

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



# 2022 GENERAL ELECTION CANDIDATE GUIDE

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This guide contains information for candidates for the General Election to be held November 8, 2022.

Please Note: for Write in Candidates, fees and Candidate Statements do not apply.

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## **Mission Statement**

The mission of the Glenn County Election office is to ensure federal, state and local elections are conducted timely, responsibly, and with the highest level of professional election standards, accountability, security and integrity, intended to earn and maintain public confidence in the electoral process.

### **Departmental Functions**

- Conduct fair and impartial federal, state, local and school elections
- Register voters and maintain voter registration records
- Develop instructional materials and administer candidate nominations
- Ensure the timely filing of campaign disclosure statements
- Procure polling places
- Develop curriculum, and recruit and train poll workers
- Provide outreach services for voter registration and voter education
- File and verify state and local initiative, referendum and recall petitions
- Provide voter registration and election information to candidates and campaigns
- Maintain precinct and district maps
- Canvass and certify the results of all elections

Elections are scheduled in Glenn County in March of the even years, August of odd years, and in November of each year. Initiative, referendum, recall and school bond elections are not limited to the regular election dates.

Costs for federal, state, and county elections are borne by the county, while other jurisdictions (cities, schools, and special districts) must reimburse the county for the cost of conducting their elections.

In addition to conducting elections, the department also maintains the voter registration file, campaign statement filings, files and verifies petitions, (initiative, referendum, recall, formation, and annexation petitions), maintains precinct maps, issues certificates of registration and provides information on election related matters

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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.

## 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**, unless otherwise noted. A copy of all the forms can be found under the candidate filing information on our website: <https://www.countyofglenn.net/dept/elections/candidate-filing>.

Please see the FAQ section on page 46 for questions about completing these forms.

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

- The next 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.

## **ELECTION SERVICES OFFERED**

**Voter Index** may be ordered in a hard copy or on CD. Candidates may order the information with or without voter history

**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 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.

Voter data contains confidential voter information, which is restricted by law to election, scholarly, journalistic, political, or governmental purposes as determined by the Secretary of State.

- Permissible Use: 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.
- Prohibited Use: 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.

## 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 names or 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



## 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)	Signatures Needed 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
Assessor-Clerk-Recorder	\$101,067.20	\$1,010.67	1014	20 - 40	\$0.99672
Supervisor Dist 2	\$41,808	\$418.08	213	20 - 40	\$1.96282
Supervisor Dist 4	\$41,808	\$418.08	190	20 - 40	\$2.20042
District Attorney	\$131,040	\$1,310.40	1014	20 - 40	\$1.29231
Sheriff-Coroner	\$113,921.60	\$1,139.22	1014	20 - 40	\$1.12349
Superintendent of Schools	\$160,000	\$1,600	1014	20 - 40	\$1.57791
Superior Court Judge	\$217,601	\$2,146.01	898	20 - 40	\$2.00638
City Offices	No Filing Fee		No less than 20, no more than 30		
Party Central Committee	No Filing Fee		No less than 20, no more than 30		
Board of Education	No Filing Fee		No nomination signature requirements		
School Board Member	No Filing Fee		No nomination signature requirements		
Community College District	No Filing Fee		No nomination signature requirements		
Special Districts	No Filing Fee		No nomination signature requirements		

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

OFFICE	POSITION	NO. TO BE ELECTED	TERM OF OFFICE	Incumbent
<b>City of Orland</b>				
City Council Member	City Council Member	2	4	Dennis Hoffman, Bill Irvin
<b>City of Willows</b>				
City Council Member	City Council Member	2	4	Larry Domenighini, Robert Griffith
City Council Member	City Council Member	1	2	Vacant
<b>County Board of Education (Multi-County District: *Glenn, Colusa, Tehama)</b>				
Member, Trustee Area C	Member	1	4	Kathy Perez
Member, Trustee Area D	Member	1	4	Janice Cannon
<b>Capay Joint Union Elementary School District (Multi-County District: *Glenn, Tehama)</b>				
Governing Board Member	Governing Board Member	3	4	Becky Gruenwald, Robert Talley, Patricia Turnbull
<b>Hamilton Unified School District</b>				
Governing Board Member	Governing Board Member	2	4	Ray Odom Genaro Reyes
<b>Lake School District</b>				
Governing Board Member	Governing Board Member	2	4	Michael S. Karle, Yolanda M. Martinez
<b>Orland Unified School District (Multi-County District: *Glenn, Tehama)</b>				
Governing Board Member	Governing Board Member	2	4	Michelle R. Allen, Shannon Ovard
<b>Plaza School District</b>				
Governing Board Member	Governing Board Member	2	4	PJ Davis, Connie J. King
<b>Princeton Joint Unified School District (Multi-County District: *Glenn, Colusa)</b>				
Governing Board Member	Governing Board Member	3	4	Troy Hansen, Victoria D. Reamer, Cathy Withrow
<b>Stony Creek Joint Unified School District (Multi-County District: *Glenn, Colusa)</b>				
Trustee Area #1	Governing Board Member	1	4	Delana Martin
Trustee Area #2	Governing Board Member	1	2	Vacant
Trustee Area #5	Governing Board Member	1	4	Zoe Brandenberger

Willows Unified School District				
Governing Board Member	Governing Board Member	3	4	Alexander W. Parisio, Gina Marie Taylor
Governing Board Member	Governing Board Member	1	2	Lourdes Ruiz
Yuba Community College District (Multi-County District: *Lake, Colusa, Glenn)				
Area #7	Governing Board Member	1	2	Douglas Harris
Artois Community Services District				
Governing Board Member	Governing Board Member	3	4	Joseph Machado, Jeffrey Willis, Jane Wrinkle
Bear Valley-Indian Valley Fire Protection District (Multi-County District: *Colusa, Glenn)				
Director	Director	2	4	Francis Elliot, Bridgett (Talavera) Kaplan
Elk Creek Community Services District				
Director	Director	2	4	Vacant
Elk Creek Fire Protection District				
Director	Director	1	4	Paul Poston
Glenn-Colusa Fire Protection District (Multi-County District: *Colusa, Glenn)				
Director, Division 3	Director	1	4	Glenn Huffman
Hamilton City Community Services District				
Director	Director	3	4	Vicky Casillas, David Huntoon, Roseanna Ocampo
Northeast Willows Community Services District				
Director	Director	2	4	Dennis Asbury, Lisa Davis
Director	Director	1	2	Mike Rakestraw
Ord Bend Community Services District				
Director	Director	2	4	Angela Cherry, April Richards-Senior

## **ELGIBILITY REQUIREMENTS**

### **General Requirements**

"Unless otherwise specifically provided (see Special Requirements for Specific Offices below for the exceptions or additional requirements), no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office." (Elections Code § 201)

A person is disqualified from holding an office upon conviction of designated crimes as specified in the Constitution and laws of the state. (Government Code § 1021)

If a candidate is a candidate for a non-partisan office, all reference to party affiliation shall be omitted on all forms required to be filed. (Elections Code § 8002)

No duty is imposed upon the Elections Official to determine whether or not a candidate meets the requirements for holding office. The Declaration of Candidacy which each candidate must file states that the candidate, if elected, will qualify for the office. The affidavit also states that the candidate will not withdraw before the election. (Elections Code § 8550)

### **County or District Offices in General**

"...A person is not eligible to a county or district office, unless he or she is a registered voter of the county or district in which the duties of the office are to be exercised at the time that nomination papers are issued to the person or at the time of the appointment of the person. The board of supervisors or any other legally constituted appointing authority in a county or district may, if it finds that the best interests of the county or district will be served, waive the requirements of this section for an appointed county or district office." (Government Code § 24001)

### **School District Governing Board Members**

Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district without further qualifications. (Education Code § 35107(a))

An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. If the employee does not resign, the employment will automatically terminate upon being sworn into office. (Education Code § 35107(b))

