



## Running for Local Office

*The following information is intended to assist residents who are considering a run for local office. This guide is not all-encompassing and only summarizes the basic requirements to establish candidacy.*

*The Office of the City Clerk does not render any legal advice, as such, candidates are encouraged to consult legal assistance as needed*

General Municipal Elections are conducted every even-numbered year and are consolidated with the State General Election held on the first Tuesday following the first Monday of November. The next General Municipal Election will be held on November 5, 2024.

### **2024 General Municipal Election – November 5, 2024**

<b>When</b>	Tuesday, November 5, 2024
<b>Which Officers</b>	One (1) City Councilmember in District 1 – Full term of four (4) years  One (1) City Councilmember in District 5 – Full term of four (4) years  One (1) City Clerk At-Large – Full-term of four (4) years  One (1) City Treasurer At-Large – Full-term of four (4) years
<b>Nomination Period</b>	Opens July 15, 2024 at 8am Closes August 9, 2024 at 5pm

The filing deadline will be extended to August 14, 2024 if nomination papers for an incumbent officer of the City are not filed by the August 9, 2024 filing deadline. This extension period is not applicable to incumbents.

An appointment to receive and/or file the nomination papers is required. To schedule an appointment during the nomination period, please call the City Clerk’s Office at 760-391-4006.



## General Qualifications

### ***Age & Citizenship***

A candidate must be 18 years of age and a citizen of the state (Government Code § 1020).

### ***Residency***

A candidate must be a resident and registered voter of the district for which they intend to run at the time nomination papers are issued by the City Clerk to run for a seat on the City Council and must remain a resident of that district.

Candidates for City Clerk and City Treasurer must be a resident and registered voter in the jurisdictional boundaries of the City of Indio at the time nomination papers are issued by the City Clerk to run for the seat (California Elections Code §201).

### ***Conviction of Crimes***

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and the laws of the State of California (Government Code §1021).

## Getting started Early

### ***Visit the FPPC's Campaign Section on their website.***

Become familiar with the [Fair Political Practices Commission \(FPPC\) website](#).

Review the [FPPC Disclosure Manual 2](#) – Information for local candidates and their primarily formed committees.

### ***File FPPC forms with the City Clerk and Secretary of State***

[File Form 501](#) - Candidate Intention Statement before receiving contributions or spending any of your own funds (file with City Clerk's Office).

Set up a bank account for your committee.

[File Form 410](#) - Statement of Organization within ten days of receiving \$2,000 in contributions, or earlier (file the original with the Secretary of State and a copy with the City Clerk's Office).

Forms may be obtained electronically from the FPPC's website [FPPC Forms](#)



take center stage

### ***Local contribution limits***

The City of Indio follows the state's default limit from an individual at \$5,500, per Assembly Bill 571.

## **After Candidate Nomination Period Opens**

### ***Schedule an appointment with the City Clerk***

The City Clerk will review the Candidate Filing Guide and issue nomination papers from July 15 to August 9, 2024. The filing period for the respective district be extended to August 14 if the incumbent does not turn in nomination papers to run for office.

## **Prior to Close of Nomination Period**

### ***Schedule an appointment with the City Clerk to submit required documents and filing fee(s)***

Submit the following:

1. A valid nomination paper. It must contain the signatures of at least 20, and no more than 30, registered voters who individually sign and write the street address of their residences. For district candidates, signers must be registered voters in the district for which the candidate is running.
2. A \$25 non-refundable filing fee.
3. A Candidate's Statement of Qualifications is optional. If you choose to submit a statement to be printed in the Registrar of Voter's Information Pamphlet, a deposit (to be determined the Registrar of Voters for individual cities closer to the 2024 election) is required at the time of filing. The statement may contain the name, age, and occupation of the candidate and a brief description of the candidate's education and qualifications. *This cost is only an estimate provided by the Registrar of Voters and the actual cost may require additional billing or refund following the election.*



4. [FPPC Form 700](#) – Statement of Economic Interests (disclosing investments, interests in real property and income).
5. Ballot Designation Worksheet.

## Throughout the Campaign

### *Record Keeping*

During the course of the campaign, candidates and their campaign committee must keep all receipts for expenditures, detailed records of mass mailings, and detailed information about the source of contributions.

### *Campaign Disclosure Statements*

Candidates receiving or spending \$2,000 or more during the campaign will be required to file periodic campaign disclosure statements in accordance with Indio Municipal Code and State law, as follows:

#### [When and Where to File Campaign Statements](#)

Semi-Annual Campaign Statements

#### **Due 31 days after the end of the period**

(January 1 – June 30 and July 1 – December 31)

#### **September 26, 2024**

1<sup>st</sup> Pre-Election Campaign Statement due covering July 1, 2024 – September 21, 2024

#### **October 24, 2024**

2<sup>nd</sup> Pre-Election Campaign Statement due covering September 22, 2024 – October 19, 2024

#### **January 31, 2025**

Semi-Annual Campaign Statement due covering October 20, 2024 – December 31, 2024



## Election Day and Days that Follow

***November 5, 2024***

***Voting Results  
Registrar of Voters (ROV)***

Vote! Polls open from 7:00 a.m. to 8:00 p.m.

Initial results will be posted on the [ROV website](#) shortly after polls close. The ROV will continue providing periodic updates until all ballots are counted.

***December 4, 2024***

The City Councilmembers elected for Districts 1 and 5 and City Clerk and City Treasurer will be sworn in and seated for terms ending December 2028.

***January 10, 2025***

FPPC Form 700 - Statements of Economic Interests Due for Assuming and Leaving Office.

***January 31, 2025***

FPPC Form 460 - Campaign Statements due.

***January 31, 2025  
~ Unsuccessful Candidates***

To use money remaining in the Campaign Committee Account for a future election, a candidate must file a new Candidate Intention Statement, Form 501, and amend the Statement of Organization, Form 410, to reflect the new campaign where funds will be applied. If the candidate has no remaining campaign funds and does not plan to run for a future election, a committee termination, Form 460, should be filed with the City Clerk.



## Resources

### *City Clerk*

Sabdi Sanchez, City Clerk Administrator  
[ssanchez@indio.org](mailto:ssanchez@indio.org) 760-391-4006

### *Riverside County Registrar of Voters (ROV)*

<https://voteinfo.net/>  
951-486-7200

### *Secretary of State*

[www.sos.ca.gov/elections](http://www.sos.ca.gov/elections)  
916-657-2166

### *Fair Political Practices Commission (FPPC)*

[Fair Political Practices Commission  
\(FPPC\) website](#)

[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)  
866-ASK-FPPC (866-275-3772)

[FPPC webinars](#) – Training for Candidates,  
Treasurers and Committees