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## Presidential Primary Election Calendar March 3, 2020

DATE	DAYS BEFORE ELECTION	EVENT
September 12, 2019	173	Signature in lieu collection period begins for all candidates.
September 27, 2019	158	Candidate filing begins for Central Committees [EC 8020(b)].
October 28, 2019	127	First day candidates for judicial offices may file the Declaration of Intention.
November 6, 2019	118	Last day for judicial candidates to file the Declaration of Intention. This period is extended if the incumbent does not file.
November 6, 2019	118	Signature in lieu collection period closes for all candidates.
November 11, 2019	113	Close of extended filing period for the Declaration of Intention.
November 11, 2019	113	Candidate filing begins.
December 6, 2019	88	Close of regular candidate filing period. Extended candidate filing period begins for some offices.
December 11, 2019	83	Close of extended candidate filing period.
December 12, 2019	82	Random alphabet draw to be held at 11AM to determine the ballot order of candidates' names.
January 6, 2020	57	Write-in candidate filing period begins.
January 23, 2020	40	County Voter Information Guide may begin to be mailed.
January 23, 2020	40	1 <sup>st</sup> Pre-Election. Each candidate listed on the ballot must file Form 460 or Form 470.
January 31, 2020	32	Last day to file semi-annual campaign statements (from last statement to 12/31/19).
February 3, 2020	29	First day to process vote-by-mail ballot requests.
February 18, 2020	14	First day for conditional registration for this election.
February 18, 2020	14	Write-in candidate filing period ends.
February 20, 2020	12	2 <sup>nd</sup> Pre-Election. All committees must file Form 460.
February 25, 2020	7	Last day to request vote-by-mail ballot by mail.
March 3, 2020	0	Election Day

# **Primary and General Elections**

## **Primary Elections**

California saw a change in its primary system with the passage of Proposition 14 at the June 8, 2010 Gubernatorial Primary Election. Proposition 14 (also known as the Top Two Candidates Open Primary Act) created a primary in which voters rather than parties nominate candidates to run in the general election. In this primary system, candidates may choose whether to list their party preferences on the ballot. Voters will receive a ballot including all the candidates for the voter-nominated races, regardless of party preference. The top two vote-getters in the primary election will appear on the general election ballot. At that time, voters will choose which candidate holds office. The Top Two Candidates Open Primary Act affects most state and federal offices with the exception of the State Superintendent of Public Instruction and the United States President.

In Placer County, elected officials for county and judicial offices are elected during a primary election. Because these are nonpartisan offices, the party preferences of the candidates and the voters are not relevant to the races. All registered voters living in the district are eligible to vote for the office. If none of the candidates receives a simple majority, the two candidates with the highest number of votes will run off in the general election. Similarly, local measures may appear on primary election ballots and all registered voters living in the applicable district may vote in those contests regardless of party preference.

## **General Elections**

During the general election, voters choose their elected officials from the candidates who were nominated in the primary. The candidate receiving the highest number of votes in the general election will serve in the office for which he or she filed.

Voters also elect representatives for their local districts in the general election. These offices will only appear on the ballot if the number of candidates exceeds the number of seats available. If the district race appears on the ballot, the candidates with the highest number of votes will be elected to fill the vacant seats. If a district office does not have more candidates than there are seats to be filled, the candidates will be appointed in lieu of election and the office will not appear on the ballot. State propositions and local measures may appear on general election ballots.

# Presidential Primary Election Campaign Disclosure Filing Schedule



## Filing Schedule for:

- Candidates and ballot measures to be listed on the March 3, 2020 ballot
- Primarily formed committees to support/oppose candidates and ballot measures to be listed on the March 3, 2020 ballot
- General purpose recipient committees

FILING DEADLINE <sup>1</sup>	FORM	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
January 31, 2020	460/470	Semi-annual	7/1/19 <sup>2</sup> - 12/31/19	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
January 23, 2020	460/470	1 <sup>st</sup> Pre-election	1/1/20-1/18/20	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
February 20, 2020	460	2 <sup>nd</sup> Pre-election	1/19/20-2/15/20	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> </ul>
Within 24 Hours	496/497	Late Contributions <sup>3</sup> and Late Independent Expenditures <sup>4</sup> of \$1,000 or More	12/4/19-3/3/20	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> <li>• Fax</li> </ul>
July 31, 2020	460	Semi-annual	2/16/20-6/30/20	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

## Notes:

- All statements are public record.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- The Fair Political Practices Commission may be contacted at 916-322-5660, 866-275-3772, or [www.fppc.ca.gov](http://www.fppc.ca.gov).

<sup>1</sup> Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.

<sup>2</sup> The period covered by any statement begins on the day after the closing date on the last statement filed, or January 1 if no previous statement has been filed.

<sup>3</sup> The recipient of a late *in-kind* contribution must file a late contribution report within 48 hours from the time the *in-kind* contribution is received.

<sup>4</sup> A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate. Committees do not file independent expenditure reports for independent expenditures made on their behalf.

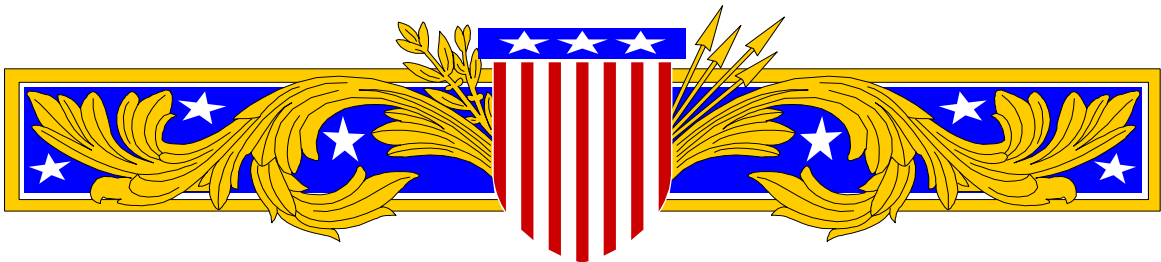
## Important Telephone Numbers and Contact Information

<b>PLACER COUNTY ELECTIONS OFFICE</b>	<p>Website: <a href="http://www.placerelections.com">www.placerelections.com</a>          Telephone: <b>530-886-5650</b> or toll-free in California <b>800-824-8683</b>          Contact the Elections Office for questions regarding the nomination process or any information listed in the handbook.</p>
<b>SECRETARY OF STATE</b>	<p>Website: <a href="http://www.sos.ca.gov">www.sos.ca.gov</a>  <b>Political Reform Division 916-653-6224</b>          Contact the Political Reform Division for questions concerning Form 501 or Form 410, political reform, committee ID numbers, and termination of recipient committees.  <b>Elections Division 916-657-2166</b>          Contact the Elections Division for questions concerning the Elections Code, certified list of candidates, and election results for state and federal offices.</p>
<b>FAIR POLITICAL PRACTICES COMMISSION</b>	<p>Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>          Telephone: <b>916-322-5660</b> or <b>866-275-3772</b>  <b>Technical Assistance Division</b>          Contact the Technical Assistance Division for questions concerning campaign disclosure, conflict of interest disclosure, and state contribution limits.  <b>Legal Division</b>          Contact the Legal Division for questions concerning conflict of interest disqualification and proper use of campaign funds.  <b>Enforcement Division</b>          Contact the Enforcement Division for questions concerning how to file a complaint under the Political Reform Act.</p>
<b>FEDERAL ELECTIONS COMMISSION</b>	<p>Website: <a href="http://www.fec.gov">www.fec.gov</a>          Telephone: <b>800-424-9530</b>          Contact the Federal Elections Commission for questions concerning federal campaign disclosure requirements or contributions from national banks, national corporations, and foreign nationals.</p>
<b>CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION</b>	<p>Website: <a href="http://www.cdtfa.ca.gov">www.cdtfa.ca.gov</a>          Telephone: <b>800-400-7115</b>          Contact the Department of Tax and Fee Administration for questions concerning committee tax status, tax ID numbers, charitable non-profit groups, or other tax-related questions.</p>
<b>INTERNAL REVENUE SERVICE</b>	<p>Website: <a href="http://www.irs.gov">www.irs.gov</a>          Telephone: <b>877-829-5500</b> (tax-exempt organizations)          or <b>916-974-5225</b> (Sacramento office)          Contact the Internal Revenue Service for information related to federal tax-payer ID numbers or other tax-related questions.</p>

## Reporting Elections Violations

Occasionally, our office receives calls regarding election violations or fraud. However, the Placer County Elections Office is not an enforcement agency, so we are unable to respond to most complaints. Reports of violations should be referred to the agencies listed below, or you may report the violations to our office and we may forward your complaint to the appropriate agency(ies).

- False or misleading campaign materials: No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, and disclosure of economic interests): Contact the Fair Political Practices Commission.
- Election fraud: Contact the Elections Office, the District Attorney, or the California Secretary of State.
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any other laws other than the Political Reform Act: Contact the District Attorney, the Grand Jury, or the California Attorney General.
- Federal campaigns (Congress, U.S. Senate, President of the United States, etc.): Contact the Federal Elections Commission.
- Open meeting laws (Brown Act): Contact the District Attorney or the California Attorney General.
- Local ordinances: Contact your local city attorney or the District Attorney.
- Vandalism: Contact your local police department or the Sheriff's Office.
- Requirements concerning campaign signs: See the list of contacts in the chapter, 'General Campaign Information.'



