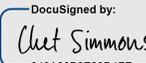


## City of Los Alamitos Administrative Regulation

Regulation	<b>1.25</b>	<small>DocuSigned by:</small>  _____ <b>Chet Simmons, City Manager</b>
Title	<b>Non-City Elected Officials Event Participation</b>	
Authority	<b>City Council</b>	
Date	<b>January 30, 2026</b>	
Revised:		

1. **Purpose:** To outline the process and criteria for non-city elected officials participation at City of Los Alamitos events, ensuring compliance with state law and alignment with community-focused goals.
2. **Application:** This policy has been created to guide outside elected officials for City of Los Alamitos event opportunities for public engagement.
3. **Regulation:** Per California State law the City may not expend public funds to support or oppose any political campaign. All speaking and booth activities must remain strictly nonpartisan and service oriented.
4. **Policy:** Speaking opportunities are reserved for elected officials only and are limited to one-minute informational remarks about services offered to the community. These remarks must not include campaign-related content.
5. **Events Offering Speaking Opportunities:**
  - 3rd of July Fireworks Spectacular (JFTB) – Dignitary speeches at 7:45 p.m.
  - Celebrate Los Al (Pine St.) – Veterans Recognition at 5:30 p.m. (Names for certificates will be distributed in advance)
  - Winter Wonderland (Pine St.) – Tree Lighting ceremony at 5:15 p.m.
6. **Vendor Booth Participation:** Non-City Elected Officials may host a vendor booth at no charge at other City events listed on the vendor form (<https://cityoflosalamitos.org/459/Special-Event-Vendor-Information>). Booths must comply with the same non-campaign guidelines.
  - A. **Vendor Booth Guidelines:**
    - No Campaigning: Booths may not support or oppose candidates or election activities, except for voter registration and ballot measure information.
    - Community Focus: Materials must highlight services available to the public.
    - Staffing: Booths may be staffed by elected officials or their office staff.

## 7. Contact & Coordination

### A. To confirm participation:

- Submit RSVP and speaking request at least one month prior to the event to Emeline Noda at [enoda@cityoflosalamitos.org](mailto:enoda@cityoflosalamitos.org).
- Include the requested event, speaker's name, office, and certificate details (if applicable).
- Contact Lauren Pavelec at [lpavelec@cityoflosalamitos.org](mailto:lpavelec@cityoflosalamitos.org) for vendor form access and logistics.
- A confirmation will be sent from the event coordinator with event details.