**This information is subject to change at any time due to COVID-19 policies and restrictions. Please contact our office with any questions.**



2020 General Election

Candidate Guide

This guide contains information for candidates for the regularly scheduled school board elections to be held November 3, 2020.

Prepared by:

Glenn County Elections Department

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The materials contained in this handbook represent the research and opinions of the staff at the Glenn County Elections Department. Although this handbook is a guide for candidates, it 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. Candidates and others using this handbook must bear full responsibility to make their own determinations as to all legal standards and duties.

***SCHOOL BOARD ELECTIONS***

Information for candidates seeking election to office on school district governing boards, community college district governing boards, and the county board of education.

**Candidates to be elected from the following jurisdictions:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Member of District Governing Board or** **County Board of Education** | **Number to be Elected** | **Elected At Large** | **Elected by Trustee Area** |
| Glenn County Board of Education,Trustee Area A  | 1 for 4 yr. term |  | X |
| Glenn County Board of Education,Trustee Area B | 1 for 4 yr. term |  | X |
| Glenn County Board of Education,Trustee Area E  | 1 for 4 yr. term |  | X |
| Butte-Glenn Community College District,Trustee Area #2 Chico *(Multi-County District: Butte)* | 1 for 4 yr. term | X |  |
| Butte-Glenn Community College District,Trustee Area #3 Chico *(Multi-County District: Butte)* | 1 for 4 yr. term | X |  |
| Butte-Glenn Community College District,Trustee Area #7 Glenn *(Multi-County District: Butte)* | 1 for 4 yr. term | X |  |
| Capay Joint Union Elementary School District *(Multi-County District: Tehama)* | 2 for 4 yr. term | X |  |
| Hamilton Unified School District | 3 for 4 yr. term | X |  |
| Lake School District | 1 for 4 yr. term | X |  |
| Orland Unified School District  *(Multi-County District: Tehama)* | 3 for 4 yr. term | X |  |
| Plaza School District | 1 for 4 yr. term | X |  |
| Princeton Joint Unified School District *(Multi-County District: Colusa)* | 2 for 4 yr. term | X |  |
| Stony Creek Joint Unified School District,Trustee Area #2 *(Multi-County District: Colusa)* | 1 for 4 yr. term |  | X |
| Stony Creek Joint Unified School District,Trustee Area #3 *(Multi-County District: Colusa)* | 1 for 4 yr. term |  | X |
| Stony Creek Joint Unified School District,Trustee Area #4 *(Colusa Only)* | 1 for 4 yr. term |  | X |
| Willows Unified School District | 2 for 4 yr. term | X |  |
| Yuba Community College DistrictArea #7 (*Multi-County District: Lake, Colusa)* | 1 for 4 yr. term |  | X |

**What to Expect When You File**

We have changed the filing process for this election due to COVID-19, social distancing and helping to ensure our staff and the candidates stay as healthy as possible. The following procedures will be encouraged:

1. Download all fillable forms from our website, or receive them by email;
2. Contact our office via phone if you need help completing forms;
3. Call our office for an appointment to submit candidate forms;
4. During appointment, review all documents with our staff for completeness, and complete the Declaration of Candidacy.

If you do not have access to a computer or printer at home, please contact us at (530) 934-6414 for alternative arrangements, such as mailing the forms to you.

We are here to work with you to process the necessary forms. On average, you can expect this process to take between 20-30 minutes. By filling out the forms ahead of time, we can greatly reduce the in-person contact time with our staff.

The following forms should be completed prior to your appointment:

Required Forms:

* Candidate Information Worksheet
* Ballot Designation Worksheet
* Declaration of Candidacy (front side; back side shall be completed in person)
* Nomination Papers (not required for school or special districts)
* FPPC Form 700 Statement of Economic Interests

Optional Forms:

* Candidate Statement of Education and Qualifications (if applicable)
* Candidate Authorization Form (if applicable)
* Code of Fair Campaign Practices
* FPPC Campaign Disclosure Forms 501, 410 470, 460, etc. (as applicable)

Only the Declaration of Candidacy must be signed in-person and submitted in-person.

Once your forms are complete, you can request an in-person appointment from our office.

During your appointment, you will need the following:

* Payment of filing fees
	+ Cash
	+ Check
	+ Money Order
	+ Cashier’s Check
* Any form identified as pre-fillable

When completed, our staff will advise you of your next steps, plus provide copies of your filed documents if requested. As a candidate, you should be aware of calendar events that affect your candidacy, the next campaign filing that is due, and any other questions that haven’t already been answered for you. Please feel free to ask.

**The Top-Two Process – How it Works**

On June 8, 2010 California voters approved Proposition 14, which created the “Top-Two Open Primary Act.” The top-two took effect January 1, 2011 and created voter-nominated offices.