## Federal / State / Local Enforcement Offices

<p><b>Fair Political Practices Commission</b>          1102 Q Street, Suite 3000          Sacramento CA 95811          Telephone: 866-275-3772          Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p> <p>To file a complaint:          email: <a href="mailto:complaint@fppc.ca.gov">complaint@fppc.ca.gov</a></p>	<p><b>Secretary of State          Political Reform Division</b>          1500 11<sup>th</sup> Street, 4<sup>th</sup> Floor, Room 495          Sacramento CA 95814          Telephone: 916-653-6224          Website: <a href="http://www.sos.ca.gov">www.sos.ca.gov</a></p> <p><b>Elections Division</b>          916-657-2166</p>
<p><b>Federal Election Commission</b>          1050 First St., NE          Washington DC 20463          Telephone: 800-424-9530          Website: <a href="http://www.fec.gov">www.fec.gov</a></p>	<p><b>Attorney General of California</b>          PO Box 944255          Sacramento CA 94244-2550          Telephone: 916-210-6276          Toll-free in CA: 800-952-5225          Website: <a href="http://www.oag.ca.gov">www.oag.ca.gov</a></p>
<p><b>Placer County District Attorney's Office</b>          10810 Justice Center Drive, Suite 240          Roseville CA 95678          Telephone: 916-543-8000</p>	<p><b>Placer County Grand Jury</b>          11532 B Avenue          Auburn CA 95603          Telephone: 530-886-5200</p>

# Report a Violation!





**Offices Up for Election  
MARCH 3, 2020 PRESIDENTIAL PRIMARY**

*Partisan Offices*

<b>FEDERAL OFFICE</b>					
<b>OFFICE TITLE</b>		<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>		
United States President		4 years	January 20, 2021 (12:00 noon)		
<b>COUNTY CENTRAL COMMITTEE (Elected by Supervisorial District)</b>					
<b>OFFICE TITLE</b>	<b>PARTY/NUMBER TO BE ELECTED</b>			<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Supervisorial District	Democratic	Republican	American Independent	4 years	Varies by Party
1 <sup>st</sup> District	5	7	Information not provided by SOS by the time of print		
2 <sup>nd</sup> District	4	7			
3 <sup>rd</sup> District	4	7			
4 <sup>th</sup> District	4	7			
5 <sup>th</sup> District	5	7			
<b>COUNTY CENTRAL COMMITTEE (Elected Countywide)</b>					
<b>OFFICE TITLE</b>	<b>PARTY</b>			<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Countywide	Green	Libertarian	Peace & Freedom	4 years	Varies by Party
Number to be Elected	Information not provided by SOS by the time of print	10	7		

*Voter-Nominated Offices*

<b>FEDERAL LEGISLATIVE OFFICES</b>		
<b>OFFICE TITLE</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
United States Representative, 1 <sup>st</sup> District	2 years	January 3, 2021 (12:00 noon)
United States Representative, 4 <sup>th</sup> District	2 years	
<b>STATE LEGISLATIVE OFFICES</b>		
State Senate, 1 <sup>st</sup> District	4 years	December 7, 2020
State Assembly, 1 <sup>st</sup> District	2 years	
State Assembly, 5 <sup>th</sup> District	2 years	
State Assembly, 6 <sup>th</sup> District	2 years	

*Nonpartisan*

<b>JUDGE OF THE SUPERIOR COURT</b>		
<b>OFFICE TITLE</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Superior Court Judge, Seat 1	6 years	January 4, 2021
Superior Court Judge, Seat 2		
<b>COUNTY OFFICES</b>		
<b>OFFICE TITLE</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Supervisor, District 3	4 years	January 4, 2021
Supervisor, District 4		
Supervisor, District 5		

## Incompatibility of Offices

The California Elections Code prohibits candidates from filing for more than one district office or term of office for the same district or for more than one school district office (including community college districts and county boards of education) in the same election. There may also be instances in which offices are considered incompatible, even though the Elections Code does not prohibit a candidate from filing for multiple offices. If elected to incompatible offices, a candidate must resign from all but one of those incompatible offices. [E.C. Sec. 10510 (b), 10603 (c)]

The California State Legislature passed Senate Bill 274 in 2005 to codify the common law definition of incompatible offices. This senate bill created Government Code Section 1099, which lists the circumstances under which two public offices are deemed incompatible. These circumstances include one office having the authority to audit, overrule, or exercise supervisory powers over the other; the possibility of a significant clash of duties or loyalties; or public policy considerations that make it improper for one person to hold both offices. This law does not prohibit a candidate from filing for a public office that conflicts with one already held by the candidate. However, if the candidate is elected to the second office, that candidate is deemed to have forfeited the first office. [Gov. Code Sec. 1099]

The Office of the California Attorney General has issued many opinions on specific compatibility questions. Here are four examples of incompatible offices:

- The offices of city council member and school district board member when the city and the school district share territory in common;
- The offices of high school district trustee and trustee of an elementary school district that is wholly contained within the geographic boundaries of the high school district;
- The offices of a water district director and a city council member; and
- The offices of a water district director and a school district trustee when the two districts share territory in common.

**If you have questions about the incompatibility of offices please call the Attorney General's Office at 916-210-6276 or 800-952-5225, or visit their website at [www.oag.ca.gov](http://www.oag.ca.gov).**

## Candidate Qualification Information

Anyone seeking to hold office must meet certain qualifications. While there are minimum requirements that apply to every office, some offices may require additional qualifications. Candidates are responsible for determining if they are eligible to hold public office. The Elections Office will provide information regarding the qualifications to hold specific offices to interested individuals and will verify the candidates' qualifications to the best of its ability.

### General Qualifications to Run for and Hold Public Office

#### Age / Citizenship

A person is incapable of holding a civil office if at the time of their election or appointment they are not at least 18 years of age and a citizen of the state. [Gov. Code Sec. 1020]

#### Registered Voter / District Resident

Unless otherwise specifically provided, 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 at the time nomination papers are issued to the person or at the time of the person's appointment. [E.C. Sec. 201]

#### Conviction of Crimes

A person is disqualified from holding any office upon conviction of designated crimes as specified in the Constitution and laws of the State. [Gov. Code Sec. 1021]

#### Filing for More than One Office

No person may file nomination papers for more than one office at the same election. [E.C. Sec. 8003 (b)]

#### Voter-Nominated Races

Candidates for voter-nominated races are not required to belong to a party. However, these candidates will have to list the past 10 years of their party preference on the ballot as listed on their voter registration form. [E.C. Sec. 8002.5]



## Qualifications for Specific Offices

### Voter-Nominated Offices

#### *United States Representative – 1<sup>st</sup> and 4<sup>th</sup> Districts*

<b>QUALIFICATIONS</b>	At least 25 years of age, a U.S. citizen for seven years, and a resident of California on January 3, 2021, the date he or she would be sworn into office if elected. [U.S. Const., art. I, § 2, 20th Amend. § 1]	
<b>HOW ELECTED</b>	The two candidates who receive the highest number of votes in the March primary election will run off in the November general election.	
<b>SALARY</b>	\$174,000.00	
<b>FILING FEE</b>	\$1,740.00 (1% of the salary)	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<b>1<sup>st</sup> District</b> \$750 250 words	<b>4<sup>th</sup> District</b> \$4,370 250 words
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 40 valid signatures are required; up to 60 may be submitted.	
<b>SIGNATURES IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 2,000 Value per signature: \$0.87	
<b>IMPORTANT DATES</b>	<b>Date</b> September 12 to November 6 November 11 to December 6	<b>Event</b> Signature in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers
<b>NEW TERM BEGINS</b>	January 3, 2021 (Noon)	
<b>LENGTH OF TERM</b>	2 years	

*State Senate – 1<sup>st</sup> District*

<b>QUALIFICATIONS</b>	<p>The candidate shall be a U.S. citizen and a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. [E.C. Sec. 201]</p> <p>During her or his lifetime a person may serve no more than 12 years in the Senate, the Assembly, or both, in any combination of terms. This subdivision shall apply only to those Members of the Senate or the Assembly who are first elected to the Legislature after the effective date of this subdivision and who have not previously served in the Senate or Assembly. Members of the Senate or Assembly who were elected before the effective date of this subdivision may serve only the number of terms allowed at the time of the last election before the effective date of this subdivision. [Cal. Constitution, Art. IV, Sec. 2(a) (4)]</p>	
<b>HOW ELECTED</b>	<p>The two candidates who receive the highest number of votes in the March primary election will run off in the November general election.</p>	
<b>SALARY</b>	<p>\$110,459.00</p>	
<b>FILING FEE</b>	<p>\$1,104.59 (1% of the salary)</p>	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<p>\$3,190 (250 words)</p>	
<b>NUMBER OF NOMINATION SIGNATURES</b>	<p>At least 40 valid signatures are required; up to 60 may be submitted.</p>	
<b>SIGNATURES IN LIEU OF FILING FEE</b>	<p>Signatures required to waive filing fee: 2,000 Value per signature: \$0.552295</p>	
<b>IMPORTANT DATES</b>	<p><b>Date</b> September 12 to November 6 November 11 to December 6</p>	<p><b>Event</b> Signature in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers</p>
<b>NEW TERM BEGINS</b>	<p>December 7, 2020</p>	
<b>LENGTH OF TERM</b>	<p>4 years</p>	

*State Assembly – 1<sup>st</sup>, 5<sup>th</sup>, and 6<sup>th</sup> Districts*

<b>QUALIFICATIONS</b>	<p>The candidate shall be a U.S. citizen and a registered voter and otherwise qualified to vote for that office at the time the nomination papers are issued to the person. [E.C. Sec. 201]</p> <p>During her or his lifetime a person may serve no more than 12 years in the Senate, the Assembly, or both, in any combination of terms. This subdivision shall apply only to those Members of the Senate or the Assembly who are first elected to the Legislature after the effective date of this subdivision and who have not previously served in the Senate or Assembly. Members of the Senate or Assembly who were elected before the effective date of this subdivision may serve only the number of terms allowed at the time of the last election before the effective date of this subdivision. [Cal. Constitution, Art. IV, Sec. 2 (a) (4)]</p>		
<b>HOW ELECTED</b>	<p>The two candidates who receive the highest number of votes in the March primary election will run off in the November general election.</p>		
<b>SALARY</b>	<p>\$110,459.00</p>		
<b>FILING FEE</b>	<p>\$1,104.59 (1% of the salary)</p>		
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<p><b>1<sup>st</sup> District</b> \$890 250 words</p>	<p><b>5<sup>th</sup> District</b> \$430 250 words</p>	<p><b>6<sup>th</sup> District</b> \$3,950 250 words</p>
<b>NUMBER OF NOMINATION SIGNATURES</b>	<p>At least 40 valid signatures are required; up to 60 may be submitted.</p>		
<b>SIGNATURES IN LIEU OF FILING FEE</b>	<p>Signatures required to waive filing fee: 1,000 Value per signature: \$1.10459</p>		
<b>IMPORTANT DATES</b>	<p><b>Date</b> September 12 to November 6 November 11 to December 6</p>	<p><b>Event</b> Signature in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers</p>	
<b>NEW TERM BEGINS</b>	<p>December 7, 2020</p>		
<b>LENGTH OF TERM</b>	<p>2 years</p>		

