



2026 ALTADENA TOWN COUNCIL ELECTION RULES

Revised September 2026

CANDIDACY

1. Candidate Eligibility

To qualify as a candidate for the Altadena Town Council, an individual must:

- Be at least 18 years of age.
- Be a citizen of the United States.
- Be a registered voter in Los Angeles County.
- List their Altadena residential address on the Candidate Application. If you were displaced by the Eaton Fire and are temporarily residing outside of Altadena, please provide your pre-fire Altadena home address.
- Have been a permanent resident of Altadena for at least two years prior to assuming office or two years prior to the Eaton Fire.

The residential address provided on the application will be used solely to confirm eligibility. Proof of residency may be requested if discrepancies arise.

2. Candidate Application

Each candidate must complete a Candidate Application and submit the completed application package no later than 5:00 p.m. on Friday, October 16, 2026, using one of the following methods:

Email Submission: Email the completed application and required documents to info@altadenatowncouncil.org. The \$40 nonrefundable application fee must be paid via Zelle at the time the application is emailed to donations@altadenatowncouncil.org. The Zelle recipient will display the current Treasurer's name.

In-Person Submission: Place the completed application package, including the \$40 nonrefundable application fee by check or money order, in a sealed envelope with "Sylvia Vega, ATC election" clearly written on the outside, and deliver it to the Altadena Community Center by the deadline. No cash will be accepted.

The following must be submitted with the Candidate Application:

- A copy of a current State of California Driver's License or State of California Identification Card. If you were displaced by the Eaton Fire and your identification no longer shows your Altadena address, you may instead provide a pre-fire utility bill, property tax bill, insurance document, or voter registration record showing that address.
- A written Statement of Qualifications. The Candidate Application itself does not constitute a Statement of Qualifications. The statement must be limited to one 8½" x 11" page.
- The applicable \$40 nonrefundable application fee.

Applications received after the deadline will not be accepted. Failure to submit the required Statement of Qualifications by the application deadline will result in disqualification.

3. Candidate Information and Election Materials

Candidate application materials will be available for download at www.altadenatowncouncil.org. The materials will include:

- Candidate Application
- Welcome Letter and Instructions

- Candidate Information
- Altadena Town Council Bylaws
- Ethical Standards
- Census Tract Map
- Election Rules

Each candidate's completed Statement of Qualifications will be posted on the Altadena Town Council website for public viewing.

4. Candidate Presentations

Candidates will be given an opportunity to make an oral presentation at the October 20, 2026, Altadena Town Council meeting.

Although an oral presentation is not required, candidates are encouraged to appear and briefly explain their qualifications, motivations, and goals for seeking office.

- Oral presentations may be up to three minutes in length.
- If a candidate chooses not to make an oral presentation, the candidate's Statement of Qualifications may be presented or read.
- All Candidate Statements will be posted on the Altadena Town Council website.

5. Accuracy of Information

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

6. Candidate Slate

The final slate of candidates shall be approved by majority vote of the Altadena Town Council at its October 20, 2026, meeting.

7. Compliance With Election Rules

Candidates must read, understand, and agree to follow:

- These Election Rules
- Altadena Town Council Bylaws
- Altadena Town Council Ethical Standards

These documents are available at www.altadenatowncouncil.org and are included in the candidate application materials.

CAMPAIGNING

1. Nonpartisan Campaigns

The Altadena Town Council is a nonpartisan advisory body. Candidates must conduct nonpartisan campaigns and may not claim affiliation with any organized political party.

A political party or club may recommend a candidate to its members; however, a candidate may not use a political party endorsement or party identification in campaign communications or materials.

2. Candidate Booklet Materials

The Election Chair shall provide a booklet at each polling place containing candidate information for public viewing.

Candidates may also submit an alternate statement or campaign flyer describing their reasons for running and their goals for office. Submission of an alternate statement or flyer is optional.

Alternate statements or flyers must:

- Be limited to one 8½" x 11" sheet.
- Be submitted to the Election Chair no later than 5:00 p.m. on October 28, 2026.

- Be submitted as a PDF digital file when possible.

All materials that meet these requirements will be included in the polling-place Candidate Booklets.

3. Permitted Campaign Activities

Candidates may participate in commonly accepted nonpartisan election activities, provided those activities comply with these Election Rules, the ATC Bylaws, and Ethical Standards.

4. Campaign Signs

Campaign signs may not be placed or affixed to:

- Utility poles
- Bus benches
- Objects located within the public right-of-way

Campaign signs may be placed on private property only with the property owner's permission.

5. Campaigning Near Polling Places

No campaigning may take place within 100 feet of a polling place on either voting day.

This prohibition includes:

- Campaign signs
- Pamphlets or flyers
- Campaign buttons
- T-shirts or other campaign apparel
- Campaign speeches or solicitation

All election-related materials or communications at polling locations must be approved by the Election Committee.

