

# NEVADA COUNTY ELECTIONS



# CANDIDATE HANDBOOK

Gregory J. Diaz  
Nevada County Clerk-Recorder/Registrar of Voters  
950 Maidu Avenue  
Nevada City, CA 95959  
(530) 265-1298 or (888) 395-1298  
[www.mynevadacounty.com/elections/](http://www.mynevadacounty.com/elections/)

# TABLE OF CONTENTS

General Information	2
Nomination Procedures	8
Candidate's Statement of Qualifications	11
Candidate/Vendor Services	13
Campaign Disclosure Information	15
Code of Fair Campaign Practices	17
Political Signs	17
Poll Watchers Guidelines	20
Legislative Intent/Campaign Literature	21
Resources	24
Quick Reference Calendar	25
Candidate's Detailed Election Calendar	26
Offices to Which Candidates Are to Be Elected	30
Fair Political Practices Commission Filing Schedule	39

## \*\*\*ATTENTION CANDIDATES\*\*\*

THE COUNTY ELECTIONS OFFICE WOULD LIKE TO MAKE CANDIDATE FILING MORE EFFICIENT AND LESS HECTIC BY SETTING UP APPOINTMENTS FOR CANDIDATES TO TAKE OUT AND FILE NOMINATION DOCUMENTS.

PLEASE GIVE OUR OFFICE A CALL AT 530-265-1298 TO SET UP YOUR APPOINTMENT. AT THAT TIME WE WILL ASK YOU THE FOLLOWING QUESTIONS REGARDING YOUR CANDIDACY WHICH WILL ALLOW US TO HAVE MOST OF YOUR PAPERWORK PREPARED WHEN YOU ARRIVE:

Name as registered	Evening phone number
Name to appear on Ballot	Fax number
Residence address	Mail address
Mailing address	Ballot Designation
Confidential phone number	Office sought
Daytime phone number	

THANK YOU!

## GENERAL INFORMATION FOR CANDIDATES

### FILE FOR ONLY ONE OFFICE

A candidate may file for only one office at the same election. (EC Sec. 8003)  
Exception: Membership on a County Central Committee or Council is not considered to be holding a public office. Therefore, candidates may apply for this office and a public office. (EC 7775)

### NON-REFUNDABLE FILING FEES REQUIRED

Non-refundable filing fees are to be paid by the candidate at the time the Declaration of Intention is filed, or at the time the Nomination Papers are filed if no Declaration of Intention is required. (EC 8105)

### SIGNATURES IN-LIEU OF FILING FEE

#### **Monday, January 4, 2010 - Thursday, February 25, 2010 (E-158-E-103)**

During this period, a candidate for any office other than state office, legislative, or judicial office may obtain his/her forms from the county elections official, or the Secretary of State, for circulating petitions to secure signatures-in-lieu of all or part of the filing fee. Signatures may also be applied to the requirement for Nomination Papers. (EC 8061, 8105, 8106)

In-lieu-filing-fee petitions shall be filed at least 15 days prior to the close of the nomination period. Upon receipt of the minimum number of in-lieu-filing-fee signatures required, or a sufficient combination of signatures and pro rata filing fee, the elections official shall issue

Nomination Papers provisionally. Within 10 days after receipt of a petition, the elections official shall notify the candidate of any deficiency. The candidate shall then, prior to the close of the nomination period, either submit a supplemental petition, or pay a pro rata portion of the filing fee to cover the deficiency. (EC 8106 (b) (3))

#### WRITTEN AUTHORIZATION FROM CANDIDATE

Neither Nomination Documents nor Signatures In-Lieu of Filing Fee petitions will be issued to or accepted from an unauthorized person. The authorization must be in writing and signed by the candidate.

#### DECLARATION OF INTENTION

All candidates for State Legislative and Local Judicial offices must pay filing fees or submit a in-lieu petitions and file a Declaration of Intention with the Nevada County Elections Office not more than 14 nor less than five days before the first day to apply for Nomination Documents. Nomination Documents will not be issued to candidates for these offices unless a Declaration of Intention has been filed. (EC 8022, 8023)

#### EXTENSION OF DECLARATION OF INTENTION PERIOD

If an incumbent for a Legislature or Local Judicial office fails to file a Declaration of Intention, the filing deadline will extend five calendar days. During this period any qualified person other than the incumbent may file for the office. (EC 8022, 8023) If the incumbent is precluded from seeking re-election due to term limits, the extension period does not apply.

#### NOMINATION DOCUMENTS

##### **Tuesday, February 16, 2010 - Friday, March 12, 2010 (E-113-E-88)**

The Declaration of Candidacy and Nomination Paper period opens for the June 8, 2010. Primary on Monday, February 15, 2010. March 12, 2010 is the deadline for filing Declaration of Candidacy, Nomination and Supplemental Signatures-in-Lieu.

Only official Nomination Documents issued by the Nevada County Elections Office may be used. The forms are available at the Nevada County Elections Office, Eric Rood Administrative Center, Second Floor, 950 Maidu Avenue, Nevada City, between the hours of 8 a.m. and 5 p.m. Monday through Friday, excluding holidays.

State law requires that all Nomination Documents contain the candidate's name and elective office title to which he/she is seeking nomination or election and be signed by the election official at the time of issuance.