The “Top-Two Open Primary Act” requires that only the two candidates for voter nominated offices who receive the highest and second highest number of votes cast at the primary election shall appear on the ballot as candidates in the ensuing General Election. (EC 8141.5)

The following are voter-nominated offices:

* Governor
* Lieutenant Governor
* United States Senator
* United States Representative\*\*
* State Controller
* Insurance Commissioner
* Board of Equalization
* Secretary of State
* State Senator
* State Assembly\*\*
* State Treasurer
* Attorney General

\*\* These offices are up for election every two years**.**

A Nonpartisan office is an office in which no political party nominates a candidate. Judicial, school, county, municipal, and special districts are example of nonpartisan offices.

**What does this mean for the Voter?**

For **voter-nominated** offices, the top-two vote getters from the Primary Election continue on to the General Election, regardless of their party preference. The candidate with the majority of votes (50% of total number cast plus one) in the General Election is the winner of that race.

For **nonpartisan** offices, the candidate with the majority of votes (50% of total number cast plus one) in the Primary Election is the winner of that race. If no candidate receives the majority of votes in the Primary, then the top-two vote getters move on to the General Election.

In the General Election, you may only write-in a qualified candidate’s name in a non-partisan office only. Write-In votes are not allowed for a voter-nominated candidate at the General Election.

**Filing Fee and Signature Requirement**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Office | Salary | Filing Fee(1% of Salary) | SignaturesNeeded In Lieu of filing fee | Nomination Signatures | Value Per Signature |
| Congress | $174,000 | $1,740.00 | 2,000 | 40 - 60 | $0.87 |
| State Senate | $110,459 | $1,104.59 | 2,000 | 40 - 60 | $0.552295 |
| State Assembly | $110,459 | $1,104.59 | 1,000 | 40 - 60 | $1.10459 |
| Board of Supervisors | $26,686 | $266.86 | Varies by size of district | 20 - 40 | Varies by size of district |
| Superior Court Judge | $213,833 | $2,138.33 | 898 | 20 - 40 | $2.3812 |
| Party Central Committee  | No Filing Fee |
| Board of Education | No Filing Fee |
| School Board Member | No Filing Fee |
| Community College District | No Filing Fee |
| City Offices | No Filing Fee |
| Special Districts | No Filing Fee |

**Election Day is Tuesday, November 3, 2020**

School board elections in Glenn County are consolidated with the statewide general election. The statewide general election shall be held on the first Tuesday after the first Monday in November of each even-numbered year. (Election Code §§ 1000-1002, 1302)

**Election Official**

The Glenn County Clerk - Elections Department shall conduct the election in Glenn County. (Election Code § 320)

**Candidates Receiving the Highest Number of Votes Shall be Elected**

Each eligible voter may vote for as many candidates as there are board members to be elected. (Elections Code § 10600)

**Term of Office is Four Years, Unless Filling a Vacancy**

* Elected school and college district governing board candidates take office the second Friday in December. The second Friday is December 11, 2020. (Education Code §5017)
* Elected county board of education candidates shall take office the last Friday in November. The last Friday is November 27, 2020. (Education Code §1007)

**Candidate Requirements and Restrictions**

A candidate must be a registered voter, reside within the school district, and not be disqualified by the Constitution or laws of the State from holding a civil office.

Candidates for the following school boardsmust reside within the trustee area of the district for the office they seek:

* Stony Creek Joint Unified School District (Elected by voters within trustee area)
* Butte-Glenn Community College District (Elected at large by all voters in district)
* Glenn County Board of Education (Elected by voters within trustee area)
* Yuba Community College District (Elected by voters within trustee area)

An employee of the school or college district may not be sworn into office as an elected or appointed member of that district’s board unless he resigns as an employee. The county superintendent of schools, any member of his staff, or any employee of a school district is not eligible to be a member of the county board of education. No member of the governing board of a community college district shall, during the term for which he was elected, be eligible to serve on the governing board of a high school district whose boundaries are coterminous with those of the community college district. (Education Code §1006, 35107, 72103, and 72104)

**Nomination Period**

The declaration of candidacy form shall be available from the elections official beginning **July 13, 2020**. No candidate’s name shall appear on the ballot unless a declaration of candidacy has been filed with the elections official by 5 p.m. on **August 7, 2020**. (Elections Code §10603)

**Possible Extension of Nomination Period**

If an incumbent is eligible to be elected to the office to be filled, and does not file a declaration of candidacy for that office by 5 p.m. on August 7, 2020, then any person other than the incumbent shall have until 5 p.m. on **August 12, 2020** to file a declaration of candidacy for that office. (Elections Code §10604)

**Declaration of candidacy form shall not be removed from the elections office**

Unless a candidate, in a written statement signed and dated by the candidate designates another person to receive the declaration of candidacy form from the elections official and deliver it to the candidate. The statement must include language indicating the candidate is aware the declaration of candidacy must be properly executed and delivered to the elections official no later than 5 p.m. on August 7, 2020 - or August 12, 2020 if the nomination period has been extended for the office sought. (Elections Code §8028)

**No person shall file as a candidate for more than one office**,

Including a county board of education office, at the same election. (Elections Code §10603 (c))

**Candidate Filing Fee and Nomination Signatures**

None required.

