

2024 ELECTION

CANDIDATE MANUAL

MAYOR, CITY ATTORNEY, AND
COUNCIL DISTRICTS 1, 3, 5, 7, AND 9



City Clerk

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FOREWORD

This Candidate Information Manual has been prepared to summarize and direct you to key regulations regarding the nomination process for the offices of Mayor, City Attorney, and City Council in the City of San Diego. It is intended to serve as a supplemental guide to understanding the requirements of candidacy and the accurate completion and filing of nomination papers.

Candidates are responsible for familiarizing themselves and adhering to all applicable provisions of the San Diego City Charter, the San Diego Municipal Code, the Municipal Election Code (notably the Election Campaign Control Ordinance and the Ethics Ordinance), the Political Reform Act of 1974 as amended, and the City Clerk’s Administrative Guidelines. This Candidate Information Manual is not meant to serve as a substitute for the actual provisions in State or City law. Candidates must adhere to all requirements of the nomination process to ensure a successful nomination effort.

This Candidate Information Manual is intended solely for candidates and their nomination process for the 2024 election. The Ethics Commission has prepared separate supplemental guides for campaign rules and campaign disclosure reporting to ensure a successful campaign effort.

The Office of the City Clerk realizes you may still have questions, and we are here to help you through the nomination process. Please feel free to contact us.



DIANA FUENTES
 City Clerk
 San Diego, California

ELECTION DAYS AND IMPORTANT ELECTION DATES

November 8, 2023	First day to obtain nomination papers (Nomination Period begins)
November 16, 2023	First day to file nominations papers
December 7, 2023	Last day to file nomination papers (Nomination Period ends)
March 5, 2024	Primary Election
November 5, 2024	General Election
December 10, 2024	Inauguration and Term of Office begins (term length of 4 years)

ELECTIVE OFFICES TO BE FILLED

Mayor

Mayor's annual salary

[\(100% of Judges of the Superior Court for the State of California salary.\)](#)

Term ending

December 11, 2028

[\(Ch. Sec 24.1\)](#)

City Attorney

City Attorney's annual salary

[\(100% of Judges of the Superior Court for the State of California salary.\)](#)

Term ending

December 11, 2028

[\(Ch. Sec 40\)](#)

Councilmember

Council Districts 1, 3, 5, 7, and 9
Annual salary

[\(75% of Judges of the Superior Court for the State of California salary.\)](#)

Term ending

December 11, 2028

[\(Ch. Sec 12.1\)](#)

Offices shall be nonpartisan.

[\(State Constitution, Article 2, §6\)](#)

REQUIREMENTS TO RUN FOR ELECTIVE OFFICE

- You must be a U.S. citizen.
- You must be at least 18 years old.
- To run for Mayor or City Attorney, you must be a registered voter and resident in the City of San Diego 30 days prior to the date you file your nomination papers. To run for Councilmember, you must be a registered voter and resident of the council district you want to serve for at least 30 days prior to the date you file your nominations papers.

STEPS TO RUN FOR ELECTIVE OFFICE

1. File the appropriate campaign forms:
 - Candidate Intention Statement ([Form 501](#)) is to be filed with the Office of the City Clerk before you solicit or receive any contributions or before you make expenditures from personal funds on behalf of your candidacy.
 - Statement of Organization ([Form 410](#)) is to be filed within 10 days of receiving \$2,000 in contributions. The personal funds of a candidate or officeholder used to seek or hold elective office are contributions and count toward qualifying as a recipient committee. Bank information is required. Original form to be filed with Secretary of State and a copy with the Office of the City Clerk.
2. File campaign disclosure statements according to the [filing schedule](#) established by the [California Fair Political Practices Commission and in accordance with the Election Campaign Control Ordinance](#).
3. Appear **in person** at the Office of the City Clerk during the nomination period to obtain nomination papers.
4. Complete nomination papers, including gathering signatures on nominating petition. 120 signatures are required for City Council nominations. 240 signatures are required for Mayor and City Attorney nominations
5. Pay nomination fee and file completed nomination papers with the required signatures **in person** with the City Clerk, all at the same time, no earlier than November 16, 2023 and no later than 5 p.m. on December 7, 2023.