#### NAME ON THE BALLOT

The ballot name may be designated as follows:

- First, middle and last names.
- Initials only and last name.
- A nickname may be included but must be in quotation marks, not parentheses.
- A familiar short version of the first name, such as "Bill" for "William", "Dick" for "Richard" or "Jim" for "James".
- No titles or degrees are allowed in the ballot name. (EC Sec. 13106)

- A change in legal name is not allowed unless the change was made by marriage or by court decree. (EC Sec. 13104)

## **BALLOT DESIGNATION**

Listing a vocation/occupation/profession/elected position below your name on the ballot is optional. If you choose to do so, you must adhere to the following requirements:

- Elective Office Title - You may use an elective title if you were elected to the office and are still in that office at the time of filing. You may use the term “incumbent” if running for the same office. If you were appointed, you must use “appointed incumbent” or the word “appointed” and the title of the office held. Exception: Candidates appointed to office in-lieu of an election do not have to use the word “appointed”.
- Principal Occupation - You are limited to three words to describe your principal profession, vocation, or occupation.
- You May Not Use - (a) Any designation that would mislead the voter; (b) Any suggested evaluation, such as “outstanding”, “leading expert”, “virtuous” or “eminent”; (c) Words indicating a prior status, such as “former” or “ex”. The only exception is the use of the word “retired.” You may not use the name of any political party.
- As of January 1, 2003, the ballot designation “community volunteer” is permissible IF a candidate’s community volunteer activities constitute his/her principal profession, vocation, or occupation and the candidate is not engaged concurrently in another principal profession, vocation, or occupation. The ballot designation of “community volunteer” may not be used in combination with any other principal profession, vocation, or occupational designation.
- The Ballot Designation worksheet must accompany the Declaration of Candidacy.

There are other restrictions, but these are the most common. The candidate will be notified by the Elections Office if a Ballot Designation is in violation of the above requirements and/or restrictions. If an alternative Designation is not provided within the deadline set by the County Clerk, NO designation will appear on the ballot. (EC Sec. 13107)

# BALLOT DESIGNATION WORKSHEET

Name of Candidate: \_\_\_\_\_

Office Sought: \_\_\_\_\_

Daytime Telephone Number: \_\_\_\_\_ Evening: \_\_\_\_\_

FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Name of Attorney (or other person authorized to act in your behalf)

\_\_\_\_\_ Telephone Number: \_\_\_\_\_

FAX Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

PROPOSED BALLOT DESIGNATION: \_\_\_\_\_

1<sup>st</sup> Alternative: \_\_\_\_\_

2<sup>nd</sup> Alternative: \_\_\_\_\_

Describe what you do and why you believe you are entitled to use the requested ballot designation. If using the title of an elective office, you may submit a copy of your certificate of election or appointment.

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

Your Job Title: \_\_\_\_\_

Dates in Position: \_\_\_\_\_

Name of Employer or Business: \_\_\_\_\_

Person(s) who can verify this information:

Name(s): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

To the best of my knowledge and belief, the above-requested ballot designation(s) represent my true principal profession(s), vocation(s), and/or occupation(s) that I am entitled to use as my ballot designations pursuant to 13107 of the California Elections Code.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in \_\_\_\_\_.  
(Location)

You may attach any documents or exhibits that you believe support your proposed ballot designation. These documents will not be returned to you, so **do not submit originals**. For your reference, the relevant provisions of Elections Code 13107 are reproduced below:

**13107.** (a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.

(2) The word "incumbent" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.

(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.

(1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.

(2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

(d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).

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

13107.3. (a) Each candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file, in addition to the nomination documents filed pursuant to Section 8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State. (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

13107.5. (a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and subject to the following conditions:

- (1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.
  - (2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.
  - (3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.
- (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

## REQUIRED NUMBER OF NOMINATION PAPER/PETITION SIGNATURES

The number of signatures required varies for each office (see "Offices to Which Candidates Are to Be Elected"). No more than the maximum number of signatures shown may be filed. The minimum number indicates the valid signatures required for qualification. Each signature and residence address is checked against the voter's Affidavit of Registration. If a person signs nomination paper/petitions for more candidates than there are offices to be filled, the signatures are counted only on those nomination papers which, taken in the order filed, do not exceed the number of offices to be filled. The candidates will be notified immediately if there are any irregularities or if he/she is disqualified. Signatures on the Petition in-Lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition.

## EXTENSION OF NOMINATION PERIOD

Notwithstanding Section 8020 or any other provision of the law, if nomination documents for an incumbent officer of a county are not delivered by 5 p.m. on the 88th day before the direct primary election, any person other than the person who was the incumbent on the 88th day shall have until 5 p.m. on the 83rd day before the election to file nomination documents for the elective office. This section is not applicable where there is no incumbent eligible to be elected. (EC 8024)

## CANDIDATE CANNOT WITHDRAW

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that election. (EC Sec. 8800) Whenever a candidate has been nominated at any primary election after having filed a Declaration of Candidacy, the name of the candidate shall be printed on the ballot for the primary election, unless the candidate has died and that fact has been ascertained by the officer charged with the duty of printing the ballots at least 68 days before the date of the election. (EC Sec. 8809)

## INSUFFICIENT NUMBER OF CANDIDATES (EC Sec. 8809)

If there is only one candidate for a County position, the candidate's name will appear alone on the ballot. For information regarding whether a municipal candidate's name is printed on the ballot if there is only one candidate, contact the respective City or Town Clerk.

## VOTE-BY-MAIL BALLOT INFORMATION

Any person, including candidates and members of campaign organizations, can distribute applications for vote-by-mail ballots as long as the application meets the requirements of California Elections Code Sec. 3006 as to its contents. **All forms must be pre-approved by the County Clerk.** The name of any organization which authorizes the distribution of the applications must be included on the form.

