



# **PRESIDENTIAL PRIMARY ELECTION CANDIDATE HANDBOOK ELECTION CALENDAR**

## **June 7, 2016**

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**The following Candidate Handbook and Election Calendar is intended to provide general information and does not have the force or effect of law, regulation or rule. It is distributed with the understanding that the County Clerk/Registrar of Voters is not rendering legal advice or that this calendar is not a substitute for legal counsel. In the case of conflict, the law, rule or regulation will apply.**

**Rebecca Martinez,  
County Clerk-Recorder and Registrar of Voters**

# ELECTION CALENDAR

e-158	January 1, 2016*	Legal Holiday - New Year's Day - Office Closed
e-158	January 1, 2016*	Secretary of State - Notice of Offices on Primary Ballot (EC 12103)
e-158 e-118	January 1, 2016* February 10, 2016	Signature in Lieu of Filing Fee Period Judicial Candidates Only (EC 8061, 8105, 8106)
e-158 e-103	January 1, 2016* February 25, 2016	Signature in Lieu of Filing Fee Period Voter-Nominated and Non-Partisan Candidates (EC 8020(b), 8061, 8105, 8106b3)
e-148	January 11, 2016	Governor's Proclamation (EC 12000)
e-141	January 18, 2016	Legal Holiday - MLK Day - Office Closed
e-135	January 24, 2016	Last day for Political Parties to Notify SOS of Authorization for No Party Preference Voters to vote Party Ballot at the Primary (EC 13102c)
e-127	February 1, 2016	Semi-Annual Campaign Disclosure Statement Due (GC 84200)
e-127 e-118	February 1, 2016 February 10, 2016	Declaration of Intention Period - Judicial Candidates Only (EC 8023)
e-120 e-90	February 8, 2016 March 9, 2016	Publish Press Release - Notice of Election (EC 12109, 12112)
e-117 e-113	February 11, 2016 February 15, 2016*	Extended Declaration of Intention Period - Judicial Candidates only (EC 8023)
e-113	February 15, 2016*	Legal Holiday - President's Day - Office Closed
e-113 e-88	February 15, 2016* March 11, 2016	Nomination/Declaration of Candidacy/Statements of Qualifications Period Voter-Nominated, Judicial and Non-Partisan Offices (EC 333, 8020, 8022, 8028, 8040, 8041, 8061-8063, 8100, 8105, 8106, 10407, 13307, 13311)
e-103	February 25, 2016	Last day to submit Signatures In Lieu of Filing Fee - Voter Nominated and Non-Partisan Candidates (EC 8020b, 8061, 8105, 8106b3)
e-90	March 9, 2016	Last day to complete Residency Confirmation Procedure (EC 2220-2227)
e-88	March 11, 2016	Last day to submit Resolutions to Consolidate Elections (EC 8020, 10400, 10401, 10402, 10403)
e-87 e-78	March 12, 2016* March 21, 2016	Period to Submit Arguments For or Against Measures (EC 9162, 9163, 9315, 9316, 9502)
e-87 e-83	March 12, 2016* March 16, 2016	Extended Declaration of Candidacy/Nomination Period (EC 8022, 8024, 8204)
e-83	March 16, 2016	Last Day to Withdraw Measure (EC 9605)
e-83	March 16, 2016	Last day for Parties to submit Party Endorsements to CCROV (EC 13302b)
e-82	March 17, 2016	Random Alpha Drawing (EC 13111, 13112(b)(1)(B))

e-78	March 21, 2016	Last day for Write-in Campaign - Incumbent Judge Unopposed (EC 8203, 8600-8604)
e-77 e-67	March 22, 2016 April 1, 2016	Period to Submit Rebuttals to Arguments For or Against (EC 9167, 9317, 9504)
e-75	March 24, 2016	Pre-Election Campaign Disclosure Statement Due (GC 84200.5)
e-68	March 31, 2016	Certified List of Candidates & Rotation List (EC 8120-8125; 6180, 6950-6954; 13111))
e-68	March 31, 2016	Last day for CCROV to remove a deceased candidate's name from the ballot. (EC 8809)
e-67 e-58	April 1, 2016 April 10, 2016*	10-day Public Examination Period for Arguments/Rebuttals (EC 9190, 9380, 9509)
e-60	April 8, 2016	Issue 60-day Ballots to Military/Overseas (EC 300(b), 321, 3102, 3105)
e-57 e-14	April 11, 2016 May 24, 2016	Write-in Candidacy Period (EC 8600, 8601)
e-45	April 23, 2016*	Last day to Issue 60 day ballot to Military/Overseas voters (52 U.S.C § 20302) (Move Act) (EC 3114)
e-45	April 23, 2016*	State Voter Information Guides provided to Counties (EC 9094(b)(c))
e-40 e-21	April 28, 2016 May 17, 2016	State Ballot Pamphlet Mailings (EC 9094)
e-40 e-10	April 28, 2016 May 28, 2016*	County Sample Ballot Mailings (EC 13300, 13300.7, 13302(a), 13304)
e-29 e-7	May 9, 2016 May 31, 2016	Period for Issuance of Vote by Mail Ballots (EC 3001, 3003)
e-15	May 23, 2016	Close of Registration (EC 300(b), 321, 2102, 2107, 3102)
e-15	May 23, 2016	Vote by Mail - Ballot Processing (EC 15101b) (10th business day)
e-14	May 24, 2016	Bilingual Precinct Board Members (EC 12303(d))
e-14 e-7	May 24, 2016 May 31, 2016	New Residents Registration Period (EC 332, 3400)
e-14 e-0	May 24, 2016 June 7, 2016	New Citizens Registration Period (by close of polls) (EC 331, 3500, 3501, 3502)
e-13	May 25, 2016	Candidate Meeting/Workshop @ 5:30pm
e-12	May 26, 2016	Pre-Election Campaign Disclosure Statement Due (GC 84200.5, 84200.7)
e-11	May 27, 2016	Certified List of Write-in Candidates Due Observer Panel Testing @ 2pm
e-6 e-1	June 1, 2016 June 6, 2016	Vote by Mail Ballot Issuance - Late Conditions Only (EC 3021)
e-0	June 7, 2016	Election Day (EC 1000, 14212, 14214, 14311)

e+1	June 8, 2016	Post Election Reconciliation
e+2	June 9, 2016	Begin Official Canvass (EC 15301, 15372)
e+3	June 10, 2016	Last Day to Accept Vote by Mail Ballots by Mail (Postmarked) (EC 3017, 3020)
e+30	July 7, 2016	Last Day to Complete Official Canvass and Certify Results - Governing Body declares results under its jurisdiction (EC 15372, 15400, 15401)
Certify +5 days	File within 5 days of Certification	Requests for Recount (EC 15620-15634)
Certify +5 days	File within 5 days of Certification	Election Contest - File with Superior Court (EC 16100, 16401)
e+35	July 12, 2016	Statement of the Vote to Secretary of State (EC 15374, 15375)
e+38	July 15, 2016	Certificates of Election or Nomination Issued (EC 8145, 8146, 8147)
e+54	July 31, 2016*	Last Day to File Semi-Annual Campaign Disclosure Statement (GC 84200.3, 84200.4)

\* - indicates date that falls on weekend or holiday; deadline moves to next business day.

# TOP TWO CANDIDATES OPEN PRIMARY ACT

In 2010, voters in California approved Proposition 14, which created the “Top Two Candidates Open Primary Act.” This act changed how contests are referred to and recognized on the ballot. The Act created “**Party-Nominated**” offices, “**Voter-Nominated**” offices and “**Nonpartisan**” offices.

Pursuant to Elections Code Section 337, the following are Party-Nominated offices:

## **President/Vice President of the United States**

Under the California Constitution, political parties may formally nominate candidates for party-nominated/partisan offices at the Primary Election. A candidate so nominated will then represent that party as its official candidate for the office in question at the ensuing General Election and the ballot will reflect an official designation to that effect. The top vote-getter for each party at the Primary Election is entitled to participate in the General Election.

