

Election Day:
First Tuesday after the first Monday in November of Even Numbered Years
November 3, 2026

Final Tips to Remember

- ⇒ **Before raising or spending ANY money**
 - File Form 501 (Candidate Intention) with the City Clerk. (appointment required)
 - Open a campaign bank account.
 - Once \$2,000 is raised or \$1,000 is spent, get an identification number by filing Form 410 with the Secretary of State (SOS). NOTE: A \$50 filing fee is due to the SOS at time of filing.

- ⇒ When in doubt, contact the FPPC by email at Advice@fppc.ca.gov or refer to [FPPC Manual 2](#).

- ⇒ Refer to the Candidate Instructional Guide as it includes answers to frequently asked questions.

- ⇒ During the course of the campaign, candidates and their campaign committee should keep all receipts for expenditures, detailed records of mass mailings, and detailed information about the source of contributions. **Records must be retained for four years after the election.** ([Government Code 81009](#)).

- ⇒ **Campaign/Financial Reporting Deadlines:** If you raise or spend money in connection with your campaign, you will be required to file campaign statements throughout the election period leading up to and after the Election Day. There are specific deadlines and forms you must file based on your spending or receiving amount per calendar year. Filing deadlines may be obtained at www.fppc.ca.gov by clicking on "Candidates and Committees," then "Filing Deadlines."

GETTING STARTED CANDIDATE INFORMATION

The following information is intended to assist residents who are considering running for the office of City Council in the City of Solvang's General Municipal Election.

This information is intended to provide general guidance only. While this pamphlet is believed to be substantially correct, it is **not** intended to provide legal or factual advice.

City Contacts

Annamarie T Porter, MMC
City Clerk/Elections Official

1644 Oak Street
Solvang, CA 93463

Phone: (805) 685-7764 x206
aporter@cityofsolvang.com
www.cityofsolvang.com

Public Counter Hours:
Monday - Friday
8:00 a.m. to 5:00 p.m.

THINKING OF RUNNING FOR OFFICE?



HERE'S HOW TO GET STARTED...

General qualifications to hold public office in the City of Solvang:

A candidate must be:

- ◆ A United States citizen;
- ◆ 18 years old on or before election day;
- ◆ A registered voter living in the incorporated limits of the City of Solvang and within the Districts 3 or 4 for Councilmember positions at the time nomination papers are issued.

A candidate may not be in prison or on parole for a felony conviction.

NOTE: A position on the Solvang City Council is a nonpartisan office.

Election Dates

The City of Solvang conducts elections every two years to elect a Mayor who serves at-large for a term of two-years, and alternately (every four-years) for Council members of Districts 1, 2, 3 or 4 for a term of 4-years. These elections are held on the first Tuesday after the first Monday in November of even-numbered years. November 3, 2026.

Form of Government

The City of Solvang operates under the Council/Manager form of government, a system that combines the policy leadership of elected officials in the form of a City Council, with the professional, managerial, and leadership expertise of an appointed City Manager.

The City Council is the legislative body for the City of Solvang. Four (4) members are elected by District and represent their respective districts and serve staggered four (4) year terms. The Mayor serves at-large for a two year term and represents the entire community. There are no term limits. Each year in December, the Council elects one of its members to serve as Mayor pro tem. respectively. The City is a Charter City operating under the provisions of the City Charter and State Government Code.

The City Council meets regularly on the 2nd and 4th Monday of each month at 6:30 p.m., in the Council Chamber and occasionally to hold special meetings.

Getting Started Early

One reason to start early is to begin collecting contributions for your campaign. In order to do this, or if you plan to raise \$2,000 or more, or spend \$1,000 or more during your campaign, you must establish your candidate committee.

What you need to do:

- ⇒ Review [Campaign Disclosure Manual 2](#) information for **Local Candidates** and their primarily formed committees.
- ⇒ File Form 501 Candidate Intention Statement with the City Clerk before receiving contributions or spending own funds.
- ⇒ Set up a bank account for your committee.
- ⇒ File Form 410 Statement of Organization within 10 days of receiving \$2,000 in contributions, or earlier. **File appropriate campaign statement as required by filing deadlines:** Either Form 460 (Recipient Committee Campaign Statement) or Form 470 (Officeholder/Candidate Campaign Statement-Short Form).

Required forms are required to be filed electronically (email) Other forms and manuals may be obtained from the State of California Fair Political Practices Commission's website at fppc.ca.gov/ or from the City Clerk's Office.

Candidate Nomination Period

The nomination period is when candidates "pull" and file their paperwork to officially run for City Council. The filing period is generally mid-July through early August. This will be determined by the County of Santa Barbara in June.

Step 1: "Pulling" Nomination Papers

The Elections Official/City Clerk will issue your Nomination Paper and Candidate Handbook during the nomination period. Candidates must be a registered voter within the applicable District at the time the Nomination Paper is issued (or within the Incorporated City Limits if running for Mayor) and will be required to sign a proof of receipt when receiving the Nomination Paper. This process takes approximately thirty (30) minutes, and it is City Clerk. There is a \$25 fee to file Nomination Papers.

Step 2: Gathering Signatures

You will need no less than 20 and no more than 30 registered voters residing in the incorporated limits of the City of Solvang within your

District if running for Council member of Solvang to sign your Nomination Paper. Only one person can circulate the Nomination Paper. You may circulate your own. The circulator must complete the Declaration of Circulator located on the back of the nomination paper.

Step 3: Preparing Nomination Papers for Filing

REQUIRED FORMS:

- **Ballot Designation Worksheet** – This is your name and occupation as it will appear on the official ballot. Your occupation must be your principal profession, vocation or occupation, and may not be more than three (3) words. You may use the full title of the elective office you currently hold.
- **Candidate's Statement of Qualifications** Those candidates not wishing to submit a Candidate's Statement must sign the form as such.
- **Candidate Information Request Form**
- **Preferred Transliteration if desired**
- **DOT CA State Political Sign Policy**
- **City Political Sign Policy**
- **FPPC Form 700 Statement of Economic Interests** – Your statement should cover the 12-month period prior to filing your Nomination Paper.

OPTIONAL FORMS:

- **Candidate's Statement** – This is a 200-word statement that will be printed in the sample ballot and mailed to the voters. The cost of the statement varies per election and is paid by the candidate when filing papers. If you are submitting a Candidate's Statement, payment of the estimated fee for printing in the Voter's Pamphlet is REQUIRED at time of filing.
- **Public Information Paper** – This is your contact information, which will be given to the public and press.

Step 4: Filing Nomination Papers

Your Nomination Papers, all required and optional documents must be completed and submitted to the Elections Official/City Clerk, and fees paid **before 5:00 p.m. on the last day to file.**