## QUALIFICATIONS FOR ALL OFFICES

Office	Term	Term Begins	Qualifications
<b>President</b>	4 years (2 term limit)	January 20 <sup>th</sup> at noon	At least 35 years old, natural-born citizens of the United States, registered voter, resident of the U.S. for at least 14 years. (US Const. Art II § 1, 20 <sup>th</sup> Amend § 1)
<b>Governor</b>	4 years (2 term limit)	January 3, 2023	An elector and citizen of the United States and a resident of this state for 5 years immediately preceding the Governor’s election. (CA Const. Art. V, § 2)
<b>Lieutenant Governor</b>	4 years (2 term limit)	January 3, 2023	An elector and citizen of the United States and a resident of this state for 5 years immediately preceding the Governor’s election. (CA Const. Art. V, § 2)
<b>Secretary of State</b>	4 years (2 term limit)	January 3, 2023	U. S. Citizen; A registered voter at the time nomination papers are issued. (EC §201; CA Const., Art. V, §2 & 11)
<b>Controller</b>	4 years (2 term limit)	January 3, 2023	U. S. Citizen; A registered voter at the time nomination papers are issued. (EC §201; CA Const., Art. V, §2 & 11)
<b>Treasurer</b>	4 years (2 term limit)	January 3, 2023	A registered voter at the time nomination papers are issued; 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. (EC §20 & 201; CA Const., Art. V, §11)
<b>Attorney General</b>	4 years (2 term limit)	January 3, 2023	U. S. Citizen; A Registered voter at the time nomination papers are issued. Shall have been admitted to practice before the Supreme Court of the state for at least 5 years immediately preceding the election. (EC §201; CA Const., Art. V, § 2 & 11; GC §12503)
<b>Insurance Commissioner</b>	4 years (2 term limit)	January 3, 2023	U. S. Citizen; A registered voter at the time nomination papers are issued. During tenure in office, may not be an officer, agent or employee of an insurer or directly or indirectly interested in any insurer or licensee under the Calif. Insurance Code,

			except as a policyholder or by virtue of relationship by blood or marriage to any person interested in any insurer or licensee. (EC §20, Ins. Code §§ 12900, 12901)
<b>Member, State Board of Equalization</b>	4 years (2 term limit)	January 3, 2023	A registered voter at the time nomination papers are issued; 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. (EC §20 & 201; CA Const., Art. V, §11)
<b>United States Senator</b>	6 years	January 3, 2023 Noon	At least 30 years old, registered voter, US Citizen for at least 9 years, resident of California when elected. (US Const. Art I § 3, 20th Amend § 1,2)
<b>US Representative in Congress</b>	2 years	January 3, 2023 Noon	At least 25 years old, registered voter, U.S. citizen for at least 7 years, resident of the state of California when elected. (US Const., Art. I, § 2; 20 <sup>th</sup> Amend., § 1)
<b>State Senator</b>	4 years (2 term limit)	December 2, 2022	U.S. citizen, registered voter in the district at the time nomination papers are issued. (EC § 20, 201; CA Const., Art. IV, § 2)
<b>Member of the Assembly</b>	2 years (3 term limit)	December 2, 2022	U.S. citizen, registered voter in the district at the time nomination papers are issued. (EC § 20, 201; CA Const., Art. IV, § 2c)
<b>Superintendent of Public Instruction</b>	4 years	January 3, 2023	A registered voter at the time nomination papers are issued; 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. (EC §20 & 201; CA Const., Art. V, §11)
<b>County Central Committee</b>	By their Bylaws	By their Bylaws	Candidates for this office must be citizens of the United States, and a registered voter of the jurisdiction qualified to vote in the central committee election when nomination papers are issued and continuously throughout the term of office. A member of the committee must remain a resident of the county, affiliated with the party, during the term of office. (EC § 7209, 7214, 7407, 7412, 7654, 7659)

<b>Assessor/Clerk Recorder</b>	4 years	January 3, 2023	<p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. (§201; GC §24001)</p> <p>(a) A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser’s certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.</p> <p>(b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment.</p> <p>(c) This section shall not apply to any person holding the office on January 1, 1997.</p> <p><b>DOCUMENTATION REQUIRED</b> (EC §13, 13.5)</p>
<b>Board of Education</b>	4 years	December 9, 2022	<p>Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, and a registered voter.</p> <p>An employee of a school district may not be sworn into office as an elected or appointed member of that school district’s governing board unless and until he or she resigns as an employee.</p> <p>(Edu. Code § 35107(a) &amp; (b))</p>
<b>Board of Supervisors</b>	4 years	January 3, 2023	<p>U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing Nomination documents for the office. Must reside in the district during incumbency.</p> <p>(Gov. Code §§ 24001, 24200, 25041)</p>
<b>District Attorney</b>	4 years	January 3, 2023	<p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. (EC §201; GC §24001)</p> <p>A person is not eligible to the office of District Attorney unless he has been admitted to practice in the Supreme Court of the State. (GC §240020)</p> <p><b>DOCUMENTATION REQUIRED</b> (EC §13, 13.5)</p>



<p><b>Sheriff-Coroner</b></p>	<p>4 years</p>	<p>January 3, 2023</p>	<p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. (§201; GC §24001)  Must meet one of the following criteria:  (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.  (2) One year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.  (3) Two years full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.  (4) Three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.  (5) Four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent. (GC §24004.3)  <b>DOCUMENTATION REQUIRED</b> (EC §13, 13.5)</p>
<p><b>Superior Court Judge</b></p>	<p>6 years</p>	<p>January 3, 2023</p>	<p>U.S. citizen, registered voter of the state, member of the State Bar for 10 years or have served as a judge of a California court of record for 10 years immediately preceding the election.  <b>DOCUMENTATION REQUIRED</b>  (EC §§ 13, 13.5, 201; Gov. Code §§ 24001, 24200; CA Const., Art. VI, §§ 15 &amp; 16)</p>

<b>Superintendent of Schools</b>	4 years	January 3, 2023	A. Citizen of the United States, resident of California and qualified to vote for that office at the time Nomination Papers are issued. (§201; GC §24001) B. Shall possess a valid certification document authorizing administrative services. "The possession of a valid elementary administrative credential and a valid secondary administrative are equivalent to the possession of a valid administrative credential." <b>DOCUMENTATION REQUIRED</b> (EC §§13, 13.5; Ed. Code §§1205-1208)
<b>Community College Districts</b>	4 years	2 <sup>nd</sup> Friday in December	Must be a registered voter of the district, and may not be an employee and a governing board member of the district at the same time. (ED Code §§ 35107, 72023, 72103a)
<b>Unified School Districts</b>	4 years	2 <sup>nd</sup> Friday in December	Must be a registered voter of the district, and may not be an employee and a governing board member of the district at the same time. (ED Code §§ 35107, 72023, 72103a)
<b>Elementary School Districts</b>	4 years	2 <sup>nd</sup> Friday in December	Must be a registered voter of the district, and may not be an employee and a governing board member of the district at the same time. (ED Code §§ 35107, 72023, 72103a)
<b>Community Services Districts</b>	4 Years	1 <sup>st</sup> Friday in December	Must be a resident elector of the district. May not be general manager or secretary at the same time. (Government Code §§ 61241)
<b>Water Districts</b>	4 Years	1 <sup>st</sup> Friday in December	Candidates for office in water districts must be land owners within the district. (Water Code section 34700) Applicable to districts in or partially within Glenn County
<b>Fire Districts</b>	4 years	1 <sup>st</sup> Tues after 1 <sup>st</sup> Mon in January	Candidate must be a resident elector of the district. (Health & Safety Code Sec.13841) Applicable to districts in or partially within Glenn County

## INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder 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 this 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.
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, [www.oag.ca.gov](http://www.oag.ca.gov). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov), email [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov), or phone toll free 1-866-275-3772

## **SIGNATURES IN-LIEU OF FILING FEE - PRIMARY ELECTION ONLY**

In-lieu filing fee petitions may be circulated for securing signatures-in-lieu of paying for all, or part, of the filing fee for the office being sought.

### **Filing Period for Signatures In-Lieu of Filing Fee: Not Applicable**

**All Offices - including Judicial Candidates:** In-lieu filing fee petitions may be circulated for securing signatures-in-lieu of paying for all, or part, of the filing fee for the office being sought.