## Nonpartisan Offices

### *Superior Court Judge*

<b>QUALIFICATIONS</b>	The candidate must be a registered voter and otherwise qualified to vote at the time the nomination papers are issued to the person. [ <i>E.C. Sec. 201</i> ] The candidate shall be a member of the State Bar for ten years or have served as a judge of a California court of record for ten years immediately preceding the election. [ <i>Cal. Constitution, Art. VI, Sec. 15</i> ]	
<b>HOW ELECTED</b>	The names of the unopposed judicial incumbents do not appear on the March primary election ballot. They will be declared elected after the November general election. For a contested office, the candidates' names will appear on the March primary election ballot. If one candidate receives over 50% of the vote, he/she shall be elected in the primary. If no one receives over 50% of the vote, the top two candidates will run off in the November general election. [ <i>E.C. Sec. 8140, 8141, 8203</i> ]	
<b>SALARY</b>	\$207,424.00	
<b>FILING FEE</b>	\$2,074.24 (1% of the salary)	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	\$2,550.00 (200 words)	
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 20 valid signatures are required; up to 40 may be submitted.	
<b>SIGNATURES IN LIEU OF FILING FEE</b>	Signatures Required to Waive Filing Fee: 6,224 Value per Signature: \$0.3333	
<b>IMPORTANT DATES</b>	<b>Date</b> September 12 to November 6 October 28 to November 6 November 11 to December 6	<b>Event</b> Signature in Lieu of Filing Fee Declaration of Intention Declaration of Candidacy and Nomination Papers
<b>NEW TERM BEGINS</b>	January 4, 2021	
<b>LENGTH OF TERM</b>	6 years	



*County Supervisor – 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> Districts*

<b>QUALIFICATIONS</b>	The candidate shall be a registered voter of the district which they seek to represent for at least 30 days immediately preceding the deadline for filing nomination papers for the office of supervisor and shall reside in the district during their incumbency. [Gov. Code Sec. 25041]		
<b>HOW ELECTED</b>	The candidate who receives a majority (50% plus 1) of all votes in the March primary election is elected. If no one receives the majority of the vote, the top two candidates will run off in the November general election. In the event there are no more than two candidates for one office, the office shall be voted upon at the primary election only. [E.C. Sec 8140, 8141]  Each member of the board of supervisors shall be elected by the district which they represent and not at large. [Gov. Code Sec. 25040, Placer County Code Sec. 1.08.010]		
<b>SALARY</b>	\$77,854.40		
<b>FILING FEE</b>	\$778.54 (1% of the salary)		
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<b>3<sup>rd</sup> District</b> \$600 (200 words)	<b>4<sup>th</sup> District</b> \$610 (200 words)	<b>5<sup>th</sup> District</b> \$580 (200 words)
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 20 valid signatures are required; up to 40 may be submitted.		
<b>SIGNATURES IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 2,336 Value per signature: \$0.3333		
<b>IMPORTANT DATES</b>	<b>Date</b> September 12 to November 6 November 11 to December 6	<b>Event</b> Signature in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers	
<b>NEW TERM BEGINS</b>	January 4, 2021		
<b>LENGTH OF TERM</b>	4 years		

## Filing for Office

All candidates are required to complete the nomination process to have their names placed on the ballot. Candidates should pay close attention to filing deadlines, as they cannot be waived under any circumstances. Nomination papers for the presidential primary election must be filed by 5:00 PM on the last day of candidate filing, December 6, 2019. If an incumbent fails to file, the candidate-filing period extends for all other individuals until December 11, 2019.

### Nomination Process

#### Where to Obtain Documents

Nomination papers are obtained from the Elections Office. The candidate or the candidate's representative must come to the Elections Office *in person*. The address for the Elections Office is 2956 Richardson Drive, Auburn, CA 95603. Please plan to visit our office during regular business hours, as election law does not permit us to extend our hours for the purposes of candidate filing.

When a candidate comes into the office, elections staff will issue candidate filing and campaign disclosure documents. The Elections Office provides a receipt to ensure that all of the paperwork has been issued and fully explained to the candidate. The receipt also acts as a checklist when the candidate is ready to file.

#### Filing Log

When a candidate comes into the Elections Office to have nomination papers issued, they will be entered into the filing log. The filing log contains the candidate's name, address, telephone number, and which documents have been issued and filed. This information may be provided to the press and the public.

#### Authorization for Candidate's Representative

A candidate may authorize another individual to obtain or deliver nomination papers on the candidate's behalf. A candidate's representative must have written authorization that is signed by the candidate. The candidate's signature will be verified before any nomination papers are issued. The authorization must contain the following information:

- The name of the candidate;
- The office the candidate is seeking;
- The candidate's contact information (i.e., address and telephone);
- The candidate's residential address;
- A statement that the candidate is aware of the candidate filing deadlines; and
- The candidate's original or "wet" signature [E.C. Sec. 8028 (b)]

## **Nomination Document Overview**

### **Signatures in Lieu of Filing Fee**

Candidates obtain signatures to reduce or eliminate the filing fee on the Signatures in Lieu of Filing Fee Form. [E.C. Sec. 8106]

### **Declaration of Intention**

The Declaration of Intention is used by judicial candidates (including incumbents) to indicate that they intend to file for office. [E.C. Sec. 8023]

### **Judicial Campaign Ethics Course**

In 2013, the Supreme Court of California added a requirement to the Code of Judicial Ethics that every candidate for judicial office “complete a judicial campaign ethics course approved by the Supreme Court no earlier than one year before or no later than 60 days after either the filing of a declaration of intention by the candidate, the formation of a campaign committee, or the receipt of any campaign contribution, whichever is earliest.” Canon 5b(3)

This 90-minute online course, approved by the Supreme Court and produced by the Center for Judicial Education and Research and the collaborative effort of the California Judges Association, the Supreme Court Advisory Committee on the Code of Judicial Ethics, and the California State Bar, satisfies that requirement.

This course can be found online at: [www.courts.ca.gov/23733.htm](http://www.courts.ca.gov/23733.htm). For more information call 415-865-7000 or email [catherine.ongiri@jud.ca.gov](mailto:catherine.ongiri@jud.ca.gov). You can also contact our office at 530-886-5650.

### **Declaration of Candidacy**

The Declaration of Candidacy is the document on which a person declares himself or herself a candidate for a particular office, provides a ballot name and occupational ballot designation, provides a residential address and telephone number(s), and states that he or she is qualified for the office and will not withdraw from the race. [E.C. Sec. 8028, 8040]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet is mandatory for any candidate wishing to have an occupation appear on the ballot. It allows candidates to support the occupational ballot designation that they request. Candidates will also be able to use this form to provide alternate ballot designations in case the proposed designation is determined to be unacceptable. [E.C. Sec. 13107, 13107.3, 13107.5]

### **Nomination Petition**

A circulator obtains signatures nominating an individual to run for office on the Nomination Petition. [E.C. Sec. 8041]

### Candidate Statement of Qualifications

The Candidate Statement of Qualifications is a voluntary statement that a candidate may publish in the county voter information guide at the candidate’s expense. It is subject to word count limits and may only contain information about the candidate publishing the statement. [E.C. Sec. 13307, 13307.5, 13308]

### Code of Fair Campaign Practices

The Code of Fair Campaign Practices is a voluntary document that candidates may sign and file to indicate they intend to follow campaign practices based upon principles of decency, honesty, and fair play. Elections Code Section 20400 states, “The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths and distortions.” [E.C. Sec. 20400, 20440]

### Overview of Candidate Filing Forms


OFFICE	SIGNATURE IN LIEU OF FILING FEE (OPTIONAL)	DECLARATION OF INTENTION (REQUIRED)	DECLARATION OF CANDIDACY (REQUIRED)	BALLOT DESIGNATION WORKSHEET (REQUIRED)	NOMINATION PETITION (REQUIRED)	CANDIDATE STATEMENT OF QUALIFICATIONS (OPTIONAL)	CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL)
U.S. Representative	X		X	X	X	X	X
State Senate	X		X	X	X	X	X
State Assembly	X		X	X	X	X	X
Superior Court Judge	X	X	X	X	X	X	X
County Supervisors	X		X	X	X	X	X

### Overview of Central Committee Filing Forms

CENTRAL COMMITTEES	DECLARATION OF CANDIDACY (REQUIRED)	BALLOT DESIGNATION WORKSHEET (REQUIRED)	NOMINATION PETITION (REQUIRED)	CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL)
ALL POLITICAL PARTY CENTRAL COMMITTEES	X	X	X	X

## Filing Fees

Certain offices require filing fees based on the annual income of the office for the first year. These offices include most federal, state, county, and judicial offices. State, federal, and county candidates pay the filing fee when they are issued their nomination paperwork. Filing fees for judicial races are paid when the candidate files the Declaration of Intention. [E.C. Sec. 8103, 8104, 8105]



Please be prepared to pay the filing fee at the proper time to ensure the Elections Office is able to issue or file your paperwork.

## Signature in Lieu of Filing Fee

The Signature in Lieu of Filing Fee (SIL) allows the candidate to collect signatures to be counted toward the payment of the filing fee. The value of each signature is prorated. For example, each valid signature filed for a county office will reduce the filing fee by \$0.3333. The SIL is optional. If a candidate chooses, he or she may skip this part of the process and pay the filing fee in full.

## Issuing the Signature in Lieu of Filing Fee

The SIL is issued by the county elections office where one files the Declaration of Candidacy (usually the county of domicile). The first day to issue the SIL for the March 3, 2020 Presidential Primary Election is September 12, 2019. When a candidate comes to the Elections Office, our staff will issue the petition and give the candidate a two-sided master SIL form that may be used to make copies. *Each copy needs to be double-sided* like the master.

## Multi-County Offices

If the candidate is seeking a multi-county office, it is important that each petition contains signatures from voters who reside in the same county. The petition will be filed with the county of residence of the signers. The Placer County Elections Office is unable to verify signatures of voters residing in other counties. For example, if we receive a SIL with signatures of voters who reside in Nevada County or Sacramento County, we have to deem those signatures invalid. [E.C. Sec. 8106(b) (4)]

## Qualifications for Signers

A signer must be a registered voter who lives in the district and is eligible to vote for the office. [E.C. Sec. 8106(b) (1)]

When signing the petition, the voter needs to include his or her:

- Printed full name (if we cannot read the handwriting or determine who the voter is, the signature is invalid);
- Residential address (PO boxes and mailing addresses are invalid); and
- Signature in his or her own handwriting (spouses and individuals with power of attorney may not sign for the voter).

