

# Table of Contents

<i>Presidential Primary Election Calendar</i> -----	1
<i>Primary and General Elections</i> -----	2
<i>Campaign Disclosure Filing Schedule</i> -----	3
<i>Important Telephone Numbers and Contact Information</i> -----	4
<i>Reporting Elections Violations</i> -----	5
<i>Offices to Appear on the Ballot</i> -----	6
<i>Incompatibility of Offices</i> -----	8
<i>Candidate Qualification Information</i> -----	9
General Qualifications to Run for and Hold Public Office-----	9
Qualifications for Specific Offices -----	10
<i>Filing for Office</i> -----	18
Nomination Process -----	18
Nomination Document Overview -----	19
Overview of Candidate-Filing Forms-----	20
Filing Fees -----	21
Petition in Lieu of Filing Fee-----	21
Declaration of Intention-----	23
Declaration of Candidacy -----	24
Ballot Designation Worksheet-----	27
Nomination Petition -----	27
Candidate Statement of Qualifications -----	29
Code of Fair Campaign Practices-----	35
Write-in Candidates -----	37
Appearing on the Ballot-----	38
<i>Financial and Campaign Disclosure Information</i> -----	39
Public Record-----	39
Termination of Filing Requirements -----	39
Contributions/Expenditures -----	39
Campaign Funds-----	39
Audits -----	40
Late Fees/Fines/Penalties -----	40

Definitions-----	40
Common Filing Requirements -----	41
When and Where to File for Local Candidates -----	42
Form Descriptions-----	43
Conflict of Interest -----	44
<b><i>General Campaign Information-----</i></b>	<b><i>45</i></b>
Political Signs -----	45
Voter Registration Drives -----	47
Distributing Vote-by-Mail Ballot Applications-----	47
Mass Mailings -----	51
Political Advertisements -----	52
Placer County Poll Watchers Guide -----	52
Electioneering near Polling Places -----	54
Electioneering while a Vote-by-Mail Ballot is being Voted -----	54
News Media Exit Polls-----	54
Canvassing the Election-----	54
<b><i>Appendix A: Services to Candidates -----</i></b>	<b><i>55</i></b>
Precinct Indexes (a.k.a. Walking Lists)-----	55
Registered Voter List (a.k.a. Alpha Lists)-----	55
Registered Voter Compact Disc-----	55
Customer Mailing Labels -----	55
Precinct/District Maps -----	56
Voting Precinct Lists -----	56
Polling Place Lists-----	56
Vote-by-Mail Voter Information -----	56
<b><i>Appendix B: Relevant Code Sections -----</i></b>	<b><i>57</i></b>
Campaign Materials -----	57
Distributing Polling Place Information-----	59
Solicitation of Funds-----	59
Penal Provisions Relating to the Nomination of Candidates -----	60
Voter Registration-----	62
Vote-by-Mail Voting -----	63
Use of Surplus Funds -----	63

## Presidential Primary Election Calendar

DATE	DAYS BEFORE ELECTION	EVENT
December 30, 2011	158	Petition-in-lieu period begins for all candidates.
January 30, 2012	127	First day judicial candidates may file the Declaration of Intention.
January 31, 2012	126	Last day to file the semi-annual campaign statement.
February 8, 2012	118	Close of regular Declaration of Intention filing period. This period is extended if the incumbent fails to file.
February 13, 2012	113	Close of the extended Declaration of Intention filing period. The Office of Elections is open from 9:00 AM to 3:00 PM for the Lincoln's Birthday Holiday.
February 13, 2012	113	Candidate filing begins. The Office of Elections is open from 9:00 AM to 3:00 PM for the Lincoln's Birthday Holiday.
February 15, 2012	111	Deadline for U.S. Senate candidates to submit a Candidate Statement of Qualifications to the Secretary of State for inclusion in the State Voter Guide.
February 20, 2012	106	The Office of Elections is open from 9:00 AM to 3:00 PM for the President's Day Holiday.
February 23, 2012	103	Petition-in-lieu period closes for all candidates.
March 9, 2012	88	Close of regular candidate-filing period. This period is extended if the incumbent fails to file.
March 14, 2012	83	Close of extended candidate-filing period.
March 15, 2012	82	Random alphabet draw to be held at 11:00 AM to determine the ballot order of candidates' names.
March 22, 2012	75	Last day to file the 1 <sup>st</sup> pre-election campaign statement.
April 9, 2012	57	Write-in candidate filing period begins.
April 26, 2012	40	Sample ballots may begin to be mailed.
May 7, 2012	29	First day to process vote-by-mail ballot requests.
May 21, 2012	15	Last day to register for this election.
May 22, 2012	14	Write-in candidate-filing period ends.
May 24, 2012	12	Last day to file the 2 <sup>nd</sup> pre-election campaign statement.
May 29, 2012	7	Last day to request a vote-by-mail ballot by mail.
June 5, 2012	0	Election Day

# **Primary and General Elections**

## **Primary Elections**

California recently 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 with 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.

The presidential race will remain a partisan race and continue to use the Modified Closed Primary system. This primary system restricts voters affiliated with a political party to the choice of nominees of that political party. Political parties may determine whether to allow nonpartisan voters the opportunity to cast a ballot for their presidential candidates. Nonpartisan voters may also choose a nonpartisan ballot that contains only nonpartisan races, voter-nominated races, and measures.

In Placer County, elected officials for county and judicial offices are elected during a primary election. Because these are nonpartisan offices, the party preference of the candidates and the voters is 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, state propositions and 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 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 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 June 5, 2012 Ballot
- Primarily Formed Committee to Support/Oppose Candidates and Ballot Measures to be Listed on the June 5, 2012 Ballot
- General Purpose Recipient Committees

FILING DEADLINE <sup>1</sup>	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
January 31, 2012	Semi-annual	7/1/11 <sup>2</sup> - 12/31/11	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
March 22, 2012	1 <sup>st</sup> Pre-election	1/1/12-3/17/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
May 24, 2012	2 <sup>nd</sup> Pre-election	3/18/12-5/19/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> </ul>
Within 24 Hours	Late Contributions <sup>3</sup> and Late Independent Expenditures <sup>4</sup> of \$1,000 or More	5/20/12-6/5/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> <li>• Fax</li> </ul>
July 31, 2012	Semi-annual	5/20/12-6/30/12	<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

Note: the click on the web addresses to go to the website.

<b>PLACER COUNTY OFFICE OF ELECTIONS</b>	<p>Website: <a href="http://www.placerelections.com">www.placerelections.com</a>          Telephone: 530-886-5650 or toll-free in California 800-824-8683          Contact the Office of Elections 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: 916-322-5660 or 866-275-3772  <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: 800-424-9530          Contact the Federal Elections Commission for questions concerning federal campaign disclosure requirements or contributions from national banks, national corporations, and foreign nationals.</p>
<b>STATE FRANCHISE TAX BOARD</b>	<p>Website: <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>          Telephone (toll-free in the U.S.): 800-852-5711 or 800-338-0505 (automated service)          Contact the Franchise Tax Board for questions concerning committee tax status, tax ID numbers, charitable non-profit groups, or any other tax-related questions.</p>
<b>INTERNAL REVENUE SERVICE</b>	<p>Website: <a href="http://www.irs.ustreas.gov">www.irs.ustreas.gov</a>          Telephone: 877-829-5500 (tax-exempt organizations) or 916-974-5225 (Sacramento Office)          Contact the Internal Revenue Service for information related to federal taxpayer 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 Office of Elections 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, disclosure of economic interests): Contact the Fair Political Practices Commission.
- Election fraud: Contact the Office of Elections, 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 State Attorney General.
- Local ordinances: Contact your local city attorney or the District Attorney.
- Vandalism: Contact your local police department or the sheriff's department.
- Requirements concerning campaign signs: See the list of contacts in the chapter "General Campaign Information."

