

## **CITY OF MILLBRAE**

### **COVID-19 – ELECTRONIC CANDIDATE FILING OPTIONS**

In light of COVID-19 and the shelter in place order issued by the Governor, the Secretary of State's Office issued County Clerk/Registrar of Voters (CCROV) Memorandum #20085 (attached), allowing elections officials to issue candidate documents via email, or via a website using and encrypted internet security protocol.

Based on the guidelines provided in the CCROV, the City of Millbrae will offer candidates an electronic filing option to maintain the health and safety of both candidates and staff during the COVID-19 pandemic. The City will allow for in-person meeting with candidates as outlined on page 2.

#### **ELECTRONIC FILING OPTION FOR CANDIDATES**

##### Receiving Candidate Filing Documents Electronically

1. Candidates need to provide a written request using the Candidate Registration Form (attached) to receive candidate filing documents electronically. The Candidate Registration Form can be downloaded from the City's website: <https://www.ci.millbrae.ca.us/departments-services/city-clerk/2020-election>
2. Upon receipt of the Candidate Registration Form and once the City establishes a candidate's eligibility, all candidate filing forms will be emailed to the candidate in fillable PDF format.

##### Completing Candidate Filing Documents

1. Once the candidate has received the filing forms via email, staff will set up an appointment and assist the candidate with filling out each form via online video conference.
2. Any document that requires an oath by candidates may be executed in the presence of the Elections Official via online video conference. The oath CANNOT be administered by phone call. If candidates do not have the technical ability for an online video conference, candidates may go to a notary or schedule an appointment with the Elections Official to take the oath in person.

##### Returning Candidate Filing Forms

1. Upon completing all the filing forms, candidates should provide electronic signatures on all forms before emailing the forms to the Elections Official.
2. **IMPORTANT:** Candidates MUST print out all the completed filing forms, sign each form, and drop off their **completed hard copy documents with original wet signatures** in the candidate mailbox, located at the rear entrance of City Hall by the City Hall parking

lot located on Library Avenue, by the close of the Candidate Filing Period of August 7, 2020 by 5:00 p.m.

**If the Elections Official does not receive the completed hard copy documents with the original wet signatures from the candidate by the filing deadline (August 7, 2020 by 5:00 p.m.), the candidate will NOT be considered qualified, and his or her name will NOT be on the ballot.**

#### Visiting City Hall and Social Distancing

We strongly encourage candidates to practice social distancing when working with staff in person.

1. Make an appointment to receive your candidate filing documents. Staff will begin taking appointment on July 6, 2020 for meetings on July 13, 2020 beginning at 10:30 a.m. **Appointments will be with the candidate only so as to minimize contact and comply with social distancing requirements.**
2. Make an appointment if you need to take an oath and/or drop off candidate filing documents.
3. There are no “walk-in” appointments. Candidates need to make an appointment ahead of time to meet with staff. Do not wait until the last minute.
4. Wear a mask and practice social distancing rules during in-person meetings with staff.
5. Masks, gloves, and hand sanitizer will be available should a candidate need them.
6. Avoid coming to your appointment if you have a fever and/or flu-like symptoms.
7. Avoid the last day crowd. Candidates are strongly encouraged to avoid waiting until the last day to file their documents.



**ALEX PADILLA** | SECRETARY OF STATE | STATE OF CALIFORNIA  
ELECTIONS DIVISION

1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor, Sacramento, CA 95814 | Tel 916.657.2166 | Fax 916.653.3214 | [www.sos.ca.gov](http://www.sos.ca.gov)

May 5, 2020

County Clerk/Registrar of Voters (CC/ROV) Memorandum #20085

TO: All County Clerks/Registrars of Voters

FROM: /s/ Jana M. Lean  
Chief, Elections Division

RE: Presidential General: County Local/Candidate Filing

In light of COVID-19 and the stay at home order issued by the Governor, several counties have inquired about county and local candidate filing that will take place during the summer for the November 2020 election. The purpose of this CCROV is to provide guidance and options for candidates and county elections officials to maintain health and safety during the candidate filing process.

### **Issuing Candidate Documents**

Elections officials may issue candidate documents in person during available business hours or by appointment, via mail, via email, or via a website using an encrypted internet security protocol. If a candidate elects to receive the candidate documents via mail, email, or a website using an encrypted internet security protocol, to meet the requirements of Elections Code section 8028(b), the candidate must provide a written request to receive the documents in that manner.