Candidates and their campaign staff may visit a polling place only to:

- Vote.
- Briefly inspect the polling place.
- Review election materials available at the polling location.

6. Items of Value

Candidates and their representatives may not provide anything of value to another person in a manner that could reasonably be considered an inducement to vote for a candidate.

Prohibited items include, but are not limited to:

- Food or beverages
- Money
- Clothing
- Offers of employment
- Other items of value

Campaign buttons, flyers, and bumper stickers are permitted.

7. Negative Campaigning

Negative campaigning is prohibited. This includes:

- Personal attacks against an opponent.
- Knowingly making false statements about an opponent.

Factually discussing an opponent's voting record or publicly stated positions is not considered negative campaigning.

VOTING

1. Voting Days, Hours, and Locations

Voting will be held on two days:

- Tuesday, November 3, 2026 – 10:00 a.m. to 6:00 p.m.
- Saturday, November 7, 2026 – 10:00 a.m. to 4:00 p.m.

The same three polling places will be open on both voting days:

- Loma Alta Park Library
- Prime Pizza
- Bob Lucas Library

References to Election Day in these Election Rules apply to each of the voting days listed above.

2. Voter Eligibility

Any Altadena resident who is at least 18 years of age and is a permanent resident of Altadena may cast one vote for one candidate representing the voter's Census Tract.

3. Proof of Residency

Voters must provide proof of their name and Altadena residency within the Census Tract in which they are voting.

Acceptable examples may include:

- Current California Driver's License
- California Identification Card
- Checking account documentation
- Utility bill

4. Absentee and Write-In Ballots

- Absentee ballots will not be issued or counted.
- Write-in ballots will not be counted.

5. Polling Staff

All polling-place volunteers must be residents of Altadena.

6. Candidates and Campaign Representatives

A candidate, relative of a candidate, or member of a candidate's campaign staff may not work at a polling place.

BALLOT SECURITY AND VOTE COUNT

1. Ballot Box Collection and Security

At the close of each voting day, a designated deputy will collect all ballot boxes and transport them to the Altadena Sheriff's Station, where they will be securely stored.

At the scheduled time for the official vote count, the deputy will transport all ballot boxes to the Altadena Community Center for tabulation.

2. Vote Count

The Election Committee will conduct the official vote count. Candidates will be notified of their respective vote totals as soon as practical.

Each ballot box will be counted twice, with each count performed by a different person. If the totals do not agree, the Election Chair will determine the final count.

3. Ballot Interpretation

Each Census Tract section of the ballot will be treated as a separate ballot. If the voter's selection within the applicable Census Tract is clear, extraneous markings elsewhere on the ballot will be disregarded and the valid vote will be counted. Ballots without a marked Census Tract will be considered provisional and will be added to the count only if doing so would not alter the outcome of the election.

4. Vote Count Observers

Candidates may designate up to two observers to witness the vote count. Candidates and relatives of candidates may not count ballots or participate in the ballot-counting process.

5. Ballot Retention and Recounts

Following the vote count, ballots will be retained at the Altadena Community Center office until the election is certified. A candidate may request a recount by submitting a written request to the Altadena Town Council Election Committee. No ballots will be recounted after the election has been certified by the Altadena Town Council.

CHALLENGES

1. Election Rule Violations

A violation of the Election Rules, Ethical Standards, or Bylaws may result in the disqualification of a candidate.

The Election Committee will determine:

- Whether a violation occurred during the election process.
- Whether the violation is significant enough to warrant a recommendation for disqualification.

2. Filing a Challenge

All election challenges and allegations of rule violations must be submitted in writing to the Altadena Town Council Election Committee prior to the December 1, 2026, Executive Committee meeting.

3. Citizenship Challenges

If a candidate's United States citizenship is challenged, the candidate must provide proof of citizenship to the Altadena Town Council prior to the December 15, 2026, Council meeting.

4. Recommendations for Disqualification

Any recommendation for disqualification made by the Election Committee must be placed on the agenda for the regular December 15, 2026, Altadena Town Council meeting.

Evidence supporting the alleged violation must be provided to all Town Council Members by 5:00 p.m. on December 15, 2026.

CERTIFICATION

1. Certification of Election Results

The Altadena Town Council will consider certification of the election at its regular meeting on December 15, 2026. The certification process will include the following:

- Election Report: The Election Chair will present a comprehensive election report, including voting tallies.
- Election Challenges and Disqualification Recommendations: The Council will hear any challenges to the election results and any recommendations for disqualification. Challenges and recommendations for disqualification will be resolved by a two-thirds majority of Council Members voting.

- Certification: After all challenges and recommendations for disqualification have been resolved, the Altadena Town Council will certify the election results by a majority vote of Council Members voting.

2. Final Decision

The Altadena Town Council's decision to certify the election shall be final.