



OFFICE OF THE CITY CLERK
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Running for Mountain View City Council in November 2024

The following information is provided to assist you in meeting local, county, and state regulations if you decide to run for City Council. *Please note that this guide is not all-encompassing and is not intended to be a sole source of election information. This guide is intended to provide general information only and is not considered legal advice.*

2024 Candidate Guidelines

There are seven members of the City Council elected at-large. There will be four seats open in the November 5, 2024 General Municipal Election. The term of office for a Councilmember is four years. A Councilmember may serve a maximum of two consecutive terms but is eligible to run again after a two-year break in service.

Each year at the first meeting in January, the City Council selects the Mayor and Vice Mayor from among its members. The Mayor and Vice Mayor each serve a one-year term.

Eligibility

Candidates must be a United States citizen 18 years of age or older and a resident and registered voter of the City. Candidates are required to complete and file a "Verification of Residency" form at the time nomination papers are issued as authorized by [Mountain View City Code § 2.86.2\(b\)](#).

Filing obligations

Candidates who intend to file nomination papers during the Nomination Period may incur filing obligations prior to the Nomination Period, pursuant to the Political Reform Act, [Fair Political Practices Commission \(FPPC\)](#), and City regulations. See [FPPC Campaign Disclosure Manual 2](#) and the Mountain View City Code for additional information regarding filing obligations.

[FPPC Form 501](#) Candidate Intention Statement: Must be filed before soliciting or receiving any contributions, or before making expenditures on behalf of a candidacy. File the original with the City Clerk.

[FPPC Form 410](#) Statement of Organization of Recipient Committee: Must be filed with the Secretary of State within 10 days of receiving \$2,000 in contributions. When filing Form 410, include a \$50 payment made payable to the Secretary of State. File the original with the Secretary of State's Office and a copy with the City Clerk.

The City of Mountain View requires [electronic filing of campaign statements](#). Contact the City Clerk's Office to request a NetFile electronic campaign filing account to file campaign statements electronically. The City's [Campaign Statement Public Portal](#) contains financial information provided by candidates and committees. The Portal may be used to research campaign contributions and expenditures, review campaign statements filed by candidates and committees or examine a committee's filing history by election.

Important Dates to Remember

7/15/2024 – 8/9/2024	<p><i>Nomination Period</i></p> <p>During the nomination period, nomination papers are available at the Office of the City Clerk, Monday through Friday, 8:00 a.m. to 5:00 p.m. Please contact City Clerk’s Office at (650) 903-6304 to schedule an appointment to receive nomination papers and orientation materials. There is no fee to obtain or file nomination papers.</p>
7/31/2024	<p>Deadline for committees to file Semi-Annual Campaign Statement FPPC Form 460 covering January 1-June 30, 2024, if applicable. Electronic filing is required per Mountain View City Code § 2.160.</p>
8/7/2024-10/29/2024	<p>Filing period for committees to file 24-hour Contribution Reports FPPC Form 497 when receiving campaign contributions that total in the aggregate \$1,000. Electronic filing is required per Mountain View City Code § 2.160.</p>
8/10/2024 – 8/14/2024	<p><i>Nomination Period Extension</i></p> <p>If an eligible incumbent fails to file a Declaration of Candidacy by 5:00 p.m. on August 9, the nomination period is extended by five calendar days during which time any candidate, other than the incumbent, may file or withdraw from said office.</p>
8/15/2024	<p>The Secretary of State will conduct a random drawing of letters of the alphabet to determine the order in which candidates appear on the ballot.</p>
9/9/2024 – 10/22/2024	<p>Filing period for write-in candidates to obtain and file nomination documents.</p>
9/26/2024	<p>Deadline for filing 1st pre-election Campaign Statement FPPC Form 460 covering July 1-September 21, 2024, or FPPC Form 470 covering the filing period January-December 2024. Electronic filing is required per Mountain View City Code § 2.160.</p>
10/7/2024	<p>Vote by Mail ballots are mailed to voters.</p>
10/21/2024	<p>Last day to register to vote in the November 5, 2024 General Municipal Election.</p>
10/24/2024	<p>Deadline for filing 2nd pre-election Campaign Statement FPPC Form 460 covering September 22-October 19, 2024.</p>

10/29/2024 @ 5:00 p.m.	Last day for candidates to accept campaign contributions as required by Mountain View City Code § 2.104(a) .
10/31/2024 @ 5:00 p.m.	Deadline for filing 3 rd pre-election Campaign Statement FPPC Form 460 covering October 20-October 29, 2024, as required by Mountain View City Code § 2.104.b).
11/5/2024	Election Day

Additional Documents, Regulations and Requirements

Ballot Designation

A ballot designation is a brief description, generally no more than three (3) words, that candidates provide to describe their primary occupation in the preceding 12 months. The City Clerk’s Office will provide the appropriate form. There are additional requirements and prohibitions under [California Elections Code § 13107](#).

Campaign Contribution Limits

When the [voluntary expenditure limit](#) has been accepted by the candidate and is adhered to there is a contribution limit of \$1,000 for each single election for City Council office. When the voluntary expenditure limit has not been accepted, there is a contribution limit of \$500 for each single election for City Council office. If contributions more than each limit are accepted, the candidate must return the excess amount within 30 days of receipt. ([Mountain View City Code § 2.171](#) and [2.172](#))

Candidate Written Statements (Optional)

If a candidate chooses to submit a statement for publication in the County Voter Information Guide, the City Clerk’s Office will provide the appropriate form. Once filed, the statement may be withdrawn, but not changed, on or before the closing of the nomination period. There are additional requirements and prohibitions in preparing this statement under [California Elections Code § 13307](#). Candidates who accept the [voluntary expenditure limit](#) may be eligible for the City to subsidize a portion of the costs of publishing the campaign statement.

FPPC Form 700 Statement of Economic Interests

The Political Reform Act under [California Government Code § 87200](#) requires officials and candidates for the elective offices specified in the Code to file an [FPPC Form 700 Statement of Economic Interests](#) at the time of filing nomination papers and annually to disclose certain investments, interests in real property, sources of income, gifts, loans and business positions. State law requires that an original form be filed with the City Clerk at the same time nomination papers are filed.

Government Code § 84308 “Pay to Play Contribution Restriction”

Candidates should be aware of [California Government Code § 84308](#) because, if elected, they would be prohibited from taking part in proceedings for licenses, permits, or entitlements for use that involve persons that made contributions exceeding \$250 to their respective political campaigns. The statute also prohibits local elected officials from receiving contributions exceeding \$250 from a party to or participant in a proceeding for licenses, permits, or entitlements for use, or their agents, while such a proceeding is pending and for 12 months after the final decision is rendered in the proceeding. More information can be found at <https://www.fppc.ca.gov/learn/pay-to-play-limits-and-prohibitions.html>.

Mass Mailing Requirements

[California Government Code § 84305](#) pertaining to mass mailing of election literature will be provided to each candidate when they file their Declaration of Candidacy.

Public Disclosure of Records

Nomination Papers and campaign statements are subject to public disclosure pursuant to the Public Records Act. However, candidate statements are not subject to public disclosure until after the nomination period closes.

Voluntary Campaign Expenditure Limit

The [voluntary expenditure limit](#) for the November 5, 2024 General Municipal Election is \$30,495. Each candidate is required to file, at the time of filing their nomination papers, a statement of acceptance or rejection of the voluntary expenditure limit.

Resources

[California Secretary of State](#)

[County of Santa Clara Registrar of Voters](#)

[FPPC Video Tutorial for Candidates and Treasurers](#)

[FPPC Candidate Toolkit](#)