

CANDIDATE FILING INFORMATION

Included in this packet (in order as listed below) are your official candidacy papers.

- Candidate Filing Checklist
- Candidate Guide – Running for Election – prepared by San Mateo County

Candidacy Papers

1. Public Information Resume (voluntary)
2. Nomination Papers/Affidavit Circulator
3. Declaration of Candidacy/Oath of Office
4. Ballot Designation Worksheet
5. Candidates Statement (no form – candidate types and submits hard copy and electronic copy) 200 word max.
 - a. You must submit a check for \$400 made out to the Town of Atherton to cover the costs of printing the statement
6. Candidate Statement of Qualifications Form
7. Code of Fair Campaign Practices Form
8. Permission to Post Personal Information on Internet
9. Chinese Given Name Translation Form
10. Form 700 – Conflict of Interest Code

The highlighted items above must be submitted altogether at once.

Campaign Statements and other Forms

1. Campaign Disclosure Manual – Can be downloaded online at <https://www.ci.atherton.ca.us/637/November-8-2022>
2. Form 501 Candidate Intention Statement - This is required of potential candidates before they can begin fundraising.
3. Form 410 - File this form within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State.

Candidates Raising and Spending less than \$2,000

A candidate who does not plan to raise or spend \$2,000 or more in a calendar year, including the candidate's personal funds, must file one or both of the following forms:

- **Form 501** (Candidate Intention Statement). The Form 501 must be filed only if the candidate plans to raise or spend any money, including the candidate's personal funds.
- **Form 470** (Officeholder and Candidate Campaign Statement— Short Form). The Form 470 may be filed by a candidate or officeholder who does not anticipate raising or spending \$2,000 or more in a calendar year.

Personal funds used to pay filing or ballot statement fees are not counted toward the \$2,000 committee qualification threshold. If a candidate does not raise any money and personal funds are used only to pay filing or ballot statement fees, the candidate is not required to file the Form 501.

A candidate who plans to raise or spend \$2,000 or more in a calendar year, including the candidate's personal funds, must:

- File the **Form 501** (Candidate Intention Statement).
- File the **Form 410** (Statement of Organization).
- Establish a campaign **bank account**

A candidate or officeholder who would like to use leftover campaign funds from a previous election must re-designate or transfer the funds before they become "surplus funds." (See Chapters 5 and 11 of the Campaign Disclosure Manual)

As discussed in detail in the Campaign Disclosure Manual, once a candidate controlled committee has raised or spent \$2,000 or more, the following reports must also be filed:

- Form 497 (24-hour Contribution Report). Within 90 days before the election, including the date of the election, if a committee receives a contribution(s) of \$1,000 or more from a single source, the Form 497 must be filed within 24 hours.
- Form 460 (Recipient Committee Campaign Statement). The Form 460 contains an overview of the committee's activity during a specified period. It is used to file semi-annual and pre-election statements. *See Campaign Filing Deadlines included in the section below.*

Other Useful Information

1. [Town of Atherton Municipal Code, Chapter 2](#)
2. [Campaign Filing Deadlines \(Form 460\)](#)

ALL STATEMENTS AND FORMS LISTED ABOVE ARE PUBLIC DOCUMENTS.