CITY OF HERMOSA BEACH

CANDIDATE HANDBOOK

General Municipal Election

November 5, 2024





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SECTION 1 | Introduction and Calendar



Letter from the City Manager

"I can assure you, public service is a stimulating, proud and lively enterprise. It is not just a way of life, it is a way to live fully."

~ Lee H. Hamilton, former member of the United States House of Representatives (9th congressional district of Indiana from 1965 to 1999)

Dear Hermosa Beach Resident:

Thank you for considering running for public office to serve our amazing community.

Public service is an incredibly noble profession and endeavor. It is the birthplace of innovation and the cornerstone of a thriving society. In this role, you will join a team of dedicated individuals who strive for excellence on behalf of our community. These are people inspired to make local places better for everyone, who start every day with the wellbeing of the entire community in mind. They take on increasingly complex problems, work tirelessly for a brighter future, and run toward danger to keep our community safe. They are unwavering in their commitment to enhancing quality of life and ensuring our natural systems remain balanced for our collective prosperity.

These are the colleagues I am proud to work alongside and call family. I am confident that your exploration of this honorable endeavor will be fulfilling and impactful. Thank you for considering public service. I wish you all the best on this noble journey.

Warmly,

Suja Lowenthal, City Manager

Letter from the City Clerk

Dear Prospective Candidate,

The nomination period for the City of Hermosa Beach General Municipal Election on Tuesday, November 5, 2024, begins <u>Monday</u>, <u>July 15</u>, <u>through Thursday</u>, <u>August 8</u>. All nomination papers must be submitted to the Clerk's office by the close of the nomination period. Therefore, we recommend you schedule an appointment with the Clerk's office well before the filing deadline.

Please note that this Candidate Handbook contains information about your nomination and candidacy for public office. However, it is not a legal document nor intended to provide legal advice.

All nomination papers required to become an official candidate for the office of Member of the City Council and City Treasurer will be provided to you in a separate manila envelope from our office. You will receive confirmation about your candidacy when the Clerk's office verifies that all required forms are submitted and that you have provided at least 20 qualifying signatures from Hermosa Beach voters on your nomination paper. A digital copy of any document provided in the manila envelope (except for the nomination paper) is available upon request.

The City Clerk's office is here to help answer any questions or concerns you may have throughout this process.

PLEASE NOTE: City Hall is open Monday through Thursday, from 7 a.m. to 6 p.m.

The City Clerk's office looks forward to working with you.

Sincerely,

Myra Maravilla, City Clerk



Important Contact Information

Myra Maravilla, MPA, CMC | City Clerk

City of Hermosa Beach 1315 Valley Dr., 2nd Floor Hermosa Beach, CA 90254

p: 310-318-0204

e: mmaravilla@hermosabeach.gov

Los Angeles County Registrar-Recorder/ County Clerk

12400 Imperial Highway Norwalk, CA 90650

Campaign Reporting Unit

p: (562) 462-2339

Voter Registration Information

p: (800) 815-2666, Option 4

f: (562) 651-2548

w: lavote.gov

e: voterinfo@rrcc.lacounty.gov

Fair Political Practices Commission

1102 O Street, Suite 3000 Sacramento, CA 95811

p: 916-322-5660

p: 866-ASK-FPPCf: 916-322-08886

w: www.fppc.ca.gov

e: advice@fppc.ca.gov

Campaign Disclosure

• Conflict of Interest Disclosure

Conflict of Interests

To Report a Violation

p: 866-ASK-FPPC

e: complaint@fppc.ca.gov

Reanna Guzman | Deputy City Clerk

p: 310-318-0203

e: rguzman@hermosabeach.gov

City Clerk Email

<u>cityclerk@hermosabeach.gov</u>

Secretary of State

1500 11th Street Sacramento, CA 95814

p: (916) 653-6814

f: (916) 653-5045

w: www.sos.ca.gov

Political Reform Division

p: (916) 653-6224

 Committee Identification Numbers

• Termination of Committees

• Online/Electronic Filing

Elections Division

p: (916) 657-2166

 Questions regarding Elections Code

California Legislation Information

w: https://leginfo.legislature.ca.gov/

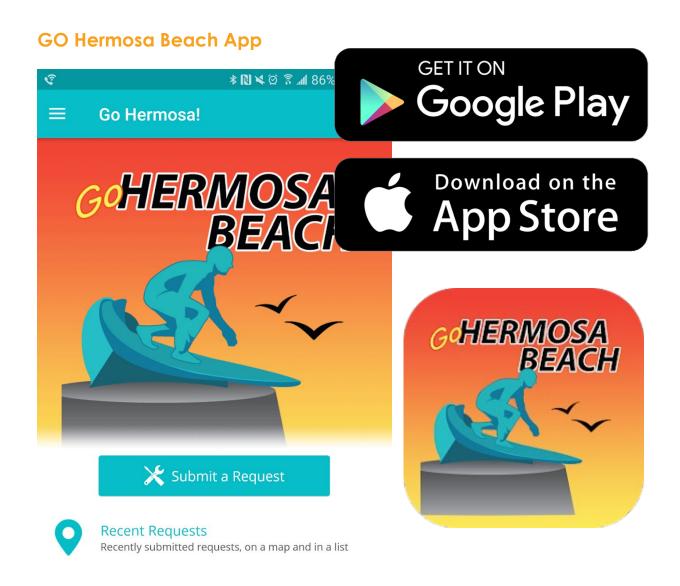
California laws

Attorney General

p: 800-925-5225

w: http://oag.ca.gov/

• Brown Act Requirements



Go Hermosa! allows service requests such as potholes, streetlights, nonemergency matters, etc. to be submitted directly to the City of Hermosa Beach, where City staff will be alerted on the issue and will address repairs as necessary.

Staff recommends you use this application to report illegally posted campaign signs.





Candidate Election Calendar

Date	Election Event
July 15 (M)	First day for candidates to file nomination papers with the City Clerk. (E.C. §§§ 10220, 10224, and 10407)
Jul 31 (M)	FPPC Campaign Finance – Semi-Annual reports due to the City Clerk. (Form 460 for the period ending 6/30/24)
Aug 1 (Th) at Noon	Arguments and Impartial Analysis due to the City Clerk for 3/4 ¢ General Transactions and Use Tax (Sales Tax or TUT).
Aug 7 (W) to Nov 5 (Tu)	FPPC Campaign Finance – 24-Hour/10-Day contribution report due to the City Clerk (Form 497 for candidates and certain committees that make or receive contributions that total in the aggregate \$1,000 or more).
	Last day for candidates to file nomination papers with the City Clerk. (E.C. §§§ 10220, 10224, and 10407)
Aug 8 (Th)	Deadline for candidates to withdraw. At 12:00 PM Noon – Rebuttal arguments due to the City Clerk for 3/4 ¢ General Transactions and Use Tax (Sales Tax or TUT).
Aug 10 (Sa) to Aug 19 (M)	Public examination period of candidate names, ballot designations, and candidate statements.
Aug 10 (Sa) to Aug 14 (W)	Nomination extension period if an incumbent does not file.
Aug 15 (Th)	Randomized alphabet drawing by the Secretary of State to determine the order in which candidates will appear on the ballot. (E.C. § 13112)
Sept 26 (Th)	FPPC Campaign Finance – 1 st Pre-Election Due – Each candidate listed on the ballot must file (Form 460 or Form 470 for the period of 7/1/24 – 9/21/24).

