



# South Pasadena General Municipal Election

**Tuesday, November 3, 2020**

## POTENTIAL CANDIDATE INFO SHEET

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### **DATE OF ELECTION**

The election will be held on Tuesday, November 3, 2020.

The City of South Pasadena consolidates with the Los Angeles County Registrar-Recorder/County Clerk to conduct and administer municipal elections. The Los Angeles County Registrar-Recorder/County Clerk is responsible for the mailing of Voter Information Guides, Sample Ballots, and Vote-by-Mail Ballots (VBM) to all eligible voters.

For the November 3, 2020 election, voters will have the ability to cast their ballot at any in-person Vote Center in L.A. County or vote the VBM ballot that will automatically be sent to each registered voter via the United States Postal Service. This is to provide voters with more options/choices.

### **POSITIONS FOR ELECTION**

There will be three (3) City Council seats up for election in District 1, 2, and 3. The incumbents whose seats are up for election in November 2020 are:

Mayor Robert S. Joe – District 1  
Councilmember Marina Khubesrian, M.D. – District 2  
Councilmember Robert S. Schneider, M.D. – District 3

A map of the Council Districts can be found here, Ordinance No. 2318 - [Exhibit A](#).

### **TERM OF OFFICE**

Elected City Councilmembers will serve a four-year term.

### **CANDIDATE QUALIFICATIONS**

All candidates must be at least 18 years of age, a citizen of the United States, and must reside in, and be a registered voter in the district in which he or she seeks election at the time nomination papers are issued pursuant to GC §[34882](#) and EC §[10227](#). Please also refer to the [South Pasadena Municipal Code Article XV](#) for more information on the City's By-District Electoral System.

### **NOMINATION PROCESS**

The nomination period opens on Monday, July 13, 2020, 7:30 a.m. and closes on Thursday, August 6, 2020, 6 p.m. If an incumbent does not file in a given district, the period is extended to Wednesday, August 12, 2020, 5 p.m. for that district.

Nomination papers are filed with the South Pasadena City Clerk's Office. Once a candidate formally files, the information is forwarded to the Los Angeles County Registrar-Recorder/County Clerk's Office. Nomination papers will be available on the first day of the nomination period. APPOINTMENTS ARE REQUIRED. In light of COVID-19 and the stay at home order issued by the Governor, we are requiring that an appointment be made to pick up your hardcopy nomination packet \*AND\* an appointment be made to review the nomination packet via Zoom. Reviewing nomination papers will take about 30 minutes. A follow-up appointment must be made in order to submit the completed nomination packet prior to the deadline. Please contact [CityClerk@southpasadenaca.gov](mailto:CityClerk@southpasadenaca.gov) or (626) 403-7230 to request to schedule said appointments.

### WRITE-IN CANDIDATES

The period to file nomination papers as a Write-In Candidate is Monday, September 7, 2020 through Tuesday, October 20, 2020 5 p.m. All candidates are urged to file as early as possible. Please note that Write-in candidates are not included in the official sample ballot.

### FILING FEE

In accordance with [South Pasadena Municipal Code Article XII Section 2.99-30](#), a filing fee of \$25 is established for candidate's nomination papers for elective office. The fee is due in form of a check payable to the South Pasadena City Clerk at the time the candidate's nomination papers are filed. There is no cost to pull nomination papers.

### REGISTERED VOTERS NEEDED TO QUALIFY

To qualify, a candidate will need a minimum of 20 South Pasadena registered resident voters from within their District. It is recommended to have 30 signatures (no more) to make sure there are enough eligible names to move forward. ([EC §10220](#))

### CANDIDATE STATEMENT

Candidate statements are optional. The City of South Pasadena has a 200- word limit. There is no Candidate Statement option for write-in candidates. Candidate Statement estimated fees are also due upon submittal of nomination papers. Cost for Candidate Statement Fees are preset by the County and are estimated at: \$200 for English Only; \$400 for English \*and\* Spanish translation. Please note this is only an estimate. Final cost will be provided to the City by the County. The City will then provide final cost information to the candidate.

### REGISTERED VOTER DATABASE

The City of South Pasadena does not provide this information. Candidates should contact the Los Angeles County Registrar-Recorder/County Clerk's Office for voter data.

### CONTRIBUTION LIMITS

The City of South Pasadena has Established City Campaign Contribution Regulations, please see, [South Pasadena Municipal Code Article XIV. Campaign Contribution Regulations](#).

### NEWLY ELECTED CITY COUNCIL TERM

Los Angeles County Registrar-Recorder/County Clerk has 30 days to certify the election. The declaration of results and installation is required by the next City Council meeting thereafter. The City Council Installation/Reorganization is scheduled for Wednesday, December 2, 2020.

### CAMPAIGN REPORTING REQUIREMENTS

All candidates must abide by local and state campaign laws. The Fair Political Practices Commission (FPPC) provides free, expert advice at their toll free number (866) ASK-FPPC (275-3772) or you may go to their website at: <http://www.fppc.ca.gov>. All campaign forms and most manuals and instructions are available on their website.

### CITY COUNCIL MEETINGS

Councilmembers must be able to attend regularly held City Council meetings. Regular City Council meetings are held on the first and third Wednesdays of each month. Closed Session begins at 6:30 p.m. and Open Session begins at 7:30 p.m. (unless rescheduled for another date). Special City Council meetings may be held as needed.

### COMPENSATION

Councilmembers are currently paid a monthly stipend of \$300.

### MAYOR

The Mayor is selected and appointed every year on a rotational basis by the City Council.

### REGISTERED VOTERS IN SOUTH PASADENA

The City of South Pasadena has 17,032 active registered voters as of March 3, 2020.

### ADDITIONAL INFORMATION ON RUNNING FOR LOCAL OFFICE

You are encouraged to review information provided by the Los Angeles County Registrar-Recorder/County Clerk and also the Fair Political Practice Commission (FPPC). The FPPC provides a Candidate Tool Kit for anyone interested in learning more about the process. All campaign forms, most manuals and instructions are available on the FPPC website: [www.fppc.ca.gov](http://www.fppc.ca.gov).

### HELPFUL LINKS

- Fair Political Practice Commission (FPPC) Phone: (866) ASK-FPPC (275-3772) Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)
- Los Angeles County Registrar-Recorder/County Clerk Phone: (800) 815-2666 (option 4) Website: [www.lavote.net](http://www.lavote.net)