No voter may vote the ballot of any political party at any Primary Election **unless** he or she has disclosed a preference for that party upon registering to vote **or** unless he or she has declined to disclose a party preference **and** the political party, by party rule duly noticed to the Secretary of State, authorizes a person who has declined to disclose a party preference, to vote the ballot of that political party. (Elections Code § 9083.5)(a).

Pursuant to Elections Code Section 359.5, the following are Voter-Nominated offices:

## **United States Senator, US Representative in Congress, Member of the Assembly**

Under the California Constitution, political parties are not entitled to formally nominate candidates for Voter-Nominated offices at the Primary Election. A candidate nominated for a Voter-Nominated office at the Primary Election is the nominee of the people and not the official nominee of any party at the following General Election. A candidate for nomination or election to a Voter-Nominated office shall have his or her party preference, or lack of party preference, reflected on the Primary and General election ballot, but the party preference designation is selected solely by the candidate and is shown for the information of the voters only. It does not constitute or imply an endorsement of the candidate by the party designated, or affiliation between the party and candidate, and no candidate nominated by the qualified voters for any Voter-Nominated office shall be deemed to be the officially nominated candidate of any political party. The parties may list the candidates for voter-nominated offices who have received the official endorsement of the party in the sample ballot.

All voters may vote for any candidate for a Voter-Nominated office, provided they meet the other qualifications required to vote for that office. The top two vote-getters at the Primary Election advance to the General Election for the Voter-Nominated office, even if both candidates have specified the same party preference designation. No party is entitled to have a candidate with its party preference designation participate in the General Election unless such candidate is one of the two highest vote-getters at the Primary Election.

Under the California Constitution, political parties are not entitled to nominate candidates for Nonpartisan offices at the Primary Election, and a candidate nominated for a Nonpartisan office at the Primary Election is not the official nominee of any party for the office in question at the ensuing General Election.

Pursuant to Elections Code Section 334, the following are “Nonpartisan” offices:

**Judicial, School, County, Municipal**

A candidate for nomination or election to a Nonpartisan office may NOT designate his or her party preference, or lack of party preference, on the Primary and General Election ballots. The top two vote-getters at the Primary Election advance to the General Election for the Nonpartisan office.

# ELECTIVE OFFICES

## PARTY-NOMINATED FEDERAL ELECTIVE OFFICES

OFFICE	DISTRICT	INCUMBENT	TERM
President of the United States	National	Barack Obama (D)	4 Years

## LOCAL ELECTIVE OFFICES

### VOTER-NOMINATED FEDERAL/STATE LEGISLATIVE ELECTIVE OFFICES

OFFICE	DISTRICT	TERM
United States Senator	Statewide	6 Years
Representative in Congress	4	2 Years
Representative in Congress	16	2 Years
Member of the State Assembly	5	2 Years

## NONPARTISAN JUDICIAL ELECTIVE OFFICES

OFFICE	INCUMBENT	DISTRICT	TERM
*Judge of the Superior Court	Mitchell Rigby	Office 1	6 Years
*Judge of the Superior Court	D. Lynn Jones	Office 2	6 Years

\* Indicates offices for which proof of qualifications are required. Incumbents are excluded.

## NONPARTISAN LOCAL ELECTIVE OFFICES

OFFICE	INCUMBENT	DISTRICT	TERM
County Supervisor	Rick Farinelli	3	4 Years
County Supervisor	Max Rodriguez	4	4 Years

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## VOTER-NOMINATED OFFICE UNITED STATES SENATOR

Term: 6 Years

Term Begins: January 3, 2017 at Noon. (US Constitution, Article 1, §3; 20<sup>th</sup> Amend., §1)

Qualifications: A candidate for the office of US Senator shall:

- be at least 30 years of age; and
- be a citizen of the United States for nine years; and
- be a resident of California when elected<sup>1</sup>.

(US Constitution, Article 1, §3; 20<sup>th</sup> Amend., §1 )

## FILING REQUIREMENTS

Filing Fee or Signatures in Lieu of Paying Filing Fee

**FILING FEE:** The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is \$3,480.00 (= to 2% of annual salary of \$174,000.00).

**SIGNATURES IN LIEU:** A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions in Lieu form may be obtained from any county elections official beginning **January 1, 2016\***. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on **February 25, 2016**, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 25, 2016 which were found not to be valid) may be filed no later than the close of business on March 11, 2016. Circulators of an in-lieu petition must be 18 years of age or older.

10,000 valid signatures are required to offset the entire fee. Except as set forth on the following pages, any registered voter may sign an in-lieu petition for any candidate for whom he/she is eligible to vote.

NOTE: The Secretary of State's office cannot accept Petitions in Lieu as they have no way to verify signatures.

(Elections Code §102, 8061, 8103(a)(1), 8105, 8106)

## NOMINATION DOCUMENTS AND PROCEDURES

**NOMINATION PETITIONS:** Each candidate is required to file Nomination Petition between **February 15, 2016\*** and **March 11, 2016**, containing at least 65 and no more than 100 signatures of registered voters in the jurisdiction. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office. Nomination Petitions shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 11, 2016. Circulators must be 18 years of age or older.

**NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

(Elections Code §102, 8020, 8041, 8061, 8062(a)(1), 8063, 8066, 8068)

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<sup>1</sup> There is no durational residency requirement to be a candidate for United States Senator.

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between **February 15, 2016\*** and **March 11, 2016**. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11<sup>th</sup>, may file a Declaration of Candidacy by not later than the close of business on **March 16, 2016**.

(Elections Code §8020, 8022, 8028, 8040, 8064)

**STATEMENT OF QUALIFICATIONS (OPTIONAL):** A candidate for United States Senator may purchase space to place a statement in the State Ballot Pamphlet that does not exceed 250 words. The statement may not make any reference to any opponent of the candidate. The statement shall be submitted in accordance with the time frames and procedures set forth by the Secretary of State for the preparation of the state ballot pamphlet.

(Elections Code §9084(i))

**MISREPRESENTATION IN STATEMENT:** Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:** For information regarding campaign disclosure reporting requirements or to obtain filing forms, contact the Federal Elections Commission by calling 1-800-424-9530 or write to:

Federal Elections Commission  
999 E Street, N.W.  
Washington DC 20463

# VOTER-NOMINATED OFFICE (ELECTED STATEWIDE) UNITED STATES SENATOR Summary Information

\$ FILING FEES	\$3,480.00 or 10,000 Signatures in Lieu (\$0.348)
📄 NOMINATION SIGNATURES	65 - 100
✉ STATEMENT OF QUALIFICATIONS	Contact Secretary of State for cost estimate (250 words).
🕒 FILING PERIODS	
■ 01/01/16 to 02/25/16*	<b>Filing Period</b> for Signatures in Lieu of Filing Fees
■ 02/26/16 to 03/11/16*	<b>Filing Period</b> to make up deficient Signatures in Lieu filed by 2/25/16 (cash, signatures or combination)
■ 02/15/16 to 03/11/16*	<b>Filing Period</b> for Nomination Documents
■ 03/12/16 to 03/16/16*	<b>Extension Period</b> for Nomination Documents and Statement of Qualifications

■ ALL CANDIDATES MUST FILE:

- Nomination Petitions (may be satisfied with Signatures in Lieu)
- Declaration of Candidacy

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## VOTER-NOMINATED OFFICE US REPRESENTATIVE IN CONGRESS

- Term: 2 Years  
Term Begins: January 3, 2017 at Noon. (US Constitution, Article 1, §2; 20<sup>th</sup> Amend., §1)  
Qualifications: A candidate for US Representative in Congress shall:
- be at least 25 years of age; and
  - be a citizen of the United States for seven years; and
  - be a resident of the California when elected <sup>1</sup>;

There is no California durational residency requirements to be a candidate for US Representative in Congress.

(US Constitution, Article 1, §2; 20<sup>th</sup> Amend., §1)

## FILING REQUIREMENTS

Filing Fee or Signatures in Lieu of Paying Filing Fee

**FILING FEE:** The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is \$1,740.00 (= to 1% of annual salary of \$174,000.00)

**SIGNATURES IN LIEU:** A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions in Lieu form may be obtained from any county elections official beginning **January 1, 2016\***. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on **February 25 2016**, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 25, 2016 which were found not to be valid) may be filed no later than the close of business on March 11, 2016. Circulators of an in-lieu petition must be 18 years of age or older.