Date	Election Event
0-17 (40)	Mailing of Vote By Mail Ballots No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E. C. § 3001 (b), 3010 and 3206)
Oct 7 (M)	Processing Vote By Mail Ballots The processing of vote by mail ballots may commence on the 29th day before the election but the results of the tally shall not be released until after the vote centers close. (E. C. § 15101(b))
Oct 26 (Sa)	Los Angeles County to mail Official Sample Ballot Booklets to each voter. (E.C. § 13300 (c))
OC1 26 (Su)	NOTE: Historically, LA County has provided Official Sample Ballot Booklets commencing E-40 (Sept 26).
Oct 24 (Th)	FPPC Campaign Finance – 2 nd Pre-Election Due – All committees must file (Form 460 for the period of 9/22/24 – 10/19/24).
Sept 9 (M) to Oct 22 (Tu)	Filing period for write-in candidates.
Oct 7 (M) to	No later than 29 days before the day of the election, the county elections official shall begin mailing the materials required by Section 3010. (E.C. §§ 3001(b) & 3010)
Oct 26 (Sa)	An Official Sample Booklet shall be mailed to each voter in the jurisdiction no later than 10 days before the election (E.C. § 13300(c)
Oct 21 (M)	Last day to register to vote in the election. (E.C. §§ 2102 & 2107)
Oct 22 (Tu) to Nov 5 (Tu)	New citizen eligibility to register and vote. (E.C. § 3500)



Date	Election Event
Oct 26 (Sa)	First day Vote Centers open. (E.C. § 4007)
	Election Day. Vote Centers open 7 a.m. to 8 p.m. (E.C. §§ 1200 & 14212)
Nov 5 (Tu)	Vote By Mail Ballot Returned — 8:00 P.M. Last day for Vote By Mail ballots to be received or turned in personally by the voter at any vote center in the jurisdiction. An authorized representative may return the voted ballot under specified conditions. (E. C. §§ 3017 and 3020) Any Vote By Mail ballot cast under this division shall be timely cast if it is received by the voter's elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after election day in addition to the provisions set forth in E. C. 3020, Sections 1 and 2. (E. C. § 3020(b) Section 1 and 2)
Dec 5 (Th)	The county elections official shall prepare a certified statement of the results of the election and submit it to each jurisdiction within 30 days of the election. (E.C. § 15372) NOTE: On November 29 , 2024 the Registrar-Recorder/County Clerk is tentatively scheduled to declare the election officially concluded. On December 3 , 2024 the Board of Supervisors is tentatively scheduled to declare the election officially concluded.
TENTATIVE Dec 5 (Th)	Council to adopt resolution declaring election results. Elected officials to be sworn in and seated.
Jan 31 (F)	FPPC Campaign Finance – Semi-Annual reports due to the City Clerk (Form 460 for period of 10/20/24 – 12/31/24).

Nomination Forms Checklist

Document to File	Filing Requirement	Filing Deadline
Candidate Intention Statement (Form 501)	Prior to soliciting or receiving any campaign contributions. Due at the time nomination papers are filed.	Prior to soliciting or receiving campaign contributions.
Candidate Information Form	Due at the time nomination papers are pulled.	When nomination papers are pulled.
Receipt of Candidate Packet and Handbook	Due at the time nomination papers are pulled.	When nomination papers are pulled.
Nomination Paper	Must contain at least 20 valid signatures of registered voters, but no more than 30 registered voters. Due at the time nomination papers are filed.	Aug. 8, 2024 by 6 p.m.
Ballot Designation Worksheet	The form MUST be accompanied by proof of ballot designation. Due at the time nomination papers are filed.	Aug. 8, 2024 by 6 p.m.
Statement of Economic Interests (Form 700)	Pursuant to the Political Reform Act outlined in the California Government Code. Due at the time nomination papers are filed.	Aug. 8, 2024 by 6 p.m.
Candidate Statement Form (OPTIONAL) Candidate's Statement Acknowledgement Form Candidate Statement Fee \$400 (IF FILING A STATEMENT)	Your statement is limited to 200 words. A hard copy and digital version must be submitted to cityclerk@hermosabeach.gov at the time nomination papers are filed. The hard copy will be considered the official version. The \$400 fee is an estimate. Check must be written out to the City of Hermosa Beach .	Aug. 8, 2024 by 6 p.m.





Document to File	Filing Requirement	Filing Deadline
Affidavit of Nominee and Oath or Affirmation of Allegiance	The name provided on this form is the name that will be printed on the official ballot. Due at the time nomination papers are filed. Sign in the presence of the City Clerk.	Aug. 8, 2024 by 6 p.m.
Transliteration Form	Due at the time nomination papers are filed <u>if</u> <u>applicable</u> .	Aug. 8, 2024 by 6 p.m.
Character-Based Name Form	Due at the time nomination papers are filed <u>if applicable</u> .	Aug. 8, 2024 by 6 p.m.
Fair Campaign Practices Pledge (OPTIONAL)	Due at the time nomination papers are filed.	Aug. 8, 2024 by 6 p.m.
Affidavit of Endorsement (IF APPLICABLE)	Due whenever campaign literature implies an endorsement	When Applicable

SECTION 2 | **Nomination Guidelines**



Nomination Guidelines

YOU MUST:

 Be a registered voter in the City of Hermosa Beach at the time nomination papers are issued. (G.C. § 36502)

Nomination Paper Instructions

Guidelines for circulating your nomination paper:

- You may circulate and sign your own Nomination Paper (Election Code § 106).
- Any other person that is at least 18 years of age or older may circulate on your behalf (Elections Code § 102).
- Only one person may circulate each nomination paper (Elections Code § 10220).
- Circulator must complete "Affidavit of Circulator" in own handwriting. DO NOT TYPE. The Circulator must:
 - a) Fill in appropriate information in blank spaces.
 - b) Fill in dates signatures were obtained.
 - c) Fill in execution date and place of signing.
 - d) Sign name.
- The nomination paper must be signed by not less than 20, and not more than 30 registered voters from the City of Hermosa Beach. It is strongly recommended that you obtain 30 signatures (Election Code § 10220).
 - Should you not have at least 20 valid signatures, a supplemental nomination paper will be issued. Please file early.
- Voters must <u>sign</u> and <u>print</u> their complete names and <u>print their residence address</u> (Elections Code § 100 (b)).

