



NOVEMBER 5, 2024 GENERAL ELECTION CANDIDATE GUIDELINES FOR NOMINATION PAPERWORK

Issuance of Candidate Nomination Documents

During the nomination period, July 15, 2024 to August 9, 2024 (extended to August 14, 2024, if an incumbent does not file) candidates will be issued nomination documents in-person only and by advance appointment at the City Clerk's Office at City Hall, 1685 Main Street, Santa Monica.

A Candidates' Workshop will be offered in-person at City Hall in the Council Chamber on July 15, 2024 at 10:00 a.m. Candidates are highly encouraged to attend this workshop or watch the recording at santamonica.gov/topic-explainers/elections prior to attending their in-person appointment and receiving nomination documents.

To make an appointment to be issued nomination paperwork, candidates should contact the City Clerk's Office at (310) 458-8211 or via email at clerk@santamonica.gov at least 24 business hours in advance to schedule an appointment to receive nomination documents. Appointments will be scheduled in half hour increments during the following times:

July 15, 2024 – August 9, 2024 (except on July 26, 2024 when City Hall is closed)
8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

If the deadline for non-incumbents is extended to August 14, 2024, then appointments are still required between 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. After an appointment is scheduled, but prior to the issuance of nomination documents, the City Clerk's Office will follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.

Hard copies of candidate materials may be issued to a candidate's representative provided that the representative submits written authorization from the candidate to conduct candidate-related business on their behalf. The authorization should include the candidate's name, office, residence address, publication address if any, telephone number(s)/email address(es); the name of the authorized person(s) that will be responsible for picking up and/or filing the candidate's nomination documents.

Execution of Candidate Documents

Any documents that require an oath by the candidate may be executed by the candidate in the presence of a notary then delivered to the Santa Monica City Clerk's Office by appointment during the times set out above. Alternatively, the documents may be executed in the City Clerk's Office by appointment during the times set out above. To make an appointment to execute and deliver candidate documents, follow the procedures set forth above.

Submission of Candidate Documents and Filing Deadlines

Submission of completed candidate documents will be only in-person by advance appointment at the City Clerk's Office at City Hall, 1685 Main Street, Santa Monica. Appointments for submission of completed candidate documents will be available during the times set forth above. To make an appointment to submit completed candidate documents, follow the procedures set forth above.

PLEASE NOTE: Nomination petitions and optional candidate statements with the \$25 filing fee payment and \$1,100 Candidate Statement Fee (\$1,200 for School and College Board candidates) must be submitted at the time of filing nomination papers (Check, money order or credit only. A surcharge will be applied to debit/credit transactions.)

In order to be a qualified candidate for the office, ***the completed documents with original signatures, must be received by the City Clerk's Office by the close of the nomination period (5:00 p.m. on August 9, 2024 or 5:30 p.m. on August 14, 2024 if an incumbent does not file) for that particular office.*** An electronic copy of the candidate statement in Word should be emailed to clerk@santamonica.gov as well. ***All documents must be received physically in the City Clerk's Office by the end of the nomination period. No late documents will be accepted.*** 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 for that office.