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signatures shall be valid only on those petitions that, taken in the order they were filed, do not exceed the number of offices to be filled. [E.C. Sec. 8106(b)(2)]

### **Qualifications for Circulators**

A person shall not circulate a state or local initiative, referendum, or recall petition or nomination paper unless the person is 18 years of age or older. [E.C. 102]

The circulator also needs to complete the "Affidavit of Circulator" located on the back of the SIL in his or her own writing. The information needed includes the dates the signatures were obtained, the execution date and place, the circulator's printed name and residential address, and signature. Only one circulator is allowed per petition section. If the "Affidavit of Circulator" is not completed, the Elections Office cannot file the SIL. [E.C. Sec. 104]

### **When to File**

The last day to file SIL signatures is November 6, 2019. Placer County allows candidates to file signatures as they are collected. The candidate will be given a receipt reflecting the number of signatures and the date they were filed. Please note that other counties may require that all signatures be filed at the same time. The Elections Office will verify the signatures and notify the candidate of any deficiencies (invalid signatures) within ten days. [E.C. Sec. 8106(b)(3)]



### **Using Signature in Lieu Signatures as Nomination Signatures**

If the signatures submitted on the SIL meet the requirements of nomination signatures, the candidate can request they be counted toward the nomination signature requirement. If the candidate submits enough signatures to fulfill the nomination signature requirement, the candidate does not need to file a nomination petition. The signatures in lieu need to be filed during the SIL filing period and found valid in order to be counted as nomination signatures. [E.C. Sec. 8061]

### **When to Pay the Filing Fee**

Candidates may use SIL signatures to eliminate or reduce the filing fee. If the candidate uses SIL signatures to reduce the filing fee, he or she will pay the remaining balance. Filing fees are non-refundable.

Filing fees for federal and state offices are paid to the Secretary of State at the time nomination papers are issued. The Elections Office will forward the check to the Secretary of State for the candidate. Candidates for Superior Court Judge pay the filing fee to the County Clerk at the same time they file the Declaration of Intention. Local candidates pay their filing fees at the time nomination papers are issued. The filing fee is paid to the Placer County Clerk.

### Number of Signatures per Office

STATE OFFICE	FILING FEE	NUMBER OF SIGNATURES	PRORATED VALUE OF SIGNATURES
U.S. Representative	\$1,740.00	2,000	\$0.87
State Senate	\$1,104.59	2,000	\$0.552295
State Assembly	\$1,104.59	1,000	\$1.10459
COUNTY OFFICE	FILING FEE	NUMBER OF SIGNATURES	PRORATED VALUE OF SIGNATURES
Superior Court Judge	\$2,074.24	6,224	\$0.3333
County Board of Supervisors	\$778.54	2,336	\$0.3333

### Declaration of Intention

Only judicial candidates are required to use this form, which was reinstated in 2007. The Declaration of Intention (DOI) is filed between October 28, 2019 and November 6, 2019 with the Elections Office. If the incumbent fails to file a DOI, all other candidates have until November 11, 2019 to file the DOI. A judicial candidate's name cannot appear on the ballot if the DOI has not been filed. The DOI includes the candidate's name, the office, the seat number (if applicable), and the election date. [E.C. Sec. 8023]

Judicial candidates pay the filing fee at the same time they file the Declaration of Intention. The filing fee is equal to 1% of the annual salary for the first year. These candidates still need to file the Declaration of Candidacy and nomination petition to appear on the ballot. [E.C. Sec. 8105]

### Declaration of Candidacy

The Declaration of Candidacy (DOC) is the form that makes an individual a candidate and is required for all elective offices. The candidate also uses this form to provide information necessary for the candidate to appear on the ballot. It will remain in the Elections Office when it is issued.

### When to File

Candidate filing for the March 3, 2020 Presidential Primary Election begins November 11, 2019 and ends December 6, 2019. If an incumbent fails to file, candidate filing is extended until December 11, 2019 for candidates other than the incumbent. Nomination papers must be filed by 5:00 PM on the last day of candidate filing. The extension does not apply if the incumbent was unable to file for candidacy due to term limits. [E.C. Sec. 8020, 8022, 8024]

When the candidate is prepared to complete the filing process, an elections deputy must witness the signature. If a candidate is out of town during the candidate-filing period, the signature may be witnessed by a notary public. The DOC must be

witnessed by the elections deputy or a notary in order to be valid. [E.C. Sec.8028, 8040]

### **Candidate Cannot Withdraw**

A candidate cannot withdraw from the election after he or she has filed the DOC. [E.C. Sec. 8800]

### **Ballot Name**

On the DOC, the candidate writes how his or her name will appear on the ballot. The candidate cannot change the ballot name after the candidate-filing period has closed. A candidate may use the following variations of his or her name:

- First and last name;
- First, middle, and last name;
- Initials only and last name;
- A nickname may be included, but must be in quotation marks; or
- A familiar version of the first name, such as Bill for William or Sue for Susan
- Character-based name



If a candidate changes his or her name within one year of the election, the new name can appear on the ballot if the change was made by marriage or a decree of any court of competent jurisdiction. [E.C. Sec. 13104]

A candidate may not use a title or degree either before or after the ballot name. For example, a candidate can list his name as “John Doe,” but not “Dr. John Doe” or “John Doe, M.D.” [E.C. Sec. 13106]

### **Occupational Ballot Designation – SB 235**

Candidates have the option to list their occupations below their names on the ballot. If a candidate chooses not to list an occupational ballot designation, that line will remain blank. If a candidate chooses a ballot designation, the designation should describe an individual (e.g., accountant) and not the industry in which the individual works (e.g., accounting). The ballot designation cannot be changed after the close of candidate filing. Guidelines for the ballot designation are set forth in Elections Code Section 13107 and the California Code of Regulations.

Candidates may use the following ballot designations:

- 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 vote of the people. The candidate may use the word “incumbent” if they are running for the same office that he or she holds at the time of filing nomination papers and was elected by the vote of the people.
- The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment and the candidate is a candidate for 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 may be used. In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed” (the term “appointed incumbent” shall not be required of a candidate who was appointed in lieu of election).

- 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 preceding the filing of the nomination documents. All California geographical names shall be considered 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) shall be considered as one word. [E.C. Sec. 13107(a)]

A candidate who is running for a judicial office who is an active member of the State Bar employed by the city, county, district, state, or by the United States, the designation shall appear as one of the following:

- Words designating the actual job title, as defined by the statute, charter, or other governing instrument.
- 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 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.
- A designation made pursuant to the text mentioned above shall also contain relevant qualifiers as follows:
  - If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”
  - If the candidate is an official or employee of a county, the name of the county shall appear preceded by “County of.”
  - 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.”
  - If the candidate performs quasi-judicial functions for a government agency, the full name of the agency shall be included.

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: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in the combination with one other current principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

The ballot designation “Community Volunteer” may only be used if:

- The candidate’s community volunteer activities constitute the candidate’s principal occupation, profession, or vocation.
- The candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- “Community Volunteer” is not used in combination with another profession, vocation, or occupation. [EC Sec 13107.5]

The Secretary of State has defined “Community Volunteer” as “a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- A charitable, educational, or religious organization as defined by the United States Internal Revenue Code Section 501(c)(3);
- A government agency; or
- An educational institution.”

The Secretary of State also stipulates that “the activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main, or leading professional, vocational or occupational endeavor of the candidate.” [E.C. Sec. 13107.5, CA Code of Regs. Sec. 20714.5]

The most common prohibitions on ballot designations are:

- Any designations that would mislead or confuse the voters;
- Any suggested evaluations, such as “outstanding,” “leading,” “expert,” “specialist,” or “eminent”;
- Words that indicate status, such as “activist,” “taxpayer,” “professional,” or “reformer”;
- Words indicating prior status, such as “former” or “ex-,” with the exception of the word “retired” (which must come before the word it modifies); or
- The name of any political party [E.C. Sec. 13107(e)]



The California Code of Regulations can be found online at <http://ccr.oal.ca.gov> or by contacting the Elections Office.

The interpretation of Elections Code Section 13107 is governed by the California Code of Regulations. Elections staff can help candidates determine if their occupational ballot designations follow the guidelines set forth in the Elections Code and California Code of Regulations. However, our staff cannot choose or recommend designations for the candidate.

The Secretary of State’s office will have final approval of ballot designations for state and federal candidates. The County Registrar of Voters has jurisdiction over local candidates. If a ballot designation does not comply with the codes mentioned above, the candidate will be notified. Candidates may provide an alternative ballot designation within three business days of the notification. If no alternative ballot designation has been provided, no occupation will appear on the ballot. [E.C. Sec. 13107 (c)]

If a candidate appears on both the primary and general ballots, the ballot designation shall remain the same, unless the candidate requests a different ballot designation in writing at least 98 days prior to the general election. [E.C. Sec. 13107 (h)]

### **Party Preference Information for Voter-Nominated Offices**

While many state and federal offices are no longer nominated by parties, candidates for these offices are required to disclose their party preference to the Secretary of State. The DOC contains a section in which candidates list their party preferences for the ten (10) years prior to filing the DOC. Candidates are also required to list their party preference on the ballot. They disclose their current party preference on the DOC, which will apply to both the primary and general elections. If the candidate has declined to disclose a party preference on the voter registration form, that will be indicated on the DOC and the ballot as “None.” [E.C. Sec. 300, 8002.5, 8121]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet (BDW) is used by a candidate to support his or her choice of ballot designation and provide alternates to be used if his or her ballot designation is determined to be noncompliant with the Elections Code.

#### **When to File**

The BDW is filed at the same time as the DOC. [E.C. Sec. 13107.3 (b)]

#### **When Required**

The BDW is required if a candidate wishes to have a ballot designation appear under his or her name on the ballot. If the candidate fails to file the BDW, he or she will not have a ballot designation on the official ballot. [E.C. Sec. 13107.3 (c)]

#### **Rejected Designations**

If the candidate’s proposed ballot designation is rejected and the alternate ballot designations provided on the BDW do not comply with the Elections Code, the candidate will be notified by certified mail and given three days to choose another ballot designation. [E.C. Sec. 13107 (f)]

### **Nomination Petition**

Some elective offices require candidates to collect nomination signatures in order to appear on the ballot. The number of signatures that are required depends upon the office that the candidate is seeking. (Please see the chart on page 29 for the nomination signature requirements.) Nomination signatures are collected and filed during the candidate-filing period. The Elections Office will issue enough petition sections to collect the minimum number of nomination signatures required. If the candidate would like additional sections, he or she may make double-sided copies of one of the petitions provided by the Elections Office. [E.C. Sec. 8020, 8062]

### **Using Signature-in-Lieu Signatures as Nomination Signatures**

Signatures submitted on a Signature in Lieu (SIL) may be used towards the nomination signature requirement if the signers are eligible to nominate the candidate. If the candidate files enough SIL signatures to meet the nomination signature requirement, he or she is not required to file the nomination petition. However, if the candidate still needs more nomination signatures, the nomination petition may be circulated and filed during the candidate-filing period. [E.C. Sec. 8061]

### **Multi-County Offices**

If the candidate is seeking a multi-county office, it is important that each petition section contains signatures from voters who are registered in the same county. The Placer County Elections Office is unable to verify signatures of voters who reside in other counties. If we receive a nomination petition with signatures of voters who reside in Nevada County or Sacramento County, for example, we have to deem those signatures invalid because we are unable to verify the voters' information. Therefore, signatures need to be filed with the county of residence of the signers. [E.C. Sec. 8063]

### **Qualifications for Signers**

A petition signer must be a registered voter in the district or political subdivision in which the candidate is running. If an office is nonpartisan or voter-nominated, any voter in the district may sign the nomination petition regardless of party preference. [E.C. Sec. 8068]

When a voter signs the petition he or she needs to include:

- Printed full name (if we cannot read the handwriting or determine who the voter is, the signature is invalid);
- Residential address (PO boxes and mailing addresses invalidate the signature); and the
- Signature in his or her own handwriting (spouses and individuals with power of attorney may not sign for the voter).