### **Petition Signer Qualifications**

- *Party Nominated Candidates* – A signer shall be a registered voter of the candidate’s jurisdiction and of the same party as the candidate.
- *Voter-Nominated Candidates* – Any registered voter within the candidate’s jurisdiction, regardless of party preference, is eligible to sign the petition. (EC § 8106)
- *Nonpartisan Candidates* – Any registered voter within the candidate’s jurisdiction, regardless of party preference, is eligible to sign the petition. (EC § 8106)
- If a voter signs more candidates’ petitions than there are offices to be filled, the voter’s signature is valid and will be counted only on those petitions which, when taken in the order they are filed, do not exceed the number of offices to be filled. (EC § 8106)
- Each signer of the petition must write his or her signature and shall include his or her printed name and place of residence; (i.e., street name and house number) in the presence of the circulator.

### **Multi-County Office**

Candidates running for multi-county offices should contact all participating jurisdictions to find out if they will accept other counties petition in- lieu forms. Glenn County will accept another county’s petition as long as the document is double-sided, and the declaration of circulator is completely filled out.

### **General Information Regarding Filing of Signatures In-Lieu Petitions**

Forms may be obtained from our office at 516 W Sycamore Street, 2<sup>nd</sup> Floor, Willows, CA 95988. Our hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Petitions will be available January 3, 2022 -February 9, 2022.

The Registrar of Voters office will provide the master form and copies to each candidate to obtain the necessary signatures in-lieu and/or nomination petition signatures. The candidate will duplicate

the master form at his or her expense for the purpose of circulating additional signatures in-lieu. The master form must be duplicated exactly as provided (i.e., a two-sided copy).

There is no provision in law permitting petition forms and signatures for nomination purposes only to be obtained prior to the nomination period. Should the candidate so choose, the signatures obtained and filed in-lieu of filing fees may be counted towards the signature requirements for nomination papers.

### **Signatures-In-Lieu of Filing Fee Used for Nomination Petition Requirement**

If a candidate submits a petition in-lieu of filing fee (signatures), the elections official shall count all valid signatures appearing on the petition towards the number of voters required to sign a nomination paper. If a petition in-lieu contains a requisite number of valid signatures, the candidate shall not be required to file nomination petitions but may request the Registrar of Voters to accept the petition in-lieu instead of filing nomination petitions. If the in-lieu petition does not contain the requisite number of valid signatures, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures. The portion of the filing fee that is not covered by the signatures must be paid in full before the declaration of intention or declaration of candidacy and Nomination Petition may be filed. (EC §§ 8041, 8061, 8062, 8106)

### **Petition Circulator Qualifications**

Each circulator of a signature in-lieu petition shall be 18 years of age or older and shall complete and sign the attached Affidavit of Circulator to the petition, which conforms to the new circulator requirements set forth in Senate Bill (SB) 213 effective January 1, 2014 which amends EC §§102, 104, 8041, 8106.

All petition sections are to be circulated and filed in the county in which the signatures were obtained. All signers of a petition section (page) must be registered in the same county. If a petition is circulated in multiple counties, different petition sections (pages) must be used in each county of circulation. (EC § 8106(b) (4))

The affidavit of circulator on the back of each petition must be completed in the circulator's own handwriting, even when the circulator is the candidate. The election's office will not accept petitions when the affidavit of circulator is not filled out completely.

Please Note: The deficiency period for supplemental signatures has been eliminated as set forth in Assembly Bill (AB) 469 which became effective October 15, 2017.

## **NOMINATION PERIOD**

The declaration of candidacy form shall be available from the elections official beginning **July 18, 2022**. No candidate's name shall appear on the ballot unless a declaration of candidacy has been filed with the election official by 5 p.m. on **August 12, 2022** (EC §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 12, 2022**, then any person other than the incumbent shall have until 5 p.m. on **August 17, 2022** to file a declaration of candidacy for that office. (EC §10516, 10225, 10604)

The extension period does not apply to those offices for which there is no incumbent or where there is a vacancy. (EC §§ 8022, 8024)

## **SUMMARY OF NOMINATION FORMS**

### **Declaration of Candidacy (DOC)**

All candidates for public office in California are required to file a Declaration of Candidacy. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation.

The Declaration of Candidacy shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The Declaration of Candidacy must be executed in the office of the election 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 that the Declaration of Candidacy must be properly executed and delivered no later than 5:00 p.m. on the final day of filing. (EC §§ 8020, 8028(b), 8040, 8100, 8105)

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need not be identical.

- (Example: A candidate registered as "Robert Don Smith" may use such variations as "Robert D. Smith," "Robert Smith," or "R. Don (Joe) Smith.")

## Nomination Petition

Candidates for public office must file a Nomination Petition containing the signatures of registered voters who are qualified to vote for the office. The Nomination Petition must be double sided, and the affidavit of circulator completed in circulator's own handwriting. Each section of the Nomination Petition must be delivered to the county elections official of the county in which the signer resides as a voter, no later than 5:00 p.m. on the final day of the nomination period

- For Party Nominated offices, the signer must be a resident of the jurisdiction and registered with the same party as the candidate for whom the petition is being circulated.
- For Voter-Nominated and Nonpartisan offices, any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition. (EC § 8106(b))

The candidate may appoint persons to circulate the nomination paper. The circulator must be at least 18 years of age.

**Please Note: School Districts and Special Districts are not required to circulate nomination petitions.**

## Code of Fair Campaign Practices (Voluntary)

This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the county elections official is required to give the individual a copy of the Code of Fair Campaign Practices.

The form is filed with the candidate's nomination documents and is open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. (EC §§ 20440, 20442, 20444)

## Form 700 - Statement of Economic Interest

Government Code § 87300 requires every agency to adopt a conflict of interest code. A conflict of interest code is a document which designates the positions within an agency, which make, or participate in making, governmental decisions, which may have a foreseeable material effect on any financial interest.

- **Candidate Filing:** Candidates for elective office so designated under the agency's conflict of interest code, and candidates for public office listed in Government Code § 87200, must

file a Statement of Economic Interests with their nomination papers.

- **Assuming Office:** Elected officials, if so designated, must also file a Statement of Economic Interests within 30 days of assuming office; annually; and within 30 days of leaving office. If an individual is appointed to an office, he or she must file a Statement of Economic Interests within 10 days of assuming office.
- **Leaving Office:** Elected and appointed officials, if so designated, must file a Statement of Economic Interest 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 prior to the date of assuming office. (Gov Code §§ 87200, 87300, 87500)

### **Nonrefundable Filing Fees**

The nomination forms shall be distributed to all candidates upon payment of the filing fee; however, signature-in-lieu petitions are available without first paying the filing fee. All filing fees received by the Secretary of State and county elections officials are nonrefundable. Candidates should make sure they meet the qualifications for office before paying the filing fee; the filing fee is not refundable. (Elections Code § 8105)

## **WRITE-IN NOMINATION PERIOD**

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 12, 2022, and delivered to the election official by October 25, 2022.** (Elections Code §8600 and 8601)

NOTE: A person may not file as a write-in candidate at the general election for a voter nominated office. (Elections Code § 8606)

### **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)



## **SUMMARY OF WRITE-IN DOCUMENTS**

### **Statement of Write-In Candidacy**

The statement of write in candidacy shall include:

- Candidate's name,
- Residence address,
- A declaration stating that he or she is a write-in candidate,
- The Title of the office for which he or she is running,
- The party nomination which he or she seeks, if running in a partisan primary election,
- The date of election,
- A certificate of the candidate's complete voter registration and party affiliation/preference history for the last 10 years or for as long as he or she has been eligible to vote in California (voter-nominated office only).

Write-in candidates are required to meet the same statutory and constitutional requirements as all others on the ballot. (EC § 8600)

### **Nomination Papers**

Each candidate must circulate nomination papers within the jurisdiction containing the required number of signatures for the office (if applicable) leave them for examination with the county elections official of the county in which the signers reside.