**Write-In Candidacy**

Every person who desires to be a write-in candidate shall file a statement of write-in candidacy and nomination papers with the requisite number of signatures. Forms shall be **available September 8, 2020 and delivered to the elections official by October 20, 2020**. (Elections Code §8600 and 8601)

**Offices Omitted From Ballot**

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. The following offices will be omitted from the ballot if the number of persons qualifying for the ballot does not exceed the number of places to be filled: County Board of Education and school districts. There is provision in the law, however, to require that the offices be placed on the ballot by means of a petition procedure. (Ed. Code §5326)

**Withdrawal of Candidacy**

No candidate whose declaration of candidacy has been filed may withdraw as a candidate after the close of the nomination period for that office. (Elections Code § 10603 and 10604)

**Statement of Education and Qualifications (Optional)**

Each candidate may prepare a typed statement of no more than 200 words, on a form provided by the elections official, of his or her own education and qualifications for publication and mailing with the official voter sample ballot. (Elections Code §13307 – 13314)

No partisan affiliation may be mentioned in the statement.

Candidate’s statements shall be limited to a recitation of the candidate’s own personal background and qualifications, and shall not make reference to other candidates for that office or to another candidate’s qualifications, character, or activities. The elections official shall not cause to be printed any statement that he determines is not so limited or that includes any reference prohibited by this section. (Elections Code §13308)

The statement must be paid for and filed with the elections official with the Declaration of Candidacy. The statement may be withdrawn, but not changed during the period for filing nomination papers and until 5 p.m. of the next working day after the close of the nomination period.

The statement shall remain confidential until the expiration of the filing deadline – it shall then become available for public examination and legal challenge ten days prior to submission for printing. (Elections Code §13311)

The statement will be printed as filed, without spelling or grammar corrections, in type of uniform size and darkness, and uniform spacing – and shall be sent to each voter with the sample ballot. No bolding, italicizing or underlining is allowed.

The candidate is responsible for paying the estimated prorated cost of printing and distributing the statement. The elections official collects this payment when the statement is filed. **SEE Fee Chart for estimated costs.** If not submitted on electronic format, an additional **$100** will be charged for labor. The elections official is not bound by the estimated cost and may - on a pro rata basis - bill the candidate for additional actual expense or refund any excess paid. In the event of overpayment, the elections official will prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election. (Elections Code §13307)

If a candidate alleges to be indigent and is determined to be indigent and unable to pay the cost of the statement, the statement will be printed and sent to the voters. (Elections Code §13309)

GLENN COUNTY SCHOOL DISTRICTS

CANDIDATE’S STATEMENT FEES

|  |  |
| --- | --- |
| ***School District*** | ***Fee*** |
| Board Of Education | $350 |
| Plaza School District | $350 |
| Lake School District | $350 |
| Capay Jt. Union Elementary School Dist. | $350 |
| Princeton Jt. Unified School District | $350 |
| Stony Creek Jt. Unified School District | $350 |
| Hamilton Unified School District | $450 |
| Willows Unified School District | $550 |
| Orland Unified School District | $600 |
| Butte-Glenn Community College District | $700 |
| Yuba Community College District | $700 |

**Form 700, Statement of Economic Interests**

A candidate for school board must file a completed Form 700, as a candidate statement, not later than the close of the nomination period, **August 7, 2020**, disclosing his or her personal economic interests within the county. Filing is not required if the candidate filed a Form 700 as an assuming office or annual office holder statement for the same office within 60 days of filing a declaration of candidacy. (Government Code §87200, 87302.3; Glenn County Admin Manual, Title 8.)

**Form 501, Candidate Intention Statement**

A candidate must file this form prior to solicitation or receipt of any contribution, including personal funds used for the election. **Exception:** Form 501 is not required if the candidate will not solicit or receive contributions from other persons and the only expenditures will be from the candidate’s personal funds used for the filing fee and/or statement of qualifications in ballot pamphlet. (Government Code §85200)

**Form 410, Recipient Committee Statement of Organization**

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

The term “contribution” includes monetary payments, loans and non-monetary goods or services. 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.

An original and a copy of Form 410 must be filed with the Secretary of State and a copy with the county elections official within 10 days of receiving $2,000 in contributions.

If the recipient committee qualifies during the 16 days prior to an election in which it must file pre-election statements, the Form 410 information must be delivered by telegram or personal delivery within 24 hours of qualification to the county elections official. A Form 410 then must also be filed with the Secretary of State within 10 days.

**Termination of candidacy and future filing obligations**

Recipient committees must file pre-election and semi-annual campaign disclosure statements until termination requirements are met and a Form 410 Termination Statement has been filed. (See Part 5 of the Form 410 instructions.)

**Forms for periodic campaign contributions and expenditures disclosure statements**

All campaign forms are available from the county elections office or the Fair Political Practices Commission website (www.fppc.ca.gov).

* **Form 470** (**Short form)** is for use by a candidate who does not have a controlled committee, does not anticipate receiving contributions totaling $2,000 or more during the calendar year, and does not anticipate spending $2,000 or more during the calendar year.
* **Form 460** (**Long form)** is for use by a candidate who has a controlled committee, who has received or anticipates receiving $2,000 or more, or who has made or anticipates making expenditures of $2,000 or more during the calendar year. (See the Fair Political Practices Commission Campaign Disclosure Manual 2 for more information.)