### **Qualifications for Circulators**

A person shall not circulate a state or local initiative, referendum, or recall petition or nominating paper unless the person is 18 years of age or older. [E.C. Sec. 102]

The circulator also needs to complete the "Affidavit of Circulator" located on the back of the nomination petition. The circulator must fill in the appropriate blank spaces in his or her own hand. The information needed includes the dates the signatures were obtained, their printed names and residential addresses, and signatures. Only one circulator is allowed per nomination petition section. If the "Affidavit of Circulator" is not completed, the Elections Office cannot file the nomination petition. [E.C. Sec. 104]

**Number of Nomination Signatures Required for Each Office**

<b>STATE OFFICE</b>	<b>MINIMUM NUMBER OF SIGNATURES REQUIRED</b>	<b>MAXIMUM NUMBER OF SIGNATURES PERMITTED</b>
U.S. Representative	40	60
State Senate	40	60
State Assembly	40	60
<b>COUNTY OFFICE</b>	<b>MINIMUM NUMBER OF SIGNATURES REQUIRED</b>	<b>MAXIMUM NUMBER OF SIGNATURES PERMITTED</b>
Superior Court Judge	20	40
County Board of Supervisors	20	40

**Candidate Statement of Qualifications**

The Candidate Statement of Qualifications (CSQ) is an optional statement that candidates may file that will be sent to the voters in the voter information guide. If a candidate chooses to file a CSQ, they pay a fee that covers the cost of printing the statement. This statement gives candidates the opportunity to tell voters about themselves. The statement may include the candidate’s age, occupation, education, and a brief description of the candidate. [E.C. Sec. 13307]

**Who may file**

CSQ’s may be filed by candidates for statewide office, the State Board of Equalization, and the United States Senate for inclusion in the state voter guide, and by candidates for the House of Representatives, the State Legislature, and local offices for inclusion in the county voter information guide. [E.C. Sec. 13307, 13307.5, Gov. Code Sec. 85601]

**Candidates for the House of Representatives and State Legislature**

*Proposition 34*

Under the provisions of Proposition 34 adopted by voters in November 2000, all candidates for state constitutional and state legislative offices may agree to abide by voluntary expenditure limits. (These limits are adjusted in odd numbered years.) Only state candidates who accept the voluntary expenditure limits have the opportunity to publish a CSQ. Proposition 34 does not apply to candidates for House of Representatives. [Gov. Code Sec 85400]

*Length*

Candidates for the House of Representatives and State Legislature are permitted a maximum of 250 words. [E.C. Sec. 13307.5, Gov. Code Sec 85601]

*Where to File*

CSQ's are filed with the Elections Office.

*Multi-County Districts*

If there are two or more counties within a district's boundary, the candidate has the option to file a CSQ in all, some, or none of the counties. The candidate will need to file the CSQ with each county in which he or she would like it to be published. The candidate is not required to file an identical CSQ with each county. Because formatting guidelines (the use of bolding, bullets, capitalization, etc.) may differ among counties, candidates are encouraged to contact each county for guidelines, due dates, and a CSQ form.

Do not forget to fully proof your candidate statement of qualifications. They are printed exactly as they are submitted. Spelling and grammatical errors are not corrected by the Elections Office.

*When to File*

Candidates file the CSQ when they file their DOC. If a candidate is filing a CSQ with a different county, the CSQ needs to be filed with that county by 5:00 PM on the last day of candidate filing. For example, if a candidate for State Assembly District 5 files his or her DOC in Placer County on November 11<sup>th</sup>, he or she will need to file his or her CSQ in Placer County at the same time. However, they have until the end of candidate filing (December 6<sup>th</sup>) to file a CSQ in the other counties in the 5<sup>th</sup> Assembly district. [E.C. Sec. 13307 (a) (2)]

A legislative candidate who is nominated by the voters in the primary election may file a CSQ for inclusion in the voter information guide for the general election. The last day to file the CSQ for the general election is August 7, 2020. [E.C. Sec. 13307 (a) (2)]

*Cost of CSQ*

Please see below for the cost to publish a CSQ in Placer County. If you wish to file a CSQ in another county, please contact that county for its cost.

The estimate of the CSQ fee is an approximation of the actual cost of printing and distributing the statement. The actual cost varies from election to election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. If the cost of printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

OFFICE	COST	SPANISH	TAGALOG	KOREAN
United States Representative, 1 <sup>st</sup> District	\$750.00	\$825.00	\$825.00	\$825.00
United States Representative, 4 <sup>th</sup> District	\$4,370.00	\$4,445.00	\$4,445.00	\$4,445.00
State Senate, 1 <sup>st</sup> District	\$3,190.00	\$3,265.00	\$3,265.00	\$3,265.00
State Assembly, 1 <sup>st</sup> District	\$890.00	\$965.00	\$965.00	\$965.00
State Assembly, 5 <sup>th</sup> District	\$430.00	\$505.00	\$505.00	\$505.00
State Assembly, 6 <sup>th</sup> District	\$3,950.00	\$4,025.00	\$4,025.00	\$4,025.00

## Local Candidates

### *Partisan Content*

CSQ's for nonpartisan candidates shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. [E.C. Sec. 13307 (a) (1)]

### *Length*

Local candidates are permitted a maximum of 200 words. [E.C. Sec. 13307 (a) (1)]

### *Where to File*

The CSQ is filed with the Elections Office.

### *Multi-County Districts*

If there are two or more counties within a district's boundary, the candidate has the option to file a CSQ in all, some, or none of the counties. The candidate will need to file the CSQ with each county in which he or she would like it to be published. The candidate is not required to file an identical CSQ with each county. Because formatting guidelines (the use of bolding, bullets, capitalization, etc.) may differ among counties, candidates are encouraged to contact each county for guidelines, due dates, and a CSQ form.

### *When to File*

Candidates file the CSQ when they file their DOC. [E.C. Sec. 13307 (a) (2)]

### *Cost of CSQ*

Please see below for the cost to publish a CSQ in Placer County. If you wish to file a CSQ in another county, please contact that county for its cost.

The estimate of the CSQ fee is an approximation of the actual cost of printing and distributing the statement. The actual cost varies from election to election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. If the cost of printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.



OFFICE	COST	SPANISH	TAGALOG	KOREAN
Superior Court Judge	\$2,550.00	\$2,625.00	\$2,625.00	\$2,625.00
County Supervisor, 3 <sup>rd</sup> District	\$600.00	\$675.00	\$675.00	\$675.00
County Supervisor, 4 <sup>th</sup> District	\$610.00	\$685.00	\$685.00	\$685.00
County Supervisor, 5 <sup>th</sup> District	\$580.00	\$655.00	\$655.00	\$655.00

**Withdrawal of Candidate Statement of Qualifications**

A CSQ may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 PM of the next working day after the close of the candidate-filing period. Because CSQ’s may not be changed, *it is strongly recommended that candidates thoroughly proof their statements before filing them.* The Elections Office must print the CSQs exactly as they are submitted. [E.C. Sec. 13307 (a) (3)]

**Public Examination Period**

The CSQ is confidential until the close of candidate filing, at which time the public examination period begins. The Elections Office will have copies of the candidate statements available for the public to view for 10 calendar days immediately following the close of candidate filing. Copies are available for \$0.50 for the first page and \$0.25 for each additional page.

During the public examination period, any voter in the district or the County Registrar of Voters may seek a writ of mandate or an injunction requiring any or all of the material in the CSQ to be amended or deleted. The writ of mandate or injunction request must be filed no later than the end of the 10-calendar-day period.

A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of the Elections Code. [E.C. Sec. 13313]

**No Mention of Another Candidate**

The CSQ may not be used to discuss the merits or demerits of another candidate. The candidate filing the CSQ may only discuss his or her own qualifications. Indirect references to other candidates are also prohibited. [E.C. Sec. 13307 (a) (1), 13307, 13308 Gov. Code Sec. 85601]

**Printing Candidate Statements in Other Languages**

A candidate may choose to have their CSQ translated and printed in Spanish, Tagalog, and/or Korean at their cost. The Elections Office is unable to accept translations provided by the candidate.



### *Formatting*

CSQ's must be printed in a uniform style. All CSQ's will be set in a full-justified format. Generally, any characters that can be produced from a standard computer keyboard are acceptable. However, no paragraph or sentence may begin with a number or punctuation mark. Indentations or multiple underscoring will not be accommodated.

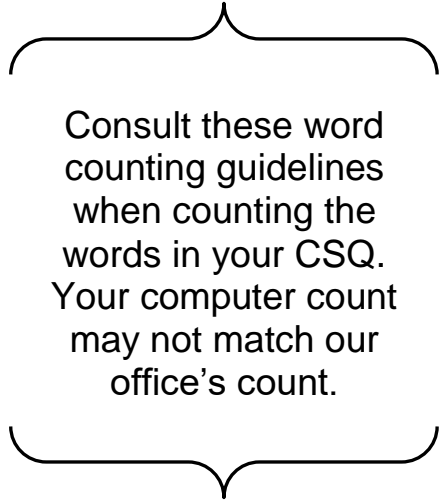
In order to avoid emphasizing words or phrases, **bolded**, CAPITALIZED, underlined, and "quoted" words or phrases are not acceptable if done to draw attention to the word or phrase in question. If quotations are used to quote an individual, the candidate must have written permission from the individual being quoted.

200-word CSQ's are printed in a ¼ page space and 250-word CSQ's are printed in a ½ page space. In order to fit within the space provided, items in a list will not be allowed unless the list is in paragraph form.

It is strongly recommended that CSQ's not be handwritten. If the handwriting is illegible the Elections Office may need to interpret the handwriting. In such cases there is a possibility the CSQ may not be typeset and printed as the candidate intended.

