



City of Aliso Viejo

Candidate Protocols for COVID-19

Obtaining Nomination Materials

The nomination period opens Monday, July 13, 2020. **Appointments are required to obtain nomination materials.** Contact the City Clerk at mortiz@avcity.org or 949-425-2506 to schedule an appointment.

In-Person Appointments

- Prior to arriving at City Hall, attendees must evaluate whether they are experiencing any of the following symptoms: cough, shortness of breath, fever (100.4 degrees F or greater), chills, muscle pain, sore throat, or new loss of taste or smell. If so, the appointment must be rescheduled or changed to a virtual appointment.
- Face coverings are required.
- Attendance at the appointment is **limited to two (2) persons (including the candidate)**.
- Physical distancing of six (6) feet must be observed.
- Hand sanitizer will be available.
- Nomination 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. Authorization must name the designed and include the original signature of the candidate.

Virtual Appointments

- Virtual appointments will be held via teleconference.
- Nomination materials will be provided following the appointment via pick-up at City Hall or overnight delivery (signature required). The candidate must provide a written request to receive materials via overnight delivery.

Submitting Nomination Materials

The nomination period closes Thursday, August 6, 2020 (unless extended). Submitting nomination documents early provides an opportunity to address any deficiencies. **All original hard copies must be submitted to the City Clerk by the deadline.**

In-Person Submittal

- An appointment is required for in-person submittal. Contact the City Clerk at mortiz@avcity.org or 949-425-2506 to schedule an appointment.
- Nomination documents may be submitted electronically to mortiz@avcity.org in order to begin the review and verification process prior to submittal of original hard copies.
- Prior to arriving at City Hall, attendees must evaluate whether they are experiencing any of the following symptoms: cough, shortness of breath, fever (100.4 degrees F or greater), chills, muscle pain, sore throat, or new loss of taste or smell. If so, the appointment must be rescheduled or changed to alternate submittal.
- Candidate must be in attendance during the appointment.
- Attendance at the appointment is **limited to two (2) persons (including the candidate)**.
- Face coverings are required.
- Physical distancing of six (6) feet must be observed.
- Hand sanitizer will be available.
- All nomination documents with original signatures must be submitted at the time of the appointment. Refer to Candidate's Filing Checklist provided in nomination materials.

Alternate Submittal

- Any document requiring an oath by the candidate may be executed in the presence of a notary or via video conference with the City Clerk. Contact the City Clerk at mortiz@avcity.org or 949-425-2506 to schedule an appointment to administer the oath.
- Nomination documents may be submitted electronically to mortiz@avcity.org in order to begin the review and verification process prior to submittal of original hard copies.
- All nomination documents with original signatures may be submitted at City Hall or via mail or other delivery service. Refer to Candidate's Filing Checklist provided in nomination materials. In order to qualify as a candidate, **all completed nomination documents with original signatures must be received by the City Clerk by the close of the nomination period.**