<b>FEDERAL / STATE / LOCAL ENFORCEMENT OFFICES</b> (Click on the web addresses to go to the website.)	
<p><b>Fair Political Practices Commission</b> 428 J Street, Suite 620 Sacramento CA 95814 Telephone: 866-275-3772 Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p> <p>Anonymous Tipline 800-561-1861</p>	<p><b>Secretary of State</b> <b>Political Reform Division</b> 1500 11<sup>th</sup> Street, 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> 999 E Street, NW Washington DC 20463 Telephone: 800-424-9530 Website: <a href="http://www.fec.gov">www.fec.gov</a></p>	<p><b>Attorney General</b> PO Box 944255 Sacramento CA 94244-2550 Telephone: 916-322-3360 Toll-free in CA: 800-952-5225 Website: <a href="http://www.ag.ca.gov">www.ag.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> 11490 C Avenue Auburn CA 95603 Telephone: 530-886-5200</p>

## Offices to Appear on the Ballot June 5, 2012

### Voter-Nominated Offices

Note: The office title is a link to the qualifications page.

<b>FEDERAL OFFICES</b>		
OFFICE TITLE	LENGTH OF TERM	NEW TERM BEGINS
United States Senate Officeholder: Dianne Feinstein	6 years	January 7, 2013 (12:00 noon)
United States Congress, 1 <sup>st</sup> District Officeholder:	2 years	
United States Congress, 4 <sup>th</sup> District Officeholder: Tom McClintock	2 years	
<b>STATE LEGISLATURE</b>		
OFFICE TITLE	LENGTH OF TERM	NEW TERM BEGINS
State Senate, 1 <sup>st</sup> District Officeholder: Ted Gaines	4 years	December 3, 2012
State Assembly, 1 <sup>st</sup> District Officeholder:	2 years	
State Assembly, 5 <sup>th</sup> District Officeholder:	2 years	
State Assembly, 6 <sup>th</sup> District Officeholder:	2 years	

### Partisan Offices

<b>FEDERAL OFFICES</b>					
OFFICE TITLE/OFFICEHOLDER		LENGTH OF TERM	NEW TERM BEGINS		
United States President Officeholder/Party: Barack Obama (D)		4 years	January 20, 2013 (12:00 noon)		
<b>COUNTY CENTRAL COMMITTEE<sup>5</sup></b> (Elected by Supervisorial District)					
OFFICE TITLE	PARTY/NUMBER TO BE ELECTED			LENGTH OF TERM	NEW TERM BEGINS
Supervisorial District	Democratic	Republican	American Independent	2 years	Varies by Party
1 <sup>st</sup> District	5	4	5		
2 <sup>nd</sup> District	6	6	8		
3 <sup>rd</sup> District	4	4	4		
4 <sup>th</sup> District	4	5	4		
5 <sup>th</sup> District	2	2	4		

<sup>5</sup> This information is accurate as of press time. The number of seats up for central committees and county councils is subject to change.

<b>COUNTY CENTRAL COMMITTEE</b> (Elected Countywide)					
<b>OFFICE TITLE</b>	<b>PARTY</b>			<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Countywide	Green (County Council)	Libertarian	Peace & Freedom	2 years	Varies by Party
Number to be Elected	7	7	7		

**Nonpartisan**

<b>JUDGE OF THE SUPERIOR COURT</b>			
<b>OFFICE TITLE</b>	<b>OFFICEHOLDER</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Superior Court Judge, Seat 1	Alan V. Pineschi	6 years	January 7, 2013
Superior Court Judge, Seat 2	Joseph O'Flaherty		
Superior Court Judge, Seat 3	Frances Kearney		
Superior Court Judge, Seat 4	Robert P. McElhany		

**COUNTY OFFICES<sup>6</sup>**

<b>OFFICE TITLE</b>	<b>OFFICEHOLDER</b>	<b>LENGTH OF TERM</b>	<b>NEW TERM BEGINS</b>
Supervisor, District 3	Jim Holmes	4 years	January 7, 2013
Supervisor, District 4	Kirk Uhler		
Supervisor, District 5	Jennifer Montgomery		

**UNIFIED SCHOOL DISTRICTS**

<b>Twin Rivers Unified School District</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	<b>4-YEAR</b>	<b>2-YEAR</b>	
Trustee Area 1	1		July 1, 2012
Trustee Area 2		1	
Trustee Area 3	1		
Trustee Area 4		1	
Trustee Area 5	1		
Trustee Area 6		1	
Trustee Area 7	1		

<sup>6</sup> Depending on the outcome of the Presidential Primary Election contests, these offices may or may not have runoff races for the November 6, 2012 Presidential General Election.

## Incompatibility of Offices

The 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) at the same election. There may also be instances in which two offices are considered incompatible even though the Elections Code does not prohibit a candidate from filing for both offices. If a candidate is elected to two incompatible offices, she must resign from one of the offices. [E.C. Sec. 10510, 10603]

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 California Attorney General's Office 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 where the city and the school district have 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 water district director and a city council member
- The offices of a water district director and a school district trustee having territory in common

If you have a question about whether two public offices that you hold or seek to hold would be considered incompatible, contact the Attorney General's Office at 916-322-3360 or visit their website, [www.ag.ca.gov](http://www.ag.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 Office of Elections 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 her election or appointment she is 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)]

A person may file nomination papers for county central committee and another public office. A central committee seat is not an "office" within the meaning of Section 8003(b) (see above). [Moore v. Panish, Cal. 3d 535, 545 (Cal. 1982)]

#### **Central Committee Races**

No declaration of candidacy for membership on a county central committee shall be filed by a candidate unless:

1. For the three months immediately prior to receiving the declaration of candidacy, or for as long as he has been eligible to vote in the state, the candidate is shown by his affidavit to be affiliated with the political party the nomination of which he seeks; and
2. The candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he seeks within 12 months immediately prior to the filing of the declaration. [E.C. Sec. 8001]

**Voter-Nominated Races**

Candidates for voter-nominated races are not required to belong to a party. However, these candidates are given the option of listing their current 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 Senator*

<b>QUALIFICATIONS</b>	The candidate shall be at least 30 years of age, a U.S. citizen for nine years and a resident of California when elected. [ <i>U.S. Constitution, Art. 1, Sec. 3.3</i> ]	
<b>HOW ELECTED</b>	The two candidates who receive the highest number of votes in the June Primary Election will run off in the November General Election.	
<b>SALARY</b>	\$174,000.00	
<b>FILING FEE</b>	\$3,480.00 (2% of the salary)	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	Candidates for U.S. Senate who wish to file a CSQ may do so with the Secretary of State for inclusion in the State Voter Guide no later than February 15, 2012. Contact the Secretary of State's office at 916-657-2166 for more information.	
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 65 valid signatures are required; up to 100 may be submitted.	
<b>PETITIONS IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 10,000 Value per signature: \$0.348	
<b>IMPORTANT DATES</b>	<b>Date</b> December 30 to February 23 February 13 to March 9  February 15 February 24 to March 9	<b>Event</b> Petition in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers Deadline to file CSQ with SOS Supplemental Filing Period for Petition in Lieu of Filing Fee
<b>NEW TERM BEGINS</b>	January 7, 2013	
<b>LENGTH OF TERM</b>	6 years	

*United States Representative – 1<sup>st</sup> and 4<sup>th</sup> Congressional District*

<b>QUALIFICATIONS</b>	The candidate shall be at least 25 years of age, a U.S. citizen for seven years, and a resident of California when elected. [ <i>U.S. Constitution, Art. 1, Sec. 2.2</i> ]	
<b>HOW ELECTED</b>	The two candidates who receive the highest number of votes in the June 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> \$670 250 words	<b>4<sup>th</sup> District</b> \$3,510 250 words
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 40 valid signatures are required; up to 60 may be submitted.	
<b>PETITIONS IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 3,000 Value per signature: \$0.58	
<b>IMPORTANT DATES</b>	<b>Date</b> December 30 to February 23 February 13 to March 9  February 24 to March 9	<b>Event</b> Petition in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers Supplemental Filing Period for Petition in Lieu of Filing Fee
<b>NEW TERM BEGINS</b>	January 7, 2013	
<b>LENGTH OF TERM</b>	2 years	