3,000 valid signatures are required to offset the entire fee. Except as set forth on the following pages, any registered voter may sign an in-lieu petition for any candidate for whom he/she is eligible to vote.

NOTE: The Secretary of State's office cannot accept Petitions in Lieu as they have no way to verify signatures.

(Elections Code §102, 8103(a)(1), 8105, 8106(a)(3),(6),(b)(4))

## NOMINATION DOCUMENTS AND PROCEDURES

**NOMINATION PETITIONS:** Each candidate is required to file Nomination Petition between **February 25, 2016 and March 11, 2016**, containing at least 65 and no more than 100 signatures of registered voters in the jurisdiction. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office. Nomination Petitions shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 11, 2016. Circulators must be 18 year of age or older.

**NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

(Elections Code §8041, 8061, 8062, 8066, 8068)

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<sup>1</sup> There is no durational residency requirement to be a candidate for US Representative in Congress.

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between February 15, 2016\* to March 11, 2016. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11<sup>th</sup>, may file a Declaration of Candidacy not later than the close of business on March 16, 2016.

(Elections Code §8020, 8022, 8028, 8040, 8064)

**STATEMENT OF QUALIFICATIONS (OPTIONAL):** A candidate for US Representative in Congress may purchase space to place a statement in the Voter Information portion of the Sample Ballot that does not exceed 250 words. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close (March 12, 2016\*). Statements are confidential until nominations, or extended nominations for that office, close.

(Elections Code §13307.5, 13311)

**MISREPRESENTATION IN STATEMENT:** Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:** For information regarding campaign disclosure reporting requirements or to obtain filing forms, contact the Federal Elections Commission by calling 1-800-424-9530 or write to:

Federal Elections Commission  
999 E Street, N.W.  
Washington DC 20463

# VOTER-NOMINATED OFFICE (ELECTED BY DISTRICT) US REPRESENTATIVE IN CONGRESS

## Summary Information

\$ FILING FEES	\$1,740.00 or 3,000 Signatures in Lieu (\$0.58)
📄 NOMINATION SIGNATURES	40 - 60
✉ STATEMENT OF QUALIFICATIONS	
■ District 4	\$625.00 (250 words)
■ District 16	\$900.00 (250 words)
🕒 FILING PERIODS	
■ 01/01/16 to 02/25/16*	<b>Filing Period</b> for Signatures in Lieu of Filing Fees
■ 02/26/16 to 03/11/16*	<b>Filing Period</b> to make up deficient Signatures in Lieu filed by 2/25/16 (cash, signatures or combination)
■ 02/15/16 to 03/11/16*	<b>Filing Period</b> for Nomination Documents and Statement of Qualifications
■ 03/12/16 to 03/16/16*	<b>Extension Period</b> for Nomination Documents and Statement of Qualifications
■ ALL CANDIDATES MUST FILE:	
1. Nomination Petitions (may be satisfied with Signatures in Lieu)	
2. Declaration of Candidacy	

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## VOTER-NOMINATED OFFICE MEMBER OF THE STATE ASSEMBLY

Term: 2 Years

Term Begins: December 5, 2016 at Noon.

(California Constitution Article IV, §2(c)<sup>1</sup>)

Qualifications: A candidate for Member of the State Assembly shall:

- be a citizen of the United States; and
- be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes; and
- serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms during his/her lifetime if he/she was first elected to the Legislature after June 2012 and has not previously served in the State Senate or Assembly; and
- not have served two terms in the State Senate since November 6, 1990, if he/she was elected to the State Senate before June 2012.
- not have served three terms in the Assembly since November 6, 1990 if he/she was elected to the Assembly before June 2012.

(California Constitution Article IV, §2(a)(c)4, Elections Code §20, 201)

## FILING REQUIREMENTS

Filing Fee or Signatures in Lieu of Paying Filing Fee

**FILING FEE:** The non-refundable filing fee is payable to the Secretary of State, and must be paid at the time the candidate obtains the nomination forms. The filing fee is \$1,001.13 (= to 1% of annual salary of \$100,113.00).

**SIGNATURES IN LIEU:** A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petitions in Lieu form may be obtained from any county elections official beginning **January 1, 2016\***. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on **February 25, 2016**, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 25, 2016 which were found not to be valid) may be filed no later than the close of business on March 11, 2016. Circulators of an in-lieu petition must be 18 years of age or older. Any registered voter may sign an in-lieu petition for any candidate for whom he/she is eligible to vote.

NOTE: The Secretary of State's office cannot accept Petitions in Lieu as they have no way to verify signatures.

(Elections Code §102, 8103(a)(3), 8105, 8106, 8061)

## NOMINATION DOCUMENTS AND PROCEDURES

**NOMINATION PETITIONS:** Each candidate is required to file Nomination Petition between **February 15, 2015 and March 11, 2016\***, containing at least 40 and no more than 60 signatures of registered voters in the jurisdiction. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office.

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<sup>1</sup> Article IV, section 2(c) of the California Constitution requires 1 year of residency in the legislative district and three years of residency in California; however, it is the legal opinion of the Secretary of State's office that these provisions violate the U.S. Constitution and are unenforceable.

All signers must be registered voters in the district or political subdivision in which the candidate is to be voted on. Nomination Petitions shall be delivered to the county elections official of the county where circulated, not later than the close of business on March 11, 2016. Circulators must be 18 years of age or older. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

(Elections Code §8020, 8061, 8062, 8063, 8068)

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between **February 15, 2016\*** and **March 11, 2016**. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11<sup>th</sup>, may file a Declaration of Candidacy not later than the close of business on **March 16, 2016**.

(Elections Code §8020(d), 8022, 8025, 8028, 8040, 8064, 8100)

**STATEMENT OF QUALIFICATIONS (OPTIONAL):** A candidate for state legislative office who accepts voluntary expenditure limits may purchase space to place a statement in the Voter Information portion of the Sample Ballot that does not exceed 250 words. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close (March 16, 2016). Statements are confidential until nominations, or extended nominations for that office, close.

(Government Code §85601, Elections Code §13311)

**MISREPRESENTATION IN STATEMENT:** Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**STATEMENT OF ECONOMIC INTERESTS (Form 700):** Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests Form 700 not later than the final filing date for the Declaration of Candidacy or other Nomination Documents. Elected and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually by April 1 of each year; and within (30) days of leaving office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

(Government Code §87300 et seq.)

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES - *OPTIONAL*:** At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5, Division 20 of the Elections Code.

(Elections Code §20440)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:**

See Campaign Disclosure Requirements on pages 32-36 of this guide or the appropriate FPPC Manual.

# VOTER-NOMINATED OFFICE (ELECTED BY DISTRICT) MEMBER OF THE STATE ASSEMBLY

## Summary Information

\$ FILING FEES	\$1,001.13 or 1,500 Signatures in Lieu (\$0.66742)
📄 NOMINATION SIGNATURES	40 - 60
✉ STATEMENT OF QUALIFICATIONS	\$1,300.00 (250 words)
🕒 FILING PERIODS	
■ 01/01/16 to 02/25/16*	<b>Filing Period</b> for Signatures in Lieu of Filing Fees
■ 02/26/16 to 03/11/16*	<b>Filing Period</b> to make up deficient Signatures in Lieu filed by 2/25/16 (cash, signatures or combination)
■ 02/15/16 to 03/11/16*	<b>Filing Period</b> for Nomination Documents and Statement of Qualifications
■ 03/12/16 to 03/16/16*	<b>Extension Period</b> for Nomination Documents and Statement of Qualifications

### ■ ALL CANDIDATES MUST FILE:

1. Nomination Petitions (may be satisfied with Signatures in Lieu)
2. Declaration of Candidacy
3. Statement of Economic Interests Form 700
4. Campaign Disclosure Forms (501, 410, 460 or 470)

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## NONPARTISAN JUDGE OF THE SUPERIOR COURT

Term: 6 Years

Term Begins: January 2, 2017

(California Constitution Article VI, §16)

Qualifications: A candidate for Judge of the Superior Court shall:

- be a citizen of the United States; and
- be registered to vote; and
- for 10 years immediately preceding the election, been a member of the State Bar; or
- has served as a judge of a Court of record in this State.