MAYOR, CITY ATTORNEY, COUNCIL DISTRICT 1, 3, 5, 7, and 9

<p>HOW TO PROCEED TO GENERAL ELECTION</p>	<p>The two candidates who receive the most votes at the Primary Election will move forward to the General Election. (SDMC §27.0108 (b)).</p> <p>If only one candidate is on the ballot in the Primary Election in any race and is the only candidate receiving votes in that election, that candidate will be elected to the office after Primary Election results are certified (SMDC §27.0108 (c)).</p>
<p>NOMINATING FEE</p>	<p>All offices - \$574</p> <p>Cash/Check ONLY</p> <p>Checks Made Payable to: City Treasurer</p>
<p>NUMBER OF VALID NOMINATION PETITION SIGNATURES</p>	<p>Mayor and City Attorney: Requires 240 valid signatures to qualify.</p> <p>Council District Seat: Requires 120 valid signatures to qualify.</p> <p>View Current Voter Registration in City of San Diego (SDMC §27.0210, §27.0903)</p>
<p>NUMBER OF SIGNATURES IN LIEU OF NOMINATION FEE</p>	<p>Every three (3) valid signatures in excess of the number required for nomination shall be valued at one dollar (\$1.00) toward offsetting the filing fee. This is done via a reimbursement. Fee must still be paid at time of submission.</p>

CHECKLIST OF NOMINATION PAPERS TO BE FILED

- Statement & Affidavit of Nominee (submitted when obtaining nomination papers)
- Nomination Petition
- Statement of Economic Interest
- Nomination Fee
- Designation of Principal Profession, Vocation, or Occupation (optional/submitted via [SeamlessDocs](#))
- Statement of Qualifications (optional/submitted via [SeamlessDocs](#))
- Authorization Letters/Publication (if applicable)
- Black and White Photo (optional/submitted via [SeamlessDocs](#))
- Code of Fair Campaign Practices (optional/submitted via [SeamlessDocs](#))
- Signature in Lieu of Nominating Fee (optional/submitted via [SeamlessDocs](#))

NOMINATION PAPERS

Candidates seeking nomination shall appear **personally** before the City Clerk or her designee to obtain nomination papers for filing, unless service with the United States Armed Forces or a physical disability prevents such an appearance.

([SDMC §27.0203](#), [§27.0903](#)) ([City Clerk Administrative Guidelines – Section 2](#))

STATEMENT & AFFIDAVIT OF NOMINEE

Candidates must complete and sign under California perjury laws the Statement & Affidavit of Nominee, a sample of the form can be found at [SDMC §27.0206](#).

([SDMC §27.0205](#), [§27.0903](#))

The Statement & Affidavit of Nominee shall state the name of the candidate, the candidate's current address, past residences for a period of four years, date and place of birth, the office for which he or she seeks nomination, the term for which he or she is running, occupation, a written acceptance of the nomination and the manner in which the candidate wishes his or her name to appear on the ballot. The candidate will need to have this information with them when they appear at the Office of the City Clerk to obtain nomination papers.

([SDMC §27.0206](#), [§27.0903](#))

[NOMINATING PETITION](#)

Each petition page must conform to the content and form requirements which include, but are not limited to, the nominating statement, the voter signature portion of the page, and the circulator's affidavit of authenticity, an example of the nominating statement and circulator's affidavit of authenticity can be found at [SDMC §27.0207](#) and [§27.0208](#). ([City Clerk Administrative Guidelines – Section 201](#), [Section 202](#), [Section 203](#))

The Office of the City Clerk prepares your nomination petition and provides you with 20 copies when you appear to obtain your nomination papers.