Candidate Qualification Information

*State Senator – 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>The candidate may not serve more than two terms in the state senate. [<i>Cal. Constitution, Art. IV, Sec.2</i>]</p>	
<b>HOW ELECTED</b>	<p>The two candidates who receive the highest number of votes in the June Primary Election will run off in the November General Election.</p>	
<b>SALARY</b>	<p>\$95,290.56</p>	
<b>FILING FEE</b>	<p>\$952.91 (1% of the salary)</p>	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<p>\$ 2,690 (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>PETITIONS IN LIEU OF FILING FEE</b>	<p>Signatures required to waive filing fee: 3,000 Value per signature: \$0.317637</p>	
<b>IMPORTANT DATES</b>	<p><b>Date</b> December 30 to February 23 February 13 to March 9  February 24 to March 9</p>	<p><b>Event</b> Petition in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers Supplemental Filing Period for Petition in Lieu of Filing Fee</p>
<b>NEW TERM BEGINS</b>	<p>December 3, 2012</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>	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]  The candidate may not serve more than three terms in the State Assembly. [Cal. Constitution, Art. IV, Sec. 2]		
<b>HOW ELECTED</b>	The two candidates who receive the highest number of votes in the June Primary Election will run off in the November General Election.		
<b>SALARY</b>	\$95,290.56		
<b>FILING FEE</b>	\$952.91 (1% of the salary)		
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<b>1<sup>st</sup> District</b> \$810 250 words	<b>5<sup>th</sup> District</b> \$390 250 words	<b>6<sup>th</sup> District</b> \$3,130 250 words
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 40 valid signatures are required; up to 60 may be submitted.		
<b>PETITIONS IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 1,500 Value per signature: \$0.635273		
<b>IMPORTANT DATES</b>	<b>Date</b> December 30 to February 23 February 13 to March 9  February 24 to March 9	<b>Event</b> Petition in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers Supplemental Filing Period for Petition in Lieu of Filing Fee	
<b>NEW TERM BEGINS</b>	December 3, 2012		
<b>LENGTH OF TERM</b>	2 years		

**Partisan Offices**

*County Central Committee/County Council*

<b>QUALIFICATIONS</b>	<p>The candidate shall be a registered voter of the party and a resident of the district. [E.C. Sec. 201, 7209, 7407, 7654, 7852]</p> <p>At the time of filing the declaration of candidacy, the candidate must have continuously been a member the party for not less than three (3) months. The candidate cannot have been a member of another qualified party within the twelve (12) months prior to filing the declaration of candidacy. [E.C. Sec. 8001]</p>	
<b>HOW ELECTED</b>	<p>The candidates receiving the highest number of votes (up to the number of members to be elected from each district) will be elected to that party's County Central Committee.</p>	
<b>SALARY</b>	<p>None</p>	
<b>FILING FEE</b>	<p>None</p>	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<p>Not applicable</p>	
<b>NUMBER OF NOMINATION SIGNATURES</b>	<p>Democratic Republican American Independent Green Libertarian Peace and Freedom</p>	<p>At least 20, not more than 40 At least 20, not more than 40 At least 20, not more than 40 At least 20, not more than 30 At least 20, not more than 30 7 (2% affiliated registered voters)</p>
<b>PETITIONS IN LIEU OF FILING FEE</b>	<p>Not applicable</p>	
<b>IMPORTANT DATES</b>	<p><b>Date</b> February 13 to March 9</p>	<p><b>Event</b> Declaration of Candidacy and Nomination Papers</p>
<b>NEW TERM BEGINS</b>	<p>Varies by party</p>	
<b>LENGTH OF TERM</b>	<p>2 years</p>	

**Nonpartisan Offices***Superior Court Judge*

<b>QUALIFICATIONS</b>	The candidate shall be a member of the State Bar for ten years immediately preceding the election 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, Ops. Cal. Atty. General. No 95-301</i> ]	
<b>HOW ELECTED</b>	The names of the unopposed judicial incumbents do not appear on the June Primary Election ballot. They will be declared elected after the November General Election. For a contested office, the candidates' names will appear on the June Primary Election ballot. If one candidate receives over 50% of the vote, 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. [E.C. Sec. 8140, 8141, 8203]	
<b>SALARY</b>	\$178,789.00	
<b>FILING FEE</b>	\$1,787.89 (1% of the salary)	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	\$2,090 (200 words)	
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 20 valid signatures are required, up to 40 may be submitted.	
<b>PETITIONS IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 7,152 Value per signature: \$0.25	
<b>IMPORTANT DATES</b>	<b>Date</b> December 30 to February 23 January 30 to February 8 February 13 to March 9  February 24 to March 9	<b>Event</b> Petition in Lieu of Filing Fee Declaration of Intention, Filing Fee Declaration of Candidacy and Nomination Papers Supplemental Filing Period for Petition in Lieu of Filing Fee
<b>NEW TERM BEGINS</b>	January 7, 2013	
<b>LENGTH OF TERM</b>	6 years	

Candidate Qualification Information

*Board of Supervisors – 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 he seeks 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 his incumbency. [Gov. Code Sec. 25041]		
<b>HOW ELECTED</b>	The candidate who receives a majority (50% plus 1) of all votes in the June 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 he represents and not at large. [Gov. Code Sec. 25040, Placer County Code Sec. 1.08.010]		
<b>SALARY</b>	\$30,000		
<b>FILING FEE</b>	\$300.00 (1% of the salary)		
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	<b>3<sup>rd</sup> District</b> \$530 (200 words)	<b>4<sup>th</sup> District</b> \$500 (200 words)	<b>5<sup>th</sup> District</b> \$540 (200 words)
<b>NUMBER OF NOMINATION SIGNATURES</b>	At least 20 valid signatures are required; up to 40 may be submitted.		
<b>PETITIONS IN LIEU OF FILING FEE</b>	Signatures required to waive filing fee: 1,200 Value per signature: \$0.25		
<b>IMPORTANT DATES</b>	<b>Date</b> December 30 to February 23 February 13 to March 9  February 24 to March 9	<b>Event</b> Petition in Lieu of Filing Fee Declaration of Candidacy and Nomination Papers Supplemental Filing Period for Petition in Lieu of Filing Fee	
<b>NEW TERM BEGINS</b>	January 7, 2013		
<b>LENGTH OF TERM</b>	4 years		

*Twin Rivers Unified School District*

<b>QUALIFICATIONS</b>	The candidate must be 18 years or older, a citizen of the state, a resident of the school district, and a registered voter. An employee of the school district may not be sworn in as a board member without resigning as an employee. [Ed. Code Sec. 35107]	
<b>HOW ELECTED</b>	The candidate receiving the highest number of votes is elected to the office. If there is only one qualified candidate, the candidate will be appointed in lieu of election and the office will not appear on the ballot.	
<b>CANDIDATE'S STATEMENT OF QUALIFICATIONS</b>	\$140.00 (200 words)	
<b>IMPORTANT DATES</b>	<b>Date</b> February 13 to March 9	<b>Event</b> Declaration of Candidacy
<b>NEW TERM BEGINS</b>	December 7, 2012	
<b>LENGTH OF TERM</b>	4 years for odd-numbered trustee areas. 2 years for even-numbered trustee areas.	

## 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 extended under any circumstances. Nomination papers for the Presidential Primary Election must be filed by 5:00 PM on the last day of candidate filing, March 9, 2012. If an incumbent fails to file, the candidate-filing period extends for all other individuals until March 14, 2012.

### Nomination Process

#### Where to Obtain Documents

Nomination papers are obtained from the Office of Elections. The candidate or the candidate's representative must come to the Office of Elections *in person*. The address for the Office of Elections is 2956 Richardson Drive, Auburn, California. Please plan your trip to 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 Office of Elections 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 Office of Elections to have nomination papers issued, she will be entered onto 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 his 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
- The candidate's original or "wet" signature [E.C. Sec. 8028]

#### Candidate cannot Withdraw

Once a candidate completes paperwork, she cannot withdraw from the race. Election law requires that any individual who has correctly filed paperwork must remain in the race and take office if elected. [E.C. Sec. 8800]

## **Nomination Document Overview**

### **Petition in Lieu of Filing Fee**

Candidates obtain signatures to reduce or eliminate the filing fee on the Petition in Lieu of Filing Fee. [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]

### **Declaration of Candidacy**

The Declaration of Candidacy is the document on which one declares oneself 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 one is qualified for the office and will not withdraw from the race. [E.C. Sec. 8040]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet 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. The Ballot Designation Worksheet is mandatory for any candidate wishing to have an occupation appear on the ballot. [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 sample ballot pamphlet 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**

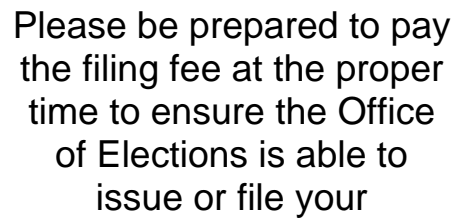
The Code of Fair Campaign Practices is a voluntary document that candidates may sign and file to indicate they intend to follow campaign practices based upon principles of decency, honesty, and fair play. Elections Code Section 20400 states, "The purpose in creating the Code of Fair Campaign Practices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

### Overview of Candidate-Filing Forms

OFFICE	PETITION 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. SENATE	X		X	X	X	SOS	X
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 OFFICES	X		X	X	X	X	X
TWIN RIVERS UNIFIED SCHOOL DISTRICT			X	X		X	X
COUNTY CENTRAL COMMITTEE/ COUNTY COUNCIL			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 and federal candidates pay the filing fee when they are issued their nomination paperwork. County candidates pay the filing fee when they complete filing for office. 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 Office of Elections is able to issue or file your

## Petition in Lieu of Filing Fee

The Petition in Lieu of Filing Fee (PIL) 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 \$0.25. The PIL is optional. If a candidate chooses, she may skip this part of the process and pay the filing fee in full.

