office.
- ✓ The City Clerk uses Microsoft Teams or Zoom videoconference for issuing nomination papers.
- ✓ The City Clerk provides clear written guidance to candidates regarding the requirement of submitting candidate documents with original signatures to the City Clerk by the deadline. The candidate must acknowledge receipt of such written guidance.
- ✓ The hard copy Nomination Paper may be picked up in person or sent via US Mail (Priority Mail).

## **Filing Nomination Papers**

- ✓ Monday – Friday, 8:30 a.m. – 4:30 p.m.
- ✓ Appointment required (at minimum 24 hours in advance).
- ✓ Appointments are limited to two persons (the City Council candidate and City Clerk).
- ✓ City Council candidates are required to call (510) 583-4400 upon arrival to City Hall (Rotunda) and wait to be invited to come up to the 4<sup>th</sup> Floor.





- ✓ All nomination papers must be filed at the same time – hard copies with wet signatures.
- ✓ Candidates, unable to come to City Hall, may file original hard copies via US Mail, or courier service. Original nomination papers must be received by the filing deadline (if sent via mail or courier, the nomination papers must be physically received in the City Clerk’s office prior to 5:00 p.m. on the deadline), postmark date is not accepted as filing date.
- ✓ The Nomination Paper oath may be executed in the presence of a notary, or in the alternative, in the office of the City Clerk by appointment, or via an online video conferencing service. The original completed Nomination Paper will need to be filed with all original nomination papers prior to 5:00 p.m. on the deadline.
- ✓ Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot.