# NOMINATION PROCEDURES

## STEP 1 - APPLY FOR PETITION IN-LIEU OF FILING FEE (OPTIONAL)

A candidate may submit a petition containing signatures of registered voters in lieu of paying the filing fee in order to run for office. The signatures submitted may cover all, or a prorated portion, of the filing fee. Any registered voter who is a resident of the district may sign an in-lieu filing fee petition for any candidate for whom he or she is eligible to vote. However, candidates seeking the nomination of a qualified party with whom he or she is registered are limited to signatures from members of their own parties (may include Decline to State voters per state political party notification to the Secretary of State). (EC Sec. 8106a, b)

For state office (legislative and judicial candidates) the last day to turn in the Petitions in-Lieu of Filing Fee is E-118 (see Candidate's Election Calendar).

For all other candidates, the last day to turn in the Petitions in-Lieu of Filing Fee is E-103 (see Candidate's Election Calendar). No additional signatures may be filed after the filing date, but supplemental signatures may be filed to replace signatures in the original filing that were found to be insufficient. That portion of the filing fee not covered by the signatures must be paid in full before the Nomination Documents may be filed. Signatures on the Petition in-Lieu of Filing Fee may be used as signatures for the Nomination Paper/Petition, if requested.

## PETITION IN-LIEU OF FILING FEE FORM

1. Each signer must print and sign their own name and include their residence address.
  - a. Married couples must sign own name, not spouse's name.
  - b. P.O. Boxes and mailing addresses are unacceptable as residence addresses.
  - c. Ignore precinct/verification columns - to be completed by the Elections Office staff.
2. Circulators must complete the "Affidavit of Circulator" on the back of the form.
  - a. Fill in appropriate information in blank spaces.
  - b. Fill in dates signatures are obtained.
  - c. Fill in execution date and place of signing.
  - d. Sign and print name and include residence address.
  - e. Only one circulator is allowed for each in-lieu petition.

Circulators must be registered or eligible to be registered in the district or political subdivision in which the candidate is to be voted on and may collect signatures only in that district or political subdivision.

## STEP 2 - FILE DECLARATION OF INTENTION (NOT ALL CANDIDATES)

Required for Legislative/Local Judicial (Superior Court Judge)

## STEP 3 - APPLY FOR NOMINATION DOCUMENTS

Candidate must supply the following information for Candidate's Worksheet: Name, residence and mailing address, telephone numbers and the elective office title for which he or she is applying. This information is used in preparing the Nomination Documents. Candidate qualifications are checked at this time.

## **STEP 4 - RECEIVE NOMINATION DOCUMENTS**

A candidate's Filing Packet Receipt is prepared and must be signed by the candidate or an authorized agent. The following documents will then be issued to each candidate:

1. Signatures In-Lieu of Filing Fee Petition (optional – candidate to make copies)
2. Candidate's Handbook (may be distributed with In-Lieu Petition)
3. FPPC Information Acknowledgement Form (may be distributed with In-Lieu Petition)
4. Sworn Statement that candidate meets documentation requirements per state law
5. Request to Use Petition In-Lieu of Filing Fee signatures to count toward Nomination Paper/Petition requirements
6. Declaration of Intention (only for judges and legislative candidates)
7. Petition "Affidavit of Circulator" Acknowledgement
8. Declaration of Candidacy (document prepared and retained by the Elections Office)
9. Nomination Paper/Petition (unless signatures on In-Lieu Petition are used)
10. Candidate Statement of Qualifications Form (optional)
11. Receipt/Instructions for Candidate's Statement of Qualifications
12. Candidate Campaign Statement Form 460 or 470 (candidates may request Forms 410, 470 Supplement & Form 501 as needed)
13. Statement of Economic Interests Form 700 (mandatory for all candidates except incumbents who have already filed their statement within 30 days of candidate filing)
14. Code of Fair Campaign Practices (optional)
15. Cal Trans sign ordinance information

## **STEP 5 - COMPLETE NOMINATION DOCUMENTS**

### **DECLARATION OF CANDIDACY FORM**

California Elections Code requires candidates to publicly declare their intention to run for office. The Declaration of Candidacy form is issued for this purpose.

Elections Office staff will complete most of the Declaration of Candidacy form for the candidate. The items that must be completed by the candidate include:

1. Printed name for use on the official ballot.
2. Ballot Designation for use on the official ballot (refer to provisions provided in the General Information Section of this manual).
3. Incumbency in any other elected public offices.
4. Signature and date where applicable.

### **NOMINATION PAPER/PETITION**

All candidates must collect nomination signatures to have their name placed on the ballot. For the information regarding signature requirements, refer to "Offices to Which Candidates Are To Be Elected" at the end of this Candidate's Handbook.

## **STEP 6 - FILE NOMINATION DOCUMENTS AND CAMPAIGN DOCUMENTS**

The following documents must be filed by the final filing date:

1. Declaration of Candidacy (per EC Sec. 8028(a) Declaration cannot leave Elections Office except as provided in EC 8028(b) )
2. Ballot Designation worksheet
3. Nomination Paper/Petition
4. Sworn Statement that candidate meets documentation requirements per state law
5. FPPC Information Acknowledgement
6. Candidate Statement of Qualifications (if desired)
7. Signed Receipt/Instructions for Candidate's Statement of Qualifications (if submitting an Statement of Qualifications)
8. Statement of Economic Interests Form 700

## **STEP 7 - FILE FAIR POLITICAL PRACTICES COMMISSION (FPPC) DOCUMENTS**

The following FPPC documents must be filed in location(s) and by deadlines as specified on each form:

### **Form 501-Candidate Intention Statement**

File this form prior to soliciting or receiving any contribution, or expenditure of any personal funds (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet). Local candidates file one original form with the Nevada County Elections Office. State candidates file this form with the Secretary of State's Office.