Signer Qualifications

- Each signer must print and sign own name and include residence address.
 - Exemption: A signer who is unable to affix their own name and/or address on the petition personally may be assisted by another person. The voter must however, affix their own mark/signature on the petition personally. Two witnesses must also sign their names.
- Married person must sign name as registered to vote.
- P.O. Box numbers or mailing addresses are not acceptable.

Ballot Designation Criteria

- State law strictly prohibits certain words from being used as a ballot designation.
 The City Clerk shall not accept a ballot designation which would:
 - Mislead a voter

- Suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent
- Abbreviates the word "retired" or places it following any word or words which it modifies
- Uses a word or prefix, such as "former" or "ex-," which means a prior status.
 The only exception is the use o the word "retired"
- It uses the name of any political party
- o It uses a word or words referring to a racial, religious, or ethnic group
- It refers to any activity prohibited by law
- Submission of the Ballot Designation Worksheet is intended to assist the City Clerk in evaluating the appropriateness of your ballot designation, which will appear on your nomination papers, official ballot, and in the Official Sample Ballot Booklet.
- You ballot designation is restricted to no more than three words describing your principal profession, vocation or occupation.
- You cannot change your ballot designation after the final date to file nomination documents.

Principal Occupation

No more than **three words** may be used to either describe 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. Geographical names are considered one word.

- Example A: High School Teacher
- **Example B:** Attorney/Educator/Businessowner
- **Example C:** CEO/Councilmember

Community Volunteer

A Community Volunteer shall constitute a valid principal vocation or occupation subject to the following conditions:

- A candidate's community volunteer activities constitute his or her principal profession, vocation or occupation.
- A candidate may not use the designation or "Community Volunteer" in combination with any other principal profession, vocation or occupation.
- A candidate is not engaged concurrently in another principal profession, vocation or occupation.



Elective Office Title

Words describing an 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.

• **Example A:** Councilmember

• **Example B:** Councilmember, City of Hermosa Beach

• Example C: City of Hermosa Beach Councilmember

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 or was appointed as a nominated candidate in lieu of an election.

Rejection of Ballot Designation

If the designation is in violation of any of the restrictions set forth in the California Eelctions Code, the candidate will be notified by certified mail return receipt request, addressed to the mailing address appearing on the candidate's ballot designation worksheet. If an alternative designation is not provided within the time allowed, no designation will appear on the ballot. (E.C. § 13107(f))

Ballot Designation Worksheet

If a candidate submits a ballot designation, the "Ballot Designation Worksheet" shall be filed with the elections official at the time the candidate files his or her Declaration of Candidacy Form. If candidate fails to file a Ballot Designation Worksheet, no designation shall appear under the candidate's name on the ballot.

This entire form must be completed, or it will not be accepted and you will not be entitled to a ballot designation. DO NOT LEAVE ANY RESPONSE SPACES BLANK. If information requested is not applicable, please write "N/A" in the space provided, otherwise the information MUST be provided. UPON FILING, THIS WORKSHEET WILL BE A PUBLIC RECORD.

Candidate Information	1	Candidate Name: Office: Home Address: Mailing Address: Business Address: Phone Number(s) Business:	Gender (optional, for translation use only): Email: Home/Mobile: Fax:
Attorney Information	2	Attorney Name (or other p Address: Phone Number(s) Business:	son authorized to act on your behalf): Mobile: Fax:

You may select as your ballot designation one of the following designations:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a slash ("I")].
- (b) The full title of the public office you currently occupy and to which you were elected.
 (c) "Appointed [full title of public office]" if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office.
- (d) "Incumbent" if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office.
- "Appointed Incumbent" if you were appointed to your current elective public office and seek election to the same office.

Proposed Ballot

Proposed Ballot Designation(s): Alternate Ballot Designation(s) 1: Alternate Ballot Designation(s) 2:

In the spaces provided on the next page(s):

- (a) Describe why you believe you are entitled to use the proposed ballot designation.
- (b) If your proposed ballot designation contains one or more slashes (") separating words in your ballot designation for separate principal profession(s), vocation(s), or occupation(s) (collectively known as "PVOs"), complete a justification section for each separate PVO.
- (c) Attach any documents or exhibits that you believe support your proposed ballot designation.
- (d) If using the title of an elective office, attach a copy of your certificate of election or appointment.
- (e) Any supporting documents will not be returned to you. Do not submit originals.

It is your responsibility to justify your proposed ballot designation and to provide all requested details.

If your proposed ballot designation includes the word "volunteer," indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation "community volunteer" if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use "community volunteer" together with another designation.

Rev 6/2021



Name to Appear on the Ballot

The **ballot name** may be designated as follows:

- First, middle and last names
- Initials only and last name
- A nickname may be included but must be in parentheses () or quotation marks "
- A short version of the first name, such as "Bill" for William, "Dick" for Richard or "Kathy" for Kathleen

NO TITLES OR DEGREES ARE ALLOWED IN THE BALLOT NAME. (E.C. § 13106)

WITHIN ONE YEAR OF ANY ELECTION, A CHANGE IN LEGAL NAME SHALL NOT APPEAR ON THE BALLOT UNLESS THE CHANGE WAS MADE BY MARRIAGE OR DECREE OF COURT. (E.C. § 13104)

Transliteration of Candidate Names

Candidates may request that their names be transliterated in those languages that do not use Roman Characters as instructed by the Department of Justice. These languages include Armenian, Cambodian/Khmer, Chinese, Farsi, Hindi, Japanese, Korean, Russian, and Thai. If applicable, candidates must complete a Transliteration Form and file it with their nomination documents by the specified deadline (88 days prior to the election). Candidates may review the transliteration of names and submit changes to the elections official no later than the last day of the review period, which is normally 60 days prior to the election but subject to change.

Character-Based of Candidate Names

Candidates may request that their names be in a Character-Based format (Elections Code 13211.7) by (1) placing a check in the box marked for requesting a character-based name format on the Declaration of Candidacy and (2) completing the Character-Based Name Form. This applies only to character-based languages, including but not limited to Mandarin Chinese, Cantonese, Japanese, and Korean. If a candidate has a character-based name by birth, that can be verified by a birth certificate or other valid identification, the candidate may use that name on the ballot instead of a phonetic transliteration. A candidate who does not have a character-based name by birth, but who identifies by a particular character-based name and can demonstrate to the local elections official that the candidate has been known and identified within the public sphere by that name over the past two years, may use that name instead of a phonetic transliteration.

