



CHECKLIST FOR FILING

Filing Deadline: 5:00 p.m. on Friday, August 7, 2020

(If an incumbent does not file by this deadline, the deadline is extended until August 12 at 6:00 p.m. for non-incumbents only)

The following forms must be filed concurrently:

- Completed Nomination Paper** containing a minimum of 20 signatures, but no more than 30, of registered voters residing within the Oakley city limits. Please do not complete the section of the form that states, “Examined and certified by me this ___ day of _____, 20__.”
- Completed Ballot Designation Worksheet:** Email us your ballot designation prior to filing and bring copies of proof of your ballot designation (supporting documentation) when filing. The worksheet should be completed with no blanks. Use N/A if not applicable.
- Completed Statement of Economic Interests (Form 700) – Candidate:** File with your original signature. Please contact the FPPC with any questions regarding how to complete the form.
- Completed Form 501, if not submitted earlier:** File with your original signature. File before soliciting or receiving any contributions or before you make expenditures from personal funds on behalf of your candidacy.
- Completed Code of Fair Campaign Practices (Optional)**
- Completed Candidate Statement of Qualifications**
(It is optional to have a candidate statement, but it is not optional to file the form mentioned in the previous checklist item) – If you choose to file a Candidate Statement of Qualifications, you must e-mail the final version of the statement to the City Clerk’s office *prior* to coming in to filing your papers. **Please provide a signed hard copy when filing.** Our office will count words (250 word limit) and ensure the content is in compliance with applicable laws after you submit the final document. ***We will not proof read or make corrections to this document; please proof read your document carefully.*** If you choose not to file a Candidate Statement, you must check the box on the acknowledgement form indicating “I do not wish to file a Candidate Statement”, and sign and date the form. You must file the form concurrently with other documents mentioned herein.

- Payment - Candidate Statement of Qualifications (\$524.00)**
This amount is required if you choose to have a Candidate Statement printed. The cost to file a Candidate Statement of Qualifications is \$524.00 per candidate and payment is due upon filing. Card payment is preferred.
- Payment - Filing Fee (\$25.00)** The cost for filing is \$25.00 per candidate and payment is due upon filing. Card payment is preferred.
- Credit Card Authorization Form** – This form is used if you will pay for the Candidate Statement of Qualifications and/or filing fee by credit card.
- Filing Candidate Papers:** Please contact Libby Vreonis at (925) 625-7013 or vreonis@ci.oakley.ca.us or Kim Carmody at (925) 625-7048 or carmody@ci.oakley.ca.us to make an appointment to file papers during regular business hours (Monday-Thursday, 8:00am-6:00pm and Friday 8:00am-5:00pm). City Hall will be closed Friday, July 17, 2020, and Friday, August 7, 2020; however, City Clerk Office staff is available by appointment. We do not take appointments after business hours. **Please allow 45 minutes for this process. Please do not wait until the last minute to file.**

I hereby acknowledge that I have received and reviewed the above-mentioned information with the City Clerk or Election Official.

Candidate's Signature

Date

Candidate's Printed Name