



LOCAL CANDIDATE ELECTION GUIDE

RUNNING FOR LOCAL OFFICE



www.cityofsolanabeach.ca.gov

www.cityofsolanabeach.ca.gov/en/election-info

Please be advised that the Elections Official / City Clerk cannot engage in rendering legal, accounting, or other professional advice or services. Candidates, treasurers, and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Advisory Notice**PROVISION FOR WHICH THESE CANDIDATE ELECTION MATERIALS ARE MADE AVAILABLE**

This Candidate Guide is provided by the City Clerk's Office, serving as the local Elections Official, as a courtesy to assist prospective candidates. The information contained herein is intended as a general reference and summary of selected election-related requirements and procedures.

While every effort has been made to ensure the accuracy of the information presented, this guide does not have the force and effect of law and is not intended to provide legal, accounting, or other professional advice. The City Clerk/Elections Official is not authorized to provide legal advice or interpretations of law.

Candidates are solely responsible for complying with all applicable federal, state, and local laws, regulations, and filing requirements. The Elections Official/City Clerk assumes no responsibility for errors, omissions, or subsequent changes in applicable laws, regulations, or procedures.

Candidates are encouraged to consult the California Constitution, California Elections Code, California Government Code, regulations of the Fair Political Practices Commission (FPPC), guidance issued by the California Secretary of State, and the City of Solana Beach Municipal and Election Codes, as applicable.

Commonly referenced terms.

City	City of Solana Beach
CCR	California Code of Regulations
COSB	City of Solana Beach
EC	California Election Code
FPPC	Fair Political Practices Commission
GC	California Government Code
SBMC	Solana Beach Municipal Code
SOS	Secretary of State

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Dear Prospective Candidate:

Thank you for your interest in seeking elective office with the City of Solana Beach in the upcoming November 3, 2026 General Municipal Election. Running for public office is both a rewarding and challenging endeavor that carries important legal responsibilities and obligations.

This Candidate Election Guide provides an overview of the primary provisions related to candidate qualification and the election process under applicable state and local laws. It contains information that may be helpful in understanding the requirements for seeking office and conducting a campaign. The objective of the City Clerk's Office is to provide information regarding candidate qualification procedures as required by the California Elections Code, Government Code, and the Solana Beach Municipal Code.

While every effort has been made to ensure the accuracy of the information contained in this guide, it is intended solely as a general reference and may not be comprehensive. The City Clerk, acting as the Elections Official, is not authorized to provide legal advice or interpret the law on behalf of candidates, but can assist candidates in locating relevant resources and information. Candidates are responsible for understanding and complying with all applicable legal requirements.

This guide includes instructions, forms, and general information regarding nomination papers, candidate statements, campaign disclosure requirements, Statements of Economic Interests, and other election-related matters. Please note that the City of Solana Beach has adopted certain local regulations that supplement or may be more restrictive than state law. The City's Election Code and Municipal Code are available for review on the City's website.

No duty is imposed upon the Elections Official to determine whether a candidate possesses the qualifications, skills, or eligibility to hold office. By signing the Declaration of Candidacy, each candidate affirms that they meet all constitutional and statutory qualifications for office, including, but not limited to, citizenship, voter registration, residency, and age requirements, as applicable.

It is my goal to provide assistance and information throughout the election process. Please feel free to contact the City Clerk's Office with any questions regarding candidate filing procedures or election requirements.

I wish you the best in your candidacy and hope you find the election process informative, meaningful, and rewarding.

Regards,

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A. CITY GOVERNMENT

- The City of Solana Beach is a General Law City with a Council-Manager form of government.
- The Council-Manager form is the system of local government that combines the strong political leadership of elected officials in the form of a council, or other governing body, with the strong managerial experience of a local government manager appointed by the City Council.
- The City Council enacts laws, establishes administrative policy, and appoints two officers - the City Manager and a City Attorney.
- Councilmembers serve on standing committees, joint powers authorities and other outside regional agencies.

City Council

There are five elected positions in Solana Beach. The Solana Beach City Council is made up of a city-wide elected Mayor and four district elected members, each serving a four-year term. General Municipal Elections are held in November of even-numbered years.

City Council Terms of Office

At a December Council Meeting following the election certification, the elected officials will take their seat at the dais to begin their term. Elected officials serve 4-year terms and there are no limits on the number of terms a member can serve.

Compensation

The salary and additional benefits for the Mayor and Councilmembers are provided in accordance with the provision of the Solana Beach Municipal Code 2.04.020. The current monthly salary for the Mayor is \$1,152.00 and for Councilmembers is \$1,032.00.

City Council Responsibilities

The function of the City Council is to develop policies that the City implements. The Council passes laws by ordinance, adopts the budget, authorizes expenditures, approves fees, secures revenues, plans for long-range development of the community, and makes zoning and land use decisions, among other matters.

Elected Officials are required to comply with the state ethics laws, conflict of interest regulations and disclosure, and all requirements related to open meetings or "Brown Act" laws. Training and information are available to newly elected officials in a variety of forms. Councilmembers are required to file a Form 700 annually and complete Ethics training every two years.

City Council Meetings

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All Council meetings are conducted publicly, except to consider specific topics allowed under the Ralph M. Brown Act to be discussed in a closed session. Per the Solana Beach Municipal Code, the City Council holds regular Council meetings on Wednesdays of each month at 6:00 p.m. in the Council Chambers at City Hall in accordance with the adopted annual meeting schedule. Additional meetings are held as necessary, and meetings may be cancelled.

Agendas are generally posted approximately a week prior to Council meetings at City Hall and [online www.cityofsolanabeach.org](http://www.cityofsolanabeach.org). Interested persons can also subscribe to the [City News](#) (e-Blasts) to receive e-mail alerts when City Council meeting agendas are posted.

- **Meetings Are Public:** All City Council meetings are open to the public, except for Closed Sessions, which are held for certain topics authorized under state law and are typically scheduled prior to the open session meeting.
- **Meetings are Televised:** Regular City Council meetings are typically broadcast live on Cox Communications Channel 19, Spectrum (Time-Warner) Channel 24, and ATT U-verse Channel 99.
- **Meetings are Online Live and Archived:** All meetings are webcast live (15 second delay) on the City's website for live viewing and are then archived for ongoing online reference.

B. CITY COUNCIL ELECTORAL DISTRICTS

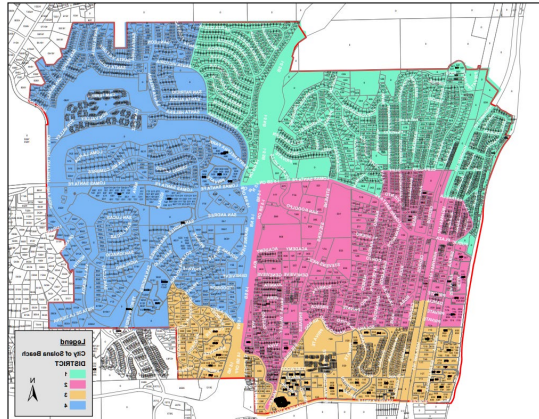
Following the 2020 Official Census, the City was required to review the Electoral Districts for population variations to ensure the Districts met the required criteria. The City Council conducted four Council Meetings relative to Electoral Districts.

The Mayor, Councilmember District-1, and Councilmember District-3 were elected in November of 2020. A final district boundary map was adopted on March 23, 2022, which adjusted Districts 2 and 3 on the west side of their boundaries. At the November 2022 election, the final transition to district-based City Council elections was completed with the election of Councilmember District-2 and Councilmember District-4. Council seats for the Mayor and Districts 1 and 3 are up for election in the same year and Districts 2 and 4 are up for election in the next even-numbered year.

Individuals running for City Council must reside in the district they wish to represent, and residents will vote only for candidates in their respective district. The Mayor will continue to be elected at-large by all voters in the City. *SBMC §2.24.*

At the November 3, 2026 election, two Councilmember seats are up for election, [District 2](#) and [District 4](#). Here is the individual [District 2](#) map and also the [District 4](#) map. Below and linked is the entire [Council District Map](#).