Signers of nomination papers for a write-in candidate must be voters in the district or political subdivisions in which the candidate is to be voted on. (EC §§ 8600–8604, 15342)

There is no party affiliation requirement for signers of write-in nomination petitions in a General Election.

## **TALLYING WRITE IN VOTES**

Write-in votes will be counted and certified only for qualified write-in candidates who file the required forms with the Election Office no later than 14 days prior to Election Day. Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of the name, shall be counted for the office, if it is written in the blank space provided and voted as specified. The write-in space will appear on the ballot directly below the list of candidates for that office. No write-in vote will be counted unless the voting space next to the write-in space

is marked as directed by the voting instructions. (EC § 15342)

## **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. (EC § 10603 and 10604)

No candidate whose Declaration of Candidacy has been filed for any **primary** election may withdraw as a candidate at that primary election. (EC § 8800)

No candidate nominated at any **primary** election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part. (EC § 8801)

## **BALLOT DESIGNATION**

The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate. Multiple designations are **usually** acceptable, provided that the three-word limitation is met.

Each candidate shall file a ballot designation worksheet that supports the use of the ballot designation in a format set by the Secretary of state. (EC §13107.3)

### **Guidelines**

When choosing a ballot designation, it is important to ask yourself the following questions: Is it true? Is it accurate? Is it generic? Is this how you make a living? Is it misleading?

The following are guidelines to assist candidates in selecting appropriate ballot designations. The guidelines were issued by the Secretary of State's office and incorporate past Secretary of State and court interpretations on acceptable and unacceptable designations.

### **Acceptable Designations**

- A **principal profession, vocation, or occupation** is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. No designation, which connotes a status, is acceptable.
- A candidate may use either his or her **current** principal profession, vocation, occupation, regardless of the amount of time in which the candidate has engaged in such **or**, in the

alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the **previous** calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: “What is my primary job right now?” and “What was my primary job last year?” Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the “calendar year immediately preceding the filing of nomination documents” is defined as that year beginning January 1 immediately preceding the year in which nomination documents for the office are allowed to be filed.

### Unacceptable Designations

A political party central committee designation is not a principal profession, vocation, or occupation as prescribed in this statute, nor is it an elective county or state office.

Ballot designations suggesting an evaluation of a candidate such as “**Best \_\_\_\_\_**,” “**Exalted \_\_\_\_\_**,” “**Prominent \_\_\_\_\_**,” “**Advocate**,” “**Activist**,” “**Reformer**,” “**Pro-**” and “**Anti-**” anything conveying a philosophy, or words connoting a status are unacceptable designations. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

Commercial or proper names such as “**IBM President**,” “**Director, Health Services**,” or “**Sierra Club Secretary**,” are not permissible. Generic descriptions of specific jobs should be substituted; for example, “Computer Corporation President,” “State Agency Director,” or “Nonprofit Organization Secretary.”

Certain requested designations may connote a status, which also suggest an evaluation; for example, “**Patriot**” or “**Presidential Appointee**.” These are unacceptable designations. Examples of unacceptable status claims include “taxpayer,” “citizen,” “patriot,” and “renter.”

### Use of “Community Volunteer”

The phrase “Community Volunteer” shall constitute a valid principal vocation or occupation subject to the following conditions:

1. A candidate’s community volunteer activities constitute his or her principal profession, vocation or occupation.
2. A candidate is not engaged concurrently in another principal profession, vocation or occupation.
3. A candidate may not use the designation of “community volunteer” in combination with any other principal profession, vocation or occupation designation.

The Secretary of State shall by regulation define what constitutes a community volunteer.

(EC §13107.5)

**Election Code 13107**

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
1. Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people.
  2. The word **“incumbent”** if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people
  3. **No more than three words** designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
  4. The phrase **“appointed incumbent”** if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent” shall not be required of a candidate who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to § 5326 and § 5328 of the Education Code or § 7228, § 7423, § 7673, § 10229 or § 10515 of the Elections Code.
- (b) (1). Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:
- a. Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.
  - b. The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.
  - c. No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (2). For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:

- a. Words designating the actual job title, as defined by statute, charter, or other governing instrument.
  - b. One of the following ballot designations: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (3). A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:
- a. If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”
  - b. If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”
  - c. If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County.”
  - d. If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.
- (c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- (e) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true: It would mislead the voter.
- 1. It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - 2. It abbreviates the word “retired” or places it following any word or words which it modifies.
  - 3. It uses a word or prefix, such as “former” or “ex-,” which means a prior status. The only exception is the use of the word “retired.”
  - 4. It uses the name of any political party, whether or not it has qualified for the ballot.
  - 5. It uses a word or words referring to a racial, religious, or ethnic group.

6. It refers to any activity prohibited by law.
- (f) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
- (2) In the event the candidate fails to provide an alternate designation; no designation shall appear after the candidate's name.
- (g) A designation given by a candidate shall not be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.
- (h) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days before the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (i) In all cases, the words so used shall be printed in a manner consistent with the space requirements of Sections 13207 and 13211.
- (j) If a foreign language translation of a candidate's designation is required under the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10101 et seq.), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

### **Change of Ballot Designation**

No ballot designation given by a candidate may be changed after the final date for filing nomination documents, except as specifically requested by the Registrar of Voters because the designation requested is not acceptable under Elections Code § 13107 (c).

The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request. (Elections Code § 13107 (d)(e))

## **PLACEMENT OF NAMES ON THE BALLOT**

The order in which candidates' names shall be placed on the ballot is specified in Elections Codes §13111 and §13112. Elections Code §13109 specifies the order of precedence of offices on the ballot.

### **Random Alphabet Drawing**

At 11:00 a.m. on the 82nd day before the election (**August 18, 2022**), the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts its own random alphabet drawing to determine the order of candidates on ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

### **Rotation of Names on the Ballot**

#### **Candidates for Statewide Offices**

Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district, the candidates listed first move to the bottom of the list and all other candidate move up one position. This rotation continues through all 80 State Assembly Districts.

#### **Candidates for Congress**

Candidates are placed on the ballot in the random order in the lowest numbered State Assembly District within the Congressional District. The candidates' names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

#### **Candidates for Countywide Offices**

Candidates for countywide offices are placed on the ballot in random order and rotated by Supervisorial Districts within the county.

#### **Candidates for State Senate and Member of the Assembly**

Candidates are placed on the ballot in a random order drawn by the Elections Office are not rotated.

#### **Candidates running for other offices**

Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.

## CANDIDATE STATEMENT

For a fee, candidates may submit a *Candidate Statement of Education and Qualifications* to be published in the County Voter Information Guide. The Candidate Statement contains the candidate's name and a description of his or her education and qualifications. The age and occupation of the candidate is not a required field. The occupation is not limited to three words and may be more descriptive than the ballot designation. **The text of the statement shall not exceed 200 words for local candidates and 250 words for state candidates.** The statement will be printed in English and Spanish as required by the Voting Rights Act.

### Filing Information

Candidates' statements shall be filed in the office of the election official of each county when the candidate's nomination papers are returned for filing, which is not later than 5:00 p.m. on the 88th day prior to the election, or in the event the nomination period has been extended, until 5:00 p.m. on the 83rd day prior to the election.

Glenn County requires candidates to deposit the estimated cost of printing the statement at the time of filing the statement. 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 printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

Candidates' statements are confidential until the expiration of the period for filing such statements.

The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period. **Statements may not be changed once they have been filed.**

Important notice to candidates in 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.
- In the case of a multi-county jurisdiction, statements must be formatted pursuant to the guidelines provided by each county in which the candidate wishes to submit a statement, as well as pay a separate fee as determined by each county.



## Preparation and Format of Candidate's Statement of Qualification

In order to ensure uniformity, please use the following guidelines when preparing your candidate's statement.

