



Candidate's Handbook and Reference Guide

**November 5, 2024
General Municipal Election**

We're here to help!

Regular elections are consolidated with statewide elections, scheduled on the first Tuesday of November of even-numbered years.

Laguna Beach City Councilmembers, City Treasurer, and City Clerk are elected for four-year terms. Councilmembers serve "staggered" terms, meaning that either two (2) or three (3) seats are open for election every two years.

The following information is intended to assist residents who are considering running for one of the two City Council seats, City Treasurer, or City Clerk position in the City of Laguna Beach's General Municipal Election scheduled to be held on Tuesday, November 5, 2024.

Whenever possible, links have been provided for actual forms and more detailed information, to keep this guide succinct. **Please contact the City Clerk's office if you need any of this information provided to you in a physical hardcopy form.**

This information is intended to provide general guidance only. While the information contained herein is believed to be substantially correct, it is not intended to provide legal or factual advice. Candidates and others using this information must bear full responsibility to make their own determinations as to all legal standards and duties and as to all factual matter contained herein.

Please keep in mind that running for office is an open and public process. Therefore, once contact is made with this office and/or documents are filed, candidate and campaign information generally become public record and may be made available to the public, in various forms, unless any such records or information is deemed exempt.

Please do not hesitate to call me at (949) 497-0309, email me at amckay@lagunabeachcity.net, or stop by our office, if you have any questions or concerns regarding the nomination process. We will be happy to assist you in any way we can. Our office is generally open Monday through Thursday from 7:30 a.m. to 5:30 p.m., and every other Friday from 7:30 a.m. to 4:30 p.m., excluding holidays.

Please note: **Nomination Papers/Declaration of Candidacy forms may be obtained and must be filed from Monday, July 15, 2024, through Friday, August 9, 2024;** there will be an extension of the filing period to Wednesday, August 14, 2024, if an incumbent does not file.

Thank you for your commitment and service to the City of Laguna Beach.

Ann Marie McKay, City Clerk
City of Laguna Beach
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GENERAL QUALIFICATIONS TO RUN FOR AND HOLD PUBLIC OFFICE

To run for and hold public office in the City of Laguna Beach, a Candidate for elective office in the City of Laguna Beach must:

- Be 18 years old by Election Day
- Be a resident of Laguna Beach and a citizen of the United States
- Be a registered voter at your current address at the time nomination papers are issued, and, unless otherwise specifically provided, qualified to vote for the office
- Be eligible to take the oath of office and be able to be bonded in the amounts provided for by statute
- Not have been convicted of designated crimes specified in the Constitution and laws of the State of California

CALENDAR OF EVENTS

Nomination Papers/Declaration of Candidacy Commences	July 15, 2024 (E-113)
Last Day to File Nomination Papers/Declaration of Candidacy	August 9, 2024 (E-88)
Mailing of Sample Ballot Pamphlets /Voter Information Guide Commences (Approximately on this date)	September 26, 2024 (E-40)
First Day Vote-by-Mail Ballots are Available All vote-by-mail ballots will be issued through the Registrar of Voters	October 7, 2024 (E-29)
Last day to register to vote for the November 5, 2024 Presidential General Election	October 21, 2024 (E-15)
Beginning 10 days before the Election and continuing daily up to the Election Day, select Vote Centers are open to the public.	October 26, 2024 (E-10)
Beginning 3 days before the Election and continuing daily up to Election Day, additional Vote Centers are open to the public	November 2, 2024 (E-3)
Date of Election. Polls open 7:00 a.m. to 8:00 p.m.	November 5, 2024 (E-0)

ELECTION SUMMARY
GENERAL MUNICIPAL ELECTION
TUESDAY, NOVEMBER 5, 2024

OFFICES TO BE FILLED

Two City Council Seats
One City Clerk Seat
One City Treasurer Seat

TERM OF OFFICE

Four years beginning December 10, 2024

CANDIDATE ELIGIBILITY

Registered Voters within the City limits of Laguna Beach
at the time the nomination papers are issued

NOMINATION PERIOD

Monday, July 15, 2024 – Friday, August 9, 2024

- Extension of filing period to Wednesday, August 14, 2024, if an incumbent does not file

REQUIRED FORMS TO BE FILED

Nomination Papers
Form 700, Statement of Economic Interest

OPTIONAL FORMS WHICH MAY BE FILED

Candidate Statement of Qualifications
Voluntary Code of Fair Campaign Practice
Voluntary Campaign Expenditure Limitation