## Issuing the Petition in Lieu of Filing Fee

The PIL 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 PIL for the June 5, 2012 Presidential Primary Election is December 30, 2011. When a candidate comes to the Office of Elections, our staff will issue the petition and give the candidate a two-sided master PIL 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 Office of Elections has access to information for voters who are registered in Placer County only and is unable to verify signatures of voters residing in other counties. For example, if we receive a PIL 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:

- 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 own handwriting (spouses and individuals with power attorney may not sign for the voter).

Voters may only sign PIL's for one candidate for each office. If a voter signs more than one PIL, the signature will be counted towards the filing fee of the first candidate that files the signature. [E.C. Sec. 8106(b)(2)]

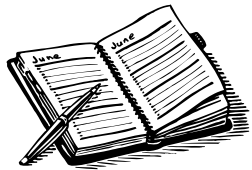
### **Qualifications for Circulators**

The circulator shall be a registered voter of the district or political subdivision in which the candidate is to be elected. The circulator shall serve within the county in which she resides. [E.C. Sec. 8106(b)(4)]

The circulator also needs to complete the "Affidavit of Circulator" located on the back of the PIL in her own hand. 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 Office of Elections cannot file the PIL. [E.C. Sec. 104]

### **When to File**

The last day to file PIL signatures is February 23, 2012 or the day the candidate pulls his nomination papers, whichever comes first. 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 Office of Elections will verify the signatures and notify the candidate of any deficiencies (invalid signatures) within ten days. [E.C. Sec. 8106(b)(3)]



### **Supplemental Signatures**

Candidates have the option to circulate supplemental petitions in lieu and submit additional signatures to replace those that were deemed deficient or invalid in their initial filings. The sum of the valid signatures from the initial filing and the supplemental filing cannot exceed the total number of signatures submitted from the initial filing. For example, if Jane Doe wished to run for State Assembly, she can submit 1,500 signatures to eliminate the filing fee. She submitted 1,200 signatures in her initial filing; 1,000 were sufficient and 200 were invalid. Jane Doe may submit supplemental signatures, but only 200 can be counted valid. The last day to file supplemental PIL signatures is March 9, 2012. [E.C. Sec. 8106(b)(3)]

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

If the signatures submitted on the PIL 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 PIL 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 PIL signatures to eliminate or reduce the filing fee. If the candidate uses PIL signatures to reduce the filing fee, he 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 Office of Elections 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 they file their Declaration of Candidacy. The filing fee is paid to the Placer County Clerk.

If the candidate intends to submit supplemental PIL signatures, he can write a maximum amount on the memo line of the check (e.g., “not to exceed \$1,100”) and the appropriate agency will fill in the amount. [E.C. Sec 8105]

**Number of Signatures per Office**

OFFICE	FILING FEE	NUMBER OF SIGNATURES	PRORATED VALUE OF SIGNATURES
U.S. Senate	\$3,480.00	10,000	\$0.348
U.S. Representative	\$1,740.00	3,000	\$0.58
State Senate	\$952.91	3,000	\$0.317637
State Assembly	\$952.91	1,500	\$0.635273
Superior Court Judge	\$1,787.89	7,152	\$0.25
County Board of Supervisors	\$300.00	1,200	\$0.25

**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 January 30, 2012 and February 8, 2012 with the Office of Elections. If the incumbent fails to file a DOI, all other candidates have until February 13, 2012 to file it. 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 Office of Elections when it is issued.

## **When to File**

Candidate filing for the June 5, 2012 Presidential Primary Election begins February 13, 2012 and ends March 9, 2012. If an incumbent fails to file, candidate filing is extended until March 14, 2012 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. 8040]

## **Candidate Cannot Withdraw**

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

## **Ballot Name**

On the DOC, the candidate writes how his 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 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
- A familiar version of the first name, such as Bill for William or Sue for Susan

If a candidate changes his 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**

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:

- An elective city, county, district, state, or federal office that the candidate holds at the time of filing the nomination papers and to which she was elected (or appointed, in the case of a superior court judge). Central committee candidates are excluded from using the central committee seat as their elected title.
- The word “incumbent” if the candidate is running for the same office that he holds at the time of filing nomination papers and was elected by the voice of the people (or appointed, in the case of a superior court judge).
- 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* the word “appointed” and the title of the office if the candidate is a candidate for election to the same office or some other office (the term “appointed incumbent” shall not be required of a candidate who was appointed in lieu of election).
- No more than three words designating the current principal professions, vocations, or occupations of the candidate. The principal professions, vocations, or occupations of the candidate during the calendar year preceding the filing of the nomination papers may also be used. 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)]

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.

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]

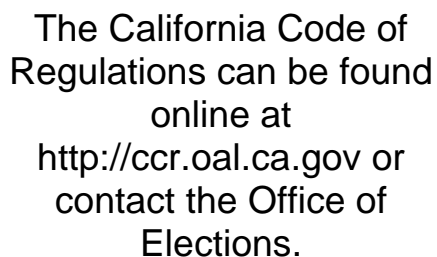
The most common prohibitions on ballot designations are:

- 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)
- The name of any political party [E.C. Sec. 13107(b)]

The interpretation of Elections Code Section 13107 is governed by the California Code of Regulations. Office of 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(e)]



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

#### **Certificate as to Candidate’s Political Party Affiliation**

This certificate appears on the DOC for central committee candidates only. The county elections official is required to complete this certificate to ensure central committee candidates meet the party affiliation requirements. [E.C. Sec. 8001(b)]

#### **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. 300.5, 8002.5, 8121]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet (BDW) is used by a candidate to support his choice of ballot designation and provide alternates to be used if his 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]

#### **When Required**

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

#### **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]

### **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 Office of Elections will issue enough petition sections to collect the minimum number of nominations signatures required. If the candidate would like additional sections, she may make double-sided copies of one of the petitions provided by the Office of Elections. [E.C. Sec. 8020]

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

Signatures submitted on a Petition in Lieu (PIL) may be used towards the nomination signature requirement if the signers are eligible to nominate the candidate. If the candidate files enough PIL signatures to meet the nomination signature requirement, he 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 Office of Elections has access to information for voters who are registered in Placer County only and 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 the nomination petition is for a central committee candidate, the signer shall also be affiliated with the party in which the candidate is seeking nomination. 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 she needs to include 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 invalidate the signature)
- Signature in her own handwriting (spouses and individuals with power of attorney may not sign for the voter)

Voters may only sign a nomination petition for one candidate for each office. If there is more than one seat to be filled (for example, 5 seats on a county central committee), signers may only sign up to the same number of petitions as there are seats to be filled. If a voter signs more nomination petitions than there are seats to be filled, the signatures will be counted towards the nomination signature requirement of the first candidate (or candidates equal to the number of seats to be filled) that files the signature. [E.C. Sec. 8069]

### **Qualifications for Circulators**

The circulator shall be a registered voter of the district or political subdivision in which the candidate is running and shall serve only in that district or political subdivision. [E.C. Sec. 8066]

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

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

OFFICE	MINIMUM NUMBER OF SIGNATURES REQUIRED	MAXIMUM NUMBER OF SIGNATURES PERMITTED
U.S. Senator	65	100
U.S. Representative	40	60
State Senate	40	60
State Assembly	40	60
County Central Committee/ County Council	Democratic	40
	Republican	40
	American Independent	40
	Green	30
	Libertarian	30
	Peace and Freedom	No maximum
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 to be sent to voters in the sample ballot pamphlet. If a candidate chooses to file a CSQ, she pays a fee that covers the cost of printing the statement. This statement gives the candidate the opportunity to tell voters about herself. 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 sample ballot pamphlet. There are no provisions in the Elections Code for candidates for central committees/county councils to publish CSQ's. [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 only applies to state candidates. [Gov. Code Sec 85601]

*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 Office of Elections.