(California Constitution Article VI, §15) (EC §201)

Candidates will be required to show proof of qualifications upon issuance of nomination papers. Incumbents are excluded.

## FILING REQUIREMENTS:

Filing Fee or Signatures in Lieu of Paying Filing Fee

**FILING FEE:** The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the Declaration of Intention is filed. The filing fee is \$1,890.41 (= to 1% of annual salary of \$189,041.00)

**SIGNATURES IN LIEU:** A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning **January 1, 2016\***. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on **February 10, 2016**, and prior to filing a Declaration of Intention. Supplemental signatures (to replace signatures filed by February 10, 2016 that were found to be in-valid) may be filed no later than the close of business on March 11, 2016. Circulators of an in-lieu petition must be 18 years of age or older.

Any registered voter may sign an in-lieu of filing fee petition for any candidate for whom he/she is eligible to vote.

(Elections Code §8104(b), 8105(b), 8106(a)(4)(5)(7))

## NOMINATION DOCUMENTS AND PROCEDURES

**DECLARATION OF INTENTION:** Each candidate must file a Declaration of Intention between **February 1, 2016 and February 10, 2016**, with the county elections official in the county in which the candidate resides. If an incumbent, eligible to be elected, fails to file by the close of business on February 10, 2016, any person other than the incumbent may file a Declaration of Intention not later than the close of business on February 15, 2016\*. No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Intention; however the address must be provided to the elections official for verification.

(Elections Code §8023)

**NOMINATING PETITIONS:** Each candidate is required to file a Nomination Petition between **February 15, 2016\* and March 11, 2016**, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official by not later than March 11, 2016. Circulators must be 18 years of age or older.

**NOTE: Signatures submitted in lieu of paying the filing fee which meet the requirements of this section, may be designated to satisfy this requirement.**

(Elections Code §8041, 8061, 8062(3), 8066)

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between February 15, 2016\* and March 11, 2016. The Declaration shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, files a Declaration of Intention within the prescribed time frame, but fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11<sup>th</sup>, may file a Declaration of Candidacy not later than the close of business on March 16, 2016, notwithstanding that he/she has not filed a written and signed Declaration of Intention to become a candidate for the office as provided in sections 8023 and 8201. No candidate for judicial office shall be required to state his/her residential address on the Declaration of Candidacy; however the address must be provided to the elections official for verification.

In any county or any judicial district in which only the incumbent has filed nomination papers for the office of superior court judge, his/her name shall not appear on the ballot unless there is filed with the elections official, within 10 days after the final date for filing nomination papers for the office, a petition indicating that a write-in campaign will be conducted for the office signed by 0.1% of registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures.

If a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by the number of registered voters qualified to vote with respect to the office specified in subdivision (a), is filed with the elections official not less than 83 days before the general election, the name of the incumbent shall be placed on the general election ballot if it has not appeared on the direct primary election ballot.

Further, in conformity with this section, if the name of the incumbent does not appear either on the primary or general election ballot, the elections official shall declare the incumbent elected on the day of the general election (November 8, 2016).

(Elections Code §8020, 8023, 8024, 8028, 8040, 8064, 8100, 8200 et seq.)

**STATEMENT OF QUALIFICATIONS - OPTIONAL:** Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. on the next regular business day after nominations close (March 12, 2016\*). Statements are confidential until nominations (or extended nominations) for that particular office close and then become public record.

(Elections Code §13307)

**MISREPRESENTATION IN STATEMENT:** Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**STATEMENT OF ECONOMIC INTERESTS (Form 700):** Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests Form 700 not later than the final filing date for the Declaration of Candidacy or other Nomination Documents. Elected and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually by April 1 of each year; and within (30) days of leaving office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

(Government Code §87300 et seq.)

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES - OPTIONAL:** At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5, Division 20 of the Elections Code.

(Elections Code §20440)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:**

See Campaign Disclosure Requirements on pages 32-36 of this guide or the appropriate FPPC Manual.

# NONPARTISAN OFFICE (ELECTED COUNTYWIDE) JUDGE OF THE SUPERIOR COURT

## Summary Information

\$ FILING FEES	\$1,890.41 or 5,400 Signatures in Lieu (0.350076¢)
📄 NOMINATION SIGNATURES	20 - 40
✉ STATEMENT OF QUALIFICATIONS	\$1,100.00 (200 words)
🕒 FILING PERIODS	
■ 01/01/16 to 02/10/16*	<b>Filing Period</b> for Signatures in Lieu of Filing Fees
■ 02/01/16 to 02/10/16	<b>Filing Period</b> for Declaration of Intention
■ 02/11/16 to 02/15/16*	<b>Extension Period</b> for Declaration of Intention
■ 02/11/16 to 03/11/16*	<b>Filing Period</b> to make up deficient Signatures in Lieu filed by 2/10/16 (cash, signatures or combination)
■ 02/15/16 to 03/11/16*	<b>Filing Period</b> for Nomination Petitions and Declarations of Candidacy. (Statement of Qualifications must be filed with Nomination Documents and/or Declaration of Candidacy).
■ 03/12/16 to 03/16/16*	<b>Extension Period</b> for Nomination Documents and Statement of Qualifications (if incumbent filed a Declaration of Intention but failed to file a Declaration of Candidacy)

■ ALL CANDIDATES MUST FILE:

1. Declaration of Intention (Proof of qualifications required, Incumbents excluded)
2. Nomination Petitions (may be satisfied with Signatures in Lieu)
3. Declaration of Candidacy
4. Statement of Economic Interests (Form 700)
5. Campaign Disclosure Forms (501, 410, 460 or 470)

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# CANDIDATE QUALIFICATIONS AND REQUIREMENTS

## NONPARTISAN OFFICE COUNTY SUPERVISOR

Term: 4 Years

Term Begins: January 2, 2017

(Government Code §24200, 25000)

Qualifications: A candidate for County Supervisor shall:

- be a registered voter of the district for which he/she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; and
- reside in the district during his/her incumbency.

(Government Code §25041)

## FILING REQUIREMENTS:

Filing Fee or Signatures in Lieu of Paying Filing Fee

**FILING FEE:** The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms. The filing fee is: \$756.16 (= to 1% of annual salary of \$75,616.44)

**SIGNATURES IN LIEU:** A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning **January 1, 2016\***. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on **February 25, 2016**, and prior to filing a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 25, 2016 that were found to be in-valid) may be filed no later than the close of business on **March 11, 2016**. Circulators must be 18 years of age or older.

Any registered voter may sign an in-lieu of filing fee petition for any candidate for whom he/she is eligible to vote.

(Elections Code §102, 8104 (b), 8105(a), 8106 (a)(4),(7), (b)(1), (4))

## NOMINATION DOCUMENTS AND PROCEDURES

**NOMINATING PETITIONS:** Each candidate is required to file a Nomination Petition between **February 15, 2016\* to March 11, 2016**, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official by not later than March 11, 2016. Circulators must be 18 years of age or older.

**NOTE: Signatures submitted in lieu of paying the filing fee which meet the requirements of this section, may be designated to satisfy this requirement.**

(Elections Code § 102, 8041, 8061, 8062(3), 8066, 8068)

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between **February 15, 2016\* to March 11, 2016**. The Declaration shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11<sup>th</sup>, may file a Declaration of Candidacy not later than the close of business on **March 16, 2016**.

(Elections Code §8020, 8022, 8028, 8040, 8064, 8100)

**STATEMENT OF QUALIFICATIONS - *OPTIONAL***: Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. on the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) for that particular office close and then become public record.

