



*City of Compton*

**OFFICE OF THE CITY CLERK**

**ALITA GODWIN, MMC**  
City Clerk

(310) 605-5530  
Fax (310) 639-4685  
e-mail: [agodwin@comptoncity.org](mailto:agodwin@comptoncity.org)

December 28, 2020

Dear Candidate,

Congratulations on your decision to seek elective office for the City of Compton. Your candidacy provides Compton voters with a choice of representation in which our democratic processes are sustained. Compton has two 4-year full term seats open on the City Council for District's 2 and 3, one 4-year full term as Mayor, one 4-year full term as City Attorney, one 4-year full term as City Clerk and one 4-year full term as City Treasurer this election.

There are several filing requirements associated with candidacy and we have prepared a Candidate's Guide to assist you in understanding these requirements to better prepare you throughout the nomination and pre-election period. The guide contains valuable information on the qualifications for office, procedures and forms required, as well as all pertinent dates to be aware of. The guide is not a substitute for legal counsel for the individual, organization or candidate using it.

The Office of the City Clerk is taking in-person appointments between the hours of 9:00 a.m. and 2:00 p.m., Monday through Thursday beginning Monday, December 28, 2020, using social distancing procedures. The filing deadline is Monday, January 25, 2021 at 5:00 p.m.

The City Clerk's Office is committed to providing you with as much assistance as possible to ensure that seeking elective office is a positive experience for you. If you have any questions; would like to schedule an appointment, or need additional information, please call the City Clerk's Office at (310) 605-5530 or email me at [agodwin@comptoncity.org](mailto:agodwin@comptoncity.org).

Best Regards,

A handwritten signature in blue ink, appearing to read "Alita Godwin".

Alita Godwin, MMC  
Compton City Clerk



**COMPTON CITY HALL**

205 South Willowbrook Avenue Compton, California 90220



## APRIL 20, 2021 PRIMARY NOMINATING ELECTION

### CANDIDATE GUIDELINES FOR ISSUING AND SUBMITTING NOMINATION PAPERWORK

In light of COVID-19 and the Stay at Home Order issued by the Governor, the Compton City Clerk's office is providing candidates with additional support and options for issuing and filing documents during the April 20, 2021 election nomination period. The purpose of these guidelines is to ensure all candidates and City elections officials have a healthy and safe environment during the candidate filing process.

#### **Issuing Candidate Nomination Documents - Nomination Period: December 28, 2020 - January 25, 2021. Filing Fee: \$300.00.**

In-person appointments – 9 a.m. – 2:00 p.m. – Candidates may be issued nomination documents in-person during available hours by appointment at the Compton City Clerk's Office, 205 S. Willowbrook Avenue, Compton. **Appointments MUST be made 24 hours in advance.**

Below are the guidelines:

- a. Candidates must first contact the City Clerk's Office (310) 605-5530 to speak with the City Clerk or Chief/Deputy City Clerk to schedule their in-person appointment during available business hours.
- b. After setting an appointment, but prior to issuing nomination documents, the City Clerk or Chief/Deputy City Clerk shall follow normal procedures and guidelines to verify eligibility of the candidate for the office sought.
- c. In-person appointment requirements – Mask/face covering is required for staff and all candidates or representatives. The attendance by the candidate and their representatives for the in-person appointment is limited to two persons (including the candidate). A 6-foot physical distancing is required during the appointment. Staff will wash or sanitize hands prior to issuing documents and will sanitize the table, door knob, chair (hard surfaces), and pens before each appointment.
- d. 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, and the authorization must name the designee by name, and must have the original wet signature of the candidate.
- e. If the candidate is requesting to receive documents electronically, via mail or email, after verification of eligibility, the City Clerk or Chief/Deputy City Clerk will send the candidate a "Request to Receive Documents" form that must be filled out and returned by the candidate via USPS mail, by overnight service, or by email. To meet the requirement of Elections Code Section 8028(b), the Receive Documents form must be filed with the City Clerk or Chief/Deputy City Clerk prior to issuing nomination documents to the candidate.

- f. The candidate will receive nomination documents via their preferred choice by way of one of the following methods:
  - i. In-Person
  - ii. Hard copy by USPS mail
  - iii. By email

**Execution of Candidate Documents** – Any documents that require an oath by the candidate may be executed by one or more of the following methods:

- a. In the presence of a notary then delivered to the Compton City Clerk's office via USPS mail (with original wet signature(s), preferably in blue ink); or
- b. In-person during available business hours, by appointment.

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

**Receipt of Candidate Documents and Filing Deadlines** – A candidate may electronically submit his or her completed documents to the City Clerk or Chief/Deputy City Clerk by email, to allow us to begin the review and verification process as soon as is practicable.

- a. 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 or Chief/Deputy City Clerk by the close of the nomination period (5:00 p.m. on January 25, 2021) for that particular office.***

***PLEASE NOTE: Electronic versions of forms will be used solely for the purpose of review by the City Clerk or Chief/Deputy City Clerk 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.***

**To submit the original documents,** the candidate may do so during available business hours by one of the following methods:

- a. In-person, by appointment; or
- b. By USPS (hard copy of documents with wet signatures, preferable in blue ink); or
- c. By email in PDF scanned format that includes signatures on all documents to begin the review process. The hard copy documents with wet signatures, preferably in blue ink, must follow via USPS mail, overnight service, or by appointment.
- d. Other delivery service upon submission of a signed "Authorization Form for Another Person to Obtain or File Nomination Documents" to the City Clerk's Office.