[SIGNATURE REQUIREMENTS](#)

Signatures on the voter signature portion of a nominating petition shall be executed by voters in their own handwriting, and each signer shall also affix their printed name, date of their signature, and place of residence, including street and house number, or other designation from which the location of the place of residence may be readily ascertained. ([SDMC 27.0209](#))

GATHERING PETITION SIGNATURES

For any signature on a nominating petition to be valid, the following requirements must be met:

- ▶ The signer must be 18 and a registered voter in the City of San Diego for a candidate for Mayor or City Attorney.
- ▶ The signer must be 18 and a registered voter in the appropriate district for a candidate for City Council.
- ▶ The address on the petition must be the residence address where the signer is registered to vote.
- ▶ The signature should be as you registered to vote
- ▶ All other information must be legible and spelled correctly
- ▶ The address must include the city and the ZIP code.
- ▶ The address cannot be a post office box, or a mail-box rental address.
- ▶ Ditto marks are not acceptable as an address.
- ▶ A signer may not use another person's name, nor use a fictitious or fraudulent name.
- ▶ A person may sign the petition only one time.
- ▶ No voter may sign more than one petition for the same office.

- ▶ A signature will only count on the first petition for which it is used to qualify a candidate for the ballot.
- ▶ “Cross-outs” (of invalid signatures) must be obviously marked by drawing through the name with a black pen or marker.

NOMINATING PETITION: CIRCULATOR QUALIFICATIONS

A person circulating petitions must be a U.S. citizen at least 18 years old.
([SDMC §27.0212](#), [§27.0903](#))

Circulators shall sign the affidavit of authenticity under California perjury laws.
([SDMC §27.0208\(e\)](#), [§27.0903](#))

NOMINATING PETITION: FILING

ALL petition pages must be submitted for filing at the **same time** with all nomination pages. ([SDMC §27.0214](#), [§27.0903](#))

No supplemental petitions are permitted. ([SDMC §27.0214](#), [§27.0903](#))

SIGNATURES IN LIEU OF NOMINATING FEE

To completely offset the nominating fee for any candidate, the valid signatures of 1,722 voters registered within the City of San Diego are required (in addition to the required signatures needed for nomination).

Every three (3) valid signatures in excess of the number required for nomination shall be valued at one dollar (\$1.00) toward offsetting the filing fee.

When the candidate submits their nomination papers for filing, the candidate must notify the Clerk that they wish those signatures on the nominating petition above the number required for nomination to be applied toward reduction of the nominating fee. The form to request signatures count in lieu of nominating fee must be submitted with other electronic document submissions via [SeamlessDocs](#).

NOTE: Even if a candidate submits signatures in lieu of the nominating fee, they **must still pay** the nominating fee at the time the nominating papers are filed. Any reimbursement due will be paid after petition signatures have been verified and the candidate has been determined to have qualified. ([SDMC §27.0903](#), [§27.0221](#))

CHECKING PETITIONS

The City Clerk shall be allowed a period of twenty business days after a nominating petition has been accepted as filed to verify the validity or invalidity of signatures. ([SDMC §27.0217](#), [§27.0903](#))


NOTICE OF SUFFICIENCY OR INSUFFICIENCY OF PETITION

When it is determined whether a petition is sufficient or insufficient, the City Clerk shall notify the candidate. ([SDMC §27.0218](#), [§27.0219](#), [§27.0903](#))

DESIGNATION OF PRINCIPAL PROFESSION, VOCATION, OR OCCUPATION (OPTIONAL)

A nomination paper that must be submitted electronically via [SeamlessDocs](#), signed, and filed by the candidate, which allows the candidate’s designation of principal profession, vocation, or occupation to be on the ballot, *if the candidate wishes to have this information printed with their name on the ballot*. **Including a designation of principal profession, vocation, or occupation on the ballot does not automatically put that designation on your Statement of Qualifications.**

The designation of principal profession, vocation, or occupation may not be more than four words, except as provided in [SDMC §27.0603\(c\)\(2\)](#), and must be the candidate’s principal profession from the calendar year immediately preceding the filing of nomination papers in accordance with the requirements and restriction guidelines outlined in [SDMC §27.0602 - §27.0608](#) and the [City Clerk Administrative Guidelines: Sub-section 2.1 - Designation of Principal Profession, Vocation or Occupation; section 2.1 - Designation of Principal Profession, Vocation or Occupation](#).