**Due dates for campaign contributions and expenses disclosure statements**

* A candidate who will appear on the ballot must file a first pre-election campaign disclosure statement (Form 470 or Form 460) with the county elections office by **September 24, 2020** for the period July 1, 2020 through September 19, 2020.
* A candidate who will appear on the ballot and has a **qualified committee** must file a second pre-election campaign disclosure statement (Form 460) with the county elections office by **October 22, 2020** for the period September 20 through October 17, 2020.

**Fair Political Practices Commission**

Technical assistance for completing campaign disclosure statements and statements of economic interests is available during business hours from the Fair Political Practices Commission Toll-Free Helpline - telephone: 1-866-ASK-FPPC. More information and all campaign disclosure forms are also available from the Fair Political Practices Commission website (www.fppc.ca.gov).

***CAMPAIGNING, CAMPAIGN RECORDS AND REPORTS***

The Fair Political Practices Commission (FPPC) has the primary responsibility for interpretation and administration of the Political Reform Act. The Secretary of State and county clerks are the filing officers for campaign disclosure statements. The Franchise Tax Board is responsible for audits conducted in accordance with the Act. The FPPC, the State Attorney General and local district attorneys have enforcement authority. (Government Code §§ 83111, 84215, 90000, 91000-91015)

**“Contribution”** includes personal funds used in connection with seeking or holding elective office, monetary payments, loans and non-monetary goods or services, but excludespersonal funds used for the statement of education and qualifications published in the official sample ballot pamphlet.

**Form 501** must be filed with the elections official prior to solicitation or receipt of any contribution. (Government Code § 85200)

**“Recipient Committee”** is any individual or group of individuals that receives contributions totaling $2,000 or more during a calendar year.Within 10 days of qualifying as a recipient committee, the recipient committee must file a **Form 410** with the Secretary of State and a copy with the county elections official. The Secretary of State will issue an identification number to the committee that must be included on all campaign disclosure forms.

If a recipient committee qualifies during the 16-day period prior to the election,then it must file the information contained on Form 410 via telegram or personal delivery to the county elections official within 24 hours of qualifying and send an original Form 410 to the Secretary of State within 10 days. (Government Code §§ 82036, 84203, 84204)

**Campaign Bank Account –** Candidates who anticipate soliciting or receiving contributions from others, or who anticipate spending $2,000 or more of personal funds in connection with their election, excluding the cost a the Candidate Statement of Education and Qualifications, must open a campaign bank account and all campaign expenses must be paid from that account.

**Recordkeeping –** An accurate and organized record must be kept of all campaign receipts and expenditures. Maintain a daily record of receipts and a contributor record with full name and address of each contributor of $25 or more. For contributions of $100 or more, the contributor’s occupation and employer or business must also be recorded. Retain records for five years.

🕮 Read *FPPC Campaign Disclosure Manual 2.*

🕾 Technical assistance for completing campaign statements is available from the Fair Political Practices Commission toll free at **1-866-ASK-FPPC**.

🖳 On the Internet, visit [www.fppc.ca.gov](http://www.ffc.ca.gov) for more information and forms.

# Election Services Offered (Voter Index, Lists, Labels, and Data)

 The following page is the fee schedule of various services and reports offered by our office for your campaign needs

* Voter list may be ordered in a hard copy or on CD. Candidates may order the information with or without voter history.
* A walking list or voter file is a type of report that is especially helpful when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
* Voter files may be ordered over the phone or in person. Any remaining charges, such as a per page cost of hard copy order, will be paid at the time of pick up.
* Voter labels are available for your mailing needs.

Before you purchase any voter information, an “Application for Voter Registration Information” must be submitted by the applicant and approved by an authorized staff person.

Data obtained from the voter registration and election files may not be sold , leased, loaned, or reproduced, and possession may not be given without receiving written permission to do so by the Secretary of State or the Register of Voters. Prohibited use includes commercial purposes and solicitation of contributions or services for any other purpose other than on the behalf of a candidate or political party, or in the support or opposition of a ballot measure.

The California Administrative Code, Title 2, Division 7, Article 1, specifies permissible uses for any data obtained from voter registration and election files. Permissible use includes direct election campaigning, surveys in conjunction with an election campaign, and distribution of information of a political nature.

If there are any questions, contact the Elections Department or the Secretary of State.