- Nonpartisan candidates may file a statement of qualifications not to exceed 200 words.
- Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits may file a statement not to exceed 250 words
- Candidate statements must be submitted via CD. If you *must* submit the statement in hard copy form, there will be a separate \$100.00 fee for transcription labor.
- Candidate Statements must be typed in block format, using upper case and lower-case letters as shown on the sample candidate statement of this book. Typeface of statement must be of uniform size and darkness.
- Do not use ... bullets, \*\*\* stars, tables, lists, or other material requiring indentation. Words, which are underlined, boldfaced type, ALL CAPITAL LETTERS, or italics, are prohibited.
- Statements shall be written in the first person (i.e., "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements not conforming to these guidelines will be reformatted and set in uniform type by the Elections Office. The Elections Office bears no responsibility for the correct typesetting of statements which must be reformatted.
- Candidate's statement may make no reference to another candidate. Candidate's statement submitted 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.
- No statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

## No Editing by The Election Office

The Elections office does not edit the material, and candidates should not expect errors in spelling, punctuation, or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. If the word count exceeds the stated limit, candidates will be requested to omit, NOT CHANGE, words from the submitted statement to keep the count within the maximum allowable number of words.

## Word Count Guidelines

The County Elections Official uses the guidelines listed below for counting words:

1. The name, office title and age at the top of the form are not counted, only the text.
2. Punctuation marks are not counted.
3. Geographical names such as cities, towns or states are counted as one (1) word.  
EXAMPLES: Hamilton City, Glenn County, San Francisco County, New York
4. The words “a”, “I”, “the”, “and”, “an”, are counted as individual words.
5. **MONETARY AMOUNT** – such as \$1,000 is counted as one (1) word.
6. **ABBREVIATIONS** – are counted as one (1) word.  
EXAMPLES: UCLA, PTA, USMC, L.A.P.D.
7. Hyphenated words that appear in any generally available standard reference dictionary within the 10 (ten) calendar years directly preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
8. **NUMERIC COMBINATIONS** – are counted as one (1) word.  
EXAMPLES: 1973, 13 ½, 1971-73, 5%, 8/3/91.
9. Internet web addresses and telephone numbers shall be counted as one word.

### (EC Section 9)

If the text exceeds the word limit, the author will be asked to delete or change a sufficient number of words, or a sentence, until the statement is within the required word limit. Printing requirements make it necessary to print all statements in a uniform style. All statements, therefore, will be set in a left-justified format, so as to fit within a ¼ page space (for a 200-word statement). Entire statements in all capital letters, multiple indentations, circles, or arrows cannot be accommodated. Generally, any characters that can be produced from a standard keyboard are acceptable. (i.e., !, @, \*, %, &, #, (), +, =, -).

It is the policy of the County Elections Official that statements will **NOT** be accepted if they include **bold face type**, **ALL CAPS**, *Italics* or Underlining.

All statements should be checked by the candidate for spelling and punctuation, as the County Elections Official is not permitted to edit any material contained therein. Statements will be printed exactly as submitted.

We encourage candidates to submit their statements on a CD using either 8- or 10-point Arial Font. Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free

or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter's Information Pamphlet.

### **Withdrawal of statement**

The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period. Any request for withdrawal must be submitted in writing and signed by the candidate.

### **Viewing Opportunity**

Candidate statements are available for viewing after the deadline for filing has passed. There is a 10-calendar day public examination period when the documents may be reviewed. During this 10-calendar day review period, any voter of the affected jurisdiction may take legal action in Superior Court to challenge the contents of the statement. (Elections Code § 13313)

Candidates may review their statements for omissions or typographical errors made by this office, the certified translators, and/or the printers. If the candidate believes there is a translation error, the translated statement will be sent back to the certified translators for review and a final determination.

During the viewing period, candidates are not allowed to change any errors or formatting they may have made when preparing their statement. Before printing, candidates will be required to approve the proof copy prepared by the printer.

## **COST OF CANDIDATE STATEMENT**

Candidate statement costs are based on translating, typesetting, printing and distribution. Payment is required at the time the statement is filed.

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 Candidate Statement Fees for estimated costs.** If not submitted on CD, 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)

## CANDIDATE'S STATEMENT FEES

Jurisdiction	District	English/Spanish
<b>FEDERAL</b>		
US Congressional	1 <sup>st</sup>	\$1,150
US Senate		\$1,150
<b>STATE</b>		
State Senate	1 <sup>st</sup>	\$1,150
Assembly District	3 <sup>rd</sup>	\$1,150
<b>COUNTY</b>		
Assessor/Clerk/Recorder		\$900
Board of Education	Trustee Area A-E	\$350
District Attorney		\$900
Sherriff/Coroner		\$900
Superintendent of Schools		\$900
Superior Court Judge	Dept 1 & 2	\$900
Supervisor	District 1-5	\$450
<b>SCHOOL</b>		
Butte-Glenn Community College District	Trustee Area 1-7	\$700
Capay Jt. Union Elementary District		\$350
Hamilton Unified School District		\$450
Lake School District		\$350
Orland Unified District		\$600
Plaza School District		\$350
Princeton Jt. Unified School District		\$350
Stony Creek Jt. Unified School District	Trustee Area 1-3, 5	\$350
Willows Unified School District		\$550
Yuba Community College District	Trustee Area 7	\$700
<b>SPECIAL DISTRICTS</b>		
Artois Community Service District		\$400
Bear Valley-Indian Valley Fire Protection District		\$400
Butte City Community Services District		\$400
Capay Fire Protection District		\$425
Elk Creek Community Services District		\$400
Elk Creek Fire Protection District		\$425
Glenn-Colusa Fire Protection District	Division 1-3	\$400
Hamilton City Community Services District		\$450
Northeast Willows Community Services District		\$425
Ord Bend Community Services District		\$400

Stonyford Recreation and Park District (Colusa)		N/A
<b>CITIES</b>		
City of Orland – calculate actual cost		\$650
City of Willows		\$500
<b>LANDOWNER</b>		
4 E Water District		\$350
Colusa Basin Drainage District		\$350
Glide Water District		\$350
Kanawha Water District		\$350
Levee District 1 - calculate actual cost		\$350
Levee District 2 - calculate actual cost		\$350
Levee District 3 - calculate actual cost		\$350
Orland-Artois Water District		\$350
Princeton-Codora-Glenn Water District		\$350
Provident Water District		\$350

### Indigent Candidates

If a candidate claims to be indigent and unable to pay for the candidate statement in advance, he or she must submit proof of indigence to the election’s official at the time that the statement is filed. Proof includes a statement of financial worth and the candidate’s most recent Federal income tax returns. The statement of financial worth includes candidate’s employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate must certify the statement as true and correct under penalty of perjury, under the laws of the State of California.

If the elections official determines that the candidate is indigent, his or her statement will be printed and mailed without advance payment. If the Registrar of Voters determines that the candidate is not indigent, he or she must pay the required fee or withdraw the statement within three days of notification. The Registrar of Voters is not obligated to print and mail the statement if payment is not received. As with all other nomination documents, the statement of financial worth and accompanying documents are a public record. (Elections Code § 13309)

**Please note:** This indigence provision does not waive the payment of a candidate statement fee. It only delays payment of the fee until after the election. The total fee is due and payable upon receipt of the bill.

## CAMPAIGN FINANCE & DISCLOSURE

The Political Reform Act requires that campaign disclosure reports provide the public with the identity of contributors and amounts they give; and the amount officeholders, candidates, and committees spend. All candidates for state or local offices and all committees supporting or opposing state or local candidates or ballot measures are subject to the campaign disclosure requirements of the California Political Reform Act of 1974. (Gov Code §§ 81000)

### Who must file?

The following candidates and committees must file campaign statements

- **Candidates for state and local elective office.**
- **State and local elected officeholders.**
- **Committees controlled** by state and local officeholders and candidates.
- **Jointly controlled (slate) committees.**

Filers should use the FPPC Campaign Disclosure Manual prepared by the Fair Political Practices Commission as a guide. The guide and forms are available online at [www.fppc.ca.gov](http://www.fppc.ca.gov) and at our office. A candidate should obtain a manual as early as possible into his/her campaign and make certain that the candidate, the committee treasurer, and other personnel involved in the financial aspects are fully aware of their responsibilities under the law. (Gov Code §§ 81010, 83113)

*Please note: The Election Department staff cannot advise you on filling out any FPPC form.*



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.fppc.ca.gov) for more information and forms.