 **DESIGNATION OF CANDIDATE'S PRINCIPAL PROFESSION, VOCATION OR OCCUPATION TO BE PRINTED ON THE BALLOT**
(To be filed at the time completed nomination papers are presented to the City Clerk.)

If a candidate desires his or her principal profession, vocation or occupation to be printed on the ballot, the candidate shall file this statement. The designation shall not be more than four words (except as noted in (b) below), and shall be subject to the provisions of Sub-section 2.1 in the San Diego City Clerk Administrative Guidelines for Designation of Principal Profession, Vocation or Occupation.

The designation may be only one of the following:
 (a) The candidate may designate his or her principal profession, vocation or occupation during the calendar year immediately preceding the filing of nomination papers.
 (b) The candidate may use words designating the same city, county, district, state or federal office the candidate holds at the time of filing nomination papers, if the candidate has been elected to that public office, or if the candidate has been elected or appointed to a judgeship. There shall be no word count limitation applicable to such ballot designations.
 (c) The candidate may use the word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office.
 (d) The candidate may use the phrase "Appointed Incumbent," "Appointed Mayor," or "Appointed City Attorney" if the candidate has been appointed to fill a vacancy in the office of Mayor or City Attorney, and is seeking to be elected to that office at the next election. Not allowed: the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed."

Words which would suggest an evaluation of a candidate, such as "outstanding," "leading," "expert," "virtuous," or "eminent," are not permitted. Words or prefixes such as "former" or "ex-" which mean a prior status, are not permitted. The designation should be general in nature, and not specific to a particular business or employer. Attorneys and other professionals may not use a modifier showing their type of practice (e.g. "Civil Engineer," "Trial Lawyer" or other type of professional specialist) unless they have practiced that specialty during the past year. Other restrictions apply. See San Diego Municipal Code (SDMC) §§27.0603-27.0608 and the City Clerk's Administrative Guidelines for Designation of Principal Profession, Vocation or Occupation.




Punctuation is limited to the use of a comma (example: Mayor, City of San Diego) and a slash (/). When multiple professions, vocations or occupations are proposed, they shall be separated by a slash (example: Legislator/Rancher/Physician). A hyphen may be used only if the use of a hyphen is called for in the spelling of a word as it appears in a standard reference dictionary.

The designation shall not contain words that would mislead the voter. SDMC §27.0605. If the City Clerk finds that the designation violates restrictions of SDMC §§27.0603 to 27.0608, the City Clerk shall notify the candidate and the candidate shall provide additional information or an alternate designation. §27.0605.

.....

Candidate Name (please print): _____
 Office Sought (check one): MAYOR CITY ATTORNEY COUNCIL MEMBER IN DISTRICT _____
Proposed Designation of Title (Principal Profession, Vocation or Occupation):
 1st Choice: _____
 1st Alternative: _____
 You may attach any documents or exhibits that you believe support your proposed Designation. Please do not submit originals.
 Job Title: _____
 Employer Name or Business: _____
 Was this your principal profession, vocation or occupation during the calendar year preceding the filing of your nomination papers? _____
 I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration was signed on _____ (date) in San Diego, California.
 _____ (Candidate's Signature) _____ (Printed Name)

Sample Ballot

CITY OF SAN DIEGO		
MAYOR	GLENN D. ADKINS Electronic Engineer	111 
Vote for One	ROBERT H. SCHMITT Retired County Governmental Manager	112 
	JIM HART Quality Inspector/Computer Programmer	113 



CANDIDATE'S STATEMENT OF QUALIFICATIONS (OPTIONAL)

A nomination paper that must be submitted electronically via [SeamlessDocs](#) on the day the candidate will be submitting all nomination papers. This form allows the candidate's statement of qualifications to be on the Sample Ballot & Voter Information Pamphlet, and shall not exceed two hundred (200) words ([Section 203.2 Word Count Guidelines](#)). It must be typed single spaced in justified block paragraphs and will be printed by the Office of the City Clerk in order to be signed by the candidate on the same day the candidate submits their nomination papers, if the candidate wishes to have this information printed on the Sample Ballot & Voter Information Pamphlet.