**Glenn County Elections Department Schedule of Fees**

|  |  |
| --- | --- |
| ITEM | COST |
| Certified Copy of Voter Registration | $1.50 each |
| Photocopies | .50 cents per page |
| Copies of Reports or Statements – Public Records Act | .10 cents per page |
| Statement of Vote Report | $1.00 per page |
| Set-up charge for computer generated material | $25.00 |
| Computer Printouts | $1.25 per page |
| Voter Index – a printed alphabetical listing of voters for candidates and committees (maximum of two) | .50 cents per thousand namesor fraction thereof |
| Voter Index - Special Requests (Lists of voters/VBM voters, sorted by name, street, ect) | .50 cents per thousand names or a fraction thereof, plus $25 setup fee |
| Mailing Labels of voters or voter households, sorted by zip code. | $30 per thousand names or a fraction thereof, plus $25 setup fee |
| CD of Voter Information (Master Voter File) | $25 per CD plus a $25 setup fee |
| Absentee Voter File on CD | $25 one-time setup fee plus $10 per CD  |
| Absentee Voter file – printed | $25 one-time setup fee plus $30 per thousand |
| Precinct/District extract file add-on to any CD | $10 per file |

# Outdoor Campaign Signs

The placement of outdoor campaign signs is regulated by state and local law.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of temporary political signs from normal outdoor advertising display requirements. A temporary political sign meets the following criteria:

1. Encourages a particular vote in a scheduled election.
2. Placed not sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
3. Not larger than 32 square feet.
4. A Statement of Responsibility has been filed with the California Department of Transportation certifying a person who will be responsible for removing the sign.

Section 19.70.030(l) of the Glenn County Code limits political signs to 4 square feet in residential categories and 16 square feet in other categories; signs may be posted no sooner than 60 days before the election and removed within 14 days after the election.

Statement of Responsibility forms for the Department of Transportation, County Public Works Agency, City of Willows, and City of Orland are available from the county elections office.

# Newspaper Advertising

Pursuant to Elections Code § 20008, 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.

# Mass Mailings

Mass mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate or committee in a calendar month. The sender of a mass mailing is the candidate or committee who pays for the largest portion of the mailing.

|  |
| --- |
| **Example:** The ABC Homeowner's Association paid $500 for a mailer supporting I.M. Winner, a school board candidate. The mailing was sent at the behest of Mr. Winner, and he paid $200 for the postage to send the mailer. Since the ABC Homeowner's Association was not an existing committee, nor did it qualify as a committee when it sent the mailer, Mr. Winner must be identified as the sender of the mass mailing. |

The sender must be identified on the outside of the mailing in the following manner:



* Name
* Address and City
* At least 6-point type
* Contrasting color or print style
* Name of controlling candidate, if applicable
* P.O. box may be used if a street address is listed on the committee's Form 410

If two or more officeholders, candidates or committees pay an equal share of the cost of a mailing, it must identify at least one on the outside of the mailing and all must be identified on the inside.

The following information is not required to be included in the sender ID:

* Committee's identification number
* Name of treasurer or printer
* The words "paid for by"

Identification is not required under the Political Reform Act on these campaign items:

* Newspaper, television, or radio ads
* Campaign materials not sent through the mail such as handbills, bumper stickers, and door hangers

The FPPC does not regulate the content of mailings (i.e. false or misleading statements).

# Sample Ballots

Prior to the election, the elections office shall mail every eligible voter a sample ballot pamphlet that shall include the candidate’s Statement of Education and Qualifications, if one is submitted. If the election is not conducted exclusively by mail, the pamphlet shall also include polling place information and an application for a Vote-by-Mail ballot.

# Vote-by-Mail Ballots

Any eligible voter may request an absent voter ballot and vote by mail. The request must be in writing and received at least seven days prior to Election Day. The voted ballot must be in the possession of the county elections office by 8:00 p.m. on Election Day to be counted.

***Rules on Reporting Accrued Expenses*** ***on Form 460 Schedule F***

Previously, when you would report an expense which you accrued in one reporting period but paid in another, that expense would only be reported during the period it was accrued and you would not itemize that expense again. Now, you must continue to itemize that accrued expense through each reporting period until it is paid in full.

*Example: During the first six months of 2012, you ordered and received literature from a printer at a cost of $2,500, but had yet to pay the printer by June 30. Report the $2,500 unpaid bill as an accrued expense on Schedule F of the semi-annual statement. After that reporting period, you paid the $2,500 bill in full. On your next statement, itemize the accrued expense again on Schedule F and report a beginning balance of $2,500, a payment of $2,500, and a balance owed of $0. You would not report this accrued expense again.*

*Another Example: Perhaps the payment made to the printer was only $1,000, leaving a balance owed of $1,500. On your statement, you will again itemize the accrued expense and report a beginning balance of $2,500, a payment of $1,000 and a balance owed of $1,500. You will continue to report this accrued expense on subsequent statements until the obligation is paid. If you incurred additional expenses to this printer during the period, you would report that amount as well.*

Each time you make a payment that payment will also be reported on Schedule E as an expenditure.

***HOW TO REPORT ACCRUED EXPENSES ON YOUR FIRST FORM 460***

If you have an accrued expense of $100 or more outstanding from the previous period, itemize the name and address of the payee/creditor and the appropriate code describing the expenditure on Schedule F. Report the outstanding balance as of the beginning of the reporting period, any additional amounts incurred to this vendor, any payments made against the debt during the reporting period and the outstanding balance as of the end of the reporting period. (It is not necessary to re-itemize sub vendor payments that have been itemized on a previous statement.) ***Remember! Continue to report the accrued expense on subsequent statements*** ***until it is paid in full.***

***REPORTING ADMINISTRATIVE EXPENSES***

There are certain expenses that may carry over from one reporting period to another that you **do not** have to report as accrued expenses. These expenses include regularly recurring administrative overhead such as rent, utilities, phones, campaign workers' salaries, etc., **if the payment due date has not occurred at the end of the reporting period.** Campaign workers' salaries only include payments to those individuals for whom the committee is paying federal and state employment taxes.