Secretary of State Randomized Alphabet

The Secretary of State shall hold a public drawing to determine the order of candidate names to appear on the ballot by randomly drawing each letter of the alphabet. (E. C. § 13112)

SECTION 3 | Candidate's Statement Guidelines

Candidate Statement Guidelines

YOU CANNOT:

- Reference another candidate or another candidate's qualification, character or activities.
- Include your political affiliation (this is a non-partisan office).

All prospective candidates may want to refer to California Elections Code Sections 13307, 13307.5, 13308, 13311, 13313, and 13314. However, this list is not exhaustive, and candidates are solely responsible for the preparation and submittal of candidate's statements that are in conformance with the law.

Word Count Guidelines

The following guidelines are used by the City of Hermosa Beach for counting words on candidate statements, ballot measure text, arguments, rebuttals and other ballot enclosures. The guidelines do not apply to ballot designations for candidates. If the text exceeds the specified 200 limit, the author will be asked to make modifications until statement conforms with requirements.

- 1. **PUNCTUATION MARKS** are not counted. Symbols such as "&" (and), and "#" (number/pound) are not considered punctuation and each symbol is counted as one (1) word.
- 2. THE WORDS "I", "a", "the", "and", "an" are counted as individual words.
- 3. **PROPER NOUNS**, such as geographical names, and names of persons or things, as one (1) word.

EXAMPLE: "Gus Enwright" = 1 word

"City of Hermosa Beach" = 1 word

"Dalai Lama" = 1 word

4. **ABBREVIATIONS** such as acronyms or abbreviations for a word, phrase, or expression are counted as one (1) word.

EXAMPLE: UCLA, PTA, USMC, LAPD, U.S.M.C.

5. **HYPHENATED WORDS** that appear in any generally available standard reference dictionary published in the U.S. at any time within the last 10 calendar years immediately preceding the election are counted as one (1) word.

EXAMPLE: Attorney-at-law

6. **DATES** are counted as one (1) word.

EXAMPLE: July 21, 1983 18 June, 1987 3/18 7/21/89

7. **NUMERIC COMBINATIONS** are counted as one (1) word.

EXAMPLE: 1973 13 1/2 1971-73 5% 8/3/73 #14

8. **MONETARY AMOUNTS** consisting of a combination of digits are counted as one (1) word. Using a combination of words and digits are counted as two (2) words.

EXAMPLE: \$1,000.00 (one word) **EXAMPLE:** \$4 million (two words)

9. **TELEPHONE/FAX NUMBERS** are counted as one (1) word.

EXAMPLE: 1-800-815-2666 1-562-462-2317

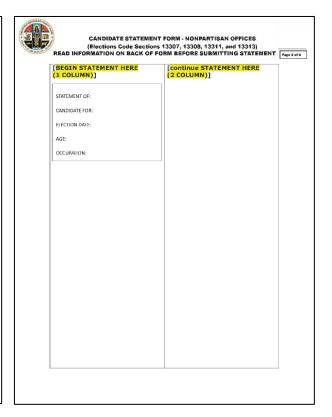
10. INTERNET WEB SITES/E-MAIL ADDRESSES are counted as one (1) word.

EXAMPLE: hermosabeach.gov

Candidate Statement Form

The Candidate Statement Form is provided for candidate use in submitting statements to be printed in the Official Sample Ballot Booklet. The Candidate Statement Form is included with the nomination packet provided by the Clerk's office. The typed statement can be provided on a separate document.







Format and Style Information

- a) Age and occupation are optional and will not count towards the 200-word count. Occupation may be different from the ballot designation used.
- b) Statement will be typed in the Official Sample Booklet using Times New Roman font in 11 point size. However, the statement can be submitted using any standard font. Please note, if using any standard font other than Times New Roman in 11 point size, the printed candidate statement may extend to two (2) or more pages once formatted.
- c) Statements will be printed in uniform type, style, and spacing. Use block paragraphs and single space format. Entire statements in all capital letters are not acceptable. Indentations, circles, starts, dots, italics, and/or bullets cannot be accommodated. However, you may use dashes/hyphens (-). Enhanced words that are printed in **boldface type**, <u>underscored</u> and/or CAPITALIZED are to be clearly indicated.
- d) All statements should be checked by the candidate for spelling and punctuation as the elections official is not permitted to edit any material contained therein. It is recommended that you do not use dashes or hyphens at the end of a line.

Candidate Statement Fee (Optional)

Candidate Statement Fee must be paid at the time nomination papers are filed. A check must be written out to "City of Hermosa Beach". Please note that the fee is an estimate and candidates may receive a refund or be required to pay an additional amount at the conclusion of the election.

OFFICE	CANDIDATE STATEMENT COST ESTIMATE DUE AT TIME OF FILING FEE		N SIGNATURES UIRED MAX
Council Member	\$400	20	30
Treasurer	\$400	20	30

SECTION 4 | Campaigning Regulations



Code of Fair Campaign Practices

The Code of Fair Campaign Practices is codified in the California Elections Code § 20440. It was created by the legislature to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

CODE OF FAIR CAMPAIGN PRACTICES

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 untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- **(4) I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.



- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Reminder Regarding Political Signs

Committees are responsible, upon notice, for the immediate removal of illegally posted signs. If the signs are not removed, the committee could be responsible for the cost incurred by employees who must remove the illegal signage. It is recommended that committees advise their volunteers accordingly.

Southern California Edison reminds candidates that the practice of unlawfully posting election materials on utility poles violates California Penal Code § 556.1 and 591. The Penal Code states that the offense is listed as a misdemeanor and is punishable by a fine of \$500 and a maximum one-year imprisonment.

Engaging Public Employees

Public employees are generally prohibited from engaging in political activities during work hours.

During work hours, public employees should refrain from:

- Distributing pamphlets, signs, handouts or other campaign materials
- Attending campaign meetings, rallies or other functions
- Making campaign telephone calls and e-mails (even from private devices)
- Performing other campaign-related tasks, such as making copies, stuffing envelopes, etc.
- Wearing campaign buttons, hats, shirts or other clothing

For officials and employees in uniform, state law prohibits political activity participation of any kind while in uniform, even if off duty. State law also bars officers, employees or candidates from appearing in, on, next to or to operate agency vehicles or equipment for political activities.