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Checking Voter Districts

A voter may look up their own Voter Registration on the San Diego County Registrar of Voters website to determine their current Electoral District based on where they reside within the City. **Check an individual's voter registration [here](#).** You will need a house number, date of birth, and zip. The location of an elective voting district map may be found [here](#).

C. GENERAL QUALIFICATIONS TO RUN FOR AND HOLD LOCAL PUBLIC OFFICE

WHO CAN RUN FOR LOCAL OFFICE (DISTRICT OR MAYOR)?

U.S. Citizen	and	18 years old at time of election	and	Mayor	Registered Voter within the City of Solana Beach.
				or	
				Councilmember	Registered Voter within the Solana Beach District for which you are running.

RESIDENCY

Voter Registration Status will be verified prior to the appointment with the City Clerk to issue nomination papers. *GC §36502, EC §201*

The City Council consists of one elected Mayor who represents the entire City, and four elected Councilmembers a who each represent a separate district within the City. At the time nomination papers

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are issued a person running for City Council Districts must be a registered voter of the Council district for which they are seeking office.

If, during the term of office, the candidate moves their place of residence outside of the City limits or District boundary, or ceases to be an elector of the City, their office shall immediately be vacant.

GC §36502, EC §201

CONVICTION OF CRIME

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. *GC §1021*

INCOMPATIBLE OFFICES

An officeholder is prohibited from holding multiple public offices or seeking more than one elective office.

GC §1099 [more Information](#)

FILING FOR MORE THAN ONE OFFICE

No person may file nomination papers for more than one office at the same election.

EC §8003b, 10220.5

EMPLOYMENT RESTRICTIONS FOR ELECTED OFFICIALS

An employee of a local agency may not be sworn into office as an elected or appointed member of the legislative body of that local agency unless he or she resigns as an employee. If the employee does not resign, their employment shall automatically terminate upon their being sworn into office. *GC §53227(a)*

Notice: No duty is imposed upon the City Clerk to determine whether a candidate meets the requirements for holding office.

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D. 2026 LOCAL ELECTION CALENDAR – CONSOLIDATION OF IMPORTANT DATES TO REMEMBER

DATE	Days Before ELECTION	EVENT Refer to relative instructions/guides for details.
June 24 (Wed)		CITY COUNCIL ADOPTED RESOLUTIONS Resolution 2026-036 Calling Election Resolution 2026-037 Consolidating Election Resolution 2026-038 Candidate Statement and Fee
Online Recorded Webinar Available	ongoing	Video https://www.youtube.com/watch?v=sLXfEGpyExw Helpful insight into FPPC rules. Keep in mind that any local rule that may be more stringent will be provided in the local Campaign Finance & Communications Guide. Printable Slides https://www.fppc.ca.gov/siteassets/documents/tad/training_outreach/candidate_committees/candidates_treasurers_slides_final.pdf
July 13 (Mon) until August 07 (Fri)	113-88	NOMINATION PERIOD CANDIDATE FILING <i>It is advised to file before the last filing date. EC §10220, 10407</i>
July 14 (Tues)		Webinar Workshop for Candidates and Treasurers https://fppc-ca-gov.zoom.us/meeting/register/X4y-7xoVSxq3Lzv63EVmYg#/registration Helpful insight into FPPC rules. Just keep in mind any local rule that may be more stringent which will be provided in the local Campaign Finance & Communications Guide.
July 16 (Thurs)		Webinar Workshop for Completing FPPC Campaign Forms (460/497) https://fppc-ca-gov.zoom.us/meeting/register/u0PmPAdERW21x-lvc-R9oQ#/registration Helpful insight into FPPC rules. Keep in mind that local rules may be more stringent and will be listed in the local Campaign Finance & Communications Guide.

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July 21 (Tues)		Webinar Workshop for General Purpose Committees https://fppc-ca-gov.zoom.us/meeting/register/aYBnotLUQ9Ozym8B0Wclrw#/registration Helpful insight into topics such as qualification, committee status, filing jurisdiction, review periods, filing schedules, and advertisements.
August 05 (Wed) until November 03 (Tues)	90-0	24 Hours – CONTRIBUTION REPORTS (497) FPPC requires that within 24 hours of receiving or making a contribution or loan to yourself of \$1,000 or more during this time period, it be reported. <i>Since contributions from others are limited to \$290, this only applies to the candidate loaning themselves \$1,000 or more.</i>
August 07 (Fri)	88	NOMINATION PERIOD CANDIDATE FILING DEADLINE Last day to file nomination papers, candidate's statement of qualifications, and additional paperwork. <i>It is advised to file before the last filing date. EC §10220, 10407</i>
August 07 (Fri)	88	WITHDRAW Candidate from ballot No candidate who has filed may withdraw after this date. <i>EC §10224)</i>
August 10 (Mon) until August 17 (Mon)	87-78	Public Review period for candidate statements for purpose of seeking a writ-of-mandate or injunction from a court assessing materials to be amended/deleted. <i>EC §13313</i>
August 10 (Mon)	85	WITHDRAWAL of Candidate's Statement Statements may be withdrawn, but not changed, until 5:00 p.m. Withdrawal must be in writing and signed by the candidate. (EC 13307(a)(3))
August 12 (Wed) if applicable	83	NOMINATION PERIOD EXTENSION CANDIDATE FILING DEADLINE If any incumbent for District 2 or District 4 does not file by August 7th, the nomination period is extended until August 12th for non-incumbents only.
August 12 (Wed) if extension is applicable		WITHDRAW Candidate from ballot Last day for candidates who have filed to withdraw. This date is only applicable if the 5-day extension occurs. <i>EC §10516, 10604</i>
August 13 (Thurs) if extension is applicable		WITHDRAWAL of Candidate's Statement Statements may be withdrawn, but not changed, until 5:00 p.m. Withdrawal must be in writing and signed by the candidate. <i>EC §13307</i>

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August 13 (Thurs)	82	RANDOM ALPHABET The <u>Secretary of State</u> will hold a random alphabet drawing, which the City Clerk will use to determine the order in which candidates' names appear on the ballot. <i>EC §13112</i>
September 07 until October 20 (Tues)	57-14	FILING PERIOD FOR WRITE-IN CANDIDATES First and last days for a person to file the required documents with the City Clerk to qualify as a write-in candidate. <i>EC §8601</i>
September 24 (Thursday) until October 24 (Sat)	40-10	SAMPLE BALLOTS MAILED The Registrar of Voters will mail the sample ballots between these dates. <i>EC§13300</i>
September 24 (Thurs)	40	1ST PRE-ELECTION - FPPC CAMPAIGN STATEMENT DEADLINE Campaign Statements 460/470 (Filed original with the City Clerk's Office by 5:30 p.m.) Reporting Period Covers: July 1 st – Sept 19 th
October 05 (Mon) until November 27 (Fri)	29 - 7	VOTER INFORMATION PAMPHLET MAILINGS Between these dates the county elections official will mail a Voter Information Pamphlet with a list of Vote Center and Ballot Drop Off locations. <i>EC §3001</i>
October 05 (Mon)		VOTE BY MAIL First day vote by mail ballots are available. All active registered voters will be mailed a Ballot. <i>EC §3001</i> <i>Note: Ballots must be postmarked by election day to be counted, not just deposited at mail receptacle.</i>
October		BALLOT DROP BOX LOCATIONS OPEN Official Ballot Drop Box location open through Election Day, November 3. A list of ballot drop box location and house of operation will be printed in the San Diego County Voter Information Pamphlets and posted at www.sdvote.com
October 19 (Mon)	15	VOTER REGISTRATION DEADLINE Last day to register to vote for November Election. After this date, individuals wishing to vote may register conditionally and vote provisionally. <i>EC §2102</i>
October 20 (Tues)	14	WRITE-IN CANDIDATE FILING DEADLINE Last day to file the required documents with the City Clerk to qualify as a write-in candidate. <i>EC §8601</i>