### **Form 410-Statement of Organization**

File this form within 10 days of receiving \$1000 in contributions. Donations from yourself to yourself (except personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet) used to seek or hold elective office are counted toward this \$1000 threshold. An original and a copy of this form is filed with the Secretary of State's Office, and another copy is filed with the Nevada County Elections Office. Upon receipt of the Form 410 the Secretary of State's Office will assign an identification number, and they will send you written notification of your identification number. (Identification numbers are also posted on the Secretary of State's website at [www.sos.ca.gov](http://www.sos.ca.gov).)

### **Form 460 and Form 470-Campaign Disclosure Reports**

#### **If you form a committee:**

File Form 460-Recipient Committee Campaign Statement if you have a controlled committee and you raise contributions totaling \$1000 or spend \$1000 during the calendar year. You must file the Form 460 by the filing deadlines specified in the campaign statement filing schedule. Local candidates file an original and a copy with the Nevada County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and another copy is filed with the Nevada County Elections Office.

#### **If you do not form a committee:**

File Form 470-Officeholder and Candidate Campaign Statement Short Form if you do not anticipate raising contributions totaling \$1000 or spending \$1000 during the calendar year. You must file the Form 470 either when filing the declaration of candidacy or no later than the filing deadline for the first campaign statement. This form is only filed once. Local candidates file an original and a copy with the Nevada County Elections Office. State candidates file an original and a copy with the Secretary of State's Office and another copy is filed with the Nevada County Elections Office.

## Supplemental Form 470

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently received contributions (including monetary and non-monetary contributions, loans, and the candidate's personal funds) totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to send written notification. The notification must be sent within 48-hours of receiving contributions totaling \$1,000 or more or making expenditures of \$1,000 or more. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made. The form 470 Supplement may be used as the written notification. The Office Holder/Candidate must also immediately file Forms 410 and 501. Form 460s must then be filed in each subsequent reporting period.

## Form 700-Statement of Economic Interests

**All candidates** must complete a Form 700 Statement of Economic Interests and file it by March 12, 2010 (**E-88**) (the final day to file Nomination Papers/Petitions). On the first page, Section 3 "Type of Statement," mark the box in the lower left-hand corner that reads "Candidate." Report investments, interests in real property, and business positions held on the date of filing your Declaration of Candidacy. In addition, report income (including loans, gifts and travel payments) received during the 12 months prior to the date of filing your Declaration of Candidacy. A 700 Certification may be filed as an annual statement for those candidates win election.

## CANDIDATE'S STATEMENT OF QUALIFICATIONS

### **CANDIDATES MUST SUBMIT THEIR STATEMENT OF QUALIFICATIONS ON CD.**

ATTACH A WRITTEN COPY TO THE "STATEMENT OF QUALIFICATIONS" FORM PROVIDED BY THE ELECTIONS OFFICE.

The Candidate's Statement of Qualifications, published in the Sample Ballot Booklet, is optional and is left entirely to candidates to determine if they wish to have one. The Statement of Qualifications may include the candidate's age, occupation (which does not have to match the Ballot Designation that appears below the candidate's name on the ballot) and a 200-word description of the candidate (250 words for candidates for legislative office who meet FPPC eligibility requirements to submit a Statement). The Statement must be filed at the same time the Declaration of Candidacy is filed, although the candidate may request his/her check not be cashed until it has been determined the office sought will be contested (see "Receipt/Instructions for Candidate's Statement"). No reference to political party affiliation or any mention of political party membership or activity is permitted for candidates for non-partisan office. No mention of political opponents is allowed; the purpose of the Statement is to explain to voters the Candidate's qualifications and experience.

See "Offices to Which Candidates Are to Be Elected" for more information.

A Candidate Statement may be withdrawn, but not changed, during the period for filing Nomination Documents and until 5 p.m. of the next working day after the close of the nomination period. Statements are confidential until after the close of the nomination period.

Statements must be filed no later than 5 p.m. on the last day of the nomination period. Statements must be filed at the time Nomination Documents are filed.

California Elections Code intends for uniformity of appearance of each Statement of Qualifications. By preparing your Statement in accordance with the above guidelines, each Statement will be uniformly printed and allowed the same amount of space in the Sample Ballot Booklet. This avoids favored composition or printing of one Candidate's Statement over another.

All Statements shall be printed in a uniform size, darkness, and with uniform spacing (EC Sec. 13307(b) ). All Statements will be set in a justified format, so as to fit within a 1/4 page space. Entire Statements of Qualifications or phrases in all capital letters, multiple indentations, circles, or arrows are prohibited. Generally, any characters that can be produced from a standard keyboard are acceptable (i.e., !, @, \*, -, ( ), %, #).

Because the Elections Code mandates that all Statements must be uniform, **bolded**, CAPITALIZED and Underlined words are not acceptable. Indentations, bullets, or multiple underscoring will not be allowed. Items in a list will not be allowed unless the list is in the form of a paragraph. All Statement of Qualifications should be checked by the candidate for spelling, punctuation and grammar. The county elections official will not edit any material to correct mistakes. **Statements with spelling, punctuation and grammatical errors will be printed exactly as submitted.**

Nothing in the foregoing shall be deemed to make any such statement or the authors thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Sample Ballot Booklet.