SECTION 5 | Obtaining Voter Information

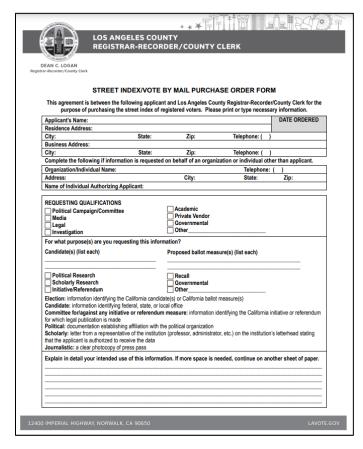


Purchasing Voter Registration Files

If you would like to purchase election information from Los Angeles County Registrar-Recorder/County Clerk, call (800) 815-2666, option 4 or visit LAVote.gov

Purchasing Voter Registration Files		
*Compact Disc (CD) Text File Los Angeles County Voter Files *Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	\$146 per file (Excluding Los Angeles County Voter Files) \$54 per file \$39 for each additional file.	
*Index To Voter (Street Index)	Candidates/Committee: \$0.50 per thousand names General Public for Political Purposes Only: \$0.10 per page plus \$1.60 handling fee per request	
*Voted Index	\$0.10 per page plus \$1.60 handling fee per request	
*Vote By Mail Report	\$0.10 per page plus \$1.60 handling fee per request	
*Compact Disc (CD) Text File Los Angeles County Voter Files *Compact Disc (CD) Text File (Voter/Precinct/Election Information Files)	\$146 per file (Excluding Los Angeles County Voter Files) \$54 per file \$39 for each additional file.	
*Index To Voter (Street Index)	Candidates/Committee: \$0.50 per thousand names General Public for Political Purposes Only: \$0.10 per page plus \$1.60 handling fee per request	

LA County Purchase Forms (Sample)





You can find the referenced:

- 1. Street Index/Vote By Mail Purchase Order Form and
- 2. Voter/Election File(s) Purchase Order Form at

https://www.lavote.gov/home/voting-elections/election-resources/purchase-information-fees/general-info



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SECTION 6 | Campaign Funding and Disclosure



Fair Political Practices Commission | Calendar

Fair Political Practices Commission Filing Schedule for Candidates and their Controlled Committees for Local Office Listed on the November 5, 2024 Ballot			
Deadline	Period	Form	Notes
Jul 31, 2024 Semi-Annual	* - 6/30/24	<u>460</u>	All committees must file this statement.
Within 24 Hours Election Cycle Reports	8/7/24 – 11/5/24	497	 File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with another candidate or measure listed on the November 5, 2024, ballot. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 1 st Pre-Election	7/1/24 – 9/21/24	460 or 470	Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 24, 2024 2 nd Pre-Election	9/22/24 - 10/19/24	<u>460</u>	 All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 Semi-Annual	10/20/24 - 12/31/24	<u>460</u>	 All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

Deadline Extensions: Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report (Form 496). Such reports must be filed within 24 hours, regardless of the day of the week.

Form 501: File with the Clerk's office. All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

Form 460: File with the Clerk's office. Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

Form 470: File with the Clerk's office. Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2022 and do not have an open committee may file Form 470 on or before September 26, 2024. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.

Public Documents: All statements and reports are public documents and posted on the City's website at www.hermosabeach.gov > Our Government > City Departments > City Clerk > Campaign Finance

Resources: Campaign manuals and other instructional materials are available on the Campaign Rules page at www.fppc.ca.gov > Learn > Campaign Rules

Where to File

Candidates running for local office must file all forms with the local filing officer which is the City Clerk.

Each form will have a section outlining how it should be filed. Please do not mail completed forms to Los Angeles County Registrar-Recorder/County Clerk as it delays processing.

The information below is included on Form 410. Please note the section below that reads "Also file a copy with the **local filing officer** who will receive the original campaign statements."

Where to File

All Committees: Form 410 with original ink signature(s)

Secretary of State Political Reform Division 1500 11th Street, Rm 495 Sacramento, CA 95814

Form 410 with digital signature(s)

Secretary of State

Via email at: digitalfiling@sos.ca.gov

As a PDF attachment

Must contain a verified digital signature

on the Signature Line.

Please access the Secretary of State's website for detailed instructions on how to submit the Form 410 with a digital signature.

County & City

Committees: Also file a copy with the

local filing officer who will receive the original campaign statements.

Committee ID Number

If you open a committee, the committee's ID number will be posted at calaccess.sos.ca.gov. To receive an official, stamped copy of your approved Form 410, send a request, the original form, two copies of the form, and a self-addressed, stamped envelope, to the Secretary of State.

Fair Political Practices Commission | Political Advertising Disclosures

Communications by Candidate Committees for their own Election

The disclosure must include, unless otherwise noted: "Paid for by committee name"





Example: "Paid for by Jones for City Council 2022"

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart. References: Government Code Sections: 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4 Title 2 Regulations: 18435, 18440, 18450.4, 18450.8, 18450.9

Communication	Disclosure and Manner of Display
All mass mailings – more than 200 substantially similar pieces of mail sent within a calendar month	 Candidate's committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate's name and address). "Paid for by" must be in the same color and font as the committee name and address and immediately in front of or above the name and address. If sent by more than one candidate or committee: Also on at least one insert in the mailing. No less than 6-point type and in a contrasting print or color. Return envelopes (if included in solicitation) – committee's name, address and ID number are recommended but not required.
All mass electronic mail – more than 200 substantially similar emails sent within a calendar month	 "Paid for by [name of candidate or committee]" must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings). Refer to the Elections Code for newspaper ad
Newspaper ads	Refer to the Elections Code for newspaper ad disclosure requirements.

Communication	Disclosure and Manner of Display
Telephone calls	Must identify the candidate's committee that
advocating candidate's	authorized or paid for the call or an
own election - 500 or more	organization authorizing the call that files
calls similar in nature and	campaign reports.
made by:	 Must state that the call is "paid for by" or
Vendors ("robo" calls);	"authorized by" the identified candidate or
or	organization.
Paid individuals other	 Examples: This call was paid for by Senator
than the candidate,	Jones; This call was authorized by [name of
campaign manager or	committee].
volunteers	Any time during the call.

	 No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.
Radio and television ads	 Radio: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement. Television: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.
Electronic media ads (non- social media) (Websites, blogs, graphics, images, animated graphics, or animated images.)	"Paid for by committee name" and committee ID number are recommended but not legally required.

Communication	Disclosure and Manner of Display
Social media ads	 "Ad paid for by," disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee's profile, landing page, or similar location; disclosures are not required on each individual post or comment. The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required "Ad paid for by," disclosure is permissible.





	An advertisement for which a committee pays a third party to post from a social media account that is not the committee's account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.
Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters	"Paid for by committee name" and committee ID number are recommended but not legally required.