*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 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.



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 Office of Elections



*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 her DOC in Placer County on February 21 she will need to file her CSQ in Placer County at the same time. However, she has until the end of candidate filing (March 9) 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 sample ballot pamphlet for the general election. The last day to file the CSQ for the general election is August 10, 2012. [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 the printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

OFFICE	COST	SPANISH TRANSLATION
United States Representative, 1 <sup>st</sup> District	\$670.00	\$745.00
United States Representative, 4 <sup>th</sup> District	\$3,510.00	\$3,585.00
State Senate, 4 <sup>th</sup> District	\$2,690.00	\$2,765.00
State Assembly, 1 <sup>st</sup> District	\$810.00	\$885.00
State Assembly, 5 <sup>th</sup> District	\$390.00	\$465.00
State Assembly, 6 <sup>th</sup> District	\$3,130.00	\$3,250.00

**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 Office of Elections.

*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.

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 the printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

The costs associated with printing a CSQ will vary from county to county. If you are running for a multi-county office, please contact each county for its cost.

OFFICE	COST	SPANISH TRANSLATION
Superior Court Judge	\$2,090.00	\$2,165.00
County Board of Supervisors, 3 <sup>rd</sup> District	\$530.00	\$605.00
County Board of Supervisors, 4 <sup>th</sup> District	\$500.00	\$575.00
County Board of Supervisors, 5 <sup>th</sup> District	\$540.00	\$615.00
Twin Rivers Unified School District	\$140.00	\$215.00

**Endorsements**

Endorsements are allowed in the CSQ only if the candidate provides written authorization from the endorser at the time of filing.

### **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.* Elections staff will not proof statements for spelling or grammatical errors. [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 Office of Elections 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. 13311, 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 own qualifications. Indirect references to other candidates are also prohibited. [E.C. Sec. 13307(a)(1), 13307.5, 13308 Gov. Code Sec. 85601]

### **Printing Candidate Statements in Other Languages**

Currently, Placer County is not required to translate CSQ's into other languages. However, a candidate may choose to have her CSQ translated into Spanish and printed at her cost. Elections Code Section 13307(b) requires the Office of Elections to use a translator from the list of approved Spanish translators and interpreters of the Superior Court of the county or from an institution accredited by the Western Association of Schools and Colleges. The Office of Elections is unable to accept translations provided by the candidate.

### **Formatting**

Printing requirements for the sample ballot pamphlet make it necessary to print all CSQ's in a uniform style. All statements will be set in a full-justified format to fit within a ¼ page space for a 200-word statement and a ½ page space for a 250-word statement. Generally, any characters that can be produced from a standard

typewriter keyboard are acceptable; however, no paragraph or sentence shall begin with a number or punctuation mark.

In order to avoid emphasizing words or phrases, Initial Capitalization and **bolded**, CAPITALIZED, underlined, and “quoted” words or phrases are not acceptable if it is done to draw attention to the word or phrase in question. If quotations are used for a legitimate quote, the candidate must obtain written permission from the individual being quoted.

Indentations or multiple underscoring will not be accommodated. Also, 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 Office of Elections 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. Candidates are discouraged from submitting their electronic copy in an e-mail. However, if that is the only means of submitting the electronic version, you may do so provided you identify in the e-mail that the CSQ attached is the electronic version of a filed CSQ. Submitting an electronic version of the CSQ will help speed the formatting process so that the Office of Elections 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 may want to double check that the electronic version and the hard copy are identical.

### **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(d)]

### **Word Counting Guidelines**

The guidelines listed below are used by the Office of Elections for counting the number of words in a CSQ:

- Name, age, and office title (located at the top of the form) are not counted.
- Punctuation marks are not counted as words.
- Geographical names such as cities, towns, or states are counted as one (1) word. (e.g., Los Angeles, Placer County, Granite Bay; district names and undefined areas, such as “Silicon Valley” are not considered geographical names.)
- Monetary amounts expressed numerically, such as \$1,000.00, are counted as one (1) word.



## **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 to sign containing a copy of the code. 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 Office of Elections 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.

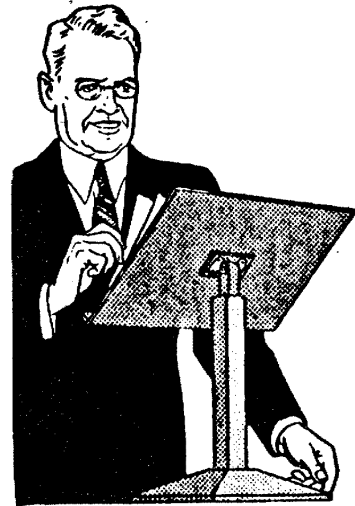
“(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering 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, she cannot be elected even if a majority of voters writes 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 June 5, 2012 Presidential Primary Election is April 9, 2012 through May 22, 2012. [E.C. Sec. 8601]

## Filing Fees

No fee or charge shall be required of a write-in candidate. [E.C. Sec. 8604]

## How Elected

### *Central Committee*

To be elected to a seat on a central committee, the write-in candidate must be among the top vote-getters, equal in number to the number of seats to be filled.

### *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. To be elected to the Twin Rivers Unified School District governing board, a write-in candidate must receive more votes than any other candidate in the race.

### *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 name on the write-in space provided. [E.C. Sec. 8700]

### **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. [E.C. Sec. 8809]

### **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. If the office does not appear on the ballot, the candidates will be appointed in lieu of election and receive a certificate of election as if they had been elected. If 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 the office will still appear on the ballot. [E.C. Sec. 7228, 7423, 7673, 7772.1]

### **Judicial Offices**

#### *Primary Elections*

If the incumbent is the only individual to file nomination papers, 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 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. [E.C. Sec. 8203]

### **County Offices**

Whenever a candidate has qualified to run for office in a primary election, his 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. [E.C. Sec. 8809]

## **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 Office of Elections and copies of filed campaign disclosure statements may be made for ten cents (\$0.10) a page. 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 Office of Elections. [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 behalf counted by election officials for nomination or for election to any elective office, or
- Receives a contribution, makes an expenditure, or gives his consent for any other person to receive a contribution or make an expenditure with a view to bringing about his nomination or election to any elective office.

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

### *Committee*

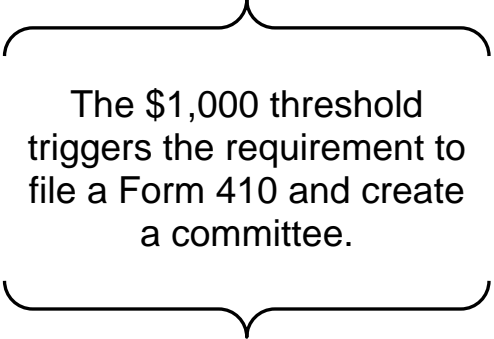
Any person or combination of persons who directly or indirectly:

- Receives contributions totaling \$1,000 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 \$1,000 or more must file a Statement of Organization – Form 410 within ten 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 Office of Elections. Mail the original and a copy to the Secretary of State’s Office and one copy to the Office of Elections. [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 \$1,000 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 she, her agent, or any other committee 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 \$1,000 threshold have fewer filing requirements. However, if the candidate and committee either receives contributions of \$1,000 or more, or makes expenditures of \$1,000 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 \$1,000

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

Candidates who receive/spend more than \$1,000

- 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<sup>7</sup>

Click on the form number to go to the form online.

FORM NUMBER	WHEN TO FILE	ORIGINAL & ONE COPY	OTHER COPIES
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 \$1,000 (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 3 of this handbook	Placer County Elections (Multi-county committees should refer to the FPPC Manual or contact the Office of Elections 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: 530-886-5668; or 530-886-5637	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>			

<sup>7</sup> Candidates for Twin Rivers Unified School District will file their original campaign disclosure statements and a copy of the Form 410 with Sacramento County Elections. Copies are only required to be filed with Placer County if it is the county of domicile for the candidate.