Consultant contracts and contracts with independent contractors are not considered regularly occurring administrative overhead of a committee.

***SOME ANSWERS TO CAMPAIGN REPORTING QUESTIONS***

**Q: Is a candidate who ran in a primary election required to file another Form 501 and open a separate bank account for the general (or run-off) election?**

A: No, the Form 501 filed and bank account opened for the primary election cover both elections.

**Q: Must an incumbent file a Form 501 if he or she is running for re-election to the same position?**

A: Yes, the incumbent must file an initial Form 501. The Form 410 (Statement of Organization) must also be amended to indicate whether the incumbent is re-designating an existing bank account or establishing a new bank account.

**Q: If a person buys a ticket to a campaign fundraiser, is the entire amount reported as a contribution?**
A: Yes, typically the face value of the ticket is reported as a contribution. The benefit the attendee receives at the event (i.e. food, entertainment) is not subtracted from the amount of the ticket price.

**Q: How are donated items for an auction or garage sale, as well as the proceeds of the sale, reported?**

A: The fair market value of items donated for sale at an auction or garage sale must be reported as non-monetary contributions on Schedule C. Non-monetary contributions of $100 or more received during the calendar year must itemized.

If the person who purchases the item pays fair market value, the proceeds are not "contributions" because the purchaser has received full and adequate consideration for the payment. These amounts should be reported as "Miscellaneous Increases to Cash" on Schedule I. If the purchaser pays more than the fair market value, the amount over the fair market value is a contribution that must be reported on Schedule A.

**Q: May a candidate be reimbursed for the use of a personal vehicle?**

A: An officeholder, candidate, a member of his/her immediate family, the staff of a committee, or the staff of an elected officer's governmental agency may be reimbursed for use of a personal vehicle only if vehicle use directly relates to a political, legislative, or governmental purpose. The purpose and mileage must be documented in a manner approved by the Internal Revenue Service in connection with deductible mileage expenses. In addition, reimbursement cannot be made at a rate higher than allowed under Internal Revenue Code Section 162.

**Q: If a candidate uses his/her personal telephone for campaign purposes, how should the telephone bills be paid?**
A: Candidates that use personal telephones for campaign calls must pay the campaign portion of the bill with campaign funds. The other portion must be paid with personal funds.

**Q: When are unpaid bills reportable as accrued expenses?**

A: The basic rule is that you must report an accrued expense any time you have received goods or services but have not paid for them by the end of the reporting period.

**Q: What if I haven't received an invoice from the vendor yet?**

A: If you have received the goods or services, you must report the accrued expense even if you have not received an invoice. If you do not know the exact amount, you may estimate the amount of the expense. When reporting an estimate, note that fact on Schedule F.

**Q: We have a contract to pay our campaign consultant $1,000 per month. If the closing date of the campaign statement falls during the middle of the month, say March 17, must we report an accrued expense for the period March 1 through March 17?**

A: No. When you have agreed in writing to pay a contractor a set amount at regular intervals, it is not necessary to prorate the amount owed to the contractor if the reporting period closes before the end of the contract period.

**Q: We reported an estimated accrued expense of $5,000 to a printer. The actual amount owed was $4,500. What do we do?**

A: You can amend the statement on which you reported the $5,000, or you can correct the amount on a subsequent statement by doing the following:

On Schedule F, column (a), report an outstanding accrued expense of $5,000. In column (b), the amount incurred this period, report a **negative** $500. If you made any payments on the accrued expense during the period, report that amount in column (c) and the outstanding balance in column (d).

If you paid **more** than the estimated amount, report the $5,000 in column (a), the amount over the estimate in column (b) as a new accrued expense, any amounts paid in column (c), and the outstanding balance in column (d).

Be sure to make the correction on the next statement filed after determining the correct amount. Also be sure to note on Schedule F when you are correcting estimates.

**Q: When an accrued expense is owed and there are subvendor payments, when are the subvendors reported? For example, if we report an accrued expense owed on a credit card and list the subvendors, must we re-itemize the subvendors again on Schedules E and F when the accrued expense is paid?**

A: No. It is not necessary to re-itemize subvendors when payments are made on accrued expenses, or if an accrued expense is reported on more than one statement. In this example, the subvendors must be reported on the first statement disclosing the accrued expense owed to the credit card company. On subsequent statements, only the credit card company must be itemized.