(Elections Code §13307)

**MISREPRESENTATION IN STATEMENT**: Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**STATEMENT OF ECONOMIC INTERESTS (Form 700)**: Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests Form 700 not later than the final filing date for the Declaration of Candidacy or other Nomination Documents. Elected and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually by April 1 of each year; and within (30) days of leaving office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

(Government Code §87300 et seq.)

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES - *OPTIONAL***: At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5, Division 20 of the Elections Code.

(Elections Code §20440)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:**

See Campaign Disclosure Requirements on pages 32-36 of this guide or the appropriate FPPC Manual.

# NONPARTISAN OFFICES (ELECTED BY DISTRICT) COUNTY SUPERVISOR Summary Information

**\$ FILING FEES**

- District 3 \$756.16 or 1,100 Signatures in Lieu (\$0.687418)
- District 4 \$756.16 or 550 Signatures in Lieu (\$1.374836)

**📄 NOMINATION SIGNATURES** 20 - 40

**✉ STATEMENT OF QUALIFICATIONS**

- District 3 \$595.00
- District 4 \$465.00

**🕒 FILING PERIODS**

- 01/01/16 to 02/25/16\* **Filing Period** for Signatures in Lieu of Filing Fees
- 02/15/16 to 03/11/16\* **Filing Period** for Nomination Petitions and Declarations of Candidacy. (Statement of Qualifications must be filed with Nomination Documents and/or Declaration of Candidacy)
- 02/26/16 to 03/11/16\* **Filing Period** to make up deficient Signatures in Lieu filed by 2/25/16 (cash, signatures or combination)
- 03/12/16 to 03/16/16\* **Extension Period** for Nomination Petitions and Declarations of Candidacy. (Statement of Qualifications must be filed with Nomination Documents and/or Declaration of Candidacy.)

**■ ALL CANDIDATES MUST FILE:**

1. Nomination Petitions (may be satisfied with Signatures in Lieu)
2. Declaration of Candidacy
3. Statement of Economic Interests (Form 700)
4. Campaign Disclosure Forms (501, 410, 460 or 470)

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

# INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any officeholder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined the concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both”.

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of **incompatible** offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. Fire Chief of a County Fire Protection District and member of the Board of Supervisors of the same county;
3. High School District Trustee and Trustee of an Elementary School District which is wholly within the geographic boundaries of the high school district;
4. Water District Director and a City Council member;
5. Water District Director and a School District Trustee having territory in common; and
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General’s office at (916) 324-5437 or visit their website at [www.caag.state.ca.us](http://www.caag.state.ca.us). For more information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission at 1-800-275-3772 or at [www.fppc.ca.gov](http://www.fppc.ca.gov).

# STATEMENT OF QUALIFICATIONS GUIDELINES FOR VOTER-NOMINATED LEGISLATIVE OFFICES

## CANDIDATE INFORMATION

Important notice to candidates in legislative districts that encompass more than one county: Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.

The text of the statement shall not exceed 250 words.  
Word count standards shall be pursuant to Elections Code Section 9.

All statements must be submitted on, or attached to, the form provided by the county election official of each county in which the candidate wishes to have his/her statement printed. Statements must be formatted pursuant to the guidelines provided by each county. Statements not submitted in the appropriate format will be reformatted by the county election official. The county election official bears no responsibility for the correct typesetting of statements that must be reformatted.

Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements nor any obscene or profane language.

The statement will be printed in languages required by the Voting Rights Act as well as those languages, if any, required by the counties within the jurisdiction. If Spanish is not a required language, a candidate may request a Spanish translation of his/her statement at additional cost.

## FILING INFORMATION

Candidate's statements shall be filed in the office of the election official of each county within the district in which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83<sup>rd</sup> day prior to the election. Candidates' statements are confidential until the expiration of the period for filing such statements. Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88<sup>th</sup> or 83<sup>rd</sup> day prior to the election, whichever is applicable. *It is strongly recommended that the statement be filed personally by the candidate. If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletion to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.*

Counties may require candidates to deposit the estimated cost of printing the statement at the time of filing the statement or may invoice the candidates for the actual cost of printing the statement after the election. If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of the printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

Candidates' statements are available for public examination in the county election officials' office 10 days prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which the amendments or deletions to the statement are sought.

# STATEMENT OF QUALIFICATIONS GUIDELINES

- Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates are required to prepay the estimated cost. Estimated costs for the statements are based on the printer's price list and the number of registered voters in the jurisdiction.
- As required by law, all statements printed in Madera County shall be printed in both English and Spanish.
- Statements shall be submitted on, or attached to, the form provided (see sample on page 29).
- Statements are preferred to be typewritten and single spaced in block paragraph style.
- Be accurate. **Documents will be printed as submitted. SPELLING, PUNCTUATION, AND GRAMMATICAL ERRORS WILL NOT BE CORRECTED BY THE ELECTIONS DIVISION.**
- **DO NOT USE ALL CAPS.** Statements will be rejected if they are typed in all capital letters or if a hand printed statement is difficult to read.
- Words in ALL CAPITALS, *italics*, underlines, **boldface** type, **\*\*\*stars\*\*\***, etc are prohibited.
- Bullets are allowed, however, are reformatted to fit size restrictions, if necessary.
- Statement shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running..." and shall be limited to a recitation of the candidate's personal background and qualifications. Each statement contains a Declaration under penalty of perjury, declaring that the information contained is true and correct.
- Statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- No statement shall contain any demonstrably false, slanderous or libelous statements.
- The "Occupation" field in the candidate's statement is not governed by the laws and regulations pertaining to ballot designations. Occupation may be different than your ballot designation.
- Statements will be printed in random alphabet order to match the order of the candidates on the ballot. Statements do not rotate.
- Candidate will receive courtesy copy of final typewritten statement (English version only). No changes or corrections will be permitted.

## FILING INFORMATION

- Statements shall be filed with the county elections official when nomination papers and/or declaration of candidacy are returned for filing, or in the case of an election for which nomination papers are not required (i.e, run-off election) no later than the 88<sup>th</sup> day prior to the election.
- Statements shall remain confidential until the expiration of the filing deadline.
- Statements may be withdrawn, but not changed until 5 p.m. on the next regular business day following the close of nominations for such office.
- Statements are subject to examination and challenge by any voter of the jurisdiction (Elections Code §13313) for a period of 10 calendar days following the close of filing for each such office.

# WORD COUNT

- The body of the statement shall not exceed 200 words.
- Words are counted pursuant to California Elections Code §9.
- Punctuation is not counted.
- All geographical names shall be counted as one word, which includes all areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. (Example: City and County of Madera = 1 word).
- Each abbreviation for a word, phrase, or expression, shall be counted as one word.
- Hyphenated words that appear in any generally available dictionary shall be considered one word.
- Dates consisting of only a combination of digits shall be counted as one word.
  - January 1, 2000 shall be counted as two words; and
  - 1/1/00 shall be counted as one word.
- Any number consisting of a digit or digits shall be considered as one word.
  - "100" shall be counted as one word
- Any number that is spelled, shall be considered as a separate words.
  - "One hundred" shall be counted as two words.
- Telephone numbers shall be counted as one word.
- Internet web site addresses shall be counted as one word.
- Email addresses shall be counted as one word.

# SAMPLE - STATEMENT OF QUALIFICATIONS

The estimated cost of printing a 200 word Statement of Qualifications is \$500.00.

I hereby request that the following statement be printed in the Voter Information Pamphlet portion of the Sample Ballot. I understand the costs of said statement is an estimate and agree to pay for any additional costs associated with its printing and distribution. I further understand that this statement shall be printed as submitted. I declare under penalty of perjury that the information contained herein is true and correct.

DATE: May 1, 2008

SIGNATURE: John A. Candidate

NAME: JOHN A. CANDIDATE  
AGE: 45

OCCUPATION: Businessman  
(OCCUPATION NOT SUBJECT TO BALLOT DESIGNATION 3 WORD LIMITATION - IF LEFT BLANK NOTHING WILL BE PRINTED)

(Statement/Word Count begins here)

I am running for the governing board of the Washington Unified District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1984. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

Thank you for your vote.