### *Electronic Versions*

Candidates are encouraged to submit their CSQ's on a disc in Word format *in addition* to the hard copy printed on the CSQ form. It is best candidates do not submit their electronic copy in an e-mail. However, if that is your only means of submitting the electronic version, you may do so provided the e-mail is sent within one (1) business day and you identify the CSQ attached is the electronic version of a filed CSQ. Submitting an electronic version of the CSQ will help speed up the formatting process so that the Elections Office may send typesetting proofs to the candidates more quickly. The hard copy printed on the CSQ form is the official copy and will be used for proofing. Candidates should double-check that the electronic version and the hard copy are identical.



Consult these word counting guidelines when counting the words in your CSQ. Your computer count may not match our office's count.

### *Liability*

Nothing in the Elections Code shall be deemed to make any CSQ or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, misleading, or libelous statements. [E.C. Sec. 13307 (e)]

### *Word Counting Guidelines*

The guidelines listed below are used by the Elections Office for counting the number of words in a CSQ. Please consult these guidelines when counting the words in your CSQ. Your computer count may not match ours.

Name, age, and office title (located at the top of the form) are not counted.

9. (a) Counting of words, for purposes of this code, shall be as follows:
  - (1) Punctuation is not counted.
  - (2) Each word shall be counted as one word except as specified in this section.
  - (3) All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word.
  - (4) Each abbreviation for a word, phrase, or expression shall be counted as one word.
  - (5) 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.
  - (6) Dates shall be counted as one word.
  - (7) Any number consisting of a digit or digits shall be considered as one word. Any number which is spelled, such as "one," shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word.
  - (8) Telephone numbers shall be counted as one word.
  - (9) Internet and website addresses shall be counted as one word.
- (b) This section shall not apply to counting words for ballot designations under Section 13107. [E.C. Sec. 9]

If the CSQ exceeds the word limit, the author will be asked to delete or change a sufficient number of words or sentences until the statement is within the required word limit.

## Examples of Acceptable CSQ Formatting

STATEMENT OF CANDIDATE FOR BOARD MEMBER	STATEMENT OF CANDIDATE FOR BOARD MEMBER
<p><b>NAME:</b> Fred Businessman <b>AGE:</b> 60  <b>OCCUPATION:</b> Health &amp; Human Services Director</p> <p><b>Education and Qualifications:</b> I have lived in the Town of Loomis for 55 years. I know the area well and the needs of the communities. I have served in the United States Air Force for 12 years. I am a graduate of Harvard University with a B.A. in engineering.</p> <p>If elected: I will lower taxes; I will work on better education and health care; I will get involved in community affairs.</p> <p>I believe that I am the best person for this position. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will not disgrace the office and will listen to the needs of the people.</p> <p>Elect Fred for results.</p>	<p><b>NAME:</b> Margaret Businesswoman  <b>OCCUPATION:</b> Sales Representative</p> <p><b>Education and Qualifications:</b> I have lived in the area for 10 years and I love this community. I want to get involved in community affairs. I will work hard. I will not take advantage of my position for financial gain. If you elect me I promise that I will dedicate all of my spare time to fulfilling the requirements of this position and pushing forward the special projects that are in desperate need of my time and attention. I will fight to protect wildlife in the area. Let's get back on the right track, elect me and I will get the job done right.</p> <p>I have lots of experience and I am willing to use all of this experience and all of my training and education to do the best job that I can.</p> <p>I respectfully ask for your vote.</p>

## Code of Fair Campaign Practices

Elections Code Section 20400 states the purpose of the Code of Fair Campaign Practices (the Code) is “to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths and distortions.” The Legislature’s ultimate intent is that the will of the voters be freely expressed by ensuring that candidates follow basic principles of decency, honesty, and fair play. [E.C. Sec. 20400]

### Voluntary

Subscription to the code is voluntary and candidates for public office may not be required to subscribe to or endorse the code. When the elections official issues nomination documents to a candidate, the elections official will give that candidate a blank form containing a copy of the code to sign. The elections official will also inform the candidate that subscription to the code is voluntary. [E.C. Sec. 20440, 20444]

### Public Record

Every code subscribed to by a candidate is public record. The elections official will accept completed forms that are properly subscribed to by a candidate at any time prior to the election. The forms will be kept for public inspection until 30 days after the election. The Placer County Elections Office places these forms at the counter for public viewing. [E.C. Sec. 20442, 20443]

## **Text of the Code**

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

THEREFORE:

“(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit this criticism.

“(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

“(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate’s actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.



“(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

“(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

“(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

“(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures,

hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.” [E.C. Sec. 20440]

## **Write-in Candidates**

Write-in candidates go through a process similar to candidate filing. If an individual has not gone through this process, he or she cannot be elected even if a majority of voters write his or her name on the ballot.

## **Filing Requirements**

In order to become a write-in candidate and have votes counted for a particular office, one must file a Statement of Write-in Candidacy. This form contains the candidate’s name and residence address, a declaration stating one is a write-in candidate, the title of the office sought, the election date, and the party nomination sought (for partisan offices only). As with the Declaration of Candidacy, the candidate’s signature on the Statement of Write-in Candidacy will need to be witnessed by the elections official or, if the candidate will be out of town during the write-in candidate filing period, a notary public. Write-in candidates also need to sign an Oath of Allegiance. If the office requires nomination signatures, the candidate will also need to collect the same number of valid signatures as other candidates. [E.C. Sec. 200, 8600, *et. seq.*, *Cal. Constitution Art. XX, Sec. 3*]

## **When to File**

The write-in candidacy period for the March 3, 2020 Presidential Primary Election is January 6, 2020 through February 18, 2020. [E.C. Sec. 8601]

## **Filing Fees**

No fee or charge shall be required of a write-in candidate except in the case of a candidate for city office, as provided in Section 10228. [E.C. Sec. 8604]

## **How Elected**

### *Nonpartisan*

To be elected to a county nonpartisan office, a write-in candidate must receive over 50% of votes cast for that office. If no candidate receives over 50% of the votes, the top two candidates will run off in the general election.

### *Voter-Nominated*

If a write-in candidate for the primary election receives the highest number of votes or the second highest number of votes, the write-in candidate will run off in the general election. In a general election, there are no write-in candidates for a voter-nominated office. [E.C. Sec. 8605, 8606]

## **Appearing on the Ballot**

### **U.S. Representative and U.S. Senate**

If there is only one qualified candidate (or none) for a federal legislative office, the office will appear on the ballot in order to give voters the opportunity to cast a ballot for an individual by writing his or her name on the write-in space provided.

### **State Assembly and State Senate**

When a candidate has declared candidacy for a primary election, the candidate's name shall appear on the ballot. A write-in space will also appear on the ballot to give voters the opportunity to nominate other candidates.

### **Judicial Offices**

#### *Primary Elections*

If the incumbent is the only individual to file nomination papers, his or her name will not automatically appear on the ballot. However, if a petition indicating that a write-in campaign will be conducted for the office is filed within 10 days of the close of the candidate-filing period, the office will appear on the ballot. The petition needs to be signed by at least 0.1% of the registered voters of the county provided the petition contains at least 100 signatures. The petition does not need to contain more than 600 signatures.

#### *General Elections*

If a petition indicating that a write-in campaign will be conducted for the office at the general election and is filed not less than 83 days before the general election, the incumbent's name shall appear on the ballot. The petition needs to be signed by at least 0.1% of the registered voters of the county provided the petition contains at least 100 signatures. The petition does not need to contain more than 600 signatures. If the incumbent's name does not appear on either the primary or general election ballot, the incumbent is reelected.

### **County Offices**

Whenever a candidate has qualified to run for office in a primary election, his or her name will appear on the ballot for the primary election, unless the candidate has died at least 68 days before the election. County offices will appear on the ballot even if only one person files for office to allow voters to write in a name on the ballot.

### **County Central Committees/County Council**

If the number of candidates for a county central committee or county council race does not exceed the number of committee members (or council members) to be elected, the office will not appear on the ballot unless a petition is filed indicating that a write-in campaign will be conducted for that office within 20 days of the close of candidate filing. Instead, the candidates will be appointed in lieu of election and are entitled to receive a certificate of election as if they had been elected. [E.C. Sec. 7228, 7423, 7673, 7772.1]



## Financial and Campaign Disclosure Information

The Political Reform Act of 1974 (the Act) mandates that all candidates for state and local elective offices, all state and local elected officeholders, and recipient campaign committees file campaign disclosure statements listing contributions received and expenditures made. The campaign disclosure statements put this information in the public domain. In addition to making the financial activities of campaign committees available to the public, these statements help protect candidates from unfounded accusations. This program is administered by the Secretary of State, the Fair Political Practices Commission (FPPC), and local election officials.

Federal candidates fall under the jurisdiction of the Federal Elections Commission (FEC). For information on their regulations, please contact the FEC at [www.fec.gov](http://www.fec.gov) or toll-free at 800-424-9530.

### Public Record

All campaign disclosure statements are a matter of public record. Any member of the public or press may inspect them at the Elections Office and copies of filed campaign disclosure statements may be made for ten cents (\$0.10) a page. In addition, a retrieval fee may be charged per request for copies of reports and statements five or more years old (not to exceed \$5.00). Campaign disclosure forms are also available for viewing online; follow the links from our website at [www.placerelections.com](http://www.placerelections.com). [Gov. Code Sec. 81008]

### Termination of Filing Requirements

Candidates, officeholders, and committees do not automatically terminate their filing requirements when activity ceases or when an officeholder with an active committee vacates office. An individual maintains candidate status until any potential campaign activity that may require disclosure ceases *and* the appropriate forms (Terminating Form 410 and Terminating Form 460) have been filed. [Gov. Code Sec. 84214, FPPC Regulation 18404]

If the committee of a successful candidate is terminated before the end of the calendar year, the candidate will continue to file the Form 460 for the remainder of the calendar year. See FPPC Manual 2 for more information.

### Contributions / Expenditures

No monetary contribution of \$100 or more shall be received in cash. No expenditure of \$100 or more shall be made in cash. [Gov. Code Sec. 84300(a)(b)]

### Campaign Funds

All contributions must be segregated and shall not be commingled with personal funds of the recipient or any other person. Committees must open a campaign account and all money intended for use in the campaign must be deposited into this account, including personal funds. Expenditures need to be made from this account.