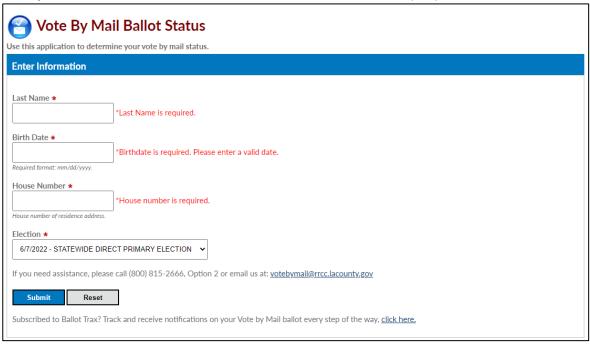
Communication	Disclosure and Manner of Display
Text messages sent using mass distribution technology	 "Paid for by" or "With" followed by the name of the candidate followed by "For" followed by the name of the office sought. If "With" is used: The individual sending the text shall identify themselves by including: "(name of the individual) with (name of the candidate) for (name of elective office)." A disclosure using "With" may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message. For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure. Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.

SECTION 7 | Vote By Mail

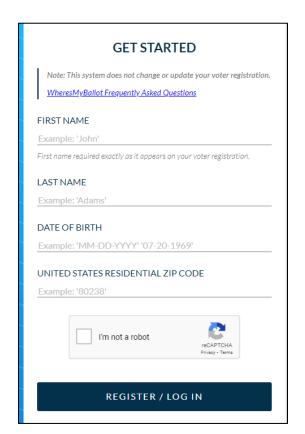


Track Your Vote By Mail Ballot

Visit https://www.lavote.gov/av_inquiry (through LA County's Registrar-Recorder/County Clerk) to and submit the fields with the red asterisk * as displayed below:



OR



Subscribe to the Secretary of State's



Where's My Ballot at https://california.ballottrax.net/voter/ as displayed on the left.

Penalties for Fraudulent Vote By Mail Voting

Voting more than once. E. C. § 18560

It is a crime to vote more than once in any election.

Interfering with the Vote By Mail voting process. E. C. § 18576

It is a misdemeanor to willfully interfere with the prompt delivery to the election's official of a completed application for a Vote By Mail ballot.

E. C. §§ 18577 and 18578

It is a crime to interfere with the prompt return of a voted Vote By Mail ballot or to vote or attempt to vote a fraudulent Vote By Mail ballot.

E. C. § 18371

It is a misdemeanor to do any electioneering, or otherwise attempt to influence a voter, at the time [they are] voting a Vote By Mail ballot.

Penal Code § 126

Vote By Mail ballot return envelopes are signed under penalty of perjury, a violation of which can result in a prison term.

OTHER PENALTIES

E. C. § 18502

It is a crime to interfere with anyone's right to vote.

E. C. §§ 18521, 18522 and 18524

It is a crime to pay, or offer to pay, a person any amount of money or to give them anything of value in exchange their vote for a particular person or issue. Similarly, it is against the law to pay someone to not vote.

E. C. §§ 18564 and 18565

It is a crime to violate the secrecy of the ballot, or otherwise tamper with ballots or the voting system.



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SECTION 8 | In-Person Voting Guidelines & Regulations



Electioneering Prohibited

Violations Can Lead to Fines and/or Imprisonment

Where?

Within the immediate vicinity of a person in line to cast their ballot or within 100 feet of the entrance of a polling place, curbside voting or drop box the following activities are prohibited.

What activities are prohibited?

DO NOT ask a person to vote for or against any candidate or ballot measure.

DO NOT display a candidate's name, image, or logo.

DO NOT block access to or loiter near any ballot drop boxes.

DO NOT provide any material or audible information for or against any candidate or ballot measure near any polling place, vote center, or ballot drop box.

DO NOT circulate any petitions, including for initiatives, referenda, recall, or candidate nominations.

DO NOT distribute, display, or wear any clothing (hats, shirts, signs, buttons, stickers) that include a candidate's name, image, logo, and/or support or oppose any candidate or ballot measure.

DO NOT display information or speak to a voter about the voter's eligibility to vote.

The electioneering prohibitions summarized above are set forth in Article 7 of Chapter 4 of Division 18 of the California Elections Code.

Corrupting the Voting Process is Prohibited

Violations Can Lead to Fines and/or Imprisonment

What activities are prohibited?

DO NOT commit or attempt to commit election fraud.

DO NOT provide any sort of compensation or bribery to, in any fashion or by any means induce or attempt to induce, a person to vote or refrain from voting.

DO NOT illegally vote.

DO NOT attempt to vote or aide another to vote when not entitled to vote.

DO NOT engage in electioneering; photograph or record a voter entering or exiting a polling place; or obstruct ingress, egress, or parking.

City of Hermosa Beach

DO NOT challenge a person's right to vote or prevent voters from voting; delay the process of voting; or fraudulently advise any person that he or she is not eligible to vote or is not registered to vote.

DO NOT attempt to ascertain how a voter voted their ballot.

DO NOT possess or arrange for someone to possess a firearm in the immediate vicinity of a polling place, with some exceptions.

DO NOT tamper or interfere with any component of a voting system.

DO NOT forge, counterfeit, or tamper with the returns of an election.

DO NOT alter the returns of an election.

DO NOT tamper with, destroy, or alter any polling list, official ballot, or ballot container.

DO NOT display any unofficial ballot collection container that may deceive a voter into believing it is an official collection box.

DO NOT tamper or interfere with copy of the results of votes cast.

DO NOT coerce or deceive a person who cannot read or an elder into voting for or against a candidate or measure contrary to their intent.

DO NOT act as an election officer when you are not one.

EMPLOYERS cannot require or ask their employee to bring their vote by mail ballot to work or ask their employee to vote their ballot at work. At the time of payment of salary or wages, employers cannot enclose materials that attempt to influence the political opinions or actions of their employee.

PRECINCT BOARD MEMBERS cannot attempt to determine how a voter voted their ballot or, if that information is discovered, disclose how a voter voted their ballot.

The prohibitions on activity related to corruption of the voting process summarized above are forth in Chapter 6 of Division 18 of the California Elections Code.

Vote Center Monitoring

Vote center monitors are people interested in election proceedings and they are entitled to observe vote center operations during voting hours, 7 a.m. to 8 p.m. Observers can watch the setup and the breakdown of vote centers. However, vote center monitors may not disrupt the election process or interfere with a voter's right to cast a secret ballot. Vote center monitors often represent candidates, political campaigns and/or organizations.

For more information about vote center monitoring, electioneering, and media at vote centers, read **A Guide for Vote Center Monitors**.

