



FILING NOMINATION PAPERS

1. There are **two (2)** City Council seats to be filled. Any candidate elected at the November 5, 2024 election will serve a four-year term.
2. To be a candidate for the office of Member of the City Council of the City of West Hollywood, a person must be a registered voter of the City at the time nomination papers are issued. A registered voter is a person 18 years of age or older, a citizen of the United States and must not be on parole or serving time for the conviction of a felony. The registered voter must be a resident of the jurisdiction.
3. Nomination papers may be obtained from the City Clerk beginning at 8:00 a.m. on Monday, July 15, 2024 and until 5:00 p.m. on Friday, August 9, 2024. If nomination papers for an incumbent member of the City Council are not filed by 5:00 p.m. on Friday, August 9, 2024, the voters shall have until 5:00 p.m. on Wednesday, August 14, 2024 to nominate candidates other than the incumbent for such elective office. **(Please note: The County Registrar will only accept, original hard copies of Nomination Papers. Therefore, all documents must be returned to the City Clerk Office with an original wet signature. You must make an appointment with the City Clerk to return your nomination papers.)**
4. Nomination papers shall be filed with the City Clerk's Office:

NO LATER THAN 5:00 P.M., FRIDAY, AUGUST 9, 2024

or, if nominations are extended

NO LATER THAN 5:00 P.M., WEDNESDAY, AUGUST 14, 2024

Pursuant to Elections Code Section 10224, a candidate may withdraw the nomination papers after they have been filed until the close of the nomination period.

5. **CERTIFICATE OF CIRCULATOR:** The Circulator is required to indicate by affidavit the dates between which all signatures were obtained and that he/she witnessed all signatures. All information contained in the "Declaration of Circulator" must be completed in the circulator's own handwriting. **(Please note: The Nomination Papers has a "Declaration of Circulator" on each page that must be completed)**

You may circulate your own nomination paper, or you may designate anyone at least 18 years of age to circulate it on your behalf. Only **ONE** person may circulate the nomination paper.

6. Not less than 20 or more than 30 valid signatures are required. Signers must sign and print their names and addresses clearly. Signers must be registered voters of West Hollywood. If ineligible, the signature cannot be counted. A candidate with too many signatures may be disqualified in the same manner as a candidate with less than 20 signatures.
7. No voter may sign more nomination papers than there are seats to be filled. There are **two** seats to be filled for this election. Each person signing the nomination paper must personally sign his/her name as it appears on the voter's affidavit of registration and print his/her name on the second line.

Each person signing the nomination paper must personally print his/her address in the space provided. Since there are **two** seats for this election, a voter may sign no more than **two** nomination papers. A candidate may sign his or her own nomination paper.

8. **AFFIDAVIT OF NOMINEE AND OATH OF AFFIRMATION OF ALLEGIANCE:** The candidate must complete and sign the "Affidavit of Nominee and Oath or Affirmation of Allegiance" found on the last page of the nomination paper. **This section must be signed by the candidate in the presence of the City Clerk or Assistant City Clerk.**
9. **BALLOT DESIGNATION:** Particular attention should be placed on your Occupational Designation. Elections Code Section 13107 states: "No more than three words designating either the current principal professions, vocations or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents". Incumbents may use "Incumbent".

Unacceptable are designations that:

- A. Would mislead the voter.
- B. Would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
- C. Abbreviates the word "retired" or places it following any word or words which it modifies.
- D. Use a word or prefix, such as "former" or "ex-", which means a prior status. The only exception is the use of the word retired.
- E. Use the name of any political party, whether or not it has qualified for the ballot.
- F. Use a word or words referring to a racial, religious, or ethnic group.

- G. Refer to any activity prohibited by law.
10. **REQUIRED FORMS WHEN FILING FOR NOMINATION (BY APPOINTMENT ONLY):**
- Nomination Paper
 - Form 700-Statement of Economic Interest
 - Code of Fair Campaign Practices
11. **OPTIONAL FORMS WHEN FILING FOR NOMINATION (BY APPOINTMENT ONLY)**
- Candidate's Statement (Hard Copy and Electronic Copy/Flash Drive)
 - Ballot Designation Worksheet
 - Internet Information and Authorization Form
 - ***If filed, these documents must be received at the same time as the Nomination Paper and Form 700.***
12. **ORDER OF CANDIDATES ON BALLOT:** On **August 15, 2024**, the Secretary of State's Office will conduct a random alphabetical drawing to determine the order in which qualified candidates' names shall appear on the ballot for elections held on November 5, 2024. Candidates will be notified of their ballot position after the nomination period is closed and the random drawing occurs.