Copies of all Candidate Statements will be available for public inspection at the Elections Office after the expiration of the filing deadline. (EC Sec. 13311)

**Note:** It is the responsibility of the candidate, if he/she has any questions concerning the guidelines for filing a Statement, to request assistance or clarification. If a Candidate Statement is submitted and found not to be in compliance with these guidelines, the Nevada County Registrar will make the necessary formatting changes to bring the statement into compliance - but the Nevada County Registrar will not correct spelling or grammatical errors.

If a candidate wishes to have a Candidate's Statement of Qualifications appear in Spanish as well as English, the Statement of Qualification fees will be doubled and the candidate will also pay for the translation (\$100) by an approved Spanish language translator retained by the state-certified company that prints Nevada County's Sample Ballot Booklets.

## WORD-COUNTING GUIDELINES

The guidelines listed below are used by the county elections official for counting words:

- Name, age, and office title (located at the top of the form) or signature (at the bottom) are not counted, only the text.
- Punctuation marks are not counted as words.

- Geographical names such as cities, towns or states are counted as one (1) word. Examples: Los Angeles, City and County of San Francisco, Nevada County
- The words “a”, “I”, “the”, “and”, “an”, are counted as individual words.
- A monetary amount such as \$1,000.00 is counted as one (1) word.
- Abbreviations are counted as one (1) word. Examples: UCLA, U.S.A.F., PTA, AFL-CIO
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- Numeric combinations are counted as one (1) word. Examples: 1999, 13½, 1998-99, 5%, 6/1/99
- Any number which is spelled out, such as “one” shall be considered as a separate word or words. “One” shall be counted as one word, whereas “one hundred” is counted as two words. “#1” is considered one word.

Words will be counted by Elections Staff when submitted. If the text exceeds the word limit, the author must delete or change a sufficient number of words or sentences until the statement is within the required word limit.

## CANDIDATE/VENDOR SERVICES

All services must be **paid for when ordered** except vote-by-mail ballot services. Vote-by-mail ballot services will be provided upon receipt of the request and a check made payable to the “County Clerk” for an amount “Not to Exceed \$\_\_\_\_\_” written below the line provided for the amount. Leave the space after the dollar sign blank.

<p>XSXXXXXX  XXXXXXXX  XXXXXXXX</p> <p>Pay to the order of County Clerk _____ \$ _____</p> <p><b>Not to Exceed \$ _____ Dollars</b></p>
---

A running balance will be maintained. You will be notified to submit an additional check if the balance reaches the maximum amount noted on the first check. A receipt and copy of the completed check(s) will be provided at the close of the vote-by-mail ballot mailing period (E-7). All payments are non-refundable. Allow at least 48 hours for production. Staff will make every reasonable effort to provide a completion time when you place an order. Requests for data not associated with an impending election may be delayed until after the election.

Anyone ordering voter registration information must complete a Secretary of State Application form and provide a copy of the driver’s license of the person completing the application form. The applicant must swear the voter registration information will be used only for election, governmental, or research purposes as defined by Title 2, Division 7, Article 1, Section 19003 of the California Code of Regulations, and Elections Code section 2194 and Government Code section 6254.4.

The Elections Office offers a variety of voter-related products. However, **technical support and instruction regarding software/file formats are not available**. Fees are listed.

#### PRINTED ALPHABETIZED VOTER LISTS/ STREET INDEXES

Lists are available by precinct, by district, or countywide. Alpha lists are in last name, alphabetical order within each precinct, district, or countywide. Walking lists are in street name, alphabetical order within each precinct. Lists can be limited to a particular political party. There are minor differences between lists of voters eligible for a specific election and lists not associated with an election. **\$50 County-wide, digital or printed. \$37 by District, digital or printed.**

#### VOTE-BY-MAIL ALPHABETIZED LISTS

Vote-by-mail alpha lists include the names of all people who have requested a vote-by-mail ballot for an upcoming election. The lists indicate whether a voter has returned a ballot and the Elections Office has checked the ballot for the correct signature and address. Lists of registrants for mail ballot precincts are available as soon as precinct consolidation has been finalized for an upcoming election, usually two months before an election. Lists of permanent vote-by-mail voters are available at all times. Vote-by-mail ballot services will be provided upon receipt of the request and a check made payable to the Nevada County Elections Office for an amount "Not to Exceed \$\_\_\_\_\_". A running balance will be maintained. **Set up: \$37. Each run: \$8 per thousand names.**

#### VOTER INDEX

This report lists voter name, residence address, telephone number, and political affiliation. This report is printed by last name, alphabetical order within precincts, two columns and eight-point font type. **\$.50 per thousand or portion thereof.**

#### ABSENTEE VOTER MAILING LABELS

Mailing labels of voters who have requested a Vote-by-Mail Ballot may be ordered by individual voter or by household. Note: More than one label will be printed for households in which household members are affiliated with different parties, or have differences in the last name, such as Jr., Sr. or hyphenated names. **Set up: \$20. Each run: \$8 per thousand names.**

#### STATEMENT OF VOTE

Final, official election results. **Printed, any portion, \$.10 per page.**

Other services include:

Certified photocopy of any original paper record, or proceeding on file in the Elections Office, unless otherwise specified.	<b>\$11.00</b>
Photocopy of campaign finance reports and statements of economic interests (FPPC)	<b>\$.10 per page</b>
Certified copy of Affidavit of Voter Registration.	<b>\$1.50</b>

## CAMPAIGN DISCLOSURE INFORMATION

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

**It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner;** All candidates will sign an "FPPC Information Acknowledgement" form. Reminders may be sent by the Elections Office, but not receiving a reminder cannot be used as the reason for late or non-filing. The law provides for a \$10 per day late filing penalty for a statement filed after the prescribed deadline. The method of delivery (mail, in person, fax) that is acceptable varies between deadlines. Any person who violates any provision of the Political Reform Act may be liable in an administrative proceeding for an amount up to \$5,000 per violation (GC 83116c).