The funds in the campaign account may not be used in connection with any other office sought by the candidate. [Gov. Code Sec. 84307, 89511.5(e)]

For more information on restrictions regarding the use of campaign funds, please contact the Fair Political Practices Commission or visit their website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **Audits**

The Act authorizes investigations and audits of committees and candidates. Candidates and committee treasurers should keep complete records and be prepared to submit supporting documents if requested. The retention schedule for supporting documents is listed in the Fair Political Practices Commission manuals. These manuals may be obtained online at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from the Elections Office. [Gov. Code Sec. 90000, *et seq.*]

## **Late Fees / Fines / Penalties**

It is the responsibility of candidates and treasurers to be aware of, and to file, the required campaign disclosure statements in a correct and timely manner. Filing after a deadline may lead to late filing penalties of \$10 for each day the statement is late. Committees that fail to file are subject to administrative penalties of up to \$5,000 per violation. Statements must be hand delivered or postmarked as first-class mail by the due date. Second pre-election campaign statements must be mailed by guaranteed overnight delivery instead of first-class mail. Certified mail is recommended, but not required. [Gov. Code Sec. 81007, 83116, 91013]

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 Fair Political Practices Commission, the District Attorney, or a private citizen. [Gov. Code Sec. 91000, *et seq.*]

## **Definitions**

### *Candidate*

An individual who:

- Is listed on the ballot;
- Has qualified to have write-in votes on his or her behalf counted by election officials for nomination or for election to any elective office; or
- Receives a contribution, makes an expenditure, or gives his or her consent for any other person to receive a contribution or make an expenditure with a view to bringing about his or her nomination or election to any elective office.

An individual who becomes a candidate shall retain his or her status as a candidate until that status is terminated. [Gov. Code Sec. 82007]

### *Committee*

Any person or combination of persons who directly or indirectly:

- Receives contributions totaling \$2,000 or more in a calendar year;



- Makes independent expenditures totaling \$1,000 or more in a calendar year; or
- Makes contributions totaling \$10,000 or more in a calendar year to or at the behest of candidates or committees.

A person or combination of persons that becomes a committee shall retain its status as a committee until that status is terminated. [Gov. Code Sec. 82013]

A committee receiving \$2,000 or more must file a Statement of Organization – Form 410 within 10 days of receipt (or within 24 hours if the change occurs after the close of the last pre-election filing period). Forms can be downloaded from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or obtained from the Elections Office. Mail the original and a copy to the Secretary of State’s Office and one copy to the Elections Office. [Gov. Code Sec. 84101]

The Form 410 is also filed when there is any change to the information listed on the form, such as the treasurer information or committee type. [Gov. Code Sec. 84101, 84103]

The \$2,000 threshold triggers the requirement to file a Form 410 and create a committee.

*Controlled Committee*

A committee that is controlled directly or indirectly by a candidate or state measure proponent or which acts jointly with a candidate, controlled-committee, or state measure proponent in connection with the making of expenditures. A candidate or state measure proponent controls a committee if he or she, his or her agent, or any other committees he or she controls has a significant influence on the actions or decisions of the committee. [Gov. Code Sec. 82016]

**Common Filing Requirements**

The amount of money that a candidate or committee raises or spends determines the filing requirements. Candidates and committees who stay below the \$2,000 threshold have fewer filing requirements. However, if the candidate and committee either receives contributions of \$2,000 or more, or makes expenditures of \$2,000 or more, a committee must be formed and more detailed disclosure statements must be filed.

A list of the most common filing requirements appears below.

Candidates who receive/spend less than \$2,000

- Form 501 – Candidate Intention Statement
- Form 470 – Officeholder/Candidate Campaign Statement-Short Form

Candidates who receive/spend more than \$2,000

- Form 501 – Candidate Intention Statement

- Form 470 Supplement – Officeholder/Candidate Campaign Statement
- Form 410 – Statement of Organization (also used for termination)
- Form 460 – Recipient Committee Campaign Statement
- Form 497 – Late Contribution Report

Controlled committees for local candidates

- Form 501 – Candidate Intention Statement
- Form 410 – Statement of Organization (also used for termination)
- Form 460 – Recipient Committee Campaign Statement
- Form 497 – Late Contribution Report

**When and Where to File for Local Candidates**

<b>FORM NUMBER</b>	<b>WHEN TO FILE</b>	<b>ORIGINAL &amp; ONE COPY</b>	<b>OTHER COPIES</b>
501	Before any money is raised or spent	Placer County Elections PO Box 5278 Auburn CA 95604	N/A
410	Within 10 days of receiving/spending \$2,000 (or within 24 hours if the committee qualifies within 16 days of the election)	Secretary of State's Office Political Reform Division 1500 11 <sup>th</sup> Street, Room 495 Sacramento CA 95814	Placer County Elections
Amended 410	Within 10 days of changes being made to the information on the original 410 (or 24 hours if a change is made within 16 days of the election)		
460	According to the schedule on page 5 of this handbook	Placer County Elections (Multi-county committees should refer to the FPPC Manual or contact the Elections Office or FPPC for instructions)	N/A
470	On or before the 1 <sup>st</sup> pre-election report due date		
496	Within 24 hours of a \$1,000 independent expenditure being made	Placer County Elections Fax: 530-886-5688	N/A
497	Within 24 hours of a \$1,000 contribution (from a single source) being received		
<p>Filing procedures are different for federal, statewide, and state legislative candidates. Candidates for state offices are encouraged to contact the Fair Political Practices Commission: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>. Federal candidates should contact the Federal Elections Commission: <a href="http://www.fec.gov">www.fec.gov</a>.</p> <p>Please note that unsigned forms are incomplete and not considered filed until they are signed.</p>			

## Form Descriptions

FORM	DESCRIPTION
410	<b>Statement of Organization.</b> For use in organizing a committee, changing information for a committee, or terminating a committee.
460	<b>Recipient Committee Campaign Statement – Long Form.</b> For use by a recipient committee which receives a cumulative contribution of \$2,000 or more, or expends \$2,000 or more, during a calendar year, an officeholder who is ineligible to file a Form 470, or an officeholder who files jointly with one or more controlled committees.
465	<b>Supplemental Independent Expenditure Report.</b> For use by an officeholder, candidate, or committee that makes independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single measure. This form is not used by the candidate on whose behalf the independent expenditure was made.
470	<b>Candidate and Officeholder Campaign Statement – Short Form.</b> Form 470 may be used if less than \$2,000 has been raised or spent by or on behalf of the candidate, and he or she anticipates raising or spending less than \$2,000 for his or her candidacy for the entire calendar year.
496	<b>Late Independent Expenditure Report.</b> For use by individuals or groups that make independent expenditures totaling \$1,000 or more to support or oppose a single candidate during the 90 days immediately before the election. The (aggregated) expenditure must expressly advocate the election or defeat of a candidate. Furthermore, this expenditure cannot be made to or at the behest of the affected candidate or committee. If it is, the expenditure is then an in-kind contribution. [Gov. Code Sec. 82031]
497	<b>Late Contribution Report.</b> For use by candidates and committees to report contributions that cumulatively total \$1,000 or more from a single source received or made during the 90 days immediately before the election. A late contribution is a monetary or non-monetary contribution, including a loan, or combination of monetary and non-monetary contributions and loans.
501	<b>Candidate Intention Statement.</b> A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election.
700	<b>Statement of Economic Interests.</b> This form is used by candidates and officeholders to disclose their financial interests. Candidates file it when they complete their nomination paperwork and officeholders file it annually. It discloses economic interests of the past 12 months.

## Conflict of Interest

In accordance with the Political Reform Act, state and local candidates and officeholders are required to disclose their economic interests (federal candidates and officeholders are not covered by the Act). Because a few officeholders have used their positions for personal gain in the past, it is important for voters to have a way to verify that their elected officials do not have conflicting economic interests. The Form 700 – Statement of Economic Interests – gives candidates and officeholders a way to make their economic interests public to protect them from accusations of misconduct and to protect voters from officeholders who abuse their positions. [Gov. Code Sec. 87100, *et seq.*]

## General Campaign Information

**S**tate and local laws may affect candidates' campaigns. These laws were enacted to protect the voting rights of citizens and to ensure fair play in campaign practices. Please keep in mind that this section is not all-inclusive and does not take the place of legal advice. However, the information contained should give you a starting point in understanding and following the laws related to political campaigns.

### Political Signs

A political sign is a posted advertisement used to promote or campaign against a candidate or measure for an upcoming election. Any type of advertising viewed by the public can fall under political sign regulations. The placement of political signs is subject to regulation by the state, county, and/or cities, and may require a sign deposit.



#### State

The Division of Traffic Operations is prepared to answer questions about state regulation of campaign signs. For information, call 916-654-6473 or go to [www.dot.ca.gov/trafficops/oda](http://www.dot.ca.gov/trafficops/oda). You can also ask the Placer County Elections Office for a handout prepared by the Division of Traffic Operations for candidates who intend to advertise outdoors.

#### County

Placer County Code Chapter 17 Zoning, Section 17.54.190(b) requires that:

- Signs shall be posted no earlier than 60 days prior to the election to which they pertain.
- Each person or organization posting such signs shall first deposit with the Placer County Elections Office a refundable deposit to guarantee removal of the signs as required. Such deposit shall be \$200.00.
- Signs shall be prohibited within any public right-of-way and meet all county setback requirements.
- Signs are permitted to be posted on private property pursuant to the provisions of this section.
- Signs shall be removed no later than 21 days after the election to which they pertain.

If signs are not removed within the statutory time frame, notice shall be issued and the responsible party has seven (7) days from the date of notice to remove the signs. If the signs are not removed within that time, violations are punishable under Article 17.62 of the County Code. The punishment is a fine not to exceed \$500.00 per violation, with each day constituting a separate violation, or not more than six months in jail.

For more information about the Placer County political sign regulations, contact the Community Development Resource Agency at 530-745-3197. Complaints about signs in unincorporated portions of the county should be reported to the Placer County Code Enforcement Division at 530-745-3050. You can also find a complaint form on the Placer County Code Enforcement Division's website at [www.placer.ca.gov/departments/communitydevelopment/building/code\\_compliance](http://www.placer.ca.gov/departments/communitydevelopment/building/code_compliance)

### **Cities**

The Elections Office strongly recommends that each candidate consult the city clerk in each of the cities in which signs will be placed. Each city has its own policy that may or may not require a deposit or fee. The locations, mailing addresses (if different), contact names, and telephone numbers are listed for your convenience.

City of Auburn  
Amy Lind, City Clerk  
1225 Lincoln Way, Room 8  
Auburn CA 95603  
530-823-4211, ext. 112

City of Colfax  
Vacant, City Clerk  
33 South Main Street/PO Box 702  
Colfax CA 95713  
530-346-2313

City of Lincoln  
Gwen Scanlon, City Clerk  
600 Sixth Street  
Lincoln CA 95648  
916-434-2493

Town of Loomis  
Crickett Strock, Town Clerk  
3665 Taylor Rd  
Loomis CA 95650  
916-652-1840, ext. 11

City of Rocklin  
Mona Forster, City Clerk  
3970 Rocklin Road  
Rocklin CA 95677  
916-625-5560

City of Roseville  
Sonia Orozco, City Clerk  
311 Vernon Street  
Roseville CA 95678  
916-774-5263

## Political Sign Regulations

These figures are guidelines only. Individual ordinances should be consulted by contacting the appropriate agency prior to placing signs.