LAST DAY TO REGISTER TO VOTE ONLINE FOR THE NOVEMBER 5, 2024, ELECTION
October 21, 2024

SWEARING IN/ASSUMPTION OF OFFICE OF SUCCESSFUL CANDIDATES
December 10, 2024

GETTING STARTED

- ☐ Appoint a Treasurer for your campaign. **Every Recipient Committee must have a Treasurer.** The candidate may act as his/her own treasurer.
- ☐ Review the [Candidate Toolkit](#) provided by the Fair Political Practices Commission (FPPC)
- ☐ File [Form 501 - Candidate Intention Statement](#) **before receiving contributions or spending your own funds.** Exemption: This form is not required if you will not solicit any funds and your only expenditures will be from personal funds used for your Statement of Qualifications printed in the Sample Ballot Voter Information Pamphlet.
- ☐ Keep records of all expenditures / contributions of \$25 or more.
- ☐ **Never accept or spend \$100 or more in cash.**
- ☐ Open a bank account if you plan to receive contributions from others or if you plan to expend personal funds totaling \$2,000 or more. All money used for campaign purposes, including the candidate's personal funds, must be deposited in the campaign bank account prior to the expenditure. The only exception is the Candidate Statement deposit.
- ☐ File [Form 410 - Statement of Organization](#) **with the Secretary of State** within 10 days of receiving \$2,000 in contributions.
 - The "date qualified" as a committee is the date that the committee received contributions totaling \$2,000 or more during a calendar year.
 - A \$50 fee is due when your committee is qualified and made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.
 - If Form 410 is filed prior to receipt of \$2,000 in contributions, check the box "Not yet qualified." Once the committee is qualified, file an amendment Form 410 to report the date qualified.
 - The name of the committee must include your last name, the word "Council" (or "Treasurer" or "Clerk") and the year of election ("2024"). Per [AB 571](#), **candidates may not redesignate a committee for one election for another election**; meaning, they should terminate the committee established for a previous election since they must create a new committee for any subsequent elections.
 - Complete the "Type of Committee" and list the year of election as November 2024.
 - A candidate must disclose bank account information on the Form 410. If the campaign bank account is not open at the time of filing an initial Form 410, amend the Form 410 within 10 days of opening the bank account.
 - Your Campaign ID Number can be found through <http://cal-access.sos.ca.gov>
- ☐ File appropriate campaign disclosure forms **with your City Clerk**. The most common forms to be filed are:
 - [Form 460 - Recipient Committee Campaign Statement](#) - filed by candidates or officeholders who have a controlled committee, or who raise or spend or will raise or spend \$2,000 or more during a calendar year in connection with election to office or holding office. Else, file:
 - [Form 470 - Office Holder and Candidate Campaign Statement - Short Form](#)

Additional information can be found on the [FPPC website](#).

FILING NOMINATION PAPERS

Nomination Period

Declaration of Candidacy forms may be obtained and must be filed with the City Clerk **from July 15, 2024, through August 9, 2024, 5:00 p.m.** §§ 10510

*Election day minus 113 days (E-113) is the first day of the Nomination period. The last day to file nomination papers is E-88

EXCEPTION: If an incumbent who is eligible for reelection fails to file a Declaration of Candidacy by August 9, 2024, the filing period is extended to August 14, 2024, for all qualified persons other than the incumbent. §§ 10516

Appointments are strongly recommended. Filers without an appointment will be helped on a first-come, first-served basis after those with an appointment.

Nomination Papers to be Filed

The following documents must be filed together, by **5:00 p.m., August 9, 2024** (or, if the filing period is extended, August 14, 2024):

1. **The Nomination Paper.** After you obtain your forms from the City Clerk's Office, the first step you should take in completing your petition is to decide whether you will personally circulate the petition or if someone will do it for you. **Only one circulator per petition is allowed.** Whoever circulates the petition must personally witness each signature. Further, if someone else circulates the petition for you, that person must be registered to vote in Laguna Beach. There are 30 spaces for signatures on the petition. Although only 20 signatures are required, we recommend that you obtain 30 in the event that some of the signatures do not qualify. Signatures will be verified by the Orange County Registrar of Voters. **The signature and the residence address must match the voter's information on file with the Registrar in order to be valid.** It is advisable to file early in order to correct any deficiencies. Voters registered to vote in the City of Laguna Beach may sign the nomination paper of only two Council candidates for the November 2024 election. If a voter signs more than two nomination papers for City Council, only the first two nomination papers to be filed containing the voter's signature will be counted.
2. **Form 700 (Statement of Economic Interest).**
3. A **Candidate's Statement** (OPTIONAL) and payment in the amount of \$620.86 (determined by the Orange County Registrar of Voters).
4. **Statement of Responsibility for Temporary Political Signs** (required). **Mail original to the Department of Transportation Division of Traffic Operations; provide a copy to the City Clerk.**