#### CODE OF FAIR CAMPAIGN PRACTICES

(Election Code Sections 20400 – 20444)

**Background Information**

In 1982, legislation was passed which established a “Code of Fair Campaign Practices” in California which could be voluntarily subscribed to by candidates for public office. Amendments in 1987 expanded the provisions of the code so as to apply to committees formed primarily to support/oppose a ballot measure, and also reaffirmed civil liability provisions pertaining to libel and slander in campaign advertising and communications.

The text of the provisions of the Code of Fair Campaign Practices is listed on the following page.

**Elections Department Requirement**

The Elections Department is required, at the time an individual is issued his/her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, to provide the candidate a blank form on which to subscribe to the “Code of Fair Campaign Practices” and a copy of the Elections Code provisions.

**Voluntary Subscription**

Subscription to the Code is voluntary. Completed forms are to be filed with the Elections Department and shall be retained for public inspection until 30 days after the election.

The text of the code shall read, as follows:

“Code of Fair Campaign Practices”

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammeled choice and the will of the people may be fully and clearly expressed on the issues.

 THEREFORE:

1. I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit such criticism.
2. I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
3. I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on race, sex, religion, national origin, physical health status, or age.
4. I SHALL NOT USE OR PERMIT any dishonest or unethical practice which tends to corrupt or undermine our American system of free elections, or which hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
5. I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
6. I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from an individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
7. I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

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 Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Printed Name

![awadatf4[1]]()***IMPORTANT THINGS TO REMEMBER***

**1. BE INFORMED -** Study the FPPC Campaign Disclosure Manual 2 - Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates. Download it from [www.fppc.ca.gov](http://www.fppc.ca.gov) or obtain a copy from the elections official. PDF templates are available online for all your filing needs: 460, 470, 700, etc.

**2. BEFORE RAISING OR SPENDING ANY MONEY -** File Form 501 (Candidate Intention) before accepting contributions. Open a campaign bank account. Once $2,000 is raised or spent, get an identification number by filing Form 410.

**3. MARK YOUR CALENDAR -** Know the due dates for campaign statements and file on time.

**4. KEEP GOOD RECORDS -** Maintain details on contributions and expenditures. Retain contribution and expense records for 5 years. Refer to recordkeeping guidelines in Chapter 1 of the FPPC Campaign Disclosure Manual 2.

**5. $100 OR MORE IN CASH? -** Never accept or spend $100 or more in cash.

**6. USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES -** All personal funds of the candidate must first be deposited in the campaign bank account, except for personal funds used for the statement of education and qualifications fee.

**7. REPORT LATE CONTRIBUTIONS -** If $1,000 or more is received from a single source during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.

**8. ITEMIZE CONTRIBUTORS -** For contributions of $100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.

**9. IF AN AGENT OR CONSULTANT BUYS GOODS OR SERVICES FOR CAMPAIGN**

Itemize expenditures of $500 or more made by the agent or consultant.

**10. IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS -** Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.

**11. NO PERSONAL USE OF CAMPAIGN FUNDS -** Use campaign funds (contributions) only for political, legislative, or governmental purposes.

**12. BE MORE INFORMED** - Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions. Visit the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) for more information, publications, and forms. Speak with an FPPC advisor toll free at **1-866-ASK-FPPC**.

**IMPORTANT TELEPHONE NUMBERS/WEBSITES**

 **GLENN COUNTY ELECTIONS DEPARTMENT** (530) 934-6414

 **OFFICE OF THE SECRETARY OF STATE**

ELECTIONS DIVISION(916) 657-2166

 Fax (916) 653-3214

 General Information, Filing State/Federal Offices Website [www.sos.ca.gov](http://www.sos.ca.gov)

 POLITICAL REFORM DIVISION (916) 653-6224

 (Committee ID Number, Termination) Fax (916) 653-5045

 **FAIR POLITICAL PRACTICES COMMISSION**

TECHNICIAL ASSISTANCE DIVISION (866) 275-3772

 (Mon-Thurs, 9:00–11:30 & 1:30-3:30pm) Fax (916) 322-0886

 FPPC (Campaign Disclosure, State Contribution Limits,

 Conflict of Interest Disclosure) Website [www.fppc.ca.gov](http://www.fppc.ca.gov)

 LEGAL DIVISION (Mon-Fri, 9 – Noon) (866) 275-3772

 (Conflict of Interest Disqualifications, Use of Campaign Funds) (916) 322-5660

 ENFORCEMENT DIVISION (800) 561-1861

 (File Complaint under Political Reform Act)

 **STATE FRANCHISE TAX BOARD** (800) 852-5711

 AUTOMATED INFORMATION (800) 338-0505

 (Committee Tax Status, Tax Deductible Contributions,

 Charitable Non-Profit Groups, General Information) Website [www.ftb.ca.gov](http://www.ftb.ca.gov)

 CA RELAY SERVICE – TDD (800) 822-6268 (800) 735-2922

 **FEDERAL ELECTION COMMISSION** (800) 424-9530

 (Federal Campaign Disclosure, Contributions From National

 Banks, National Corporations, Foreign Nationals) Website [www.fec.gov](http://www.fec.gov)

![hpusgju3[1]]()***WHERE TO REPORT CAMPAIGN COMPLAINTS***

In response to the many inquires we receive regarding possible election violations or fraud; we have the following list of resources regarding whom to contact for the various violations. The Glenn County Elections Department is **NOT** an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we recommend that individuals contact the following agencies directly to formally file their complaints.