### Where to File

Generally, candidates and committees in county or special district elections file with the local election's office, while candidates for city offices must file with the appropriate City Clerk. However, many **committees** may have specific requirements. Please refer to the campaign disclosure manual for where to file the various Campaign Statements.

### When to File

All state and local elected officeholders, candidates for state and local elective offices, and their controlled committees are required to file campaign statements at specified intervals. These dates are set by law and cannot be changed. (see **Appendix C – Campaign Filing Schedule**)

Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil, and administrative penalties. Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General or the County District Attorney; or civil action by the FPPC, the District Attorney, or a private citizen. (Gov Code § 91000)

### **How to File**

All filers should use the appropriate method of delivery. The First Pre-Election statement, which can be personally delivered or mailed by first-class, is considered filed on the date of the postmark. Certified mail is recommended but not required. The Second Pre-Election Statement must be sent by guaranteed overnight mail or delivered by the candidate or committee. (Gov Code § 91013)

### **Late Filing**

Failure to file within the prescribed deadlines can lead to late filing penalties of \$10.00 for each day the statement is late. The law does not allow for extensions of the due dates for the filing of campaign statements. If you file your statement late, you must also submit a written statement explaining why it was late in order to request a waiver of your fine. However, after the filing officer has sent you a specific, written notice regarding your failure to file and if you do not file within ten days of receipt of the notice, the law precludes the filing officer from waiving any fine.

### **Waiver of Fines**

The Secretary of State will only consider waiver of fines based upon specified “good cause” reasons for late filings. Acceptable “good cause” reasons involve situations beyond a filer’s control (for example, incapacitating physical illness and natural disasters). The rules for fine waivers are very specific and limited.

Please refer to the campaign disclosure manual for where to file the various Campaign Statements. A \$10.00 per day late filing penalty may be assessed for a statement filed after the prescribed deadline.

### **Public Record**

All statements filed are a matter of public record. They may be inspected at our office by anyone and copies may be purchased at ten cents (\$0.10) per page. There may be a \$5.00 retrieval fee for documents 5 years or older. (Gov Code § 81008)

## SUMMARY OF FPPC FORMS

### **Form 501: Candidate Intention**

Any candidate for state or local offices in California must file this Form with the elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

### **Form 410: Statement of Organization**

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

### **Form 410: Statement of Organization (Amendment)**

An amendment of the Statement of Organization must be filed with the Secretary of State and local filing officer within 10 days from the date of any change to the information contained on the Form 410.

### **Form 460: Recipient Committee Campaign Statement**

All recipient committees, including Candidates, Officeholders, and their Controlled Committees, who receives or anticipates receiving \$2,000 or more, or who makes or anticipates making expenditures of \$2,000 or more during the calendar year must file Form 460. An amendment box is provided to identify amended filings.

### **Form 470: Candidate and Officeholder Campaign Statement - Short Form**

Candidates and officeholders who spend less than \$2,000 for the calendar year file the Form 470. If the Form 470 is filed with the Declaration of Candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$2,000.

### **Form 470 (Supplement):**

**Supplemental Candidate and Officeholder Campaign Statement** An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions, loans, and the candidate's personal funds totaling \$2,000 or more or makes expenditures totaling \$2,000 or more prior to the election, is required to file a 470 Supplement. The supplement must be sent within 48-hours of receiving contributions totaling \$2,000 or more or making expenditures of \$2,000 or more. The original 470 Supplement shall be sent to the Secretary of State; a copy to the local filing officer; and a copy to each candidate contending for the same office. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$2,000 or more were received or made. Once a Supplemental Form 470 Supplement is filed, the candidate or officeholder will be required to file a Form 460.



### **Form 496: 24-hour Independent Expenditure Report**

Due within 24 hours of a late expenditure made in connection with a communication (a billboard, advertisement, mailing) that advocates the nomination, election or defeat of a candidate. An independent expenditure is a payment that is not made to the candidate or committee. Independent expenditures that cumulatively total \$1,000 or more to support or oppose a single candidate or a ballot measure must be reported as late independent expenditures.

### **Form 497 24-hour Contribution Report**

This Form is used for:

- Candidates and local committees making or receiving contributions(s) that total in the aggregate \$1,000 or more in the 90 days before an election;
- Committees reporting contributions of \$5,000 or more in connection with a state ballot measure;
- State candidates and state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.

## **WHERE TO REPORT CAMPAIGN COMPLAINTS**

In response to the many inquiries 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. We recommend that individuals contact the following agencies directly to formally file their complaints.

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

**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.oag.ca.gov](http://www.oag.ca.gov), 800-952-5225.

**Violations of the Political Reform Act:** 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.

**Federal campaigns, Congress, U.S. Senate, President of the United States:** contact the Federal Election Commission at [www.fec.gov](http://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.oag.ca.gov](http://www.oag.ca.gov), 800-952-5225.

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

## 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 election 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**.

## CAMPAIGN ADVERTISING

### Mass Mailings

Mass mailings are more than 200 substantially similar pieces of mail sent by an officeholder, candidate or committee in a calendar month. If you are planning any type of mass mailing, you should contact the post office in advance for specific regulations.

Effective April 6, 2011, all campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words **“Paid for by”** when the committee sends a mass mailing. This identification must be presented in the same size and color as the committee name, in no less than 6- point type and in a color or print that contrasts with the background and is easily legible. The words **“Paid for by”** shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address. (FPPC Regulation 18435)

***Example:*** Paid for by Committee to Elect John Wayne, 123 Main Street, Willows, CA 95988

The sender must be identified on the outside of each piece of mail in the mass mailing and on at least one of the inserts included in the mailing in the following manner:

- Name of Candidate or Committee
- Street Address and City
- At least 6-point type
- Contrasting color or print style to be easily legible
- PO Box may be used if a Form 410 has been filed.

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.

If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in the above information. (Gov Code § 84305)

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.

**Note: No newsletter or other mass mailing shall be sent at public expense. (Gov Code § 89001)**

## **Outdoor Campaign Signs**

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

State Outdoor Advertising Act Section 5405.3 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 filed with the California Department of Transportation certifying a person who will be responsible for removing the sign.

Glenn County Code Section 19.70.030(l) has slightly different criteria:

1. Not larger than 4 square feet in residential categories
2. Not larger than 16 square feet in other categories
3. Signs may be posted no sooner than 60 days before the election and removed within 14 days after the election.
4. A Statement of Responsibility filed with the Glenn County Planning and Community Development Services Agency.

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

## **Newspaper Advertising**

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 of 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)

## **Political Advertising Disclosures**

Under California's Political Reform Act, committees must put "paid for by" disclaimers on

campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads.

The California FPPC Political Advertising Disclosures brochure discusses disclaimer requirements for committees that purchase advertisements or circulate material supporting or opposing a state or local candidate or ballot measure in California.

You may view the brochures at:

[www.fppc.ca.gov/learn/campaign-rules/campaign-advertising-requirements-restrictions.html](http://www.fppc.ca.gov/learn/campaign-rules/campaign-advertising-requirements-restrictions.html)

## **ELECTION DAY PROHIBITIONS**

As used in this section, “100-foot limit” means a distance 100 feet from the entrance to a building that contains a polling place, the elections officials office, a satellite location, or an outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

### **Electioneering Near Polling Place**

A person shall not, on election day, or at any time that a voter may be casting a ballot, within the 100-foot limit specified, do any of the following:

- 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 the voter’s ballot.
- Place a sign relating to voters’ qualifications or speak to a voter on the subject of the voter’s qualifications except as provided in Section 14240.
- Do any electioneering as defined by Section 319.5.

The activities described are prohibited within 100 feet of either of the following:

- The entrance to a building that contains a polling place as defined by Section 338.5, an elections official’s office, or a satellite location specified in Section 3018.
- An outdoor site, including a curbside voting area, at which a voter may cast or drop off a ballot.