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October 22 (Thurs)	12	2ND PRE-ELECTION - FPPC CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 (Filed with the City Clerk's Office by 5:30 p.m.) Reporting Period Covers: Sept 20th – Oct 17th
October 31 (Sat) until November 3 (Tues)	3-1	EARLY VOTING https://www.sdvote.com/content/rov/en/voting-options.html
October 29 (Thurs)	5	3rd PRE-ELECTION – SBMC 2.24.080 A. CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 (Filed with the City Clerk's Office by 3:00p.m.) Reporting Period Covers: Oct. 18th – Oct 28th
November 3 (Tues)	0	ELECTION DAY Voting Centers open from 7:00 a.m. to 8:00 p.m. <i>EC §1301</i> Voting Days https://www.sdvote.com/content/rov/en/voting-options.html
December 3 (Thurs)	+30	CERTIFICATION The Registrar has 30 days to provide the Official Canvass of the Election to the City Elections Official. <i>EC § 15372</i>
December 9 (Wed) City Council Meeting		▪ Adopt Certified Election Results ▪ Assume Office ▪ Oath of Office Ceremony ▪ Seating of Council
January 8, 2027 (Fri)	Due within 30 days of assuming office	DEADLINE TO FILE STATEMENT OF ECONOMIC INTEREST (Form 700) Filing for persons assuming/leaving office as elected member of the City Council.
February 1, 2027 (Mon)		SEMI-ANNUAL REPORTING CAMPAIGN STATEMENT DEADLINE Campaign Statements 460 for Open Committees (Filed with the City Clerk's Office by 5:30 p.m.) Reporting period = October 17th to Dec 31, 2026.

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E. CANDIDATE CONFIDENTIALITY OPT-OUT – VOTER REGISTRATION LIST**CANDIDATES AND ELECTED OFFICIALS OPTIONAL CONFIDENTIALITY****Implementation of AB 1392 (EC §2166.9)**

As of January 1, 2026 the residence addresses, telephone numbers, and email addresses for candidates are made confidential and elected officials may request confidentiality, both on an out-out and opt-in basis).

Candidates	Elected Officials
The candidate address, telephone number, and email address are automatically made confidential on the voter list.	Address, telephone number and email address of elected officials are not automatically confidential, in contrast to candidates. However, elected officials have the option of requesting confidential status of their address, telephone number, and email address.
Upon being made confidential, the candidate cannot vote at polling locations or vote centers and must vote by mail.	The elected official shall fill out a Form to Request confidential status. Once confidentiality is requested, the officeholder cannot vote at polling place locations or vote centers and must vote by mail. There is a different form for elected officials than the candidate form.
Candidates have the option to opt-out of confidentiality and vote at polling locations by completing an Opt-Out/Request Confidential Status – Candidate/Write-In Candidate Form.	Elected officials may use the same form to opt-out of confidential status.
Complete and return the Form if you want your residence address, telephone number and email address listed on the affidavit of voter registration as a candidate and be able to vote at the polling location.	Elected officials may use the same form to Re-request confidential status.

F. CANDIDATE INTENTION STATEMENT

The Form 501, Candidate Intention Statement, must be filed with the City Clerk before you solicit or receive any contributions, before you make expenditures from personal funds on behalf of your candidacy, and prior to the use of any candidate's personal funds in support of the candidate's campaign, except for the filing fee and candidate (ballot) statement.

Form 501

[File Hard Copy – See information and form link on the Campaign Guide](#)

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See the Election Campaign Finance and Communications Activity Reference for additional forms that may be triggered at this time or at a later date.

G. NOMINATION PERIOD

All candidates wishing to be placed on the ballot are required to complete the nomination process which consists of the documents listed below. All items must be submitted at the filing appointment.

Items 1-6 below must be submitted together at the Nomination Filing appointment, and items 7-10 are optional. To qualify for the ballot to run for office in this election, the required filings must be done by **August 07, 2026** or **August 12, 2026**, if the filing period is extended because an incumbent does not file for that Office.



1. **Nomination Papers (Required)**

EC §10220-10224, 10227, 13107

The Nomination Paper is the document on which a single circulator obtains nominating signatures for the candidate. One Nomination Paper will be issued to each candidate by the City Clerk at the Nomination Filing appointment. The City Clerk may issue a Nomination Paper to a registered voter with the title of the elected office being sought.

Nominating Signatures

A candidate must obtain at least 20 valid signatures of registered voters within their District to qualify for the ballot. They may collect up to a maximum of 30 signatures. Qualification is based on the verification of valid signatures compared to those on file at the San Diego County Registrar of Voters. If the Nomination Paper does not meet the 20 required registered voter signatures, one supplemental form may then be issued by the City Clerk, **prior** to the Nomination Period deadline. Failure to obtain a minimum of 20 valid, qualified signatures will result in the name not being placed on the ballot.

Signer Qualifications

Only voters residing in the jurisdiction of the office for election may nominate/sign one nomination paper for that office (specific District and Mayor when applicable). In the event a voter does so, that voter's signature shall count only on the first nomination paper filed for each eligible jurisdiction which contains the voter's signature. Nomination papers subsequently filed for the same office and containing the voter's signature will be considered as though that signature does not appear on the subsequent nomination paper. *EC §10220*

Circulation

Nomination petitions may be circulated between July 13, 2026 and August 07, 2026 or August 12, 2026, if the filing period is extended because an incumbent does not file for that district. Nomination petitions must be filed with all other paperwork at the Elections Official's office before Friday, August 07, 2026 at 5:00 p.m. or August 12, 2026 at 5:30 p.m.

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[See Supporting Document 1 - Nomination Overview](#)

☐ 2. **Declaration of Candidacy (Required)**

EC §1226.3

A **Declaration of Candidacy** is the formal document a person files to appear on the ballot for public office. The declaration must be filed together with nomination paper by the deadline above and is issued at the Nomination Filing Appointment. A candidate's name cannot appear on the ballot unless the declaration is properly filed. The form also includes an Oath of Office, which is to be signed before the City Clerk or a Notary Public. If you plan to sign before the City Clerk:

Do not sign the Oath of Office prior to
submitting your filing document to the City Clerk, unless you are having it notarized elsewhere.

☐ 3. **Ballot Designation Worksheet (Required)**

EC §13307

The candidate may request an occupation designation to appear on the ballot. A candidate who requests a ballot designation to appear on the ballot must file a Ballot Designation Worksheet.

- The Ballot Designation Worksheet, along with any supporting documents, must be filed at the same time as the Nomination Paper is filed.
- If no Ballot Designation Worksheet is filed, no designation shall appear on the ballot.

The **Ballot Designation Worksheet**, will be provided at the issuance of the Nomination Paper.

☐ 4. **Candidate Statement of Qualifications or Waiver (Required)**

EC §13307

The Candidate Statement is designed to acquaint voters with a candidate's qualifications for the office they are seeking. The Candidate's Statement is incorporated into the Sample Official Ballot Pamphlet that will be mailed to all registered voters eligible to vote for that particular candidate. The Candidate Statement is optional and, if chosen, is paid for by the candidate. A deposit is required at the filing appointment along with a signed agreement to accept responsibility for the full cost. If the final cost, post-election, is less than the estimate, the difference will be reimbursed to the candidate. If the final cost is more than the estimate, the candidate will be required to pay the difference to the City.

If the Candidate does not wish to submit a Candidate's Statement, they will be required to sign at the bottom of a Candidate Statement waiving their right to submit one.

[See Supporting Document 2 - Candidate Statement Overview](#)

The **Candidate Statement** will be provided at the issuance of the Nomination Paper.

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To streamline document-submittal appointments, we recommend that candidates take advantage of two advance reviews by the City Clerk before the Nomination Filing appointment. Candidates may email their draft candidate statements for review to aivey@cityofsolanabeach.ca.gov. Our goal is to return unofficial word counts, content review, and format for draft candidate statements within one business day. Up to two courtesy advance reviews will be provided for each candidate. All Candidate Statements are confidential until the nomination period deadline has passed. For all qualified candidates, the Candidate Statements will be posted on the City's website the following Monday for public access.