Guidelines for Vote Center Observation

- 1. Observers may watch any part of the Election Day process beginning with set-up prior to vote centers opening at 7 a.m., and up until closing and packing-up election ballots and supplies at 8 p.m. Observers must check in with the vote center lead. (E.C. § 14221).
- 2. Your function is to observe procedures. Touching or handling any ballots or election materials is prohibited.
- 3. An observer's actions may not interfere with the processing of voters or cause voters to feel intimidated. If your actions are preserved to be intimidating to voters or obstructive to the voting process you will be asked to leave. (E.C. § 18370, 18540, 18541) Observers may not challenge any voter inside or within 100 feet of a vote center. (E.C. § 14240)
- 4. Questions concerning procedures should be directed to the vote center lead. Observers should notify the vote center lead when leaving for breaks and for the evening.
- 5. If you believe established procedures are not being followed, report to the vote center lead and use the Observer Reporting Log to record the nature of the incident including precinct number, group number, time of the incident and any other details related to the problem.
- 6. The Street Index placed at the entrance of a vote center is updated once per hour until 6 PM. This is posted for review by observers and other members of the public. The Street Indexes kept on the official table are for use by election workers only.
- 7. Electioneering is not permitted within 100 feet of a vote center. Electioneering is defined by the California Election Code Section 319.5 as "the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a vote center, an elections official's office, or a satellite location." In addition, "no person, on Election Day, shall, within 100 feet of a vote center... Solicit a vote or speak to a voter on the subject of marking his ballot." California Elections Code Section 18370 defines "100 feet of a vote center" as meaning a "distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots." This includes, but is not limited to: Display of candidate's name and logo, display of a ballot measure number or title, buttons, shirts, signs, stickers, and the dissemination of audible electioneering information. The "No Electioneering" signs will be posted to notify observers of the 100 foot mark.
- 8. Observers may not:
 - Handle voting materials, equipment, or sit at the official table.



City of Hermosa Beach

- Wear the uniform of a peace officer, private security guard, or security personnel.
- Use electronic devices to transmit voter and ballot information.
- Use cell phones to conduct personal conversations. Communicating with elections official's office via cell phone is allowed. Vote centers are to be kept as quiet as possible.
- o Touch election personnel without permission.
- Eat or drink inside the vote center.
- Interrupt or interfere with election workers while they are in the process of interacting with voters or processing ballots.
- Assist with vote center operations.
- 9. Ballot security and safeguarding critical election materials is a primary concern. If election workers perceive an observer to be in violation, the observer will be asked to leave.

Interactive Sample Ballot

The Interactive Sample Ballot is an optional tool that allows voters to access, review and mark their selections prior to going to a Vote Center. The Interactive Sample Ballot is not online voting and does not store any identifiable information, once you access your Sample Ballot all of your selections are saved on your phone, computer or personal device. To get started, visit https://isb.lavote.gov/.

What is the Interactive Sample Ballot?

• The Interactive Sample Ballot is a digital version of your sample ballot booklet that will allow you to make selections and generate a Poll Pass.

What is a Poll Pass?

• A Poll Pass is a QR code containing your selections. You can transfer your selections from your Poll Pass to a Ballot Marking Device at any vote center.

Is my personal information stored in the Poll Pass?

 No. The Poll Pass saves your ballot type and selections. No information about you is stored.

Are my selections private?

• Yes. Your selections are only saved in your Poll Pass or on your personal device.

Am I required to use the Interactive Sample Ballot and Poll Pass?

 No. The Interactive Sample Ballot and Poll Pass are optional tools to expedite your voting experience at the vote center.

Provisional Voting

What is provisional voting?

- Provisional voting has been used in California since 1984. Once voted, a
 provisional ballot is placed in a pink envelope and secured for processing.
 Provisional ballots are counted after elections officials have confirmed the validity
 of the voter's registration and that the voter did not already vote in the election.
 - o Historically, nearly 90% of provisional ballots are valid and counted.

When is Provisional Voting necessary?

- Name not found in roster.
- Voter appears to vote at wrong location.
- Roster states VBM ISSUED and voter does not have unvoted vote by mail ballot to surrender.
- Roster states NEW and voter does not provide ID.

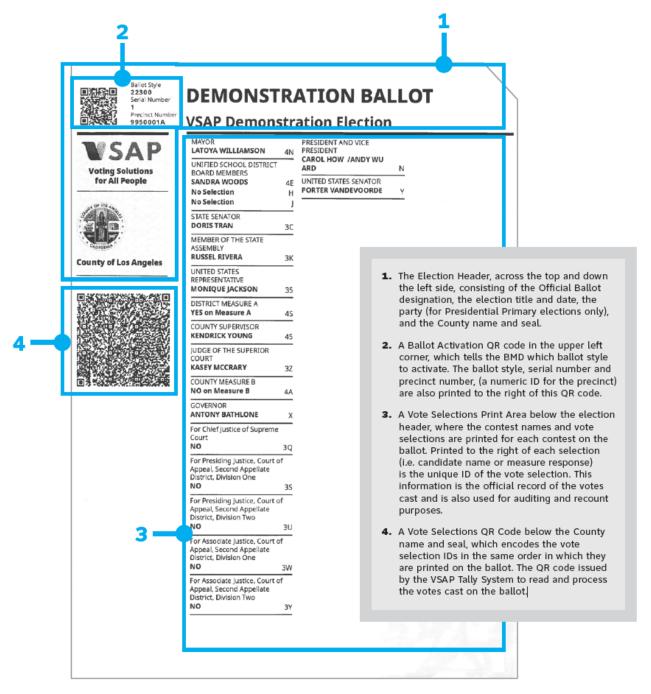
Why Provisional Voting?

- Provisional voting ensures that no properly registered voter is denied their right to cast a ballot if that voter's name is not in the ePollbook due to clerical, processing, computer, or other error.
- Provisional voting allows the Registrar-Recorder/County Clerk the ability to verify that no voter mistakenly votes twice in any given election.
- A voter may vote a provisional ballot at any Vote Center in the county in which
 they are registered to vote, however, only the contests the voter is eligible to vote
 for will be counted.

Ballot Marking Device (BMD) Ballot

The BMD ballot is printed on specially coated thermal paper designed to be durable enough to ensure retention throughout the legally required period associated with the election. An official tint and watermark for the election, provided by the California Secretary of State (SOS), is printed on the back of the ballot. The BMD ballot has four areas of information, as can be seen in Figure 1 below.





SECTION 9 | Hermosa Beach Municipal Code



Municipal Code Chapter 1.06 Official Seal and Logo of the City

1.06.030 Use of city seal.

A. The city seal is the property of the city of Hermosa Beach. The impression of the city seal shall be made and used upon official documents executed by the city or its duly authorized officials and upon official legislative body materials.

B. It shall be unlawful for any person to make, reproduce, manufacture, display, or use the city seal, or its design or any design so closely resembling the same as to be apt to deceive or be reasonably mistaken for in any way the city seal, for any purpose other than for the official business of the city. (Ord. 20-1411 § 1 (part), 2020)

1.06.040 Use of city logo.

A. The city logo is the property of the city of Hermosa Beach. The city logo is, and has been, established and designated to identify official city events and programs.