A person shall not, on election day, or at any time that a voter may be casting a ballot, do any of the following within the immediate vicinity of a voter in line to cast a ballot or drop off a ballot:

- Solicit a vote.
- Speak to a voter about marking the voter’s ballot.
- Disseminate visible or audible electioneering information.

Any person who violates any of the provisions of this section is guilty of a misdemeanor.

(EC §18370)

## **Electioneering During Vote-by-mail Voting**

No candidate or representative of a candidate, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.

(EC §18371)

“Electioneering” means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within the 100-foot limit specified. Prohibited electioneering information or activity includes, but is not limited to, any of the following:

- A display of a candidate’s name, likeness, or logo.
- (2) A display of a ballot measure’s number, title, subject, or logo.
- (3) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (4) Dissemination of audible electioneering information.
- (5) Obstructing access to, loitering near, or disseminating visible or audible electioneering information at vote by mail ballot drop boxes.

(EC §319.5)

## **Solicitation Dissuading Persons From Voting**

A person shall not, with the intent of dissuading another person from voting, within the 100-foot limit specified, do any of the following:

- Solicit a vote or speak to a voter on the subject of marking the voter’s ballot.
- Place a sign relating to voters’ qualifications or speak to a voter on the subject of the voter’s qualifications except as provided in Section 14240.
- Photograph, video record, or otherwise record a voter entering or exiting a polling place.

Obstruct ingress, egress, or parking.

(EC §18541)

## **Offering / Accepting Rewards for Voting**

Persons must not pay, offer to pay or accept payment for voting, registering to vote, for or against any candidate in any election that includes a federal candidate.

(Federal Law 42 U.S.C. § 1973i(c), 18 U.S.C. §§ 597, 608(b))

## **Exit Polling**

Court decisions (National Broadcasting Co., Inc. et al., vs. Cleland, et al. No. 88-320 M.D. Ga., November 1, 1988) and (The Daily Herald Co. v. Munro No. 84-4005 9th Circuit,

November 2, 1984) indicated that the 100-foot limit was not justified when applied to exit polling.

Based on these decisions, the Secretary of State, in consultation with the California Attorney General's Office, in the 1980's concluded that a **25-foot limit on exit polling** was enforceable.

## **BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS**

### **Processing Vote-by-Mail Ballots**

California elections code allows that the Glenn County Elections to begin processing vote-by mail ballots 10 business days before the election. § 15101(b)(c)

- (a) Any jurisdiction in which vote-by-mail ballots are cast may begin to process vote-by-mail ballot return envelopes beginning 29 days before the election. Processing vote-by-mail ballot return envelopes may include verifying the voter's signature on the vote-by-mail ballot return envelope pursuant to Section 3019 and updating voter history records.
- (b) Any jurisdiction having the necessary computer capability may start to process vote-by-mail ballots on the 10th business day before the election. Processing vote by-mail ballots includes opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing the ballots to be machine read, or machine reading them, but under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election. All other jurisdictions shall start to process vote-by-mail ballots at 5:00 p.m. on the day before the election.
- (c) Results of any vote-by-mail ballot tabulation or count shall not be released prior to the close of the polls on the day of the election.

Vote-by-mail ballots turned in at the polls will be counted during the official canvass, not on election night, in order to allow time for checking signatures.

### **Precinct Results**

Under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election. After the polls close at 8:00 p.m., the precinct officers must complete poll closing procedures required by law and deliver the ballots and supplies to their collection center. This process takes approximately 1.5 hours in a major election. Precinct results will be posted online as soon as possible.

## **Post-Election Night**

Semi-final election results will be available by phone and on printed reports between 8:00 a.m. and 5:00 p.m. at the Elections Office on the day after the election and on the Election Department website as listed above.

## **Statement of Votes Cast**

The semifinal official canvass statement of votes cast (SVC), which reports election results by individual voting precincts, is available between 8:00 a.m. and 5:00 p.m. at the Elections office. For most elections, this report is also posted on the Election Department's website. Once the election is certified, the final official canvass statement of votes cast is made available at our office and on the website.

## **Canvass / Certification of Election**

Canvass is a process of reconciling numbers and the supplemental counting of vote-by mail ballots turned in at the polls, provisional and write-in ballots. The numbers of voted ballots reported by poll workers and vote-by-mail ballots are matched to what the computer counted. California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the voting precincts. This manual process verifies the accuracy of the computer count.

Candidates and members of the general public are invited to observe supplemental ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts. The canvass is complete when the elections official signs the certification of the election results. (Elections Code §§ 335.5, 15360, 15372, 15620)



## FREQUENTLY ASKED QUESTIONS

1. What if I change my mind about being a candidate after filing nomination papers?

In a General Election, you may withdraw your candidacy until 5:00 p.m. on the last day of the nomination period, or, in the case of an extension, on the last day of the extended nomination period.

In a Primary Election, no candidate who has filed their Declaration of Candidacy may withdraw.

2. Can I use a credit card to pay my filing fee, purchase voter material, or pay my Candidate statement fee?

We accept cash, checks, cashier's checks, and money orders as acceptable payments. Checks are to be made payable to the Glenn County Elections.

3. How soon will a list of qualified candidates be available after the close of Nomination?

The Election Department maintains a list of candidates who have filed. This list is updated at the close of business each day. A list of local qualified candidates will be posted to our website after the close of the nomination period(s).

The certified list from the Secretary of State's office will be available 68 days prior to the election.

4. Can I make any changes or correct the wording or spelling on my candidate statement after submission?

No, you may not make any changes to your candidate's statement once it has been filed. Review your candidate's statement carefully before submitting. No responsibility or liability is assumed for errors in spelling, punctuation, grammar, etc., because the statement is entirely the candidate's responsibility.

5. May I withdraw my candidate's statement after it is filed?

The candidate statement may be withdrawn, but not changed, up until 5pm of the next working day after the close of the nomination period.

6. If my contest does not appear on the ballot due to an insufficient number of Candidates, can my candidate statement fee be refunded?

Yes, you can note your intent to withdraw on the candidate statement form that is to be submitted

with your candidate statement.

7. Can my spouse, relative, friend, or campaign manager pick up nomination documents for me?

Yes, provided that the Candidate Authorization Form is completed. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the Elections Official of the county of the candidate's residence by 5:00 pm on the 88<sup>th</sup> day prior to the election. That statement shall be retained by the Election Official.

8. Can my spouse, relative, friend, or campaign manager file my nomination documents, or can I mail them to you?

No. The Declaration of Candidacy must be filed in person. Glenn County policy is that all candidacy documents must be filed at once. Please contact our office at 530-934-6414 to make an appointment. We estimate that the appointment will take approximately 30 minutes.

9. I am unable to complete and file my campaign disclosure statement (FPPC Filings) by the filing deadline. Can I obtain an extension?

No. There is no provision in the political reform act that permits any filing officer to extend a filing deadline. Statements that are late are subject to a fine of \$10.00 per day until the statement is filed. Please contact the FPPC directly with any questions.

10. Can I obtain election night results on the internet?

Yes, you may obtain the information from the Glenn County Elections website, at [www.countyofglenn.net/elections](http://www.countyofglenn.net/elections).

11. Why is there so much paperwork involved in being a candidate?

Election law specifies documents required, as well as format, filing dates, etc. The filing requirements are not discretionary. Our staff is here to help you through the process.

12. I am a candidate for Judge of the Superior Court. Must I file a Declaration of Intention? When is the filing period?

Yes, every candidate for Judge of the Superior Court, incumbent or not, must file a Declaration of Intention. Please check the election calendar for filing deadlines.

13. For voter-nominated offices, do Petition In-Lieu signers or Nomination Petition signers need to be registered with the same political party I am registered with?

No, signers on any type of petition for a voter-nominated office do not have to be registered in the same party as the candidate. Any registered voter of any party may sign a petition for a candidate for a voter-nominated office.

14. What happens if some of the signatures I obtain on my nomination papers are not of registered voters, or do not live within the jurisdiction I seek to represent?