## Form Descriptions

Click on the form number to go to the form online.

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 \$1,000 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.
470	<b>Candidate and Officeholder Campaign Statement – Short Form.</b> Form 470 may be used if less than \$1,000 has been raised or spent by or on behalf of the candidate, and he anticipates raising or spending less than \$1,000 for his 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 16 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 16 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

State 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.

#### State

The Division of Highways is prepared to answer questions about state regulation of campaign signs. For information, call 916-651-1250 or ask the Office of Elections for a handout prepared 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 Office of Elections 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 530-745-3000. Complaints about signs in unincorporated portions of the county should be reported to the Placer County Code Enforcement Division at 530-745-3050.

General Campaign Information

**Cities**

The Office of Elections 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  
Joseph Labrie, City Clerk  
1225 Lincoln Way, Room 8  
Auburn CA 95603  
530-823-4211, ext. 112

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

City of Lincoln  
Patricia Avila, City Clerk  
600 Sixth Street  
Lincoln CA 95648  
916-434-2493

Town of Loomis  
Charleen "Crickett" Strock, Town Clerk  
3665 Taylor Road  
Loomis CA 95650  
916-652-1840

City of Rocklin  
Barbara Ivanusich, 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	N/A	15	\$16.00 fee	7 ft. tall
COLFAX	90	5	None	16 sq. feet
LINCOLN	60	21	\$250.00 Refundable	None
LOOMIS	45	15	\$200.00 refundable	16 sq. feet
ROCKLIN	45	5	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 Office of Elections if you have any questions.

## **The Voter Registration Form**

Voter registration forms may be obtained from the Office of Elections. If an individual requests 50 registration forms or more, she will need to complete a "Voter Registration Card Statement of Distribution." At that time, Office of 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)(2)]

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 Office of Elections 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 Office of Elections. [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]

## **Distributing Vote-by-Mail Ballot Applications**

Individuals, groups, and organizations may distribute vote-by-mail ballot applications. However, there are strict guidelines set forth in the Elections Code regulating the distribution of vote-by-mail ballot applications. While this manual contains information regarding those guidelines, the Office of Elections strongly

recommends that anyone thinking about distributing vote-by-mail ballot applications call the Office of Elections or the Secretary of State before proceeding.

### **Formatting**

Any individual, group, or organization distributing applications for vote-by-mail ballots must use the uniform format approved by the Secretary of State. Failure to conform to this format may result in criminal prosecution. [E.C. Sec. 18402]

The uniform format for vote-by-mail ballot applications *must* be obtained from the local elections official or the Secretary of State. Forms should be 5½” x 8½” (which is within the range of first-class postage), unless the individual, candidate, or campaign is given advance authorization by the elections official. While the California Elections Code does not provide guidelines for the size of applications, 95% or more of the forms received for an election are 5½” x 8½” or larger. Elections officials are required by law to indicate certain information on each application when a ballot is issued. Small applications do not provide enough space for this purpose.

The elections official may authorize a change in type fonts and/or size. However, the type may not be smaller than 6 point, and all approved type fonts must be clear and easily readable.

For a sample application contact the Secretary of State at 916-657-2166 or the Office of Elections at 530-886-5650. Upon request, the Placer County Office of Elections will provide a camera-ready proof of a vote-by-mail ballot application.

*The vote-by-mail ballot application must be approved by the Placer County Office of Elections before it is mass-produced and distributed to voters.*

### **Addresses**

Any application for a vote-by-mail ballot that is mailed to a voter by an individual, group, or organization shall be non-forwardable. The mailing address to which a vote-by-mail ballot is sent to the voter *may not* be the address of any political party, political campaign headquarters, or a candidate’s residence. Candidates, as well as their families and other household members are, of course, exempted from the prohibition and may receive their own vote-by-mail ballots at their residence address. *The address to which the actual vote-by-mail ballot shall be sent may not be pre-printed. The voter must complete this information.*

The Office of Elections prefers that the return address on the application be ours; however, a campaign address may be used as the return address, in which case the return address must clearly and unambiguously indicate that it is a campaign office address. Titles such as “Vote-by-Mail Ballot Center” are not permitted. A notice must also be included to inform the voter of his right to return the application directly to the Office of Elections. Any individual, organization, or group that receives completed application forms shall return the forms to the appropriate elections official *within 72 hours of receiving the completed forms or before the application deadline, whichever*

*occurs first.* Failure to return completed applications in a timely manner to the appropriate elections official is a misdemeanor. [E.C. Sec. 3006, 3008, 18576]

Any application that is pre-printed must contain the following statement: “*You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.*” [E.C. Sec 3006(b)(3)]

**Preprinted Information**

The following information *must* be pre-printed on the vote-by-mail application form by the individual, group, or organization distributing the applications:

- *The deadline for receipt of the completed application by the elections official.* [E.C. Sec. 3006(a)(5)]
- *The name of the county in which the applicant resides.* Line 3 of this form must include the name of the county in which the applicant is registered to vote. [E.C. Sec. 3007]
- *The name, address, and telephone number of the organization providing the form.* This information should be printed at the bottom of the form and will permit the applicant to contact the individual, group, or organization distributing the form should any questions arise. [E.C. Sec. 3008]
- *The name and address of the elections official.* This information should be printed in the box concerning the voter’s “legal right” (see above).
- *Information on permanent vote-by-mail status.* An application must include information concerning the procedure for all registered voters to obtain the status of permanent vote-by-mail voters. [E.C. Sec. 3006(d)]
- *Partisan ballots.* In a presidential primary election, if the vote-by-mail voter is unaffiliated with a political party, the voter may request a party ballot for a primary election if that political party has adopted a party rule, duly noticed to the Secretary of State, authorizing that vote. The application shall contain a toll-free telephone number, established by the Secretary of State, that the voter may call to access information regarding which political parties have adopted such a rule. The application shall contain a check-off box with a conspicuously printed statement that reads, “I am not presently affiliated with any political party. However, for this primary election only, I request a vote-by-mail ballot for the \_\_\_\_\_ Party.” The name of the political party shall be personally affixed by the voter. [E.C. Sec. 3006(c)]

The following information *may* be pre-printed on the application form by the individual, group, or organization distributing the applications:

- *The name of the applicant.* This must be the name of the voter as it appears on the voter’s affidavit of registration. [E.C. Sec. 30069(a)(1)]
- *The residence address of the applicant.* This must be the residence address indicated on the voter’s affidavit of registration. The most current voters’ addresses are available from the Office of Elections. [E.C. Sec. 3006(a)(1)]
- *Voter Identification Number.* The Placer County Office of Elections does not, at this time, require voter identification numbers to be pre-printed in the box labeled “FOR OFFICIAL USE ONLY.” However, the use of barcodes is

strongly encouraged. Please discuss barcode use with the Office of Elections IT Staff before printing your applications.

- *The name and date of the election.* [E.C. Sec. 3006(a)(4)]

Please note, that although much of the required information may be pre-printed, the voter will still need to *handwrite the mailing address to which the ballot is to be mailed and sign her name.* [E.C. Sec. 3006]

### **Turning in the Completed Application**

Any individual, organization, or group that distributes applications for vote-by-mail ballots and receives completed application forms shall *return the forms to the appropriate elections official within 72 hours of receiving the completed forms or before the application deadline, whichever is sooner.* Failure to return completed applications in a timely manner to the appropriate elections official is a misdemeanor. [E.C. Sec. 3008, 18576]

### **Expediting the Issuance of Vote-by-Mail Ballots**

To expedite the issuance of vote-by-mail ballots, it is suggested that:

- Voters are instructed to mail or deliver the applications to the Office of Elections.
- If the applications are addressed directly from a computer file of registered voters, include the voter identification number with the names and street addresses of the voters.
- If the computer has the capability to barcode, please contact the Office of Elections for instructions. Using bar codes will enhance efficiency and save taxpayer dollars.
- Make room on the application for the voter's daytime telephone number so the voter can be contacted if there are any questions regarding the application.
- Use the most recent voter addresses supplied by the county elections official.
- Advise the Office of Elections of plans to mail applications so that our staff will be prepared to receive and process the vote-by-mail ballot requests.