The final statement will be printed and signed during the Nomination filing meeting with the City Clerk.

5. **Form 700 – Conflict of Economic Interest (Required)**

GC §87200-87210

The Form 700 provides information about candidate's economic interests and potential areas of conflict in relation to their official duties, if elected, and provides information to members of the public who may monitor official actions for any conflicts. This form is required to be submitted with the nomination papers during the submittal period. This filing should include the twelve prior months to the filing date to disclose certain financial interests. Councilmembers are not limited to the City's designated filing positions. As a GC 87200 filer, their reporting interests are broad.

In addition, all newly elected officials will be required to file an "Assuming" Statement of Economic Interests within 30 days after the term of office begins. Once filed, the form is a public document.

[Form 700 to view](#)

[\(see below when and how to fill it out\)](#)

- Once you receive an official Nomination Petition Form, you will receive an email giving you access to the 700 Form Filer's Access Portal to complete this form online.
- The Form 700 must be completed and submitted before filing of the Nomination Paper, not after the Nomination appointment.
- It is required to be filed with the Nomination Papers, so the online filing will be verified at the filing appointment.
- The Form 700 filing may not be changed, only amended.

[Form 700 Filing Reference Guide](#)

6. **Fees (Required)**

The City of Solana Beach currently can accept check (payable to the City of Solana Beach) or cash for the fees listed below. One check may be used for both fees.

- Filing Fee (required) *City of Solana Beach Fee Schedule*

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The City of Solana Beach requires a \$25 filing fee (non-refundable) with the filing of the nomination paper packet. *EC §10228*

b. Candidate Statements (if submitted)

The candidate is required to pay a deposit for the estimated cost of the Candidate's Statement of Qualifications. The estimated cost and required deposit of the candidate statement, either 200 or 400 words, will be **\$1,900**.

Upon completion of a Statement of Financial Worth determining indigency, a candidate statement may be submitted without payment of the fee in advance. However, the candidate may be billed their actual pro rata share of the cost of the election, merely deferring the payment *EC §13309*.

☐ 7. **Biographical Form (optional)**

The Biographical Form will be provided at the issuance of the Nomination Paper. This document is optional and serves as a voluntary opportunity for the candidate to share more information, as well as their contact information, with the public. The information provided will be posted online with their Candidate Ballot Statement and will be made available to any party upon request.

☐ 8. **Code of Fair Campaign Practices (optional)**

EC §20440

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues. A candidate who subscribes to the code and submits their signed form to the appropriate filing officer is indicating that they intend to voluntarily endorse, subscribe to, and solemnly pledge to conduct their campaign in accordance with the principles and practices stated in the code. Subscription to this code is voluntary. The **Code of Fair Campaign Practices** will be provided at the issuance of the Nomination Paper.

☐ 9. **Campaign Signs Acknowledgement (optional)**

Complete the local campaign sign agreement regarding your understanding of rules and regulation for campaign signage in the City of Solana Beach.

[Local Campaign Signs](#)

☐ 10. **Candidate Confidentiality Opt-Out - Voter Registration List (Optional)**

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The candidate address, telephone number, and email address are automatically made **confidential** on the voter list. If you would like to be able to vote at the polling place location, you may complete this optional form. This form will be made available to you at the issuance of Nomination Papers.

**Where to file our Nomination and Related paperwork
City Clerk's Office by Appointment**

**City of Solana Beach City Hall
635 S. Highway 101, Solana Beach, CA 92075
858-720-2400**

Before Filing Your Nomination Documents

To help ensure a smooth filing process, candidates are encouraged to:

- Schedule an appointment with the City Clerk and allow approximately one hour to review, complete, and process nomination documents.
- Email a final copy of your Candidate Statement to the City Clerk prior to your appointment, if you intend to submit one. See notes allowing two earlier submittals for word count confirmation.
- Conduct your Filing of Nomination Documents as early as possible. Early submission may allow the City Clerk sufficient time to verify nomination signatures before the filing deadline. If additional valid signatures are needed, a Supplemental Nomination Paper may be issued, provided there is adequate time remaining before the close of the nomination period.
- Carefully review all documents to ensure they are complete and accurate before filing. With the exception of the City Clerk's certification on the Declaration of Candidacy (when not notarized), documents should be finalized prior to submission.
- Be aware that once nomination documents are filed, they cannot be changed. Candidate Statements may be withdrawn, but not amended, by submitting a written request to the City Clerk no later than the next business day following the close of the nomination period.

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H. PUBLIC REVIEW PERIOD

State law provides for a “public review” of all candidates’ statements of qualifications, and other materials before printing the Sample Ballot and Voter Information Pamphlet.

The California Elections Code further defines this review period, with a distinct period for each document listed below that are filed with the City Clerk. *EC §13313*

During this period, any voter who believes any portion of these materials to be false, misleading or inconsistent with state law may seek a writ of mandate or injunction requiring any or all the material to be amended or deleted.

Any court challenges must be resolved at least 67 days (August 28, 2026) before Election Day to prevent any delays in printing the ballot and impacting the administration of the election.

The public review periods are as follows:

FILING DEADLINE	PUBLIC REVIEW PERIOD
<u>Ballot Occupational Designations</u> for Local Candidates	
Candidates filed by August 07	August 10 to August 17
If the period is extended for any race, those Candidates filing deadline will be August 12	August 13 to August 22
<u>Candidate Statement of Qualifications</u> for Local Offices	
Statements filed by August 07	August 10 to August 17
If the period is extended for any race, those Candidates filing deadline will be August 12	August 13 to August 22

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I. FAQs

Q: When is the election and how many positions are open?

A: The General Municipal Election to elect Councilmembers in the City of Solana Beach are held on the first Tuesday after the first Monday in November of each even-numbered year. There is one Mayor elected at large and there are four Councilmembers, each representing a designated District of the City.

The next election will take place on November 3, 2026 for Councilmembers for District 2 and District 4.

[Local Election webpage](#)

Q: Must I live in Solana Beach to become a City Council candidate?

A: You must be a registered voter, thus a resident, of the District if you wish to run for a City Council District seat or a resident within the City's jurisdiction if you wish to run for Mayor.

Q: How can I become a candidate for Solana Beach City Council?

A: Make an appointment with the City Clerk to obtain Nomination Papers and documents at 858-720-2400 or clerkoffice@cityofsolanabeach.ca.gov. Papers will be issued at 635 S. Hwy. 101, Solana Beach.

Q: When are documents available to run for City Council?

A: The nomination period opens on July 13, 2026 and ends on August 07, 2026.

Q: When is the deadline to return the completed documents?

A: The deadline is 5:00 P.M. on August 07, 2026. However, you are encouraged to turn in the forms as soon as they are complete to verify all requirements have been met and allow additional time if necessary, before the deadline. Candidate statements are confidential until the conclusion of the nomination period.

If an incumbent does not file by the deadline, the nomination period is extended to August 12, 2026 only for non-incumbents.

Q: Are the positions partisan or non-partisan?

A: Elections for city offices are non-partisan, meaning candidates do not declare a political party in order to run for office. EC §334

Q: How many signatures are needed by registered voters to nominate a candidate?

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A: Not less than 20, but no more than 30 registered voters in the applicable District or City-wide for Mayor. EC §10220

Q: Who can circulate the Nomination Paper?

A: Preferably the candidate or any other eligible person, 18 years of age or older. Only one person can circulate the entire paper to signers.

Q: Is there a cost to run for City Council?

A: Yes, the only required cost for a candidate is the filing fee (non-refundable) of \$25 to be paid at the filing of the nomination documents. .

Q: What is a Candidate's Statement and what is the cost?

A: It is an optional way to let the voters know about you. You can write a statement that is printed in the Sample Ballot, which is mailed to all registered voters for your elective district. For details about the format and cost, refer to the Nomination Guide. Payment for the filing fee (\$25) and the optional candidate's statement deposit (\$1,900) must be made at the time nomination documents are filed and may be made by check or cash.

Q: Are there rules regarding flyers, yard signs or internet ads?