The candidate must sign the Affidavit of Nominee and Oath or Affirmation of Allegiance in the presence of an officer authorized to administer oaths, such as the City Clerk or a notary public. **Please wait to sign this until you file your papers.**

Once you have filed the nomination papers and candidate's statement, they cannot be altered; however, you have until the end of the filing period to withdraw them entirely, thereby removing your name from the ballot.

BALLOT DESIGNATIONS FOR CANDIDATES

Candidates have the **option** of using a ballot designation. The ballot designation is the word, or group of not more than three words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. [In the case of candidates holding elective city, county, district, state, or federal office, there is no word limit for the official title of the office.] The ballot designation that a candidate may use is governed by Elections Code §13107 (see the [Secretary of State Ballot Designation Regulations](#) for detailed information). Please note that **you must submit the [Ballot Designation Worksheet](#) with your nomination papers, or no designation will appear by your name.**

Examples of Ballot Designations

ACCEPTABLE:

- Governing Board Member, Irvine Unified School District
- Real Estate Broker
- Health Care Manager
- Appointed Incumbent
- Community Volunteer
- Scientist/Father/Businessman
- CPA/Parent
- Retired USAF Officer
- City Councilmember, City of Rancho Santa Margarita
- City of Huntington Beach Councilmember/Attorney

UNACCEPTABLE:

- Incumbent Mayor/Engineer
- Prominent Businesswoman/Wife
- Businessman, Father
- Nonprofit Organization Founder
- Republican Legislative Assistant
- Community Volunteer/Parent
- Tax Activist
- Former Council Member
- Veteran
- Army General, Ret.

REASON:

"Incumbent" must be used as noun and alone

Status

Slash marks must be used for punctuation

Must be within past 12 months

No party affiliation can be mentioned

"Community Volunteer" must stand alone

Suggests an evaluation of candidate's qualifications and is a status

Can't use "former" or "ex"

Status

"Retired" must appear before other words and not be abbreviated

STATEMENT OF QUALIFICATIONS

A Candidate Statement is optional. [Please sign this [waiver](#) if you opt **not** to submit a Candidate Statement.] The statement is a brief description of no more than 200 words and shall be limited to a recitation of the candidate's own personal background and qualifications. It shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. The statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. The name, age, and occupation of the candidate will not be included in the word count.

IMPORTANT: CANDIDATES' STATEMENTS MUST BE FILED AT THE TIME NOMINATION PAPERS ARE FILED.

State law provides that:

- **No changes of any kind are allowed AFTER the statement is filed.**
- The statement may be withdrawn (in writing) up to 5:00 p.m. of the next working day after the close of the nomination period.
- Statements are confidential until after the close of the nomination period.
- A candidate may request that the statement also be printed in other languages and included in the Sample Ballot Voter Information Pamphlet mailed to all voters in the election area. An additional fee may be required to print the additional languages.

The Registrar of Voters has requested that all statements be presented to his office by e-mail. Therefore, please **e-mail your statement to the City Clerk's office before you file your nomination papers.**

Statements will be printed exactly as submitted; therefore, you are encouraged to check statements for errors in spelling, punctuation, and grammar.

COST OF CANDIDATE STATEMENT: \$620.86 (made payable to City of Laguna Beach)

Formatting Guidelines

Please use upper and lowercase letters (do not use all caps). Please see the [Word Count Standard and Paragraph Style Sheet](#) for additional information regarding format.

PUBLIC REVIEW FOR CANDIDATES' STATEMENTS OF QUALIFICATIONS AND BALLOT DESIGNATIONS: AUGUST 10 – 19, 2024

During this period, Candidates' Statements of Qualifications will be available for public examination. These Candidates' Statements will be available at the Registrar of Voters' office on Monday through Friday, from 8:00 a.m. to 5:00 p.m. and will be posted on the Registrar of Voters' website. During this timeframe, any person may file a writ of mandate or an injunction, in court, to require any or all the material in a Candidate's Statement to be amended or deleted. For candidate names and Ballot Designations, a writ may also be filed only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with requirements.