WORD COUNT: 154 VERIFIED BY DEPUTY: A. Smith

## STATEMENT OF WITHDRAWAL

In the event there is no opposition for this contest, please do not print this statement.

\_\_\_\_\_  
Date Candidate Signature

I hereby withdraw my Statement of Qualifications pursuant to Elections Code Section 13307(a)(3). Statements may be withdrawn until 5:00 pm on the next working day following the close of the Nomination Period (or extended nominations, if applicable).

\_\_\_\_\_  
Date Candidate Signature

# STATEMENT OF QUALIFICATIONS COST ESTIMATES

The following fees have been estimated for the cost of printing a Candidate's Statement of Qualifications in the Voter Information Pamphlet portion of the Madera County Sample Ballot:

OFFICE	JURISDICTION	ESTIMATE
US Representative in Congress	District 4	\$625.00
US Representative in Congress	District 16	\$900.00
Member of the Assembly	District 5	\$1,300.00
Judge of the Superior Court	County of Madera	\$1,100.00
County Supervisor	District 3	\$565.00
County Supervisor	District 4	\$495.00

For districts that are shared between multiple counties, candidates may publish Statements of Qualification in the county of their choice. For information on filing a Statement of Qualifications in another county, please contact the appropriate Registrar of Voters office.

**PAYMENT:** Statements must be paid for at the time the Statement of Qualifications is presented for filing. The fee shall be paid at the time the candidate files his/her Nomination Papers and/or Declaration of Candidacy.

**WITHDRAWAL OF STATEMENT:** If you wish to Withdraw your statement, you must do so by 5:00 p.m. on March 14, 2016 (or by March 17, 2016, if filing period was extended), and the fee will be refunded in full. Please allow up to 4 weeks to receive your refund.

If your contest does not appear on the ballot, the elections official shall remove the statement automatically and exact a refund of the fee paid. Please allow up to 4 weeks to receive your refund.

# PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

## Chapter 5 of Division 20

### California Elections Code

#### Chapter 5. Fair Campaign Practices

#### Article 1. General Intent

**20400.** The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidate to discuss issues instead of untruths or distortions.

#### Article 2. Definitions

**20420.** As used in this chapter, "Code" means the Code of Fair Campaign Practices.

#### Article 3. Code of Fair Campaign Practices

**20440.** At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is VOLUNTARY.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

**20441.** The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to elections officials in quantities and at times requested by the elections officials.

**20442.** The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

**20443.** Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

**20444.** In no event shall a candidate for public office be required to subscribe to or endorse the code.

# CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and or committee to be aware of and to file required campaign disclosure statements in a correct and timely manner. **Government Code Section 91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.**

## CAMPAIGN DISCLOSURE FORM DESCRIPTIONS

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### FORM 501 - CANDIDATE INTENTION STATEMENT

#### WHO FILES

A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election.

File a separate Form 501 for each election, including re-election to the same office. State candidates please read Form 501 guidelines regarding voluntary expenditure limits.

**Exception: Candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year.**

#### WHEN TO FILE

The Form 501 must be filed **before** you solicit or receive **any** contributions or before you make **any** expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

#### WHERE TO FILE

State Candidates send original to: Secretary of State Political Reform Division  
1500 11<sup>th</sup> Street, Room 495, Sacramento CA 95814

Local Candidates send original to: County Clerk-Recorder  
200 W. 4<sup>th</sup> Street, Madera CA 93637

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### FORM 410 - STATEMENT OF ORGANIZATION

#### WHO FILES

**RECIPIENT COMMITTEE** - A recipient committee is any individual (including an officeholder or candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

**CONTRIBUTION** - The term "contribution" includes monetary payments, loans and non-monetary goods or services.

**PERSONAL FUNDS** - Candidates - The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the ballot pamphlet are not counted toward the \$2,000 threshold.

Pursuant to Government Code Section 84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code Section 84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

**WHEN TO FILE**

The Form 410 must be filed within 10 days of receiving \$2,000 in contributions. The date this form is postmarked is the date it is considered filed.

Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late.

The committee's ID number will be posted at [www.sos.ca.gov](http://www.sos.ca.gov). Read all instructions as a Form 410 will be rejected if all applicable sections are not completed.

All committees must now disclose the financial institution and bank account number used by the committee.

**WHERE TO FILE**

**All Committees:** Secretary of State Political Reform Division  
Send Original to: 1500 11<sup>th</sup> Street, Room 495, Sacramento CA 95814

**County & City Committees:** County Clerk-Recorder  
Send copy to: 200 W. 4<sup>th</sup> Street, Madera CA 93637

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**FORM 460 - RECIPIENT COMMITTEE CAMPAIGN STATEMENT****WHO FILES**

This form is for use by ALL candidates who have filed a Form 410.

**WHEN TO FILE**

You will need to complete and file a Form 460 at all of the following reporting periods during your candidacy:

- Pre-election Statement
- Semi-annual Statement

The Form 460 must continue to be filed until such time as your disburse all funds and file a Form 410 Termination Statement.

**WHERE TO FILE**

State Candidates send original to: Secretary of State Political Reform Division  
1500 11<sup>th</sup> Street, Room 495, Sacramento CA 95814

Local Candidates send original to: County Clerk-Recorder  
200 W. 4<sup>th</sup> Street, Madera CA 93637

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**FORM 470 - OFFICEHOLDER AND CANDIDATE CAMPAIGN STATEMENT SHORT FORM****WHO FILES**

The Form 470 is for use by officeholders and candidates who do not have a controlled committee and do not anticipate receiving contributions or making expenditures totaling \$2,000 in a calendar year.

Filing fees and the fee for a statement of qualifications are not counted towards the \$2,000 threshold.

**WHEN TO FILE**

If a Form 470 is filed with the Declaration of Candidacy, on or before the filing deadline for the first campaign statement required for the current calendar year, no additional campaign statements will be required. However, if during your campaign, your status changes and you do exceed the \$2,000 threshold, you will need to file a Form 470 Supplement, a Form 410 Statement of Organization and subsequent Form 460 disclosure statements.

The Form 470 Supplement must be completed and sent within 48 hours of receiving contributions or making expenditures totaling \$2,000 or more. The notice must be sent by telegram, guaranteed overnight service or fax. Regular mail may not be used. File the Form 470 Supplement with the County Clerk-Recorder and each candidate seeking the same office.

**WHERE TO FILE**

State Candidates send original to: Secretary of State Political Reform Division  
1500 11<sup>th</sup> Street, Room 495, Sacramento CA 95814

Local Candidates send original to: County Clerk-Recorder  
200 W. 4<sup>th</sup> Street, Madera CA 93637

# CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

BE INFORMED: The Franchise Tax Board is authorized under Section 90001 of the Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.

The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements, some identified in audit reports, are provided here:

- Unopposed candidates are subject to provisions of the Political Reform Act (GC 82007).
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file a Form 501.
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$2,000 or more during a calendar year.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee (GC85200). Otherwise, campaign disclosure laws requires that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (GC 84300)
- Never accept or spend \$100 or more in cash.
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, address, occupation and employer. Contributions of \$100 or more may not be made in the form of a money order or cashier's check. Contributions may continue to be made with a credit card. (GC 84300)
- Maintain details on contributions and expenditures of \$25 or more, even if you are spending less than \$1,000.
- Make copies of all contributor checks.
- Candidates must disclose employer information for all contributors and keep records of occupation and employer information.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative or governmental purposes.
- The source of each loan must be disclosed.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement summary page.
- As long as the committee is in existence, a Semi-Annual Campaign Statement must be filed. If the candidate has filed a long form (460) previously in the calendar year, a 460 must also be filed as the Semi-annual Statement even if there is no activity.
- Payee addresses must be disclosed on the campaign statements for expenditures made.
- If the committee changes its treasurer, an amendment to the Form 410 must be filed.
- If \$1,000 or more (\$500 or more for local county candidates) is received from one contributor during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

# CAMPAIGN DISCLOSURE FILING SCHEDULE

FILING DEADLINE	STATEMENT TYPE	PERIOD COVERED	DELIVERY METHOD
February 1, 2016	Semi-Annual	* to 12/31/15	*Personal *1st Class Mail
March 22, 2016	Pre-Election	1/1/16 to 3/17/16	*Personal *1st Class Mail
May 26, 2016	Pre-Election	3/18/16 to 5/21/16	*Personal *1st Class Mail
Within 24 hours	Late Contributions and Independent Expenditures of \$1,000 or More	3/9/16 to 6/6/16	*Personal *Overnight Service *Fax
August 1, 2016	Semi-Annual	5/22/16 to 6/30/16	*Personal *1st Class Mail

\* - The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

This schedule does not apply to candidates that will not raise or spend more than \$2,000. Candidates spending less than \$2,000 must file a Form 470 by March 11, 2016.

