

CANDIDATE INFORMATION ALTADENA TOWN COUNCIL VACANT SEAT APPLICATION

October 11th, 2013

1. A completed Application must be returned to the clerk at the Altadena Community Center located at 730 East Altadena Drive, Altadena, CA no later than 4:30 p.m. on Friday, November 8, 2013..
2. When submitting your Application, please be prepared to show the clerk a document to prove your permanent address. This can be a California driver's license or a California Identification Card.
3. Use any size envelope to submit your Application to the clerk. Be sure to seal the envelope and clearly print your name on the outside. Your envelope must include:
 - a) A completed and signed official Application Form
 - b) An Application fee of \$35. This must be a check or money order payable to Altadena Town Council. Do not include cash.
 - c) A statement of your qualifications for office. This is essentially a statement of who you are and why you are running for office. The length and form of the document must be no more than one 8 1/2 x 11 sheet.
 - d) 4. If you cannot document your permanent address to the clerk you must provide the required proof of address to the ATC Chair prior to the November 12th, 2013 meeting of the Altadena Town Council Executive Committee.
5. Be sure you read and understand the By-Laws, Election Rules and the Ethical Standards. You are required to run your campaign according to those rules. Failure to do so may result in disqualification.
6. If you have any questions about the election process or your candidacy, contact the Town Council Chair at: diane.marcussen@altadenatowncouncil.org or 626-296-6633

▲ Some important dates to keep in mind

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| Deadline for filing your Application | Nov 8, 2013 04:30pm |
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| ATC Vote and New Member Swearing-in | Nov 19, 2013 7:00pm |
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CANDIDACY

1. There are specific requirements to become a Candidate for Altadena Town Council:
 - a) Candidates must be at least 18 years of age, a citizen of the United States of America and a registered voter in L.A County. A candidate must be a resident of Altadena for the past two years and must permanently reside within the Census Tract that he/she seeks to represent.
 - b) Each Candidate must complete an Altadena Town Council Application for Candidacy, which must be physically returned to the Altadena Community Center located at 730 East Altadena Drive, no later than the above-stated deadline. Applications received later than this deadline, or at any other locations not arranged by the Election Chair, will not be accepted.
 - c) Each application must be accompanied by a check or money order, made payable to the Altadena Town Council, for thirty five dollars (\$35.00). This is a nonrefundable application fee. No cash accepted.
 - d) Each Candidate is required to submit a written statement of qualifications with their application. Failure to submit a written statement will result in disqualification. The application is not a statement of qualifications. The statement will be limited to no more than one 8 1/2 x 11" sheet.
 - e) A Candidate must permanently reside at the address listed on the Application and must provide proof of that residency. One of the following must be submitted to the clerk accepting Applications at the Community Center: a current State of California issued Driver's License or a current State of California issued Identification Card.
 - f) Candidates are to read and must agree to follow and abide by these Rules and the Altadena Town Council Bylaws and Ethical Standards, which are available at www.AltadenaTownCouncil.org and included in the application packet.

2. Each individual requesting an application will be given a copy of ATC Bylaws, Ethical Standards, a map showing respective Census Tracts and a copy of these Rules. These documents are also available at www.AltadenaTownCouncil.org

3. The Altadena Town Council will review the applications immediately following the application deadline and will vote on the seating of a councilmember for the empty seat. ,

4. Providing false information on the Application will result in disqualification.

5. The election of a new councilmember will be finalized by majority vote of the Altadena Town Council.

VOTING

1. Voting on prospective candidates will be exclusively done by seated members of the Altadena Town Council at the regularly-scheduled public meeting immediately following the deadline for applications.
2. The decision of the Altadena Town Council will be final.

CHALLENGES

1. Any violation of these Rules, Ethical Standards or By-Laws can result in the disqualification of a Candidate. The Altadena Town Council Executive Committee will determine if a rules violation occurred during the election process and if it is significant enough to warrant a recommendation to disqualify a candidate.
2. All election challenges and charges of rules' violations must be reported in writing to the Altadena Town Council Executive Committee prior to the next regularly-scheduled meeting of that committee following the vote.
3. If a candidate's citizenship is challenged, that candidate will be required to submit proof of citizenship to the Altadena Town Council prior to the next regularly-scheduled Council meeting.
4. Any recommendation of disqualification by the Election Committee must be placed on the regular Altadena Town Council meeting agenda, and any evidence of violation must be provided to all Town Council Members by at least 5 days prior to that meeting.

APPLICATION FOR CANDIDACY

2013 Application for Census Tract Representative Please print, or use browser to type in fields on PDF version

Name _____

Street Address _____

Email Address _____

Phone _____

Census Tract _____

1. I am a permanent resident of Altadena at the above address.
2. I have permanently resided in Altadena for the past two years.
3. I am a U.S. Citizen over 18 years of age.
4. I have read and agree to abide by all the rules set forth in the Altadena Town Council Bylaws, Election Rules and Ethical Standards.

I certify that the information on this application is correct and the above four statements are true.

(Please sign on this line)

(Date)