A: Yes, there are local rules and rules about political advertising. Make sure you are aware of all campaign finance rules and local sign regulations. Refer to the Campaign Sign Regulations on the [Elections page](#).

Q: Who do I contact if I have additional questions?

A: The City Clerk is the Elections Official for Solana Beach and can answer questions or refer you to the appropriate person or agency. The City Clerk may be reached at (858) 720-2400 or at aivey@cityofsolanabeach.ca.gov .

Q: Where do I obtain FPPC forms?

A. All FPPC forms can be obtained from the [FPPC website](#) for reference. Most forms must be filed online at [eFile](#) (except for Form 501 and 410). See the Campaign Activity Reference for some guidance on following local rules for reporting and filing.

Q: Where can I address violations?

A. [Violations](#) may be reported to varying agencies. FPPC will address most of these, however if local rules are violated, the City will assess complaints and refer them as necessary for internal investigation.

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J. IMPORTANT CONTACTS

OFFICE OF THE CITY CLERK / LOCAL ELECTIONS OFFICIAL

City of Solana Beach

635 S. Highway 101, Solana Beach, CA 92075

Phone: (858) 720-2400

www.cityofsolanabeach.org

- Campaign Statements for Local Committees and Candidates
- Forms and Manuals
- Filing Schedules

SAN DIEGO COUNTY - Registrar of Voters

5600 Overland Avenue, San Diego, CA 92123

Phone: (858) 565-5800 or (800) 696-0136

www.sdvote.com

- Mail Ballots
- Voter Index/Precinct Lists
- Mailing Labels
- Voter Registration

SECRETARY OF STATE

Political Reform Division

1500 11th Street, 4th Floor, Room 495, Sacramento, CA 95814

Phone: (916) 653-6224

www.sos.ca.gov

- Committee Identification Numbers
- Formation and Termination of Committees

FAIR POLITICAL PRACTICES COMMISSION

428 J Street, Suite 620, Sacramento, CA 95814

Phone: (866) 275-3772 (Toll Free)

www.fppc.ca.gov

- Campaign Disclosure (state rules only)
- Conflict of Interest Disclosure (state rules apply)

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CANDIDATE NOMINATION OVERVIEW

2026 NOMINATION PERIOD JULY 13TH – AUGUST 7TH ****Period Extended to August 12 if the Incumbent for that Race Does Not File**

- A. Issuance of Nomination Paper
- B. Nomination Petition Contents
- C. Declaration of Candidacy and Oath of Allegiance
- D. Ballot Designation Worksheet
- E. Deadline to File
- F. Order of Candidate Names on Ballot
- G. Write In Candidates

The Nomination Paper is a petition to provide for a nomination of a candidate by 20 registered voters of the jurisdiction for that office.

A. Issuance of Nomination Paper**EC §10227**

The City Clerk/Elections Official will issue nomination and election forms for municipal offices during regular office hours of the City's 9/80 schedule work week, July 13th – August 7th (*August 12th if period is extended due to incumbent not filing). Nomination Papers for Solana Beach may only be obtained from the City Clerk.

Solana Beach City Hall Regular Work Schedule

- Monday – Thursday, 7:30 a.m. to 5:30 p.m.
- Alternate Fridays 8:00 a.m. to 5:00 p.m. (July 24th and August 7th)

Please make an appointment ahead of time as your registered voter status must be verified before issuing this document.

At the time of issuance of the Nomination Petition form, the City Clerk shall type on the form the name of the candidate and name of the office and affix the elections official's signature before issuing. The forms shall be *issued* without charge to all candidates, with a \$25 fee due upon *filing*. These officially issued forms must be used to nominate only one open seat (Member of the City Council District 2, District 4) in order to qualify for the November 3, 2026 ballot. **EC §10227**

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B. Nomination Petition ContentsNomination of Candidate *EC §10220*

Each candidate must be nominated by not less than twenty (20) or no more than thirty (30) registered voters in the City. The City and date of election will be inserted on the form prior to issuance. Only one candidate may be named on each nomination paper.

1. Issuance by City Clerk

Official Filing Form Box: The City Clerk will fill out this box signing and dating the issuance of this form.

2. Nomination Paper Contents**a. Name of Candidate Nominee****b. Print Name of Office**

Member of the City Council, District # 2

Member of the City Council, District #4

c. Signers/Signing a Nomination Paper *EC §10220, 10221*

A sponsor may sign only one nomination paper for each open seat of the City Council. Any registered voter of the jurisdiction, including the candidate, may sign a nomination paper. All signers must be a registered voter of the District for the paper they are signing, and within the City for the Mayor.

The signature of the sponsor must be written the same way it appears on their voter registration.

PRECINCT¶ (to be entered by: Elections Official)¶	NAME¶	RESIDENCE (As Registered -- No P.O. BOX)¶	VERIFICATION¶ (to be entered by: Elections Official)¶
¶	Print:¶ 1¶	Residence Address ONLY:¶	¶
	Signature:¶	City or Town:¶	

Example:

Each registered voter may vote for one person in their District since there is only one open seat for each district. Therefore, each registered voter will nominate one person for their district office.

In obtaining signatures, you may want to confirm with the voters if they have signed for anyone else for the position for which you are circulating your nomination paper. If a sponsor signs more than one paper for a seat, the sponsor's signature shall count only on the nomination paper that was filed first.

When the Mayor seat is open, any registered voter in the City may also sign one nomination petition for that office.

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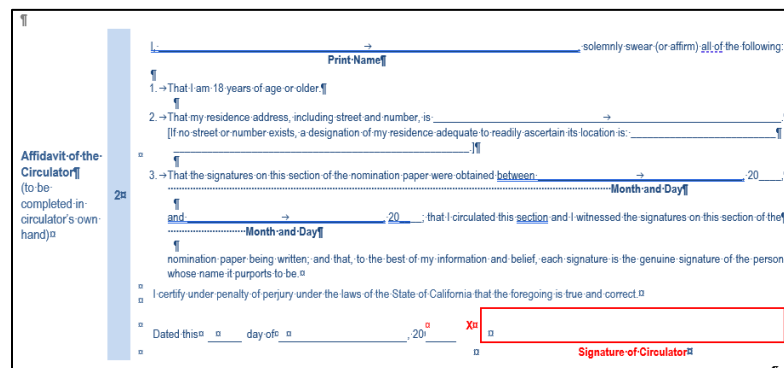
d. Circulating the Nomination Paper *EC §10220, 201*

The nomination paper may be circulated by the candidate himself/herself or by any other eligible person, 18 years of age or older. However, only ONE person may circulate each nomination paper.

Whoever circulates the paper must witness all signatures and complete and sign the Declaration of Circulator.

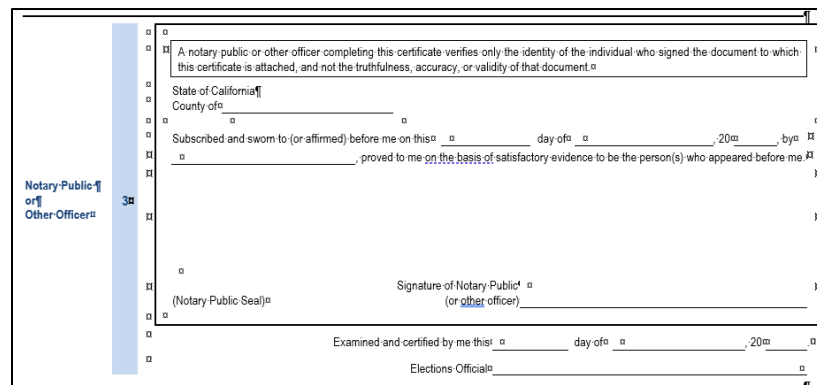
e. Affidavit of the Circulator *EC §10226.3*

- Any person who is 18 years of age or older may circulate a nomination paper. *EC §102*
- Only 1 person may circulate a municipal Nomination Paper.
- The circulator must personally witness the signature of each sponsor.
- The circulator must complete the Declaration of Circulator section on the form by entering his/her name, address and circulation dates, and sign under penalty of perjury.