Note: If the nomination period is extended for a particular office, the examination period for that office shall be adjusted to **August 15, 2024, through August 23, 2024.**

CAMPAIGN CONTRIBUTIONS

The Laguna Beach City Council has adopted campaign contribution regulations, which are set forth in [Chapter 1.14 of the Laguna Beach Municipal Code](#). All candidates are required to comply with the provisions of Chapter 1.14 and should read them carefully. There may be civil or criminal consequences for violations of the regulations.

Among other provisions, the campaign contribution regulations in Chapter 1.14 establish the maximum amount of contributions that may be made to or accepted by a candidate or a controlled committee during an elective city office election cycle. Laguna Beach Municipal Code Section 1.14.030(a), amended in 2024, sets the adjusted **maximum amount of campaign contributions that may be made or accepted as \$520**. This does not apply to a candidate's contribution of his/her personal funds, community property funds, or domestic partnership funds to his/her own campaign committee, but **shall apply to separate property contributions from the candidate's spouse or domestic partner**.

Please Note: Government Code Section 84308 prohibits certain officials from taking part in a license, permit, or other entitlement for use proceeding if the official has received a contribution **exceeding \$250** from a party or participant in the proceeding within the preceding 12 months. In 2022, the California Legislature passed **SB 1439**, a bill that amended Section 84308 of the Political Reform Act, effective January 1, 2023. The amendments significantly broadened the scope of the statute—most significantly by applying the statute's restrictions to agencies whose members are directly elected by voters. In 2023, the [FPPC adopted several new regulations](#) relating to Section 84308, as amended by SB 1439.

Campaign Disclosure Requirements

[FPPC Information Manual 2](#) on Campaign Disclosure Provisions of the Political Reform Act provides comprehensive information relative to campaign reporting - please read it carefully. The FPPC Information Manual 2 will explain the purposes and instructions for [Forms 501](#), [410](#), [470](#), and [460](#), as well as many others.

CAMPAIGN STATEMENT FILING SCHEDULE

State law requires that Campaign Disclosure Statements be filed by each candidate and each committee supporting or opposing a candidate or candidates as reflected below:

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jul 31, 2024 <i>Semi-Annual</i>	* – 6/30/24	460	All committees must file this statement.
Within 24 Hours <i>Election Cycle Reports</i>	8/7/24 – 11/5/24	497	- File if a contribution of \$1,000 or more in the aggregate is received from a single source. - File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure listed on the November 5, 2024, ballot. - The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. - File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Sep 26, 2024 <i>1st Pre-Election</i>	7/1/24 – 9/21/24	460 or 470	Each candidate listed on the ballot must file Form 460 or Form 470
Oct 24, 2024 <i>2nd Pre-Election</i>	9/22/24 – 10/19/24	460	- All committees must file this statement. - File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2025 <i>Semi-Annual</i>	10/20/24 – 12/31/24	460	All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2024.

CANDIDATE INTENTION STATEMENT (FORM 501)

State law requires that **prior to receiving or expending any funds to run for a specific office**, the candidate must file a Candidate Intention Statement (Form 501) with the City Clerk's Office. Candidates are exempt from filing a Form 501 if contributions are not received and the only expenditures made are from personal funds for the Candidate Statement and nomination filing fee.

WHEN TO FILE: Must be filed prior to the solicitation or receipt of any campaign funds or use of any personal funds for campaign purposes.

WHERE TO FILE: City Clerk's Office

STATEMENT OF ORGANIZATION (FORM 410)

Within 10 days of receiving \$2,000 or more, the candidate must file a Form 410 when a group or person has become a campaign committee. (It may be filed earlier by indicating in the proper area "Not Yet Qualified;" however, upon reaching the \$2,000 threshold, the Form must be amended within 10 days of reaching said threshold and disclose the date qualified as a committee).

Pursuant to FPPC Regulation 18402(c)(2), the name of a committee shall include the last name of the candidate that controls the committee, office sought, and the year of such election (2024). After filing, the Secretary of State will issue an identification number for the campaign committee.

WHEN TO FILE: Must be filed within 10 days of receiving \$2,000 or more.

WHERE TO FILE: **File original and one copy with Secretary of State's Political Reform Division, and one copy with the City Clerk's Office.**

OFFICEHOLDERS / CANDIDATE CAMPAIGN STATEMENT – SHORT FORM (FORM 470)

Form 470 is used only by candidates who **do not** anticipate receiving or spending \$2,000 or more. This statement is also used by an elected officeholder whose salary is \$200 or more per month, provided the officeholder does not have an existing committee.

