



**NOVEMBER 3, 2020
GENERAL ELECTION
CANDIDATE GUIDELINES FOR
ISSUING AND SUBMITTING NOMINATION PAPERWORK**

During the Stay at Home Order issued by the Governor, the City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the November 3, 2020 election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

1. Issuing Candidate Nomination Documents During the Nomination Period: July 13, 2020 to August 7, 2020
In-person appointments – 9:30 a.m. – 2:00 p.m., Monday – Thursday; and Friday, August 7, 9:30 a.m. – 2:00 p.m. (City Hall Closed on Friday July 24 & 31)- Candidates may be issued nomination documents in-person during available hours by appointment at the City Clerk's Office, 34009 Alvarado-Niles Road, Union City. Prior to making your in-person appointment, we also offer appointments by Blue Jeans, an online video conferencing service, in conjunction with the issuance of documents. Appointments must be made 24 hours in advance.

Online video conferencing appointments - Candidates may choose to be issued nomination documents by mail (USPS) after attending a Blue Jeans online video appointment, during available hours by appointment. Appointments must be made 24 hours in advance.

Below are the guidelines:

- a. Candidates must first contact the City Clerk's Office (510)675-5448 to speak with the City Clerk to determine their preference for receiving nomination documents:
 - ii. Appointment in person during available business hours; or,
 - iii. Appointment via Blue Jeans online video conferencing service.
- b. After setting an appointment, but prior to issuing nomination documents, the City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. In-person appointment requirements - Mask/face covering is required for staff and all candidates or representatives. The attendance by the candidate and their representatives at the in-person appointment is limited to two persons (including the candidate). A 6-foot physical distancing is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens before each appointment.
 - i. Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf, and the authorization must name the designee by name, and must have the original wet signature of the candidate.
- d. If the candidate is requesting to receive documents electronically, via mail or email, after verification of eligibility, the City Clerk will send the candidate a "Request to Receive Documents" form that must be filled out and returned by the candidate via USPS mail, by overnight service, or by email. To meet the requirements of Elections Code section 8028(b), the Request to Receive Documents form must be filed with the City Clerk prior to issuing nomination documents to the candidate.
- e. The candidate will receive nomination documents via their preferred choice by way of one or more of the following methods:
 - i. In Person
 - ii. Hard copy by USPS mail
 - iii. By email

2. Execution of Candidate Documents - Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the Clerk's office via USPS mail (with original wet signature(s), preferably in blue ink); or
- b. In-person during available business hours, by appointment.

PLEASE NOTE: *Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.*

3. Receipt of Candidate Documents and Filing Deadlines - A candidate may electronically submit his or her completed documents to the City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

- a. In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be received by the City Clerk by the close of the nomination period (5:00 p.m. on August 7, 2020) for that particular office.***

PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the City Clerk to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.

4. To submit the original documents, the candidate may do so during available business hours by one or more of the following methods:

- a. In person, by appointment; or
- b. By USPS mail (hard copy of documents with wet signatures, preferable in blue ink); or
- c. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.



TO: Candidates for November 3, 2020 Election
RE: Candidate Filing – Request to Receive Documents

In light of COVID-19 and stay at home orders, candidates have options for receiving candidate documents and submission of completed candidate filing documents.

Prior to issuing documents an election official shall verify the eligibility of the candidate for the office sought.

Any documents that require an oath by the candidate may be executed in the presence of a notary, or in the office of the election official during available business hours, by appointment only.

Receipt of Candidate Documents and Filing Deadlines

A candidate may electronically submit their completed documents to the elections official so that the elections official may begin the review and verification process as soon as practicable. However, in order to be a qualified candidate for the office in which you are seeking, the completed documents with original signatures must be received by the elections official by the close of the nomination period for the office sought (August 7, 5:00 p.m.).

Check the box that represents how you want to receive your nomination documents:

- In person by appointment
- USPS/Mail following Video Conference Appointment
- Email following Video Conference Appointment

I _____, am filing for _____
Name Office Sought

_____ and my address is _____ in Union City,
District (if applicable) Street Address

Alameda County.

I acknowledge receipt of the **CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK**. I further acknowledge that all completed documents with original signatures must be received by the elections official by the close of the nomination period for the office sought.

_____, _____, 2020 _____
Signature Date Email

CITY OF UNION CITY