

A RULE OF THUMB:

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*A city official should  
always first consult  
with the city's attorney  
concerning the propriety  
of any given course  
of conduct.*

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Need more information? To learn more about the League's ballot measure, and rules for city officials, please visit the League's website at [www.cacities.org](http://www.cacities.org).

*The League thanks Steven Lucas of the law firm Nielsen, Merksamer, Parrinello, Mueller & Naylor, LLP, for his contributions to this publication.*



1400 K Street, Suite 400  
Sacramento, California 95814  
Phone 916/658-8200 • Fax 916/658-8240  
[www.cacities.org](http://www.cacities.org)

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WORKING ON A  
BALLOT MEASURE CAMPAIGN:  
SOME RULES FOR  
CITY OFFICIALS

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# DO'S AND DON'TS

## FOR CITY OFFICIALS AND CITY EMPLOYEES

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### THE DON'TS: City officials and city employees may NOT:

- DON'T** • Distribute campaign literature through the city's internal mail system.
- DON'T** • Place campaign literature on employee bulletin boards, on the city's web page, or elsewhere on city government premises.
- DON'T** • Make public appearances speaking in favor of the ballot measure during compensated work hours.
- DON'T** • Make telephone calls about the campaign during compensated work hours.
- DON'T** • Walk precincts, draft campaign ads, or perform other campaign tasks during compensated work hours, or assign subordinates to do same.
- DON'T** • Add a link from the city website to a campaign website.
- DON'T** • Send or receive campaign-related emails on city computers.
- DON'T** • Urge other city employees to vote for the measure during compensated work hours.
- DON'T** • Use city copy machines, telephones, fax machines, computers, stationery, etc. for campaign purposes.

### THE DO'S: City officials and city employees MAY:

- Work on the campaign during their personal time, including lunch hours, coffee breaks, vacations, etc.
- Make a campaign contribution to a ballot measure campaign committee using personal funds, and/or attend a campaign fundraiser during personal time.
- Make public appearances during personal time advocating the ballot measure.
- Have the city council adopt a resolution that officially endorses the ballot measure and confirms the prohibition on using government funds for political purposes at a public meeting.

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**“City officials interested in working for the League ballot measure, including participating in CITIPAC fundraising, should start by contacting their League Regional Representative.”**

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*There are two simple, but very important rules city officials and employees should follow if they want to get involved in campaign activities in support of the League's ballot measure to strengthen constitutional protections for local revenues.*

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### DON'T USE PUBLIC FUNDS

All contributions to the ballot measure of your time and resources must be made with non-public funds. This means no public facilities or equipment (phones, computers, email accounts, vehicles, copy machines or any other equipment) may be used to plan or promote ballot measure activities, including fundraising. No public funds may be used in support of your campaign activities.

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### CAMPAIGN ON YOUR OWN TIME

**Keep good records.** Track your time and your use of private equipment used in ballot measure activities, so you are able to document that no public funds were used.

City officials interested in working for the League ballot measure, including participating in CITIPAC fundraising, should start by contacting their League Regional Representative.