### **Distributing and Receiving Vote-by-Mail Ballots**

A member of the public can be authorized to distribute and receive vote-by-mail ballots at the discretion of the Registrar of Voters. People who have received this authorization in the past include postmasters and nursing home administrators.

A voter who uses a vote-by-mail ballot must return the ballot in person or by mail to the Placer County Office of Elections. A voted ballot may also be dropped off at any Placer County polling place on Election Day. If a voter is unable to return his ballot due to illness or physical disability, the voter may designate a spouse, child, parent, brother, sister, grandchild, grandparent, or a person residing in the same household as the vote-by-mail voter to return the vote-by-mail ballot. A person who is authorized to return a ballot will be required to sign the vote-by-mail envelope where designated. [E.C. Sec. 3017(a)]

Any person can be authorized to drop a voted ballot in a mailbox for a voter.

*At no time shall a candidate running for office be authorized by the Registrar of Voters to distribute unvoted ballots on behalf of the Office of Elections. Similarly, a candidate for office shall not be given the authority to return voted ballots to the Office of Elections or the polls unless that voter is a member of the candidate's family. [E.C. Sec. 3017(e)]*

### **Mass Mailings**

"Mass mailing" means over 200 substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. [Gov. Code Sec. 82041.5]

No newsletter or other mass mailing shall be sent at public expense. [Gov. Code Sec. 89001]

The local Registrar of Voters is required to provide to each candidate (or the candidate's agent) a copy of Government Code Section 84305 at the time of filing. [E.C. Sec. 16]

**Government Code Section 84305. "Manner of Sending Mass Mailings (200 pieces or more of identical or nearly identical pieces of mail)"**

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

## **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]

## **Placer County Poll Watchers Guide**

The election process is public and anyone who wishes may observe this process in a polling place. However, the vote of the individual citizen is secret, and no one may interfere with a voter’s right to cast a secret ballot.

Members of the precinct boards are sworn elections officials of Placer County and have complete responsibility for conducting all phases of the election in their precinct. Observers who are courteous will find them cooperative. However, certain standards are expected of observers.

Poll watchers and the news media should become familiar with the following rules and procedures that pertain to appropriate conduct at polling places. The Office of Elections requests compliance with these regulations at all times.

- A. Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment for 16 months or two or three years. [E.C. Sec. 18502]
- B. The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls. Do not ask to use the telephone or other facilities. We ask you not to use the telephone because the Office of Elections must have the means of direct contact to all of our polling places at all times.
- C. The area between the official table and the voting booths is for voters only and may not be used as an observer post. [E.C. Sec. 14221]
- D. Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. [E.C. Sec. 14223]
- E. Poll watchers may not wear candidate badges, discuss candidates, or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. “100 feet of a polling place” means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue and white “Polling Place 100 Feet” signs that are posted outside of each polling place indicate the 100-foot boundary for electioneering. [E.C. Sec. 18370]

- F. Presence at a polling place of a person with firearms or uniformed as a peace officer, guard, or security personnel:
- (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a uniform of a peace officer, guard, or security personnel, who is stationed in the immediate vicinity of, or posted at, a polling place without written authorization of the appropriate city or county elections official is punishable by a fine not exceeding ten thousand dollars (\$10,000), by imprisonment in the state prison for 16 months or two or three years or in a county jail not exceeding one year, or both the fine and imprisonment.
  - (b) This section shall not apply to any of the following:
    - (1) An unarmed uniformed guard or a security personnel who is at the polling place to cast his vote.
    - (2) A peace officer who is conducting official business in the course of her public employment or who is at the polling place to cast her vote.
    - (3) A private guard or security personnel hired or arranged for by a city or county elections official.
    - (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. [E.C. Sec. 18544]
- G. Damaging or tampering with voting equipment or official election materials is a felony, punishable by imprisonment for up to four years. [E.C. Sec. 18564]
- H. Poll watchers may not at any time handle voted or unvoted ballots. [E.C. Sec. 14280]
- I. Indexes marked to indicate persons who have voted are posted outside the polling place for reference by the public or any observers. [E.S. Sec. 14202]
- J. The Roster-Index inside the polling place may be inspected provided there is no interference with poll operations or delay or inconvenience to the voter. [E.C. Sec. 14223]
- K. Voters may request and receive assistance in voting when a voter declares under oath, administered by any member of the precinct board, that the voter is unable to mark a ballot. The voter shall receive the assistance of not more than two persons selected by the voter other than the voter's employer, an agent of the voter's employer, or an officer or agent of the union of which the voter is a member. No person assisting a voter shall divulge any information regarding the marking of the ballot. [E.C. Sec. 14282]
- L. The precinct officers shall keep a list of the voters who have been assisted in marking their ballots. The list of assisted voters shall be returned to the clerk and preserved with other election materials and records. [E.C. Sec. 14283]
- M. Voting booths shall not be occupied by more than one person at a time, unless a person is assisting the voter as provided by law. [E.C. Sec. 14281, 14224]

- N. Smoking is not permitted inside the polling places at any time.
- O. Cell phones may not be used inside the polling place.

### **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]

### **Electioneering while a Vote-by-Mail Ballot is being Voted**

Election Code Section 18371 prohibits a candidate or a representative of a candidate from soliciting the vote of a vote-by-mail voter or doing any electioneering while in the residence or immediate presence of the voter, during the time that he knows the vote-by-mail voter is voting. Section 18371 does not preclude electioneering by mail or telephone or in public places, except as prohibited by any other provision.

### **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 28 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 28 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 Office of Elections 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 Office of Elections to aid with their campaigns. All requestors must complete a “Request to Purchase Voter Information” form and will be required to sign a statement verifying the information will not be used for personal or commercial purposes. Please allow enough time for the Office of Elections to produce your report or labels. Times vary among jobs, so please coordinate your requests with the Office of Elections for best results.

### **Precinct Indexes (a.k.a. Walking Lists)**

Precinct indexes are printed in alphabetical order by street names, then numeric house numbers. The list then 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 Lists)**

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 Compact Disc**

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.

### **Customer Mailing Labels**

Mailing labels are available addressed to every eligible voter or to family households of the same surname. 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 Office of Elections. Specialty maps using geographical information systems technology are also available. Contact the Office of Elections 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 \$.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 requestor 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.

For further information, call the Placer County Office of Elections at 530-886-5650.

## **Appendix B: Relevant Code Sections**

The Office of Elections has included the following code sections to help candidates comply with election and campaign law. Please note that this selection of codes is not all-inclusive. If you have any questions regarding election or campaign law, please contact the appropriate agency.

### **Campaign Materials**

#### **Government Code Section 84305. Manner of sending mass mailings (200 pieces or more of identical or nearly identical pieces of mail).**

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

#### **Elections Code Section 319.5. "Electioneering."**

"Electioneering" means the visible display or audible dissemination of information that advocated 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 under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.

#### **Elections Code Section 18370. Electioneering within 100 feet of a polling place.**

No person, on election day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his or her ballot.

- (c) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided by Section 319.5.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

**Elections Code Section 20008. Political advertisement requirements.**

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

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

**Elections Code Section 20009. Simulated ballot requirements.**

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

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"NOTICE TO VOTERS"  
(Required by Law)

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

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

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

- (b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that

seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.

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

**Elections Code Section 18301. Printing of simulated sample ballots.**

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

**Distributing Polling Place Information**

**Elections Code Section 18302. Distribution of precinct polling place information.**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for the voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.

**Solicitation of Funds**

**Election Code Section 20202. Authorization to use candidate or committee name.**

It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code.

**Elections Code Section 20203. Notice of nonauthorization to be included in fundraising communication.**

Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper,

magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.

**Government Code Section 84307.5. Fundraising payments made to spouse or domestic partner.**

A spouse or domestic partner of an elected officer or a candidate for elective office shall not receive compensation from campaign funds held by a controlled committee of the elected officer or candidate for elective office for services rendered in connection with fundraising for the benefit of the elected officer or candidate for elective office.

**Penal Provisions Relating to the Nomination of Candidates**

**Elections Code Section 18200. Fictitious name to nomination petition.**

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe a fictitious name to a nomination petition, is guilty of a felony and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

**Elections Code Section 18201. Defacing or destroying a nomination paper.**

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18202. Deliberate failure to file nomination paper.**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his or her possession that is entitled to be filed under this code.