The statement of qualifications may include the name, age, occupation and education of the candidate, and a brief description of the candidate's qualifications expressed by the candidate and are limited to matters concerning **only** the candidate. They must be in accordance with the requirements and prohibition guidelines outlined in [SDMC §27.0620 – §27.0621](#) and [City Clerk Administrative Guidelines – Sub-section 2.2 – Statement of Qualifications](#). **If a candidate wishes to include his or her designation of principal profession, occupation, or vocation on the statement of qualifications, it must be included in this document and will be counted in the word count.**

Please note, the use of tables, special formatting as described below, and all other characters and symbols are **not allowed**:

Tables

Non-standard Bullets (➤◆■)

Underlines

Graphics (☺, ☠, ☹)

Bold

Extra exclamation points (!!!)

Multiple punctuation (!!?)

Italics

ALL CAPITAL LETTERS

Asterisk (*)

Candidates must be in adherence with [SDMC §27.0622, §27.0623; §27.0625 – §27.0628](#) as it pertains to the statement of qualifications.

Statements will be printed on the Sample Ballot & Voter Information Pamphlet exactly as submitted. Therefore, candidates are advised to carefully check their statement for errors in spelling, punctuation, and grammar.

If anyone other than the candidate filing the statement is mentioned in the statement, by quote or reference, written authorization for the individual/organization name used must be uploaded via [SeamlessDocs](#). Please bring the original, wet-signature authorization letter or publication with you for final submission to the City Clerk's Office.

Candidates should review the San Diego Municipal Code and City Clerk's Administrative Guidelines for all legal requirements and consult their own legal counsel for guidance.

CANDIDATE'S PHOTO (OPTIONAL)

A black and white photograph must be submitted electronically via [SeamlessDocs](#), which allows the candidate's photo to be on the Sample Ballot & Voter Information Pamphlet with the candidate's statement of qualifications.

The photograph must be no smaller than 1½ x 2 inches and 300 dpi, head shot only. Only the head and shoulders portion of the photograph shall be reproduced on the statement; other images appearing [in the photograph submitted shall be excluded by cropping to be done by](#) the candidate. The photo shall be front facing and no use of uniforms is allowed. Only black and white photos will be accepted. Photo file format: [High Quality TIFF, JPG, and PNG, in accordance with SDMC §27.0624 and City Clerk Administrative Guidelines 1204.2 – Candidate's Photograph.](#)

[Past Voter Pamphlets](#) will offer an idea of how the Designation of Principal Profession, Vocation, or Occupation, Statement of Qualifications and Photograph will appear on the Sample Ballot & Voter Information Pamphlet.

CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL)

The Provisions of the Code of Fair Campaign Practices as found in Chapter 5 of Division [20 of the California Elections Code](#) may be submitted electronically via [SeamlessDocs](#), signed, and filed by the candidate and will be kept on file in the Office of the City Clerk. (20400 Intent of Legislature)

STATEMENT OF ECONOMIC INTERESTS

Candidates shall complete and electronically file a Statement of Economic Interests (Form 700) at the time of filing all nomination papers. ([Gov. Code 87201](#); [SDMC §27.0903, §27.3510](#))

Candidates for City offices shall use the Fair Political Practices Commission (FPPC) Form 700; this **must** be electronically filed at <https://efile.sandiego.gov/>.

The City Clerk will need your personal e-mail address in order to set up your efile account.

Note: Pursuant to [Gov. Code section 87201](#), a candidate for an office specified in Gov. Code section 87200 is **not** required to file a statement of economic interest for that office if the candidate has filed, within 60 days prior to the filing of their declaration of candidacy, an "assuming office" or "annual" statement for the same jurisdiction.