All disclosure statements are a matter of public record. They may be inspected at the Elections Office by anyone, and copies may be purchased at ten cents (\$.10) per page.

The Elections Office has some Fair Political Practices Commission (FPPC) manuals and addenda for review. Candidates and/or treasurers should request their copies directly from the FPPC. It is strongly recommended that each candidate, treasurer, and committee - especially those who file Form 410 -- thoroughly review FPPC documents. If you have a question that is not answered by the documents, contact the FPPC toll-free at 1-866-275-3772.

**The FPPC has recently simplified and/or consolidated filing forms. However, these changes are not reflected in FPPC manuals, and information therein does not always correspond with recently-updated forms and filing requirements. It is the responsibility of the candidate or committee to clarify inconsistencies and/or solicit answers to questions by contacting the FPPC toll-free at 1-866-275-3772. All FPPC forms and instructions may be downloaded from the FPPC web site: [www.fppc.ca.gov](http://www.fppc.ca.gov) .**

A candidate who will not receive contributions from others, and whose only expenditures will be from personal funds for the filing fee and/or statement of qualifications in the Sample Ballot Booklet, does not need to file Form 501 nor 410. If the candidate has not already filed an annual Form 470, the candidate is encouraged to file a Form 470 at the time of filing nomination papers, and must do so no later than the first pre-election filing.

Candidates and officeholders who make campaign-related expenditures from personal funds not to exceed \$1,000 must file Form 501. Candidates who plan to use personal funds exceeding \$1,000 to pay campaign-related expenses, other than filing fees and/or statement of qualifications in the Sample Ballot Booklet, deposit those funds into an appropriate campaign bank account prior to making the expenditure and file Forms 501 and 410.

**Before a candidate may solicit or receive any contributions from others,** a Candidate Intention, Form 501, must be filed. If the Candidate files a Form 470 and receives

contributions, a bank account must be opened. If the Candidate files a Statement of Organization Form 410, the bank account information is provided on the Form 410. Contributions of \$100 or more may not be received in cash, but must be on a written instrument that shows both the recipient's and contributor's names.

**Before a candidate may accept campaign donations from others**, a bank account must be opened. However, personal funds may be used for the 1) filing fee, 2) Candidate Statement of Qualifications fee, and/or 3) up to the first \$1,000 for campaign expenditures as long as no contributions were received from others.

A Form 470 may be filed annually, when submitting a declaration of candidacy, or no later than the deadline for the first pre-election campaign statement if the officeholder or candidate does not have an active controlled committee and will not receive \$1000 in contributions during the year.

If an officeholder or candidate files a Form 470 in connection with an election, and subsequently receives more than \$1000 in contributions, a Form 470 Supplement must be filed with the Secretary of State, the local filing officer, and with each opposing candidate within 48 hours. Regular mail may not be used.

If an officeholder or candidate receives \$1000 in contributions, including personal funds used for campaign-related expenses, a Statement of Organization, Form 410, must be filed. See the FPPC manual for deadlines.

Once a Form 410 has been filed, the officeholder or candidate must file an Officeholder/Candidate/Controlled Committee Campaign Statement, California Long Form 460 for all pre-election and semi-annual filings, whether or not it is an election year. The controlled committee is considered active until the Form 410 Termination has been filed. Whenever there is a change in any of the information contained in a Statement of Organization, a Form 410 must be filed with the Secretary of State and a copy filed with the local elections officer within 10 days to reflect the change.

## CAMPAIGN DISCLOSURE FORMS

Depending on the form, the forms listed or copies of the originals must be filed with the Elections Office, the Secretary of State, and/or the Fair Political Practices Commission. **Each form specifies where it must be filed, and/or the filing location is described in the FPPC Manual.** Amendments to forms must be filed in the same place(s) as the original form.

Form 410 – Statement of Organization.

Form 460 - Officeholder/Candidate/Controlled Committee Campaign Statement - Long Form.

Form 465 – Supplemental Independent Expenditure Report.

Form 470 – Candidate and Officeholder Campaign Statement – Short Form.

Form 495 – Supplemental Pre-Election Statement.

Form 496 – Late Independent Expenditure Report.

Form 497 – Late Contribution Report.

Form 501 -- Candidate Intention Form.

Form 700 -- Statement of Economic Interests.