The form is titled "Affidavit of the Circulator (to be completed in circulator's own hand)". It contains the following sections:

- Print Name:** A line for the circulator's name.
- 1. That I am 18 years of age or older.** A line for the circulator's age.
- 2. That my residence address, including street and number, is:** A line for the address, with a sub-line for "If no street or number exists, a designation of my residence adequate to readily ascertain its location is:".
- 3. That the signatures on this section of the nomination paper were obtained between:** Two lines for "Month and Day" and "20__".
- and:** A line for "Month and Day" and "20__".
- I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.**
- Dated this:** A line for the date, followed by "day of" and "20__".
- Signature of Circulator:** A red box for the signature.

f. Notarization or City Clerk Certification of Circulator


The form is titled "Notary Public or Other Officer". It contains the following sections:

- A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.**
- State of California**
- County of:** A line for the county.
- Subscribed and sworn to (or affirmed) before me on this:** A line for the date, followed by "day of" and "20__", **by:** A line for the name.
- providing to me on the basis of satisfactory evidence to be the person(s) who appeared before me.**
- Signature of Notary Public (or other officer):** A line for the signature.
- (Notary Public Seal)**
- Examined and certified by me this:** A line for the date, followed by "day of" and "20__", **Elections Official:** A line for the signature.

3. Signature Verification

Once you have filed your paperwork, the City Clerk will have the signatures verified in order to qualify 20 of the 30 registered voter signatures provided. If 20 registered voters

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are not obtained, you will be contacted by the City Clerk that you have not reached the nomination requirement and may then issue you one Nomination Petition Supplemental Form (in the same manner as the initial Nomination Paper) to obtain additional signatures to qualify as a candidate. All signatures must be submitted by the deadline.

C. Declaration of Candidacy and Oath of Allegiance *EC §10226*

- Each nomination paper shall be accompanied by a declaration of candidacy including notarization. (*EC §10226.3*) At the discretion of the elections official, a candidate for any office whose voter registration information is confidential under Section 2166, 2166.5, 2166.7, or 2166.8 may withhold the candidate's residence address from the declaration of candidacy.
- If a candidate does not state the candidate's residence address on the declaration of candidacy, the elections official shall verify whether the candidate's address is within the appropriate political subdivision and add the notation "verified" where appropriate on the declaration.

To be completed at the filing with the City Clerk.

- **Oath and signature**
- **Ballot Designation Final Choice**

Contents

1. Print Name of Office

Member of the City Council, District # 2
Member of the City Council, District #4

2. Name of Nominee

The candidate's name as provided by the candidate on the Declaration of Candidacy will appear on the ballot. It **CANNOT** be changed after the nomination period has ended.

A CANDIDATE MAY:	◆ Use first, middle and last names. ◆ Use initials only and last name. ◆ Omit the middle name. ◆ Use a nickname in quotation marks, provided the given name or initials and last name are shown. ◆ Use a shortened familiar form of the given name. Such as "Bill" for William, "Dick" for Richard, "Kathy" for Kathleen, "Pat" for Patricia or "Terry" for Theresa.
A CANDIDATE MAY NOT:	◆ Use more than 32 characters. ◆ Use titles such as "Ms.," "Mrs.," "Dr.," "Col.," "Rev." No title or degree shall appear either before or after a candidate's names on the ballot. (<i>E.C. Sec. 13106</i>) ◆ Change his/her name within one year prior to the election. If a candidate changed his/her name within one year prior to the election, the new name shall not appear on the ballot unless the change was made by marriage or decree of any court of competent jurisdiction. (<i>E.C. Sec. 13104</i>)

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3. Name as it should appear on Ballot

The candidate's name, as he/she wishes it to appear on the ballot. If the candidate wishes, a nickname may be used in addition to the formal name, however, titles or degrees are not permitted.

4. Ballot Designation (Occupation, Vocation, etc.)

The listing of a ballot designation in area 2 on the ballot is optional but must be elected at the submittal of the nomination paper, along with the Ballot Designation Worksheet.

The candidate may request an occupation designation to appear on the ballot. A candidate who requests a ballot designation to appear on the ballot must file a ballot designation worksheet.

Guidelines for Acceptable Ballot Designations

- a. It is true and accurate.
- b. It would not mislead voters.
- c. It does not 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.”
- d. It does not abbreviate the word “retired” or place it following any word(s) it modifies.
- e. It is generic. (This means “IBM” is unacceptable; “Computer Company” is acceptable.)
- f. It is neutral; it does not suggest an evaluation of a candidate (such as “outstanding,” “expert,” etc.)
- g. It is how the candidate makes a living. Occupation, Vocation, Profession, etc.
 - No Avocations (hobbies, volunteer work), Pro Forma Professions (honorary), or Statuses (veteran, philanthropist, MD)
 - No commercial identification (UCLA, Smith Foundation)
 - No prefix (Ex-, Former, Past)

Ballot Designation

Choose ONE of the following Ballot Designation options:

- A. Elective Office Title:** Words designating the elective office title may be used IF the candidate holds the office at the time nomination documents are filed and the office was filled by a vote of the people.

Acceptable examples:

City Councilmember
Councilmember, City of Solana Beach
Solana Beach Councilmember

NOT Acceptable:

City Councilmember, City of Solana Beach / Parent
 (Too many words; “Parent” is not part of elected position)

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Governing Board President, ABC School District

(Too many words; "President" is not an elected position; "Member" is)

B. Incumbent: The word "Incumbent" may be used IF the candidate is seeking re-election to the same office and was elected to that office by a vote of the people. The word "Incumbent" shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone.

C. Principal Profession, Vocation or Occupation: No more than three words designating either the current principal profession, vocation, or occupation of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.

All California geographical names are one word. Hyphenated words that appear in a standard dictionary are considered one word. Each part of all other hyphenated words is counted as a separate word.

Acceptable examples:

High School Teacher

Attorney / Educator / Rancher

CEO / Councilmember

Software Engineer / CEO

NOT Acceptable:

San Diego County Supervisor / Business Owner

D. Appointed Incumbent: The phrase "Appointed Incumbent" IF the candidate was appointed to the office and is seeking election to that office. The word "Appointed" may also be used with the office title. The word "Incumbent" shall not be used in conjunction with any other words, including any accompanying adjective or modifiers, and must stand alone. There shall be no word count limitation applicable to ballot designations under E.C. 13107 (a) (4).

Acceptable examples:

Appointed Incumbent

Appointed City Council

Appointed City Councilmember, Solana Beach

E. Community Volunteer: A "Community Volunteer" shall constitute a valid principal vocation or occupation for a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- a. A charitable, educational, or religious organization as defined by the United States Internal Revenue Code Section 501(c)(3);
- b. A governmental agency; or
- c. An educational institution. California Code of Regulations § 20714.5

The use of "Community Volunteer" is subject to the following conditions:

1. A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
2. A candidate is not engaged concurrently in another principal profession, vocation or occupation.

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3. A candidate may not use the designation of "Community Volunteer" in combination with any other principal profession, vocation or occupation. Elections Code § 13107.5

F. No Designation Desired: If no ballot designation is requested, write the word "NONE" and place your initials in the space provided for ballot designation on the last page of the Nomination Paper.

For more details, including relevant Election Code sections and California Code of Regulations, see the Ballot Designation Worksheet and this link for the [Secretary of State's Ballot Designations](#).

- After reviewing the rules, if you have questions on what may be accepted, you may email your inquiries to the City Clerk clerkoffice@cityofsolanabeach.ca.gov for review prior to your nomination filing appointment.
- After filing the nomination petition, if the City Clerk determines that the designation is not in compliance with the Elections Code, the City Clerk will notify the candidate by telephone or certified mail that the designation must be changed to comply with the Code. If the candidate does not respond within three days of the notification date, the City Clerk will withdraw the designation. (*EC §13107 (f)*)

5. Candidate Addresses and publication choice
6. Candidate Phone Numbers and publication choice
7. Internet Websites and publication choice
8. Emails
9. Candidate Signature regarding qualifications
10. Oath of Allegiance and Signature
11. Notarization or City Clerk certification

The candidate must sign the "Oath or Affirmation" box in the witness of an officially authorized City Clerk/Elections Official or before a notary public. If you plan to sign before the City Clerk:

Do not sign the Oath of Office prior to submitting your filing document to the City Clerk.