File your nomination papers early to avoid the consequences of a problem of this type. The Elections Department must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. If you wait until the last day to file and your sponsors' signatures for any reason are insufficient, you will not qualify to be a Candidate. If you file early, there will be time for the registrar of voters to check the signatures and notify you of any insufficiencies. You will then have an opportunity to submit supplemental signatures.

23. How do I fill out and file my FPPC forms? Which forms do I need? When are they due?

Please refer to the FPPC website for forms and advice: <http://www.fppc.ca.gov/>. Please refer to the FPPC website for filing deadlines: <https://www.fppc.ca.gov/learn/campaign-rules/where-and-when-to-file-campaign-statements.html>

15. Who do I call or email if I need help?

If you need help, please email us at [elections@countyofglenn.net](mailto:elections@countyofglenn.net) or call (530) 934-6414.

**FEDERAL / STATE ENFORCEMENT OFFICES**

Fair Political Practices Commission P.O. Box 807 Sacramento, CA 95812-0807 428 J Street, Suite 450 Sacramento, CA 95814 916-322-5660 FAX: 916-322-0886	Secretary of State Political Reform Division 1500 11th Street, Room 495 Sacramento, CA 95814 916-653-6224 FAX: 916-653-5045
Reporting Enforcement Violations 800-561-1861	Federal Election Commission 999 E Street, NW Washington, DC 20463 800-424-9530 <i>Hearing impaired</i> – TTY 202-219-3336
Secretary of State Elections Division 1500 11 <sup>th</sup> Street, Fifth Floor Sacramento, CA 95814 916-657-2166 FAX: 916-653-3214	Attorney General P.O. Box 944255 Sacramento, CA 94244-2550 916-445-9555 800-952-5225

## IMPORTANT TELEPHONE NUMBERS/WEBSITES

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

Website <https://www.countyofglenn.net/dept/elections/welcome> Fax (530) 934-6571

**OFFICE OF THE SECRETARY OF STATE** Website [www.sos.ca.gov](http://www.sos.ca.gov)

**ELECTIONS DIVISION** (916) 657-2166

(General Information, Filing for State/Federal Offices) Fax (916) 653-3214

**POLITICAL REFORM DIVISION** (916) 653-6224

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

**FAIR POLITICAL PRACTICES COMMISSION** Website [www.fppc.ca.gov](http://www.fppc.ca.gov)

**INFORMAL ADVICE LINE** (Mon-Thurs, 9–11:30am) (866) 275-3772

(Campaign Disclosure, Conflict of Interest, Contribution Limits) Fax (916) 322-0886

**LEGAL DIVISION** (Mon-Fri, 9 – Noon) (916) 322-5660

(Conflict of Interest Disqualifications, Use of Campaign Funds) (866\_275-3772

**ENFORCEMENT DIVISION** (Mon-Thurs, 9–11:30am) (800) 561-1861

(File Complaint under Political Reform Act) Fax (916) 322-1932

**STATE FRANCHISE TAX BOARD** Website [www.ftb.ca.gov](http://www.ftb.ca.gov)

**AUTOMATED INFORMATION** (24/7) (800) 338-0505

**LIVE HELP** (Mon-Fri, 8am-5pm) (800) 852-5711

(Committee Tax Status, Tax Deductible Contributions,  
Charitable Non-Profit Groups, General Information) (916) 845-4171

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

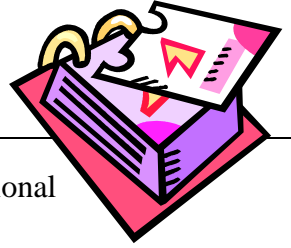
**FEDERAL ELECTION COMMISSION** Website [www.fec.gov](http://www.fec.gov)

(Federal Campaign Disclosure, Contributions from National  
Banks, National Corporations, Foreign Nationals) (800) 424-9530

**ATTORNEY GENERAL** Website [www.oag.ca.gov](http://www.oag.ca.gov)

(Public Inquiry/Whistleblower) (800) 952-5225

**BRIEF ELECTION CALENDAR**



<p><b>July 18 – August 12, 2022</b> <b>Nomination Period</b> – File Declaration of Candidacy, nomination papers, and optional Candidate Statement of Education and Qualifications. E-113 to E-88</p>
<p><b>August 15, 2022</b> <b>Deadline to Withdraw Candidate Statement-</b> by this date a candidate may withdraw but not change a candidate statement filed during the regular candidate filing period. E-87</p>
<p><b>August 13 – August 17, 2022</b> <b>Possible extension of nomination period.</b> If the incumbent in an office to be filled has not filed a Declaration of Candidacy for that office by 5 p.m. on March 11<sup>th</sup>, then any person other than the incumbent shall have until 5 p.m. on March 16<sup>th</sup> 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</p>
<p><b>August 17, 2022</b> <b>Insufficient Nominees - Cities</b> If, by 5pm on this date (or August 12 if there is no extension) there are no nominees or only one nominee for an elective city office, the city may decide to fill the office by appointment or proceed with the election. EC 10229</p>
<p><b>August 17, 2022</b> <b>Insufficient Nominees – Schools, County Board of Education</b> If, by 5pm on this date, there are no nominees or fewer nominees than the number to be elected, and no petition signed by 10% of, or 50, voters (whichever is fewer), an appointment will be made. The qualified person nominated shall be seated at an organizational meeting of the board prior to election day, and the person shall serve as if elected. ED Code 5326, 5328, 5328.5</p>
<p><b>August 17, 2022</b> <b>Insufficient Nominees – Special Districts</b> If, by 5pm on this date, no one has been nominated or an insufficient number of persons has been nominated, the election official shall certify this fact to the Board of Supervisors. A person who filed a Declaration of Candidacy shall be appointed at a regular or special meeting of the board held prior to the first Monday before the first Friday in December. If no one filed another person shall be appointed and shall take office and serve as of elected. EC 10515</p>
<p><b>August 18, 2022</b> <b>Deadline to Withdraw Candidate Statement- Extension Period</b> - By this date a candidate may withdraw but not change a candidate statement filed during the regular candidate filing period. E-82</p>
<p><b>August 25, 2022</b> <b>Deadline for the City to appoint in lieu of an election, otherwise the election is held. EC 10229</b></p>
<p><b>September 12 – October 25, 2022</b> <b>Write in Nomination Period</b> (excluding Voter-Nominated Offices) – During this period, Write-in Candidates may file their nomination and candidacy papers. E-57 to E-14 EC 8062, 10220, 10510</p>
<p><b>September 29, 2022</b> <b>First Pre-Election Campaign Statement</b> - Deadline to file 1<sup>st</sup> pre-election campaign statements, for the period ending September 24, 2022</p>

<p><b>October 10, 2022</b>  <b>First day of Vote-By-Mail voting.</b> Counties begin mailing VBM Ballots. VBM Application period begins. E-29 EC § 3001, 3003, 3102</p>
<p><b>October 24, 2022</b>  <b>15-Day ROR Close of voter registration.</b> Deadline for residents to <u>register to vote</u> in the election in order to receive a ballot in the mail. E-15 EC § 2102</p>
<p><b>October 27, 2022</b>  Deadline for all candidates who will appear on the ballot and who qualify as a campaign committee to file a <b>2<sup>nd</sup> pre-election campaign disclosure statement</b> (Form 460) for the period 9/25/22 to 10/22/22 E-12</p>
<p><b>November 1, 2022</b>  <b>VBM application period ends.</b> E-7 EC § 3001</p>
<p><b>November 8, 2022</b>  <b>Election Day:</b> Polls are open from 7:00 a.m. through 8:00 p.m.</p>
<p><b>November 21, 2022</b>  <b>Statement of Results</b>– The elections official shall prepare a certified Statement of Vote and submit it to the governing body within 30 days, or in the case of school districts, community college districts, county board of education, or special districts, no later than the last Monday before the last Friday of that month. EC 15372</p>
<p><b>December 9, 2022</b>  <b>Certified Statement of Results</b> – The election official shall send to the Secretary of State within 31 days of the election in an electronic format one complete copy of all results. EC 15374, 15375</p>