B. It shall be unlawful for any person to make, reproduce, manufacture, display, or use the city logo, or its design or any design so closely resembling the same as to be apt to deceive or be reasonably mistaken for in any way the city logo, for any purpose other than for official city business, a city-sponsored event or program, or a city-endorsed event or program, without approval of the city council. (Ord. 20-1411 §1 (part), 2020)

Municipal Code Chapter 2.04 City Council

2.04.010 Council meetings- when held.

The <u>city council</u> shall hold regular meetings at least once a <u>month</u> at times fixed by resolution of the city council. When the <u>day</u> for any regular meeting falls on a legal holiday, no meeting shall be held on such holiday, but a regular meeting shall be held at the same hour on the following business day. The city council may adjourn any regular or adjourned meeting to a date specified in the order of adjournment. When so adjourned, the adjourned meeting is a regular meeting for all purposes. (Prior code § 2-1)

2.04.020 Council meetings- where held.

A. Generally. Regular meetings of the <u>city council</u> shall be held in the council chamber of the City Hall, 1315 Valley Drive, <u>in the city</u>.

B. Alternate Location. The alternate location for regular meetings of the city council shall be in the Hermosa Beach Community Center, 710 Pier Avenue, in the city, and said alternate location shall be used for such regular meetings only during such times as the city hall council chamber is not available and only after there shall have been posted at the entrance to the city hall council chamber a notice of meeting at the alternate location at least twenty-four (24) hours prior to the date and time for any regular council meeting. If, by reason of fire, flood, earthquake or other emergency, it shall be unsafe to meet in the places designated, the meetings may be held for the duration of the emergency in such place within the city as is designated by the presiding officer of the council. Such notice of an emergency alternative meeting site shall be posted at Hermosa Beach City Hall if practicable and notification given in a manner consistent with state law. (Prior code § 2-2)

2.04.030 Special meetings.

A special meeting of the <u>city council</u> may be ordered at any time by the mayor, or by a majority of the members of the council, by delivering personally or by mail written notice to each member of the council at least twenty-four (24) hours before the time of such meeting as specified in the notice. Said notice shall specify the time and place of the meeting and business to be transacted, and no other business shall be considered at such meetings by the city council.

Such written notice may be dispensed with as to any member who at or prior to the time the meeting convenes files with the city clerk a written waiver of notice. Such waiver may be given by telegram. Such written notice may also be dispensed with as to any member who is actually present at the meeting at the time it convenes.

Such written notice shall be delivered personally or by mail at least twenty-four (24) hours before the time of such meeting as specified in the notice to each local newspaper of general circulation, radio or television station requesting notice in writing. (Prior code § 2-2.1)

2.04.040 Meetings open to public; Exceptions for closed sessions.

All regular and special meetings of the <u>city council</u> shall be public; provided, however, the City Council may hold closed sessions during a regular, adjourned or



special meeting, from which the public may be excluded as may be permitted by law. (Ord. 11-1326 §1, Sept. 2011; Prior code § 2-2.2)

2.04.050 Study sessions.

From time to time the <u>council</u> will meet in a study session at a time and place to be designated by the council. Such study sessions shall be noticed at the prior council meeting and will be open to the public and the press. Such study sessions shall be devoted to matters pertaining to which the interchange of information preliminary to a regular meeting is deemed to be essential. No official action or formal vote shall be taken at such study session on any matter under discussion; provided, however, that the councilmen in attendance shall be entitled to express their opinion on any matter under discussion. The participation of the public in such sessions shall be subject to the discretion of the presiding officer. (Prior code § 2-2.3)

2.04.060 Rules governing city council meetings.

The <u>City Council</u> may, by Resolution, establish rules governing the conduct of its meetings. (Ord. 12-1331,§ 3, Jan. 2012; Prior code § 2-2.4)

2.04.070 Disqualification for conflict of interest.

A. Any member of the <u>City Council</u> who is disqualified from voting or taking any action on a particular matter by reason of a conflict of interest as defined either by the Political Reform Act (Government Code <u>Sections 81000</u> et seq.) ("the Act") or by Government Code Section <u>1090</u> shall provide notification as set forth in subsection (b) of this Section, and shall disclose the nature of said conflict of interest in <u>writing</u> to the City Manager and City Attorney at the earliest possible time and in no event later than five (5) business <u>days</u> from the time that the conflict of interest arises.

B. The notification shall be in writing and shall set forth in reasonable detail and particularity the nature of the conflict, the scope of the members involvement in the project or transaction at issue, and that monetary or other consideration is to be derived by the member from said project or transaction. Said notification shall include a statement as to the affected members intention to disqualify himself or herself from any deliberation or discussion of the project or transaction at issue. The City Manager shall immediately transmit a copy of the notification to all members of the City Council.

C. Once a conflict of interest is ascertained, the disqualified member shall:

- 1. Remove himself or herself from the dais at all times during which the matter is under consideration; and
- 2. Refrain from participating in the discussion as a member of the body and from voting thereon; and
- 3. Refrain from using his or her official position to influence the decision regarding the matter.
- D. Any member of the City Council so disqualified shall not be counted for the purpose of determining a quorum, and shall be considered absent for the purpose of determining the outcome of a vote on the matter, unless that members participation is required pursuant to the rule of legally required participation. (Ord. 12-1331, § 1,2,3, Jan. 2012; Ord. 96-1159, §2, 05/96; Prior code § 2-2.19)

Municipal Code Chapter 2.08 Elections

2.08.010 Definitions.

Words and phrases used hereinafter shall have the same meaning as defined in the Political Reform Act of 1974, as amended, Title 9, California Government Code (Section 81000 et. seq.) as it now exists or may hereafter be amended. (Prior code § 10.5-16)

2.08.020 Campaign contribution limitations.

- A. No person shall make a contribution to any candidate for city elective office, nor shall any candidate for city elective office accept, any contribution in aid of the election of a candidate to a city elective office which will cause the total given by such person with respect to a single election to exceed the sum of two hundred fifty dollars (\$250.00). This section shall not apply to amounts given by a candidate to his or her own campaign.
- B. Contributions by a husband and wife shall be treated as separate contributions and shall not be aggregated. Contributions by children under eighteen (18) years of age shall be treated as contributions attributed equally to each parent or guardian.

2.08.030 Endorsements.

No person shall issue any campaign literature or material to the public during an election which claims or implies any endorsement of a candidate without filing with the city clerk his affidavit, signed under penalty of perjury, that he has obtained the written consent of such person whose endorsement is claimed or implied. (Ord. 20-1411 §2, 2020: prior code § 10.5-18)





Municipal Code Chapter 17.50 Signs

17.50.160 Political Signs.

Any political sign shall be permitted on private property only, with the consent of the property owner, in any zone, for a reasonable period of time preceding an election. No political signs shall be posted on public property or utility poles. All political signs shall be removed within fifteen (15) days following the date of the subject election. (Prior code Appx. A, § 13.5-16)

SECTION 9 | Notes





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