



NOVEMBER 8, 2022 GENERAL ELECTION **CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING** **NOMINATION PAPERWORK**

1. Issuing Candidate Nomination Documents During the Nomination Period:

July 18, 2022 to August 12, 2022

In-Person Appointments: 8:30 a.m. – 5:00 p.m.

Candidates will be issued nomination documents in-person during available hours by appointment at the Gilroy City Clerk's Office, 7351 Rosanna Street, Gilroy. Appointments must be made in advance.

Procedure to Be Issued Nomination Documents:

- a. Candidates must first contact the City Clerk's Office (408) 846-0204 to speak with the City Clerk. Appointments are done in person during available business hours.
- b. After setting an appointment, but prior to issuing nomination documents, the City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. Hard copies of candidate materials may be issued to the candidate's designee. The designee must submit written authorization from the candidate to conduct candidate-related business on their behalf. Authorization must
 - i. name the designee by name; and
 - ii. have the original wet signature of the candidate.
- d. Nomination documents will be issued in-person, only

2. Execution of Candidate Documents

Any documents that require an oath by the candidate will be in-person during available business hours, by appointment.

Nomination petitions and candidate statements with printing cost payment must be submitted at the same time.

3. Receipt of Candidate Documents and Filing Deadlines

In order to be a qualified candidate for the office, ***the completed documents with original signatures, preferably in blue ink, must be received by the City Clerk by the close of the nomination period (5:00 p.m. on August 12, 2022) for that particular office.***

Should an eligible incumbent not file nomination papers by Friday, August 12, 2022 at 5:00 p.m., the filing period is extended for five (5) calendar days to Wednesday, August 17, 2022 at 5:00 p.m., for any person other than the incumbent.

PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the City Clerk's Office to process and verify candidate information and will not deem a candidate as qualified to run for office until such time as the original documents are received.