D. Ballot Designation Worksheet

The Ballot Designation Worksheet Form provides justification for use of your selected Designation. The Worksheet is required for all candidates who want their occupation printed under their name on the ballot. It is filed at the same time as the Declaration of Candidacy.

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- On this form the candidate will provide justification and documents (if any) to justify the specific designation requested. The listing of a designation on the ballot is OPTIONAL.
- Once filed, these forms are public information.
- If the candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.**

The **Ballot Designation Worksheet** will be provided at the issuance of Nomination Papers.

1. Fill in your name, office title you are running for and contact information.
2. If you have an attorney, fill in your attorney's contact information.
3. Fill in the Proposed Ballot Designation not to exceed 48 characters, which shall match the designation on the Declaration of Candidacy, and two alternatives.
4. Fill in the justification for use of the proposed ballot designation, job title, employer and information of person(s) that can verify this information. Attach any supporting documentation of your chosen designation as appropriate.
5. Answer the 12 questions (if the answer to any of the questions is "yes", your designation is likely to be rejected).
6. Sign and date.

E. Deadline for Filing Nomination Papers *EC §10224, 10225, 10407*

The deadline for filing nomination papers is 5:00 p.m. on Friday, August 07, 2026. If an incumbent for a specific office does not file by then, the deadline is extended only for non-incumbents for that seat to 5:30 p.m. on August 12, 2026. Filing appointments are scheduled to ensure that the elections official has time to review all pertinent paperwork.

Filing on time is the candidate's responsibility. The Nomination Paper and any other documents that are required to be filed with it must be received at the filing meeting, occurring no later than the filing deadline.

Filings that are made on the final deadline day will not have the same courtesy review and signature verification as those turned in earlier, due to time constraints.

Postmark or scanned/faxed copies are NOT acceptable.

Withdrawal of Candidacy *EC §10224*

Withdrawal of candidacy is permitted only up to the close of the nomination period. No candidate may withdraw after the filing deadline is over. Do not confuse this with the option to withdraw a *Candidate Statement*, which has a different deadline.

F. Order of Names on Ballot *EC §13112*

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The Secretary of State will conduct a randomized alphabetical drawing of the alphabet on August 13, 2026 and the Registrar of Voters will follow this same alphabet order to arrange the name of the candidates on the ballot.

G. Write-in Candidates

Write-in candidates must qualify via the nomination paper as mentioned in the beginning of this section in order to be official recipients of qualified votes. Qualified write-in candidates will NOT be listed in the sample ballot or on the official ballot. Only those candidates who have qualified by the August 07, 2026 deadline will be listed on the ballot.

FILING REQUIREMENTS	Every person who desires to be a write-in candidate and have his or her name counted for a particular office shall file: 1. A statement of write-in candidacy which contains the following: ◆ Candidate's name, ◆ Candidate's residential address, ◆ A declaration stating that he or she is a write-in candidate, ◆ The title of the office which he or she seeks, ◆ The date of the election, If applicable, the requisite number of signatures on the nomination papers for that office, and a circulator's affidavit. Signers and circulators must meet the same qualifications as for regular nomination papers. (E.C. § 8602, 8603) A person may not be a write-in candidate at the general election for a voter-nominated office or run-off contest.
FILING FEE	No extra fee or charge shall be required of a write-in candidate, except the \$25.00 filing fee. (E.C. § 8604)
FILING PERIOD	September 7 to October 20 The statement and nomination papers shall be available on the 57th day prior to the election and shall be filed with the City Clerk not later than the 14th day prior to the election. (E.C. § 8601) Financial Disclosure: Please refer to Financial and Campaign Disclosure Information starting on page 45 for reporting requirements.
ELECTION RESULTS	Write-in election results are not determined until the canvass is completed. California election law allows a prescribed number of days for the conduct of the official canvass. During the official canvass, write-in ballots must be individually reviewed to determine if the write-in vote is for a qualified/unqualified write-in candidate and whether a voter has overvoted. Write-in votes are counted and certified in an election only if qualified candidates have filed the required nomination documents with the election's official.

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CANDIDATE'S STATEMENT OVERVIEW

- A. Candidate Statement of Information
- B. Cost
- C. Preparation of Statement
- D. Confidentiality of Statement
- E. Statement Withdrawal
- F. Public Examination and Challenge of Content

Candidate Statements

Candidates may elect to submit a voluntary Candidate Statement for inclusion in the Sample Ballot and Voter Information Pamphlet mailed to registered voters within the applicable district or jurisdiction.

The Candidate Statement is intended to acquaint voters with the candidate's qualifications for the office sought. A Candidate Statement must be filed at the same time nomination papers are submitted.

All candidates must complete and file the Candidate Statement form provided by the City Clerk, even if they choose not to submit a Candidate Statement for publication.

Candidates who elect to publish a Candidate Statement are responsible for the actual costs associated with preparing, translating, printing, handling, and mailing the statement.

Candidate Statement Disclaimer

The City Clerk does not verify or endorse the content of Candidate Statements. Publication of a Candidate Statement does not exempt the candidate or the author from any civil or criminal liability arising from false, misleading, slanderous, or libelous statements contained in the Candidate Statement or the Voter Information Pamphlet.

A. CANDIDATE'S STATEMENT OF QUALIFICATIONS

Complete the form including the candidate statement. If you choose not to file and pay the deposit for a candidate statement, check the appropriate box and sign.

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B. COST EC §13307, 13309

Candidates who elect to submit a Candidate's Statement must pay a deposit at the time the statement is filed. The estimated deposit for the November 2026 Municipal Election is:

Member of the City Council – Districts 2 or 4: \$1,900

The City Council will determine whether Candidate Statements will be limited to 200 or 400 words. A copy of the applicable resolution will be provided to candidates establishing the allowable words for Candidate Statements for the approaching election.

Because the actual costs of translating, printing, handling, mailing, and processing Candidate Statements depend on a variety of factors, the exact cost cannot be determined before the election. The deposit amount is therefore an estimate.

As soon as practicable following the election, the City Clerk will determine the actual costs incurred by the City. Each candidate who submitted a Candidate Statement will be billed or refunded for their pro-rata share of the actual costs, less the deposit previously paid.

Indigent Candidates

A candidate who wishes to submit a Candidate Statement but is unable to pay the required deposit at the time nomination papers are filed may apply for indigent status. A Statement of Financial Worth, provided by the City Clerk, must be completed and submitted for review.

If the City Clerk determines that the candidate qualifies as indigent, the candidate may defer payment of the Candidate Statement costs until after the election. Approval of an indigence claim does not waive or reduce the costs associated with the Candidate Statement; it only postpones payment. Candidates approved for indigent status must sign an agreement to reimburse the City for the actual costs of the Candidate Statement following the election.

C. PREPARATION OF THE CANDIDATE'S STATEMENT EC §13307, 13308

Candidates are limited to the paragraph format restrictions as explained below.

The **Candidate Statement** Form will be provided at the issuance of the nomination paper.

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1. Contents

- a. The statement may contain name, age and occupation of the candidate. You may enter this information at the top section of the statement. The occupation listed in this location does not have the same restrictions as the ballot designation.

Jurisdiction Name: (ALL-CAPS)	CITY OF SOLANA BEACH → → → → →		
Office Title: (Title Case)	Member of the City Council, District #2 or District #4		
Candidate Name: (ALL-CAPS)			
Occupation: (Title Case)			
Age: (Optional)		Gender (M or F): <i>For translation purposes</i>	
Election Date:	November 3, 2026		

- b. Background: The Candidate's Statement of Qualifications shall be limited to a recitation of the candidate's own personal background and qualifications expressed by the candidate. The City Council will adopt a resolution determining if the candidate statement is limited to 200 or 400 words, and it will be provided to you.
- c. No party affiliation: The candidate's statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- d. No mention of an opponent(s) allowed, by name, office, title or otherwise:
It shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities for non-partisan offices.