JURISDICTION	NUMBER OF DAYS PRIOR TO ELECTION THAT SIGNS MAY BE POSTED	NUMBER OF DAYS AFTER ELECTION THAT SIGNS MUST BE REMOVED	DEPOSIT/FEE REQUIRED	SIZE LIMIT REGULATION
STATE	90	10	None	32 sq. feet
PLACER COUNTY	60	21	\$200.00 Refundable	32 sq. feet
AUBURN	90	15	None	6 ft. tall w/max area of 32 sq. feet
COLFAX	60	21	\$50.00 Refundable	32 sq. feet
LINCOLN	60	21	\$250.00 Refundable	32 sq. feet
LOOMIS	45	15	None	16 sq. feet
ROCKLIN	45	10	None	None
ROSEVILLE	90	10	None	6 sq. feet

## Voter Registration Drives

Some candidates conduct registration drives or encourage individuals to register to vote while they are campaigning or collecting signatures. To ensure that election law is followed and that voters' rights are secured, we ask that anyone involved in the process follow the guidelines below. Please note that this does not contain all laws regarding voter registration. Contact the Secretary of State's Office or the Placer County Elections Office if you have any questions.

### The Voter Registration Form

Voter registration forms may be obtained from the Elections Office. If an individual requests registration forms, he or she will need to complete a "Voter Registration Card Statement of Distribution." At that time, Elections staff will go over the registration form requirements with the individual who is requesting them.



Individuals distributing voter registration forms must give a form to anyone who requests one provided they have a sufficient number of forms. [E.C. Sec. 2158(b)(3)]

Candidates and their volunteers may not affix or write any statements urging or indicating support or opposition to any candidate onto the voter registration form. [E.C. Sec. 18105]

Anyone who, without the specific written consent of the voter, willfully and with the intent to affect the voter's voting rights, causes, procures, or allows for the voter's party affiliation declaration on the voter registration form to be defaced, altered, or completed may face imprisonment in the state prison for 16 months or two or three years or in the county jail for not more than one year. [E.C. Sec. 18106]

### **Returning the Voter Registration Form**

Voter registration forms need to be returned to the Elections Office within three (3) business days or by the close of registration, whichever comes first. It is a misdemeanor, punishable by a fine up to \$1,000, to knowingly or negligently interfere with the prompt delivery of the voter registration forms to the Elections Office. [E.C. Sec. 2138, 2139, 18103]

### **Confidential Information**

A voter's driver's license number, identification card number, and social security card number contained on a voter registration form are confidential. This information shall not be disclosed by an individual or organization that distributes voter registration forms or by any person entrusted with the voter registration form. [E.C. Sec. 2138.5]

### **Political Advertisements**

As used in Elections Code Section 20008, "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.

Any paid political advertisement which refers to an election or to any candidate for state or local elective office which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or letter 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. [E.C. Sec. 20008]

### **Electioneering near Polling Places**

On Election Day, certain activities may not occur within 100 feet of the polling place. These activities include electioneering, circulating petitions, soliciting votes, speaking to a voter about marking the ballot, placing signs relating to a voter's qualification to vote or speaking to a voter on the subject of his qualification to vote, or recording a voter entering or exiting a polling place. Signs are strategically placed to clearly mark the 100-foot limits of the polling place. [E.C. Sec. 18370, 18541]

The California State Legislature recently defined electioneering as "the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location." Electioneering information includes visual displays associated with a candidate or measure, paraphernalia containing electioneering information (e.g., shirts, campaign buttons), and the dissemination of audible electioneering information. [E.C. Sec. 319.5]

## **News Media Exit Polls**

Members of the news media are permitted to conduct voter surveys outside of the polling places on Election Day. These surveys may take place no closer than 25 feet from the door to the polls.

## **Canvassing the Election**

Final results for the election cannot be released until the canvass has been completed. The election canvass process is an internal audit and is required by state law to ensure the accuracy of election results. California election law allows 30 days to conduct the official canvass of the final election results. The canvass begins no later than the Thursday after the election and concludes within 30 days of the election. Placer County traditionally starts Wednesday, the day after the election. During the canvass, vote-by-mail ballots turned in at the polling places on Election Day and provisional ballots are researched to validate eligibility. The Elections Office also reconciles the polling place rosters against the computer tallies from the precincts; performs a manual count of 1% of all ballots cast in each race to verify the accuracy of the election tally system; tallies eligible, damaged mailed vote-by-mail ballots, and provisional ballots; and counts write-in votes. The canvass concludes with the certification and issuance of official election results. Any member of the public may observe this process. [E.C. Sec. 15300, *et seq.*]

## **Appendix A: Services to Candidates**

Candidates may purchase the following voter information from the Placer County Elections Office to aid with their campaigns. All requestors must complete an “Application to Purchase/View Voter Registration Information” form and will be required to sign a statement verifying the information will not be used for personal or commercial purposes. The request form can be found online at [www.placerelections.com/campaign-resources.aspx](http://www.placerelections.com/campaign-resources.aspx). Please allow enough time for the Elections Office to produce your report or labels. Times vary among jobs, so please coordinate your requests with the Elections Office for best results.

### **Precinct Index (a.k.a. Walking List)**

Precinct indexes are printed in alphabetical order by street names, then numeric by house numbers. The list shows the names of voters at each address, with party preference and telephone number. Each candidate may order precinct indexes at a base cost of \$5.00 per 5,000 names, rounded up to the next 5,000 names.

### **Registered Voter List (a.k.a. Alpha List)**

Many lists may be produced which contain more complete information for each voter record. These lists are arranged in alphabetical order by voter’s last name and may be printed by precinct, district, or countywide. Many formats are available, which may include: residence address, mailing address, telephone number, party preference, etc. The Elections staff will recommend lists based on what the requestor wishes to accomplish. Each candidate may order alpha lists at a base cost of \$5.00 per 5,000 names, rounded up to the next 5,000 names.



## **Registered Voter File**

The voter file, countywide or by district, may be obtained on CD at the following charges:

- \$100.00 - Countywide voters.
- \$125.00 - Countywide voters, with voter history. (May specify up to 5 elections for history attached to each record, or “All history” in a separate file with a Unique ID field to link to each voter.)
- \$25.00 - District File, per 30,000 voters.

This file format is .txt, which may be imported into most software programs such as MS Access, MS Excel, etc. Test files may be requested. Pre-paid files may be transmitted via encrypted e-mail.

## **Mailing Labels**

Mailing labels addressed to every eligible voter or to family households of the same surname are available. Household labels constitute approximately 60% to 65% of the registered voters within a district. The cost is \$0.10 per label. The labels can be ordered by district or precinct.

## **Precinct / District Maps**

Precinct or district maps are available from the Elections Office. Specialty maps using geographical information systems technology are also available. Contact the Elections Office for the cost of these maps.

## **Voting Precinct Lists**

This report details the regular precincts that were placed into specific voting precincts. The fee is \$5.00.

## **Polling Place Lists**

A list of the polling place locations for the upcoming election is available for standard copy fees, which are \$0.50 for the first page and \$0.25 for each additional page.

## **Vote-by-Mail Voter Information**

### **Vote-by-Mail Labels**

For \$0.10 per label, vote-by-mail labels (including permanent vote-by-mail voters and voters living in mail ballot precincts) are available starting from 29 days before the election and continuing through 7 days before the election.

### **Vote-by-Mail Date Range / District Report**

An alphabetical list can be requested, from any specific date to the present, that includes the name and mailing address of every early voter. It also provides the precinct number, the date of the vote-by-mail request, the date the ballot was issued/mailed, the political party of the requestors, and the date if the ballot was returned. This report can be run by district or countywide. The initial report is \$35.00 and subsequent reports are \$10.00.

If you don't see what you need here, please call our office at 530-886-5650 so we can assist.

# Calendar for Year 2020 (United States)

January							February							March								
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa		
			1	2	3	4						1	1	2	3	4	5	6	7			
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14		
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21		
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28		
26	27	28	29	30	31	23	24	25	26	27	28	29	29	30	31							
2:●	10:○	17:●	24:●	1:●	9:○	15:●	23:●	2:●	9:○	16:●	24:●											

April							May							June							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
			1	2	3	4					1	2		1	2	3	4	5	6		
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13	
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20	
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27	
26	27	28	29	30	24	25	26	27	28	29	30	28	29	30							
1:●	7:○	14:●	22:●	30:○	7:○	14:●	22:●	29:○	5:○	13:●	21:●	28:○									

July							August							September									
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa			
			1	2	3	4						1		1	2	3	4	5					
5	6	7	8	9	10	11	2	3	4	5	6	7	8	6	7	8	9	10	11	12			
12	13	14	15	16	17	18	9	10	11	12	13	14	15	13	14	15	16	17	18	19			
19	20	21	22	23	24	25	16	17	18	19	20	21	22	20	21	22	23	24	25	26			
26	27	28	29	30	31	23	24	25	26	27	28	29	27	28	29	30							
5:○	12:●	20:●	27:○	3:○	11:●	18:●	25:○	2:○	10:○	17:●	23:○												

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	1	2	3	4	5	6	7		1	2	3	4	5	
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30	27	28	29	30	31							
1:○	9:○	16:●	23:○	31:○	8:○	15:●	21:○	30:○	7:○	14:●	21:○	29:○								

## Holidays:

<b>Jan 1</b> New Year's Day	<b>Jul 3</b> 'Independence Day' observed	<b>Nov 11</b> Veterans Day
<b>Jan 20</b> Martin Luther King Jr. Day	<b>Jul 4</b> Independence Day	<b>Nov 26</b> Thanksgiving Day
<b>Feb 17</b> Presidents' Day (Most regions)	<b>Sep 7</b> Labor Day	<b>Dec 25</b> Christmas Day
<b>May 25</b> Memorial Day	<b>Oct 12</b> Columbus Day (Most regions)	





Placer County Elections Office  
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PO Box 5278, Auburn CA 95604  
Telephone Number: 530-886-5650  
Toll-Free in California: 800-824-8683  
Facsimile Number: 530-886-5688  
Website: [www.placerelections.com](http://www.placerelections.com)  
E-mail: [election@placer.ca.gov](mailto:election@placer.ca.gov)