CAMPAIGN DISCLOSURES IMPORTANT INFORMATION

- If disclosure statement is electronically filed using the City of San Diego's eFileSD, then NO PAPER FILING is required.
- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Primarily Formed Ballot Measure Committees may have additional quarterly filing requirements.
- The City of San Diego imposes contribution limits. Please reference the Ethics Commission manuals or call the Ethics Commission for more information.
- State committees making contributions or independent expenditures in connection with local elections should contact the FPPC for reporting requirements.
- City general purpose recipient committees, major donor committees, and independent expenditure committees must file pre-election statements if they make contributions or expenditures totaling \$500 or more during the corresponding period.
- Campaign statements may be amended at any time. There is no specific time frame on when amendments must be filed. The amendment should be filed as soon as you become aware of the error.
- Committees and candidates do not automatically terminate or cease to have filing obligations unless they file termination statements with the Office of the City Clerk.

CAMPAIGN DISCLOSURE FILING DEADLINE SCHEDULE

MARCH 5, 2024 PRIMARY ELECTION-FILING DEADLINE SCHEDULE

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i>	<i>Method of Delivery</i>
July 31, 2023	Semi-Annual Form 460	1/1/23-6/30/23	<ul style="list-style-type: none"> • EFile ⁵
January 31, 2024	Semi-Annual Form 460	7/1/23-12/31/23	<ul style="list-style-type: none"> • EFile ⁵
January 25, 2024	Pre-Election Form 460	1/1/24-1/20/24	<ul style="list-style-type: none"> • EFile⁵
February 22, 2024	Pre-Election Form 460	1/21/24-2/17/24	<ul style="list-style-type: none"> • EFile⁵
March 1, 2024	Pre-Election ¹ Form 497	2/18/24-2/28/24	<ul style="list-style-type: none"> • EFile ⁵ • Personal Delivery • Guaranteed Service
July 31, 2024	Semi-Annual Form 460	2/18/24-6/30/24	<ul style="list-style-type: none"> • EFile⁵
Within 24 Hours	Late Contributions ² and Independent Expenditures ³ of \$1,000 or More Form 497	12/6/2024-3/5/2024	<ul style="list-style-type: none"> • EFile ⁵

NOVEMBER 5, 2024 GENERAL ELECTION-FILING DEADLINE SCHEDULE

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement</i>	<i>Method of Delivery</i>
September 26, 2024	Pre-Election Form 460	7/1/24-9/21/24	<ul style="list-style-type: none"> • EFile⁵
October 24, 2024	Pre-Election Form 460	9/22/24-10/19/24	<ul style="list-style-type: none"> • EFile⁵
November 1, 2024	Pre-Election ^{1/} Form 497	10/20/24-10/30/24	<ul style="list-style-type: none"> • EFile ⁵ • Personal Delivery • Guaranteed Service
Within 24 Hours	Late Contributions ² and Independent Expenditures ³ of \$1,000 or More Form 497	8/7/24-11/5/24	<ul style="list-style-type: none"> • EFile ⁵
January 31, 2025	Semi-Annual ⁴ Form 460	10/20/24-12/31/24	<ul style="list-style-type: none"> • EFile⁵

Footnotes:

1/ Form 497 and report all previously undisclosed contributions of \$100 or more.

2/ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

- 3/ During the 90 days prior to the election, candidates must also file contribution reports within 24 hours of receiving contributions of \$1,000 or more (due to contribution limits this filing requirement only applies to Mayor/City Attorney candidates)
- 4/ After the election, regardless of winning or losing, a candidate must continue to file semi-annual statements until the committee has been terminated.
- 5/ Every candidate that has received or made expenditures of \$10,000 or more in connection with a city election shall electronically file. Those candidates under \$10,000 are encouraged to e-file, but may submit by personal delivery, or first-class mail.