Candidates with organized committees are required to file a Form 460 at each of the above filing periods. You will not be sent any further notification of the filing periods or due dates. In order to avoid penalties and fines, you must file each statement by the deadlines shown.

Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.

All statements are public documents.

# CAMPAIGN LITERATURE

## MASS MAILING

Definition of a Mass Mailing: Mass mailing means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter or other inquiry. (Government Code §82041.5)

NOTE: If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

## MASS MAILING REQUIREMENTS

a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate or committee are shown on the outside of each piece of mail in the mass mailing and on at least one of the inserts included within each piece of mail of the mailing in no less than 6-point type which shall be in a color or print which contrasts with the background so as to be easily legible. A post office box may be stated in lieu of a street address if the organization's address is a matter of public record with the Secretary of State.

b) If the sender of the mass mailing is a single candidate or committee, the name, street address and city of the candidate or committee need only be shown on the outside of each piece of mail.

c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a). (Government Code §84305)

## MASS MAILING PROHIBITIONS

No newsletter or other mass mailing shall be sent at public expense. (Government Code §89001)

## POLITICAL ADVERTISING REQUIREMENTS - NEWSPAPERS

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type, whichever is larger, the words "Paid Political Advertisement." The words shall be set apart from any other printed matter.

As used in this section "paid political advertisement" shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

(Elections Code §20008)

## SIMULATED BALLOT REQUIREMENTS

a) Every simulated ballot or simulated sample ballot shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of this statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

"NOTICE TO VOTERS"  
"(Required by Law)"

"This is not an official ballot or any official sample ballot prepared by the county elections official, or the Secretary of State."

This is an unofficial, marked ballot prepared by (insert name and address of the person or organization responsible for the preparation thereof)."

Nothing in this section shall be construed to require this notice in any editorial or other statement appearing in a regularly published newspaper or magazine other than a paid political advertisement.

b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred positions for purposes of trial and appeal, so as to assure the speedy disposition thereof.  
(Elections Code §20009)

#### **TRUTH IN ENDORSEMENTS LAW**

a) Provides information regarding restrictions on endorsements, representation requirements, etc. A copy is available in the California Elections Code which can be viewed at [www.leginfo.ca.gov/calaw](http://www.leginfo.ca.gov/calaw).

(Elections Code §20000-20010)

# REGISTRATION AND ELECTION DATA

Voter registration information is available for governmental, political, journalistic or educational purposes only. An application to purchase voter registration information is required. Requests must be submitted in writing, and applications are available in the Elections Division or on our website at [www.votemadera.com](http://www.votemadera.com) or [www.madera-county.com](http://www.madera-county.com).

## MATERIALS AVAILABLE

Alphabetical Lists List of registered voters in Alphabetical order	\$ .50¢ per 1,000 records
Street Lists List of registered voters by residence address	\$ .50¢ per 1,000 records
Mailing Labels	\$40.00 + \$10 per 1,000 records
Statement of the Vote (hard copy)	\$20.00
Voted Voter History (hard copy)	\$20.00 + \$ .50¢ per page
CD - Voter file with History	\$40.00 + \$1.00 per 1,000 records
CD - Voter file no History	\$40.00 + \$ .30¢ per 1,000 records
CD - Vote by Mail voters	\$10.00
CD - Precinct District File (PDF)	\$10.00
CD - Statement of the Vote	\$15.00
Map - Countywide/City/Supervisorial	\$ 5.00
Map - Individual Precincts	\$ .50¢ per precinct
Polling Place List	\$ 5.00
Candidate List	\$ 5.00
Copies of Campaign Disclosure Statements	\$ .10¢ per page
Copies of Statements of Economic Interests	\$ .10¢ per page

## **CONFIDENTIAL VOTER FILE**

Pursuant to Elections Code Section 2187(g), 2188, and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic, political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase or use voter registration information must be signed by the candidate.

## **PERMISSIBLE USAGE**

The California Code of Regulations, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files.

Permissible usage includes, but is not limited to:

- ◆ Using registration information for purposes of communicating with others in connection with any election;
- ◆ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;
- ◆ Sending communications, including but not limited to, mailings by or in behalf of any political party; of candidates, elections, political party developments and related matters;
- ◆ Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition;
- ◆ Sending of newsletters or bulletins by any elected public official, political party or candidate for public office;
- ◆ Conducting any survey of voters in connection with any election campaign;
- ◆ Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes;
- ◆ Conducting an audit of voter registration lists for the purposes of detecting voter registration fraud;
- ◆ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- ◆ Any official use by any local, state, or federal government agency.



## **PROHIBITED USAGE**

Prohibited usage includes:

- ◆ Any communication or other use solely or partially for any commercial purpose;
- ◆ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support of or opposition of a ballot measure.
- ◆ Conducting any survey of opinions of voters other than those permitted by Section 19003.

California Elections Code Section 18109 states:

“(a) it is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with Section 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.

(b) it is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with Section 2188.”



# POLITICAL SIGNS

## **Outdoor Political Advertising - State Law**

Section 5405.3 of the State Outdoor Advertising Act (Business & Professions Code) authorizes the placing of “temporary political signs” separate and apart from the normal outdoor advertising controls. No political sign may be placed within the right-of-way of any highway or within 660 feet of the edge of and visible from the right-of-way of a landscaped freeway.

Temporary political signs are those that meet the following criteria:

- ◆ Encourages a particular vote in a scheduled election;
- ◆ Is placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after the election;
- ◆ Is no larger than 32 square feet;
- ◆ Has had a “Statement of Responsibility” filed with the State Department of Transportation.

The law directs the Department of Transportation to remove signs that do not comply with the regulations before an election and to bill the responsible party for removal costs after the election.

Penal Code Sections 556, 556.1, and 556.3 provide that it is a misdemeanor for any person to place sign to advertise on public or private property (without consent); and that it shall be considered public nuisance.

## **Outdoor Political Advertising - Madera County Code**

Section 18.90.040 of Chapter 18.90 of Title 18 of the Madera County Code states that “No sign shall be placed upon any public property, including sidewalks, crosswalks, roads, curbs, lamp posts, hydrants, trees, utility poles, buildings, fences, and rights-of-way of any type, except such legal notices which are authorized by law to be so located. No sign shall project over any public property right-of-way.” This ordinance, number 525C, was enacted in April, 1994.

# ELECTIONEERING ON ELECTION DAY

## 100' Rule

Pursuant to Elections Code Section 18370, no person on Election Day shall, within 100 feet of a polling place:

- ◆ Circulate an initiative, referendum, recall or nomination petition or any other petition;
- ◆ Solicit a vote or speak to a voter on the subject of marking his/her ballot;
- ◆ Place a sign relating to voters' qualifications or speak to a voter on the subject of his/her qualifications except as provided in section 14240;
- ◆ Do any electioneering. This includes wearing buttons, T-shirts, stickers, etc., that promote a candidate or issue on the ballot.
- ◆ Photograph, videotape, or otherwise record a voter entering or exiting a polling place.

As used in this section "100 feet from a polling place" shall mean a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Elections Code Section 18541 provides that any person who violates the above provisions is punishable by imprisonment in county jail for not more than 12 months or state prison. Any person who conspires to violate this section is guilty of a felony.





