



Berkeley City Clerk Department Candidate Protocols During COVID-19 Pandemic For Signatures In Lieu of Filing Fee

Signatures In-Lieu (Starting May 29, 2020)

- Mask/face covering required for staff and visitors
- Attendance by the candidate and their representatives at the in-person appointment is limited to two persons (including the candidate).
- 6-foot physical distancing is required
- City will employ the use of sneeze guards across table/counter
- Staff will wash or sanitize hands prior to issuing documents
- Staff will sanitize the table, door knob, chair (hard surfaces), and pens before each appointment
- 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.
- Petitions will be issued with five signature lines on each page to limit the number of voters coming into contact with each petition.

In-Person Issuance

- Monday – Friday, 8:30am – 5:00pm (last appointment at 4:30pm)
- Appointments required with 24 hours notice by emailing elections@cityofberkeley.info or calling (510) 981-6908
- Appointments are scheduled for 30 minutes
- Call (510) 981-6908 upon arrival to be let into 2180 Milvia Street
- Staff will provide hardcopies of the petition and a Candidate Handbook to candidate. Candidate may make additional copies of the petition for circulation.
- Staff will provide a Form 501 if not already on file.

Electronic Issuance

- Monday – Friday, 8:30am – 5:00pm (last appointment at 4:30pm)
- Appointments required with 24 hours notice by emailing elections@cityofberkeley.info or calling (510) 981-6908
- Appointment is scheduled for 30 minutes, however, we request that candidates be available 10 minutes prior to the appointment to verify connectivity
- If a candidate elects to receive the candidate documents via mail or email, the candidate must provide a written request to receive the documents in that manner (request may be submitted by e-mail). Otherwise, the candidate or their authorized designee may make an appointment to pick up the documents from the City Clerk Department.

- The City uses Zoom or Skype videoconference for issuing appointments
- The City Clerk will provide clear written guidance to candidates regarding the requirement of submitting the candidate documents with original signatures to the elections official by the statutory deadline. The candidate must acknowledge receipt of such written guidance.
- Staff will e-mail a PDF petition and link to Candidate Handbook to candidate. Candidate may print petitions from the PDF for circulation.
- Hard copy petitions may be picked up in person or sent via US Mail (Priority Mail)
- Staff will e-mail the link to Form 501 if not already on file

Filing of Petitions

- The filing of petitions is pursuant to Berkeley Municipal Code Section 2.16.020
- Monday – Friday, 8:30am – 5:00pm (last appointment at 4:30pm)
- Appointments required with 24 hours notice by emailing elections@cityofberkeley.info or calling (510) 981-6908
- Call (510) 981-6908 upon arrival to be let into 2180 Milvia Street
- File original hard copies only
- All petitions must be filed at the same time. Once any petitions are filed, no additional petitions may be filed.
- Candidates may file the original hard copies via US Mail, professional courier, or in-person
- Original petitions must be received by filing deadline (if sent via mail or courier, the petitions must be physically received in the City Clerk Department prior to 5:00pm on the deadline, postmark date is not accepted as filing date).