WHEN TO FILE: Must be filed with the declaration of candidacy, or as a first pre-election statement, covering the year of the election. *If, after filing Form 470, receipts or expenditures reach \$2,000 or more, the candidate must file a Form 470 Supplement within 48 hours.*

WHERE TO FILE: City Clerk's Office (Form 470 Supplement - Must be filed guaranteed overnight delivery service, personal service, fax, or email **to the Secretary of State's Office**, City Clerk's Office, and **each candidate seeking the same office** (regular mail may **not** be used.)

OFFICEHOLDERS, CANDIDATE, CONTROLLED COMMITTEE CAMPAIGN STATEMENT – LONG FORM (FORM 460)

Form 460 is used at various times by candidates and committees that raise or spend \$2,000 or more. **This form is the main campaign disclosure statement** and provides the public with an overview of the committee's activity, including money coming in and going out, during a specified reporting period.

WHEN TO FILE: Please refer to [Candidate Calendar Filing Schedule](#)

WHERE TO FILE: City Clerk's Office

CAMPAIGN SIGNAGE AND ADVERTISEMENTS

Signage

[Laguna Beach Municipal Code Section 25.54.014\(e\)](#) exempts temporary election signs posted on private property, subject to the permission of the property owner.

Remember: Election signage is permitted on **private property only**, subject to the permission of the property owner. It is **not permitted** in the public right-of-way nor on utility poles, public buildings and walls, etc.

Additionally, see regulations from the State of California Department of Transportation regarding the [State Outdoor Advertising Act](#) as it relates to political signs. A completed [Statement of Responsibility](#) **must be submitted to the Department of Transportation Division of Traffic Operations**. A copy must be provided to the City Clerk with your nomination papers.

Political Advertisement Requirements

Per [California Elections Code 20008](#), any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

CODE OF FAIR CAMPAIGN PRACTICES

(Division 20, Chapter 5, Elections Code)

This optional document encourages ethical behavior by candidates running for public office. The City Clerk is required by the Elections Code to provide candidates with a blank Code of Fair Campaign Practices form and a copy of the Elections Code sections pertaining to the Fair Campaign Practices Code.

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. As used in this Chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices (summary)

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

****Required to be given to candidate. OPTIONAL TO BE SIGNED AND RETURNED.****

CODE OF FAIR CAMPAIGN PRACTICES

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (1) **I SHALL CONDUCT** my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) **I SHALL NOT USE OR PERMIT** the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) **I SHALL NOT USE OR PERMIT** any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) **I SHALL NOT USE OR PERMIT** any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) **I SHALL NOT** coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) **I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE** support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) **I SHALL DEFEND AND UPHOLD** the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Signature

Date

Printed Name: _____ Date of Election: November 5, 2024

CODE OF ETHICS

Laguna Beach Municipal Code Chapter 2.14

Excerpts from the Code of Ethics, found in Chapter 2.14 of the Laguna Beach Municipal Code, are set forth below..

2.14.010 Declaration of policy.

Public officials, including commission, board, and committee members must be independent, impartial and responsible to the people, that governmental decisions and policy be made in the proper channels of the governmental structure, and that public office not be used for personal gain.

2.14.020 Responsibilities of public office.

Advisory group members are bound to uphold the Constitution of the United States and the Constitution of the state of California and to carry out the laws of the nation, state, and municipality. Members are bound to observe in their official acts the highest standards of morality and to discharge faithfully the duties of their offices regardless of personal consideration.

2.14.030 Dedicated service.

Advisory group members should not exceed their authority or breach the law or ask others to do so and they should work in full cooperation with other public officials and employees unless prohibited from so doing by law or officially recognized confidentiality of their work.

2.14.040 Fair and equal treatment.

Preferential consideration of the request or petition of any individual citizen or group of citizens shall not be given. No person shall receive special advantages beyond that which are available to any other citizen.

2.14.050 Use of public property.

No advisory group member shall request or permit the use of city-owned vehicles, equipment, materials, or property for personal convenience or profit, except when such services are available for the public generally or are provided as municipal policy for the use of such official or employee in the conduct of official business.

2.14.060 Obligations to citizens.

No advisory group member in the course of his/her official duties shall grant any special consideration, treatment or advantage to any citizen beyond that which is available to every other citizen in the same circumstances.