## POLL WATCHING

### Elections Code Sections 2300(a)(9), 14221, 14294)

Poll watchers are allowed at the polling place as long as they obey the law and election procedures. Persons observing the polls may:

- ◆ Inspect the Roster of Voters. Any such inspection, however, must be done without impeding, interfering, or interrupting the normal processing of voters.
- ◆ Inspect the Street Index which is updated hourly by poll workers reflecting which voters have voted. This list may not be removed by anyone other than the poll workers.
- ◆ Observe all activities at the polling place, including activities before, during and after the polls close, providing they do not interfere with the normal closing procedures.



## EXIT POLLING

### Elections Code Section 18541

The Secretary of State and Attorney General have reviewed the Electioneering provisions and have determined that these provisions do not apply to the Press and Media conducting “Exit Polls”. However, no one may interfere with the conduct of the election. News media are instructed to remain at least 25' from the entrance to the polls. The media may take pictures or run a television camera inside the polling place provided they respect the voters’ privacy and do not interfere with voting. They may not speak to voters regarding how they are voting within 25' of the entrance to the polls.

# ELECTION NIGHT RESULTS

All ballots are tabulated in the office of the County Clerk-Recorder, located at: 200 West 4<sup>th</sup> Street, Madera.

Unofficial results are posted on our website as they become available. Please visit: [www.votemadera.com](http://www.votemadera.com) or [www.madera-county.com](http://www.madera-county.com).

Vote by Mail Ballot results are released after the polls close at 8:00 p.m.



Results are also available by phone. The numbers to call are:  
559-675-7720  
559-675-7721  
559-675-7724  
or toll free 1-800-435-0509

Results on election night are not provided in a precinct by precinct format.

All results on election night are **UNOFFICIAL**.

## OFFICIAL CANVASS

The Official Canvass will commence on Thursday, June 9, 2016 and shall continue daily, excluding weekends and holidays, for no less than 6 hours per day, until completed. The County Clerk-Recorder staff has 30 days to complete the Official Canvass.

Upon completion of the Official Canvass, the County Clerk-Recorder shall produce a Certification of Results and Statement of the Vote.

(Elections Code §15300-15376)



Elections Division  
200 West 4<sup>th</sup> Street  
Madera CA 93637  
559-675-7720  
55-675-7870 fax

[www.votemadera.com](http://www.votemadera.com)  
[www.madera-county.com](http://www.madera-county.com)

email: [electionsinfo@co.madera.ca.gov](mailto:electionsinfo@co.madera.ca.gov)

Fair Political Practices Commission  
428 J Street, Room 450  
or

PO Box 807  
Sacramento CA 95814  
866-275-3772  
916-322-3711 fax

[www.fppc.ca.gov](http://www.fppc.ca.gov)  
email advice: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Secretary of State - Elections Division  
1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento CA 95814  
916-657-2166  
916-653-3214 fax  
[www.sos.ca.gov](http://www.sos.ca.gov)

Secretary of State - Political Reform Division  
1500 11<sup>th</sup> Street, Room 495  
Sacramento CA 95814  
916-653-6224  
[www.politicalreform@sos.ca.gov](http://www.politicalreform@sos.ca.gov)

# AGENCY CONTACTS FOR VIOLATIONS

The Madera County Clerk-Recorder & Registrar of Voters Office appreciates receiving notice of cases of alleged voter registration, petition or voter fraud; however, this office is NOT an enforcement agency and is therefore unable to investigate any violations.

In response to many of the inquiries our office receives regarding the possible election violations or fraud, the following is a list of resources regarding whom you should contact for the various types of violations:

- **False or misleading campaign materials**  
No agency enforcement.  
Issues resolved via court action.
- **Violations of the Political Reform Act  
(Title 9 of California Government Code §81000-91015) Mass Mailing; Slate Mailers;  
Campaign Disclosure, Use of Campaign Funds; Statements of Economic Interest**  
Contact local District Attorney at (559) 675-7726, or the Fair Political Practices  
Commission at 1-800-561-1861.
- **Election Fraud**  
Contact local District Attorney at (559) 675-7726, or the Secretary of State at (916) 657-  
2166.
- **Unlawful use of public funds, violations of the Elections Code, Penal Code or any law  
other than the Political Reform Act**  
Contact local District Attorney at (559) 675-7726, or the Attorney General at 1-800-952-  
5225.
- **Federal Campaign, e.g., US Senate, US Congress and President of the United States**  
Contact the Federal Elections Commission at 1-800-424-9530.
- **Open Meeting Laws (Brown Act)**  
Contact local District Attorney at (559) 675-7726, or the Attorney General at 1-800-952-  
5225.
- **Local Ordinances**  
County - Contact Code Enforcement (559) 661-6333 or District Attorney at (559) 675-7726.  
City - Contact City Attorney (559) 661-5400.
- **Vandalism of Campaign Signs/Concerns regarding Signage**  
Contact local District Attorney at (559) 675-7726 or Code Enforcement at (559) 661-6333.

# QUALIFICATIONS FOR OFFICE

## NONPARTISAN OFFICE

### MEMBER OF CITY COUNCIL (by District)

Term: Completion of Unexpired Term (through December, 2018) (GC §36512(b)(1))

Term Begins: Upon Adoption of Certified Results and Swearing In

Qualifications: A candidate for Member of City Council shall:

- be a registered voter at the time nomination papers are issued; and
- be a resident of the district.

(Government Code 34882, 36502 )(Elections Code 10227)

**NOMINATION PETITIONS:** Each candidate is required to file a Nomination Petition containing at least 20 and no more than 30 signatures of registered voters. Nomination Petitions must be obtained and filed between the dates of **February 15, 2016\*** and **March 11, 2016**. Each section of the petition shall be delivered to the County Elections Official in which the signer(s) reside and vote.

(Elections Code 10220-10226)

**DECLARATION OF CANDIDACY:** Each candidate is required to file a Declaration of Candidacy between **February 15, 2016\*** and **March 11, 2016**. The Declaration shall be obtained from the office of the county elections official. The Declaration of Candidacy must be executed in the office of the elections official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11th.

**STATEMENT OF QUALIFICATIONS - OPTIONAL:** Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. on the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) for that particular office close and then become public record.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

(Elections Code §13307, 13308, 13311)

**MISREPRESENTATION IN STATEMENT:** Any candidate in an election (including an incumbent in a recall) who knowingly makes a false statement of a material fact in a candidate's statement prepared pursuant to Elections Code Section 11327 or 13307, with the intent to mislead the voters, is punishable by a fine not to exceed one thousand dollars (\$1,000.00).

(Elections Code §18351)

**STATEMENT OF ECONOMIC INTERESTS (Form 700):** Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests Form 700 not later than the final filing date for the Declaration of Candidacy or other Nomination Documents. Elected and appointed officials must file a Statement of Economic Interests within (30) days after assuming office; annually by April 1 of each year; and within (30) days of leaving office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within (60) days prior to the filing of a Declaration of Candidacy or the date of assuming office.

(Government Code §87200, 87300 et seq.)

**VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES - *OPTIONAL*:** At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Chapter 5, Division 20 of the Elections Code.

(Elections Code §20440)

**CAMPAIGN COMMITTEE FILING OBLIGATIONS:**

See Campaign Disclosure Requirements on pages 32-36 of this guide or the appropriate FPPC Manual.

# NONPARTISAN OFFICES MEMBER OF CITY COUNCIL (ELECTED BY DISTRICT) Summary Information

## ☒ STATEMENT OF QUALIFICATIONS

- \$450.00 (English/Spanish)

## \$ FILING FEES

- \$25.00 (Non-refundable)

## 🕒 FILING PERIODS

- 02/15/16\* to 03/11/16 **Filing Period** for Nomination Petitions and Declarations of Candidacy. (Statement of Qualifications must be filed with Declaration of Candidacy)

## ■ ALL CANDIDATES MUST FILE:

1. Nomination Petitions
2. Declaration of Candidacy
3. Statement of Economic Interests (Form 700)
4. Campaign Disclosure Forms (501, 410, 460 or 470)

\*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.