OTHER INFORMATION

LISTING OF CANDIDATES ON BALLOTS

At the *City-Wide Primary Election* and the *City-wide General Election* of the Mayor or City Attorney, or at any *City-wide special election*, the order of the names of *candidates* shall be rotated by *Council* District so that the first name listed on the ballot in District 1 shall be second in District 2 and the name listed last in District 1 shall be listed first in District 2 and then be second in District 3 and so on through all the districts. The order of the names as they shall be listed in District 1 shall be determined by the *City Clerk* by lot.

[\(SDMC §27.0634, §27.0903\)](#)

For the office of City Council, the order of names on the ballot shall be determined by the City Clerk by lot. [\(SDMC §27.0634, §27.0903\)](#)

WITHDRAWAL OF CANDIDACY

A candidate may have his or her name withdrawn from nomination within the five (5) day period following the deadline for filing nominating papers. The withdrawal request must be made in writing to the City Clerk.

[\(SDMC §27.0222, §27.0903\)](#)

WRITE-IN CANDIDACY

Write-in candidates are permitted in municipal primary elections, but not in run-offs. Write-in candidates may obtain nominating papers from the City Clerk no earlier than the first business day after the close of regular nominations, this date is December 8, 2023 for the regularly scheduled election and December 15, 2023 for the District 4 Special Election. Nominating papers shall be submitted to the City Clerk for filing no later than fourteen calendar days prior to the date of the election, this date is February 20, 2024.

[\(SDMC §27.0301-§27.0324, §27.0903\)](#)

OFFICIAL TAKES OFFICE

The term of office for officers elected pursuant to this article at a *District* or *Citywide Primary Election*, or at a *District* or *City-wide General Election*, shall be four years. The term of office shall commence at 10:00 a.m. on the tenth day of December following the *elective officers' election* or upon taking their oath of office, whichever occurs later. The term of office shall expire at 10:00 a.m. on the tenth day of December of the term's fourth year or

when the *elective officers'* successors are elected and qualified, whichever occurs later. For this election cycle the date would be Thursday, December 10, 2024.
([Charter §12\(b\)](#), [§24](#), [§40](#), [SDMC § 27.0116](#), [§27.0907](#))

ETHICS COMMISSION

All candidates for City office are subject to the jurisdiction of the Ethics Commission ([SDMC §26.0413](#)). The Ethics Commission is charged with enforcing the City's Election Campaign Control Ordinance ([SDMC §27.2901](#) et seq.) and the City's Ethics Ordinance ([SDMC §27.3501](#) et seq.). These ordinances can be viewed at the [Ethics Commission](#) website. In addition, the Ethics Commission's website includes "[Frequently Asked Questions](#)," formal and informal advice letters issued by the Commission, and the latest versions of the Fact Sheets contained in this Manual. The Ethics Commission's [Candidate Manual](#) focuses on campaign finance issues, including recordkeeping, contributions, and communications. This year they have also prepared a [manual for candidates raising less than \\$2,000](#).

If a candidate has any additional questions concerning any matters within the Commission's jurisdiction, the candidate may contact the Commission directly:

City of San Diego Ethics Commission
1010 Second Avenue, Suite 1530
San Diego, CA 92101
(619) 533-3476
(619) 533-3448 – fax
E-mail: ethicscommission@sandiego.gov
Website: [Ethics Commission](#)

Complaints concerning violations of the Election Campaign Control Ordinance and the Ethics Ordinance may be filed with the Ethics Commission. The Commission's Investigative and Enforcement Procedures provide that the Commission may assess a fine of up to \$5,000 per violation ([SDMC §26.0440](#)). These fines may be assessed in addition to those fines imposed by the Office of the City Clerk for late filing of campaign statements and Statements of Economic Interests.

POLITICAL SIGN REGULATIONS

The Elections Division does not enforce the usage of political signs. The placement of political signs is subject to City regulations.

Land Development Code Article 2, Division 12 regulates the size, number, and location of commercial/industrial signs, including those for political purposes. Any display is covered by the sign provisions of the zone in which the property is located and may be located only on private property. Political signs may be displayed instead of those authorized by the zone, not in addition. The display of political signs within the public-right-of-way on public property is prohibited.

