

**November 2, 2010**  
**GENERAL MUNICIPAL ELECTION**

**FREQUENTLY ASKED QUESTIONS**

**1. When do I need to have all of my filing papers filed?**

The filing period opens at 8:00 a.m., on Monday, July 12, 2010 and ends Friday, August 6, 2010 at 5:00 p.m. If incumbents do not file candidate papers by August 6, 2010, the nomination period is extended to Wednesday, August 11, 2010 at 5:00 p.m.

**2. What happens if I am the only candidate to file for an office?**

If by the date of close of the nomination period, no one or only one person has been nominated for an office, the Town Council may, at a regular or special meeting, adopt one of the following courses of action:

- Appoint the only nominee(s).
- Appoint any elector if there are no nominees
- Hold a special Election (EC 10229)

**3. What happens if I change my mind about running for office after filing nomination papers?**

You may withdraw as a candidate at any time before the close of the nomination period. You are NOT permitted to withdraw after that date, and your name WILL appear on the ballot. (EC 10224)

**4. What are the qualifications?**

In order to take out nomination papers to run for an office on the Town Council a person must live within the incorporated boundary of the Town of Yountville; must be 18 years of age or older; and must be a registered voter within the Town on the day nomination papers are obtained. The Elections Department will not accept a post office box as an address.

**5. Is there a fee involved in filing for office?**

Yes. Resolution Number 2878-10 Adopted by the Town Council May 18, 2010 establishes election related fees for candidates running for local office to pay the actual cost\* for publication of all candidate statements in the voter pamphlet, as follows:

City/Town	Registered Voters	English Statement	Spanish Statement	Translation	Total Cost for 2 Languages
Town of Yountville	2,075	\$269.00	\$269.00	\$150.00	688.00

*\*Actual cost of publishing individual candidate statements varies from election to election. Costs above are for the November 2, 2010 Election.*

**6. When will I be informed of my candidate qualification status?**

Usually on the same day nomination papers are submitted. You may either wait while signatures are checked or the Town Clerk will inform you by telephone as soon as your nomination paper is qualified or disqualified.

## **FREQUENTLY ASKED QUESTIONS (continued)**

7. **May I sign my own nomination papers?**

Yes, you and any qualified relatives may sign your papers.

8. **Where do I file my papers?**

File nomination papers, by appointment, in the Office of the Town Clerk, 6550 Yount Street, Yountville, California. Office hours are 8:00 a.m. to 5:00 p.m. Monday through Friday (closed holidays).

9. **What happens if some of the signatures I obtain on my nomination papers are not registered voters or do not live within the Town limits?**

You must have 20 valid signatures to qualify as a candidate. The nomination petition has 30 spaces for signatures; it is advisable to get as many qualified signatures as possible. You may also want to file your nomination papers early so signatures can be verified before the deadline. If not enough signatures are valid, you may still have an opportunity to submit supplemental signatures on your nomination papers to qualify you as a candidate.

10. **What if I want to change my Candidate Statement?**

Election law allows a Candidate to withdraw a Statement during the nomination-filing period and up until 5:00 p.m. of the next working day after the close of nominations. Once filed, Election law does not allow a change to a Candidate Statement. (EC 13307a.3)

11. **May I change or correct the wording or spelling on my Candidate Statement after submission?**

No, you may not. Check your Candidate Statement carefully before submitting; once submitted, it cannot be changed. (EC 13307a.3)

12. **When does a candidate's nomination become public?**

From the time a candidate submits their nomination paper or files a Candidate Intention Statement (Form 501) with the Town, their name is public information. However, the nomination paper is not immediately available for public review. A full list of candidates will be available in the Clerk's Office at 12:00 noon the day following the close of the nomination period, August 12, 2010. (EC 13311)

13. **Can I mail in my nomination papers or have someone deliver them to the Town Clerk for me?**

Election law does not prohibit another person from filing nomination papers on a candidate's behalf. However, candidates are urged to file in person. There are two reasons:

- 1) The oath, or affirmation, must be administered by the Town Clerk or Deputy Town Clerk. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files.
- 2) The signature of the candidate, as well as other data, is required on many documents involved in the nomination process. If, through an oversight, the nomination papers are incomplete, the problem is easily rectified when a candidate files in person.

## **FREQUENTLY ASKED QUESTIONS (continued)**

**14. What does it pay?**

Council Members receive a monthly compensation of \$405. Expenses incurred for Council approved business such as conferences, quarterly meetings, and meeting beyond the routine are reimbursed for mileage to and from.

**15. When is the Oath of Office administered to newly elected Council Members?**

The Elections Code allows 28 days for preparation and completion of a certified statement of results (EC 15372). The Napa County Elections Department usually has the certified canvass to the Town within two weeks; when this occurs, newly elected officials are given the oath of office at a regular Council meeting following the Election. (EC 10262)

**16. How often does the Town Council meet?**

Regular Council meetings are the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays monthly at 6:00 p.m. Special meetings may be called for work sessions and/or special projects.

**17. Why is there so much paperwork involved in being a candidate?**

Election laws are very specific as to format, filing dates, and other regulatory provisions. The State of California sets the filing dates; dates are not discretionary.

The Candidate handbook is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

**18. What if I have questions?**

The law does not allow Town staff to fill out any part of your papers and prohibits us from answering questions of a legal nature.

However, we are always happy to answer questions and if we don't have the answers, we will direct you to the person or persons that do.