## CODE OF FAIR CAMPAIGN PRACTICES

At the time an individual files his/her Declaration of Candidacy, Nomination Paper/Petition, or any other paper evidencing an intention to be a candidate for public office, the Elections Office will give the individual a blank form of the Code of Fair Campaign Practices. The Elections Office will inform each candidate for public office that subscription to the Code, by signing and returning the form, is voluntary. (EC Sec. 20440)

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

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters. (EC Sec. 20400)

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. (EC Sec. 20400)

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

The Elections Office will accept, at all times prior to the election, all completed forms which are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election. (EC Sec. 20442) Every code subscribed to by a candidate for public office pursuant to Chapter 6 of Division 20 of the Elections Code is a public record open for public inspection. (EC Sec. 20443) In no event shall a candidate for public office be required to subscribe to or endorse the Code. (EC Sec. 20444)

## POLITICAL SIGNS

A political sign is any type of posted advertisement used to promote or defeat a candidate and/or measure for an election. **Political signs are not allowed within 100 feet of the entrance to a polling place on Election Day.** It is highly recommended that candidates purchase (10-cents per page) a list of Nevada County polling places so they can remove any signs within 100 feet of a polling place the day BEFORE Election Day.

### STATE REQUIREMENTS/GUIDELINES:

The California Department of Transportation, Outdoor Advertising Branch, has specific guidelines and responsibilities pertaining to political signs placed within their area of jurisdiction. For information, call 916.654.4790 or ask the County Clerk for a handout prepared for candidates who intend to advertise outdoors.

**CITY OF GRASS VALLEY:**

No person shall post, stick, stamp, paint or otherwise fix, or cause the same to be done by any person, any notice, placard, card, poster, advertisement or other paper or device calculated to attract the attention of the public, to or upon any sidewalk, crosswalk, curb or curbstone, flagstone, or any other portion or part of any public way or public place, or any lamp post, electric light, telegraph, telephone or trolley line pole, or railway structure, hydrant, shade tree or tree-box or upon the piers, columns, trusses, girders, railings, gates or other parts of any public bridge or viaduct, or other public structure or building, or upon any pole, box or fixture of the fire alarm or police telegraph system except such as may be authorized or required by the laws of the United States, or state, and the ordinances of the City. (GV City Code Sec. 5.28.020)

Temporary political signs shall be allowed without a sign permit. Political signs are not to exceed four square feet total for each property in residential zones and 10 square feet total for each property in nonresidential zone. "Political sign" means a sign intended to draw attention to or communicate a position on any issue, candidate or measure in any national, state or local election. (GV Zoning Ordinance Sec. 14D-05)

**CITY OF NEVADA CITY:**

**17.68.400**

Political election signs within the City limits of Nevada City, but outside the Historical District may be erected but only if they are in conformance with the following:

1. No single sign shall exceed 12 square feet in size. If the sign is two-sided, the area of both sides shall be counted toward the maximum size.
2. The area of an irregular sign shall be the area of the smallest rectangle which can wholly contain the sign.
3. No sign shall contain any flashing, blinking or moving letters, characters or other elements, and the sign itself shall not move.
4. No sign shall contain any outline tubing.

**17.68.410**

Any political sign erected outside the City's Historical District which is in violation of section 17.68.400 is expressly declared a nuisance.

All political signs must be completely removed no later than six (6) days following the day of the election to which it relates. Any election sign not removed within six (6) days shall be considered abandoned and may be removed by the Public Works Department. Failure to remove any election sign within six (6) days is a violation of this ordinance by a person, firm or corporation erecting or responsible for erecting the political sign and subject to the penalties set forth in 17.68.420. The Council, by resolution, shall adopt a fee representing the cost of removal.

**17.68.420**

Any person, firm or corporation violating any of the provisions of this Ordinance shall be guilty of an infraction, and, upon conviction thereof, shall be punishable by the maximum penalty established by state law, with the current penalty being a fine not exceeding one hundred

dollars for the first conviction, a fine not exceeding two hundred dollars for each additional conviction within one year.

Each day, or portion thereof, during which any violation is committed, continued, or permitted shall be punishable as a separate infraction.

### **TOWN OF TRUCKEE:**

Temporary political signs not exceeding sixteen (16) square feet total for each property in residential zones and thirty-two (32) square feet total for each property in non-residential zones, provided that campaign signs are not posted more than sixty (60) days preceding the election and are removed within fourteen (14) days following the election (Town of Truckee Zoning Ordinance). The Public Works Department will coordinate the size and number of signs allowed per parcel with the Planning Department. The public right-of-way frontage of a parcel will be considered the same as the property line for the adjoining private property. For sight distance or right-of-way obstruction, the candidate will be requested to relocate the sign. Failure to relocate will result in removal of offending sign by Town staff.

### **COUNTY OF NEVADA:**

Political Signs/temporary signs not exceeding 32 square feet per sign are permitted, providing that such signs are not posted more than 90 days preceding the election and are removed within 10 days following the election. (Nevada County Zoning Ordinance Sec. L-II, 4.2.12.)

**SUBDIVISIONS:** Some residential subdivisions have homeowners' associations and stringent requirements concerning outdoor advertising. Specific guidelines and responsibilities pertaining to political signs should be obtained from the homeowners' association prior to advertising within their jurisdiction.

### **Nevada County Sign Ordinance**

#### **Taken from: Land Use Code Chapter II, Zoning Regulations**

#### **Sec. L-II 4.2.12 Signs**

A. PURPOSE. These regulations are intended to allow for a reasonable display of signage necessary to provide identification of buildings and building occupants, and to prevent clutter while providing for the display of information. This Section is intended to complement the land use objectives set forth in the Nevada County General Plan and this Chapter by:

1. Encouraging signs that are pleasing in appearance by providing for good design with a minimum of clutter;
2. Enhancing the economic value of visible areas through the regulation of size, location and illumination;
3. Attracting and directing people to various activities and enterprises and providing the maximum public convenience;
4. Reducing or eliminating traffic and safety-hazards through proper sign location and design.