Please familiarize yourself with existing regulations regarding the placement of political signs and the prohibitions, see [SDMC Chapter 14: General Regulations](#) for further information.

Additional Information:

1. [§62.0606 Attaching Rope, Wire, etc. – Detrimental Substance – Prohibited](#)
2. [§121.0202 General Enforcement Authority Regarding Land Development Code](#)
3. [§121.0501 Purpose of Sign Violation and Enforcement Procedures](#)
4. [§121.0502 Presumption of Responsible Party](#)

For information on permitted signage in specific zone or location, call Development Services Department at (619) 236-5500 or visit their website at <https://www.sandiego.gov/development-services>.

To report violations, call the Building Land Use Enforcement Division, Development Services Department at 619-236-5500 or visit their website at <https://www.sandiego.gov/development-services/building-land-use-enforcement>.

COMMUNITY PLANNING GROUP INFORMATION

Please refer to [Council Policy 600-24](#).

CONTACT INFORMATION FOR AGENCIES

◆ **Office of the City Clerk**

202 C Street, MS 2A
San Diego, CA 92101

(619) 533-4000

(619) 533-4045 - fax

www.sandiego.gov/city-clerk

◆ **City of San Diego Ethics Commission**

1010 Second Avenue, Suite 1530
San Diego, CA 92101

(619) 533-3476

(619) 533-3448 - fax

www.sandiego.gov/ethics

◆ **County Registrar of Voters**

5600 Overland Ave
San Diego, CA 92123

Mailing address:

P. O. Box 85656

San Diego, CA 92186-5656

Telephone: (858) 565-5800

TDD: (858) 694-3441

www.sdvote.com

◆ **Fair Political Practices Commission**

P. O. Box 807 (95812-0807)

428 J Street, Suite 620

Sacramento, CA 95814

(866) 275-3772 (toll-free)

(916) 322-3711 – fax

www.fppc.ca.gov/

◆ **Secretary of State**

Political Reform Division
P. O. Box 1467 (95812-1467)
1500 11th Street, Room 495
Sacramento, CA 95814

(916) 653-6224

(916) 653-5045 – fax

www.ss.ca.gov

◆ **Internal Revenue Service**

(800) 829-1040

(federal taxpayer ID numbers)

<https://www.irs.gov/>

WEB LINKS REFERRED TO IN THE CANDIDATE INFORMATION MANUAL

- [San Diego City Charter](#)
- [San Diego City Charter Article II](#) – Nominations and Elections

- [San Diego City Charter Article III](#) – Legislative Power
- [San Diego City Charter Article V](#) – Executive and Administrative Services
- [San Diego City Charter Article VIII](#) – Civil Service
 - Section 134 – Political Influence Prohibited
- [San Diego City Charter Article XIV](#) – Miscellaneous Provisions
 - Section 211 – Oath of Office
 - Section 217 – No Payment for Office
 - Section 218 – No Contributions for Employment
- [San Diego City Charter Article XV](#) – Strong Mayor Form of Governance

[San Diego Municipal Code](#)

- Article 7 - [Division 1: Elections-General](#)
- Article 7 - [Division 2: Nominations](#)
- Article 7 - [Division 3: Write-in Candidates](#)
- Article 7 - [Division 4: General Provisions for Ballots](#)
- Article 7 - [Division 6: Ballots for Candidates](#)
- Article 7 - [Division 7: General Provisions for Filling Vacancies in Elective Offices](#)
- Article 7 - [Division 9: Procedure for Filling Vacancies in Elective Offices by Special Election](#)
- Article 7 - [Division 29: San Diego Municipal Election Campaign Control Ordinance](#)

[City Clerk Administrative Guidelines](#)

[Political Reform Act](#)

[California Elections Code](#)

[2024 Candidate Manual](#)

[2024 Candidate Manual for candidates raising less than \\$2,000](#)

[Final Redistricting Plan](#)