**False or misleading campaign materials:** No agency enforcement. These issues are dealt with in court.

**Violations of the Political Reform Act:** (Title 9 of the California Government Code at Sections 81000 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: contact the Fair Political Practices Commission at [www.fppc.ca.gov](http://www.fppc.ca.gov), 800-561-1861.

**Election fraud:** contact your local district attorney, 530-934-6525, or the California Secretary of State at [www.sos.ca.gov](http://www.sos.ca.gov), 916-657-2166.

**Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act:** contact your local district attorney, 530-934-6525, or the California State Attorney General at [www.caag.state.ca.us](http://www.caag.state.ca.us), 800-952-5225.

**Federal campaigns, Congress, U.S. Senate, President of the United States:** contact the Federal Election Commission at www.fec.gov, 800-424-9530.

**Open meeting laws (Brown Act):** contact your local district attorney, 530-934-6525, or the California State Attorney General at [www.caag.state.ca.us](http://www.caag.state.ca.us), 800-952-5225.

**Local ordinances:** contact your local city attorney or district attorney.

**Vandalism or requirements concerning campaign signs:** contact local city attorney or district attorney.

**FEDERAL / STATE ENFORCEMENT OFFICES**

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| --- | --- |
| Fair Political Practices CommissionP.O. Box 807Sacramento, CA 95812-0807428 J Street, Suite 450Sacramento, CA 95814916-322-5660FAX: 916-322-0886Reporting Enforcement Violations800-561-1861Secretary of StateElections Division1500 11th Street, Fifth FloorSacramento, CA 95814916-657-2166FAX: 916-653-3214 | Secretary of StatePolitical Reform Division1500 11th Street, Room 495Sacramento, CA 95814916-653-6224FAX: 916-653-5045Federal Election Commission999 E Street, NWWashington, DC 20463800-424-9530*Hearing impaired* – TTY 202-219-3336Attorney GeneralP.O. Box 944255Sacramento, CA 94244-2550916-445-9555 800-952-5225 |

![cik4dhij[1]]()***BRIEF ELECTION CALENDAR***

|  |
| --- |
| **July 13 - August 7, 2020** **Nomination Period** – File Declaration of Candidacy, nomination papers, and optional Candidate Statement of Education and Qualifications. E-113 to E-88 |
| **July 31, 2020****Semi-Annual Campaign Statement** – Last day to file semi-annual campaign statements, if required, by all candidates, organizations, and committees. E-95  |
| **August 8 - August 12, 2020****Possible extension of nomination period.** If the incumbent in an office to be filled has not filed a Declaration of Candidacy for that office by 5 p.m. on August 7th, then any person other than the incumbent shall have until 5 p.m. on August 12th to file a Declaration of Candidacy for office. If there is no eligible incumbent, then there shall be no extension. E-87 to E-83 EC § 10225, 10407, 10516, 10604 |
| **August 12, 2020****Insufficient number of candidates.** If by 5 p.m., the number of candidates is equal to or fewer than the number to be elected to a board, and no petition is signed by 10% or 50 voters (whichever is smaller), an appointment will be made. The board shall appoint at a meeting prior to Election Day, and the appointee shall be seated as if elected. In the event an office has no candidates, the governing board shall publish a notice one time stating that the board intends to make an appointment and informing the public how to apply for the office. EC § 10515 |
| **September 8 – October 20, 2020****Write in Nomination Period** (excluding Voter-Nominated Offices) – During this period, Write-in Candidates may file their nomination and candidacy papers. EC § 8600-8607 |
| **September 24, 2020**Deadline for all candidates who will appear on the ballot to file a **1st pre-election campaign disclosure statement** (Form 470 or Form 460) for the period July 1 - September 19, 2020. E-40 |
| **October 5, 2020****First day of Vote-By-Mail voting.** Counties begin mailing VBM Ballots**.** VBMApplication period begins. E-20 EC § 3001, 3003, 3102 |
| **October 19, 2020****15-Day Close of voter registration**. Deadline for residents to register to vote in the election I order to receive a ballot in the mail. E-15 EC § 2102 |
| **October 22, 2020**Deadline for all candidates who will appear on the ballot and who qualify as a campaign committee to file a **2nd pre-election campaign disclosure statement** (Form 460) for the period of September 20 – October 17, 2020. E-12 |
| **October 27, 2020****VBM application period ends.** E-7 EC § 3001 |
| **November 2, 2020**Last day for governing boards to make **appointments in lieu of election** pursuant to insufficient nominee procedures specified in EC § 5326 and 5328. E-1 |
| **November 3, 2020****Election Day:** Polls are open from 7:00 a.m. through 8:00 p.m. |
| **November 27, 2020 – Last Friday in November** Candidates elected to the **Board of Education** take office. |
| **December 11, 2020 – second Friday in December**Candidates elected to school and college **district** governing boards take office. |