**Elections Code Section 18203. False declaration of candidacy.**

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18204. Suppression of nomination paper.**

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision

(h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18205. Consideration for a person to become or withdraw from becoming a candidate.**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, or solicited, or received, any money or other valuable consideration to or for use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

**Elections Code Section 18351. False statements in candidate statement; fine.**

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

**Elections Code Section 18501. Public official who knowingly allows fraud shall forever be disqualified from holding office.**

Any public official who knowingly violates any of the provisions of this chapter, and thereby aids in any way the illegal casting or attempting to cast a vote, or who connives to nullify any of the provisions of this chapter in order that fraud may be perpetrated, shall forever be disqualified from holding office in this state and upon conviction shall be sentenced to a state prison for 16 months or two or three years.

**Elections Code Section 18562.5. Misdemeanor conduct of ballot processing by observer.**

- (a) A member of the public is guilty of a misdemeanor if, while observing any of the following, he or she willfully engages in any conduct set forth in subdivision (b):
  - (1) The processing of vote by mail ballots conducted pursuant to Chapter 2 (commencing with Section 15100) of Division 15.
  - (2) The semifinal official canvass conducted pursuant to Chapter 3 (commencing with Section 15150) of Division 15.
  - (3) The official canvass conducted pursuant to Chapter 4 (commencing with Section 15300) of Division 15.
  - (4) A recount conducted pursuant to Chapter 9 (commencing with Section 15600) of Division 15.
- (b)
  - (1) Attempting to ascertain the identity and ballot choices of a voter, or having observed or learned the identity of a voter, attempting to ascertain the ballot choices of that voter.
  - (2) Opening a provisional or vote by mail ballot envelope containing a voted ballot in order to ascertain the voter's ballot choices.

- (3) Making or placing a mark or device on a ballot or secrecy envelope in an attempt to ascertain the voter's ballot choices.

## **Voter Registration**

### **Elections Code Section 2138. Return of completed affidavits of registration.**

Individuals and organizations distributing voter registration cards pursuant to subdivision (b) of Section 2158 and who receive completed voter registration cards from voters shall return the completed cards to the county elections official or shall deposit the cards in the postal service within three days, excluding Saturdays, Sundays, and state holidays, of receipt from a voter.

### **Elections Code Section 2139. Return of completed affidavits of registration.**

On the day of the close of registration for any election all deputy registrars of voters or individuals and organizations that have submitted plans for distribution shall immediately return all completed affidavits of registration in their possession to the county elections official. Unused affidavits shall be returned upon completion of the distribution plan.

### **Elections Code Section 18103. Interference with transfer of affidavit to county elections official.**

Any person who knowingly or negligently (a) interferes with the prompt transfer of a completed affidavit of registration to the county elections official, (b) retains a voter's completed registration card, without the voter's authorization, for more than three days, excluding Saturdays, Sundays, and state holidays, or after the close of registration, or (c) denies a voter the right to return to the county elections official the voter's own completed registration card, is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).

### **Elections Code Section 18105. Writing or affixing political statements of affidavits of registration.**

No affidavit of registration or voter registration card shall contain, and no person other than the registrant shall write on or affix thereto, or cause to be written on or affixed thereto, any statement urging or indicating support or opposition to any candidate or measure.

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

### **Elections Code Section 18106. Alteration of affidavit of party affiliation.**

Every person is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or in the county jail for not more than one year who, without the specific consent of the affiant, willfully and with the intent to affect the affiant's voting rights, causes, procures, or allows the completion, alteration, or defacement of the affiant's party affiliation declaration contained in an executed, or partially executed, affidavit of registration pursuant to subdivision (h) of Section 2150 and Section 2151.

This section shall not apply to a county elections official carrying out his or her official duties.

### **Vote-by-Mail Voting**

#### **Elections Code Section 18371. Electioneering during vote by mail voting.**

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, shall solicit the vote of a vote by mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote by mail voter is voting.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or any other provision of law.

#### **Elections Code Section 18576. Willful interference with return of vote by mail ballot application.**

Any person who willfully (a) interferes with the prompt delivery of a completed vote by mail ballot application, (b) retains a completed vote by mail ballot application, without the voter's authorization, for more than three days excluding weekends and holidays, or by the deadline for return of vote by mail ballot applications, whichever is earlier, or (c) denies an applicant the right to return his or her own completed vote by mail ballot application to the local elections official having jurisdiction over the election, is guilty of a misdemeanor.

#### **Elections Code Section 18578. Fraudulent vote by mail voting.**

Any person who applies for, or who votes or attempts to vote, a vote by mail ballot by fraudulently signing the name of a fictitious person, or of a regularly qualified voter, or of a person who is not qualified to vote, is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or by fine not exceeding one thousand dollars (\$1,000) or by both the fine and imprisonment.

### **Use of Surplus Funds**

#### **Government Code Section 89519. Use of surplus funds.**

- (a) Upon leaving any elected office, or at the end of the postelection reporting period following the defeat of a candidate for elective office, whichever occurs last, campaign funds raised after January 1, 1989, under the control of the former candidate or elected officer shall be considered surplus campaign funds and shall be disclosed pursuant to Chapter 4 (commencing with Section 84100).
- (b) Surplus campaign funds shall be used only for the following purposes:
  - (1) The payment of outstanding campaign debts or elected officer's expenses.
  - (2) The repayment of contributions.

- (3) Donations to any bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, where no substantial part of the proceeds will have a material financial effect on the former candidate or elected officer, any member of his or her immediate family, or his or her campaign treasurer.
  - (4) Contributions to a political party committee, provided the campaign funds are not used to support or oppose candidates for elective office. However, the campaign funds may be used by a political party committee to conduct partisan voter registration, partisan get-out-the-vote activities, and slate mailers as that term is defined in Section 82048.3.
  - (5) Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure.
  - (6) The payment for professional services reasonably required by the committee to assist in the performance of its administrative functions, including payment for attorney's fee for litigation which arises directly out of a candidate's or elected officer's activities, duties, or status as a candidate or elected officer, including, but not limited to, an action to enjoin defamation, defense of an action to enjoin defamation, defense of an action brought of a violation of state or local campaign, disclosure, or election laws, and an action from an election contest or recount.
- (c) For purposes of this section, the payment for, or the reimbursement to the state of, the costs of installing and monitoring an electronic security system in the home or office, or both, of a candidate or elected officer who has received threats to his or her physical safety shall be deemed an outstanding campaign debt or elected officer's expense, provided that the threats arise from his or her activities, duties, or status as a candidate or elected officer and that the threats have been reported to and verified by an appropriate law enforcement agency. Verification shall be determined solely by the law enforcement agency to which the threat was reported. The candidate or elected officer shall report any expenditure of campaign funds made pursuant to this section to the commission. The report to the commission shall include the date that the candidate or elected officer informed the law enforcement agency of the threat, the name and the telephone number of the law enforcement agency, and a brief description of the threat. No more than five thousand dollars (\$5,000) in surplus campaign funds may be used, cumulatively, by a candidate or elected officer pursuant to this subdivision. Payments made pursuant to this subdivision shall be made during the two years immediately following the date upon which the campaign funds become surplus campaign funds. The candidate or elected officer shall reimburse the surplus fund account for the fair market value of the security system no later than two years immediately following the date upon which the campaign funds became surplus campaign funds. The campaign funds become surplus campaign funds upon the sale of the property on which the system is installed, or prior to the closing of the surplus campaign fund account, whichever comes first. The electronic security system shall be the property of the campaign committee of the candidate or elected officer.

# Calendar for year 2012 (United States)

January						
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December						
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30	31					

## Holidays and Observances:

**Jan 1** New Year's Day

**Jan 2** 'New Year's Day' observed

**Jan 16** Martin Luther King Day

**Feb 20** Presidents' Day

**May 28** Memorial Day

**Jul 4** Independence Day

**Sep 3** Labor Day

**Oct 8** Columbus Day (Most regions)

**Nov 11** Veterans Day

**Nov 12** 'Veterans Day' observed

**Nov 22** Thanksgiving Day

**Dec 25** Christmas Day

Calendar generated on [www.timeanddate.com/calendar](http://www.timeanddate.com/calendar)



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