Prior to issuing candidate documents, elections officials shall follow normal procedures and guidelines, such as verification of eligibility for the office sought and collecting the appropriate filing fee. The elections official shall determine the available method(s) for the candidate to submit the applicable filing fee for the office sought.

County and local election officials should provide information regarding these processes on their website and to any candidate which requests candidate documents.

### **Execution of Candidate Documents**

Any documents that require an oath by the candidate may be executed in the presence of a notary, or in the alternative, in the office of the elections official

during available business hours, by appointment, or via an online video conferencing service.

### **Receipt of Candidate Documents and Filing Deadlines**

A candidate may electronically submit their completed documents to the elections official so that the elections official may begin the review and verification process as soon as is practicable. However, in order to be a qualified candidate for the office in which they seek, **the completed documents with original signatures must be received by the elections official by the close of the nomination period for that particular office.**

To submit the original documents, the candidate may submit those documents to the office of the elections official during available business hours, by appointment, in a drop box provided by the elections official, or via mail or other delivery service.

### **Reminder to Candidates**

Elections officials must provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the official close of the nomination period. The candidate must acknowledge receipt of the written guidance in the manner provided by the elections official. A candidate who has elected to submit their candidate documents electronically, so the candidate filing process may begin, must be made aware that they must submit the original documents to the elections official in a manner that will ensure that those original documents are in the possession of the elections official prior to the close of the nomination period. Any candidate who fails to timely submit the candidate documents with original signatures by the close of the nomination period will not be included on the ballot for that office.

The Secretary of State's office will send a survey to county elections officials prior to the opening of candidate filing to learn what process each county will follow.

If you have any questions, please contact Robbie Anderson at [aanderso@sos.ca.gov](mailto:aanderso@sos.ca.gov).

## City of Millbrae Candidate Registration Form

NAME AS REGISTERED (PLEASE PRINT)			
FIRST	MIDDLE NAME OR INITIAL	LAST***	
NAME TO APPEAR ON BALLOT (if different from above. Should be the same as provided on the DOC)			
RESIDENCE STREET ADDRESS	CITY	ZIP CODE	
MAILING STREET ADDRESS (if different from above)	CITY	ZIP CODE	
DAYTIME TELEPHONE NO.	EVENING TELEPHONE NO.	FAX NO.	
EMAIL ADDRESS			
OFFICE TITLE: <u>CITY COUNCIL MEMBER</u>			
ARE YOU AN INCUMBENT? <input type="checkbox"/> YES <input type="checkbox"/> NO			
Authorization to Deliver Candidate Filing Documents (Choose One)			
I elect to receive and file my candidate filing documents during the Candidate Filing Period (July 13 to August 7, 2020) for the November 3, 2020 Presidential Primary Election:			
<input type="checkbox"/> <b>By Email</b> <span style="float: right;"><input type="checkbox"/> <b>In Person (Please make an appointment)</b></span>			
In person appointments are on a first come first served basis starting on Monday, July 13, 2020. Please call 650-259-2414 or email <a href="mailto:alouis@ci.millbrae.ca.us">alouis@ci.millbrae.ca.us</a> to make your appointment.			
I understand that all filing documents must be properly executed and delivered to the Elections Officials by 5:00 p.m. on August 7, 2020.			
I understand that I, as a candidate, may electronically submit my completed documents to the Elections Official so that the Elections Official may begin the review and verification process as soon as is practicable. <b>However, I understand that I must submit <u>hard copies</u> of the completed documents with <u>original signatures</u> to the Elections Official by 5:00 p.m. on August 7, 2020 in order to be a qualified candidate for the office I seek at the November 3, 2020 Presidential General Election.</b>			
<div style="display: flex; justify-content: space-between;"> <span>"I am aware of the qualifications for office and understand this is not an official filing document."</span> </div> <div style="display: flex; justify-content: space-between;"> <span>SIGNATURE OF CANDIDATE (Agent allowed for in-person filing)</span> <span>DATE</span> </div>			

\*\*\*If you have two last names, please identify which name we are to use for the Random Alphabet Drawing. Please draw a line under the last name of your choice.

Return completed form to: [alouis@ci.millbrae.ca.us](mailto:alouis@ci.millbrae.ca.us)