The City Clerk shall NOT cause to be printed, posted on the internet, or circulated any statement that includes any reference prohibited by law. *EC 13308*

2. No photographs are permitted.

3. Format

The California Elections Code intends uniformity of appearance of the candidates' statements. By preparing a candidate statement in accordance with the guidelines, each statement will be printed in type of uniform size and darkness, and with uniform spacing in the Voter Information Pamphlet.

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a. Font

The statement will be printed in 8-point type in the Voter Information Pamphlet. Only the candidate's name, age, and occupation will be printed in the 10-point type.

b. Restrictions: The following **WILL NOT** be permitted:

- Handwritten Statements
- Copy from a fax machine
- **Bold** Type
- Extra exclamation points
- Multiple Punctuation
- Lists
- Stars, bullets, graphics
- *Italics*
- ALL CAP Letters
- Underlines
- Tables

c. Spacing

The spacing in the statement is to be single space and in block paragraphs.

4. Spelling/Punctuation/Grammar

- Check statement for errors in spelling, punctuation, and grammar. Typographical errors will not be corrected.
- No responsibility or liability is assumed for error in spelling, punctuation, or grammar, because the statement is entirely the candidate's responsibility.
- The City Clerk/Elections Official is not authorized to make any corrections to statements.

5. Typesetting

- The City has consolidated with the statewide election and contracts with the San Diego County Registrar of Voters to prepare the ballot for printing. Therefore, the City complies with the County's requirements for typesetting.
- Statements that are not in compliance will be reformatted and set in uniform type.
- The elections official bears no responsibility for the correct typesetting of statements that must be reformatted under these circumstances.

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Sample of Typesetting in Sample Ballot

JURISDICTION NAME IN CAPITAL LETTERS Division/District/Office No. in Upper & Lower Case	
CONNOR STARK Artist*	Age: ## <i>(Optional)</i>
I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1980. I am married and currently have two children attending schools in the district, have a private dental practice and oversee the daily operation and finances of our family-owned business. I own and operate my own small business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials, I am convinced we can offer quality education to all students within the district. I am looking forward to serving you on the Washington Unified School District Governing Board. Thank you for your vote.	
CS-999-9	SD 000-00

*Does not have to match ballot designation if one is provided on the Declaration of Candidacy.

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6. Word Count (EC Section 9)

Count the words in your statement. The total count must not either the 200 or 400 word limit established by City Council. The following are the guidelines specified for counting the number of words submitted on the candidate's statement whose content is limited by statute.

WORD COUNT GUIDELINES

(Elections Code Chapter 1, General Provisions, Section 9)

The following guidelines are used by the Registrar of Voters Office for counting words on candidate statements. The guidelines do not apply to ballot designations for candidates. If the text exceeds the specified 200-, 250- or 400-word limit, the author will be asked to delete words or change the text until the statement conforms to the requirements.

9. (a) Counting of words, for purposes of this code, shall be as follows:

- (1) Punctuation is not counted.
- (2) Each word shall be counted as one word except as specified in this section.
- (3) All proper nouns, including geographical names, shall be considered as one word.
- (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
- (5) Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (6) Dates shall be counted as one word.
- (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
- (8) Telephone numbers shall be counted as one word.
- (9) Internet Web site addresses shall be counted as one word.

(b) This section shall not apply to counting words for ballot designations under Section 13107.

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Examples:

- All proper nouns, including geographical names, shall be considered as one word. A proper noun is a noun that designates a particular being or thing, does not take a limiting modifier, and is usually capitalized in English.

One Word	More than One Word
Solana Beach Solana Beach Chamber of Commerce Solana Beach City Hall Solana Beach Public Affairs Department Land Use Plan Marine Safety Center	<u>Solana Beach coastline</u> <u>City Hall</u> <u>Public Affairs Department</u>
ADU Solana Beach Municipal Code	<u>Accessory Dwelling Unit</u> <u>Municipal Code</u>
Coastal Rail Trail	<u>Coastal Rail Trail Garden</u> <u>Coastal Rail Trail bike path</u>
Fletcher Cove Fletcher Cove Park	<u>Fletcher Cove tot lot</u>
San Elijo JPA Climate Action Commission	<u>San Elijo JPA Boardmember</u> <u>Member of Climate Action Commission</u> <u>(CAC) Member</u>
La Colonia Skatepark	<u>Skatepark at La Colonia</u>
Harbaugh Seaside Trails	
Del Mar Fairgrounds Del Mar Fair San Diego County Fair	<u>Del Mar river mouth</u>
Highway 101 or HWY 101 Lomas Santa Fe S. Cedros Cedros Design District City of Kindness	<u>Design District</u> <u>Kindness City</u>

- Each abbreviation for a word, phrase or expression shall be counted as one word. Example: SANDAG, NCTD, CRT, shall be counted as one word.

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- Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, including a generally available standard reference dictionary published online, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

Examples: Self-employed, Covid-19, vice-president, year-end, well-managed, ex-military, inter-related, non-violent shall be counted as one word.

- Dates shall be counted as one word.

Examples:

11-3-26

November 3, 2026

Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words.

Examples:

"One" shall be counted as one word.

"100" shall be counted as one word.

"one hundred dollars" shall be counted as three words

Number combinations, "2000-2004" counted as one word

"100%" shall be counted as one word.

7. Translations

All Voter Information Pamphlet text, including Candidate Statements, are translated into Spanish, Filipino, Vietnamese, and Chinese.

8. Filing Appointment: All statements must be submitted on or attached to the candidate statement form provided. The candidate statement submittal form must be signed.

- The original signed document, in hard copy, will be required to be submitted at the filing appointment. Please see the Local Candidate Election Guide relative to courtesy reviews prior to the filing appointment.

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- The same Final document in Word version must be emailed to the City Clerk clerkoffice@cityofsolanabeach.ca.gov on and before the filing meeting.
- The emailed Word version must match the hard copy exactly. If there are any discrepancies between the hard copy and the Word document, the hard copy will prevail.
- The paper shall be plain white (8 ½ x 11 or on the candidate statement form).
- Margins, (left & right) NO LESS than ½ inch.
- A fixed pitch font such as Courier is recommended.

D. CONFIDENTIALITY OF STATEMENTS *EC §13311*

Notwithstanding any other provisions of law, candidates' statements filed pursuant to Elections Code §13307 shall remain confidential until the close of the nomination period for the office sought.

E. STATEMENT WITHDRAWAL *EC §13307(a)(3)*

A Candidate Statement may be withdrawn, but may not be changed, during the nomination period and until 5:00 p.m. on the next working day following the close of the nomination period.

For the November 2026 Municipal Election, nomination papers must be filed by **Friday, August 7, 2026**. Therefore, a Candidate Statement may be withdrawn until **5:00 p.m. on Monday, August 10, 2026**.

Any request to withdraw a Candidate Statement must be submitted in writing, signed by the candidate, and received by the City Clerk no later than **5:00 p.m. on Monday, August 10, 2026**.

If the nomination period is extended due to an incumbent not filing nomination papers, a Candidate Statement may be withdrawn upon the candidate's written and signed request received by the City Clerk no later than **5:00 p.m. on Thursday, August 13, 2026**.

F. PUBLIC EXAMINATION AND CHALLENGE OF CONTENT *EC §13313, 13314*

Public Examination of Candidate Statements

Following the close of the nomination period, Candidate Statements are available for public examination for a period of ten (10) calendar days. During this period, any voter of

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the City may seek a writ of mandate or injunction requiring that any portion of a Candidate Statement be amended or deleted.

False Statements

Candidates are responsible for the accuracy of the information contained in their Candidate Statements. Pursuant to Elections Code section 18351, a candidate for a local nonpartisan office who knowingly makes a false statement of a material fact in a Candidate Statement with the intent to mislead voters is subject to a fine of up to one thousand dollars (\$1,000).

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