H. SIGNS EXEMPT FROM SIGN STANDARDS. The following signs are exempt from the standards of this Section, provided they meet the requirements stated herein. Nothing in this Section shall exempt a sign from a building permit if required by the Uniform Sign Code.

15. Political Signs. Temporary signs not exceeding 32 square feet per sign, providing

such signs are not posted more than 90 days preceding the election and are removed within 10 days following the election.

## **Nevada County General Code, Article 6**

### Article 6. Signs; Encroachment Permit

#### Sec. G-IV 6.1 Signs- Upon County Property - Encroachment Permit - Required

No signs shall be erected, placed or maintained upon any County road or County property without first obtaining from the Director of Public Works an encroachment permit. (Ord. #391, Sec. 1.)

#### Sec. G-IV 6.2 Signs Upon County Property - Encroachment Permit - Not to Be Issued for Strictly Private Signs

The Director of Public Works shall not grant an encroachment permit for a sign which is strictly private in nature. (Ord. #391, Sec. 1.)

#### Sec. G-IV 6.3 Signs Upon County Property - Encroachment Permit - To be Issued With Limitations if Public Benefit Shown

Where a sign is proposed by a private individual and/or company and the Director of Public Works determines that there will be a public benefit, an encroachment permit may be granted on the following conditions:

1. The cost of the sign installation shall be paid for by the proponent.
2. That the sign shall become publicly owned and maintained.
3. The standards for the type, size and placement of information or semi-public signs shall be determined in each case by the Director of Public Works using accepted engineering practices.
4. The Director of Public Works shall collect the costs provided herein prior to the issuance of the encroachment permit. No charge shall be made for signs placed and maintained for governmental entities.
5. The Director of Public Works may limit the term of the encroachment permit. (Ord. #391, Sec. 1.)

#### Sec. G-IV 6.4 Violations/Infractions

A. Violation of the provisions of this Article shall be an infraction and upon correction thereof, there shall be a mandatory fine imposed as follows:

1. For a first violation, a fine of one hundred dollars (\$100).
2. For a second violation of the same ordinance (section) within a twelve-month period, a fine of two hundred dollars (\$200).
3. For a third or subsequent violation of the same ordinance (section) within a twelve-month period, a fine of five hundred dollars (\$500).

## **POLL WATCHERS GUIDELINES**

A "Poll Watchers Guide" has been prepared by the Nevada County Elections Office. One copy is available to each campaign free of charge.

Poll watchers may not interfere in any way with the conduct of the election or the closing of the polls. Any person who interferes with the conduct of the election or interferes with a voter is punishable by imprisonment for 16 months or two or three years. (EC Sec. 18502)

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; the Elections Office must have the means of direct contact to all of our polling places at all times. The area between the official table and the voting booths is for voters only and may not be used as a poll watcher

post. (EC Sec. 14221) Poll watchers may not sit at the official table or handle any official voting equipment, supplies, or ballots. (EC Sec. 14223) Two indexes, in alphabetical order, are posted near the entrance to the polling place for reference by the public or any poll watchers. One of the two indexes is updated hourly to indicate persons who have voted.

Poll watchers may not wear candidate/measure badges, discuss candidates/measures 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, defined as 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The "Polling Place 100 Feet" signs which are posted outside of each polling place indicate the 100 foot boundary for electioneering. (EC Sec. 18370)

NOTE: The above guidelines apply to the Elections Office in Nevada City, which serves as a poll location from 29 days prior to the Election through Election Day.

### NEWS MEDIA EXIT POLLS

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

## **LEGISLATIVE INTENT/CAMPAIGN LITERATURE**

The following code sections pertaining to campaign literature and related matters have been reproduced in full for your information. The Legislature Finds and Declares:

That a need exists for adequate identification of the source of campaign appeals directed at the voters in order to assist them in making rational decisions at the polls.

That by requiring such identification of campaign literature, the public is better able to evaluate the source of campaign material, may be more adequately informed, and can better distinguish between truth and falsity.

That by requiring identification, anonymous attacks, which cannot adequately be responded to in the heat of a campaign, will be discouraged.

That by requiring identification, a candidate who believes he has been libeled may more readily seek redress in a civil action for damages.

That limiting identification requirements to pejorative campaign material is inadequate because subtle attacks on candidates or measures can be framed which appear to be supportive but, in fact, are pejorative.

That a distinction needs to be made between campaign materials of small size that usually carry little more than a "Vote for \_\_\_\_\_" message, such as is often the case with buttons, matchbooks, pens, and the like on the one hand, and campaign materials which carry more complex messages on the other. In the case of the former, because of their characteristically small size and limited content, it would be an undue burden to require that identification as to source be included.

Gov. Code Sec. 84305. Manner of Sending Mass Mailings (200 or more of identical or nearly identical pieces of mail)

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 such 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. 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).

EC Sec. 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.

EC Sec. 20009. Simulated Ballot Requirements

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 such statement or words or in 10-point roman type, whichever is larger, in a printed or drawn box and set apart from any other printed matter, the following statement:

NOTICE TO VOTERS (Required by Law)

This is not an official ballot or 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.

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. The Superior Court, in any case brought before it by a 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.

EC Sec. 16. Literature Requirements

A copy of Section 84305 of the Government Code shall be provided by the elections official to each candidate or his or her agent at the time of filing the declaration of candidacy and to the proponents of a local initiative or referendum at the time of filing the petitions.

#### EC Sec. 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.

#### EC Sec. 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 that voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to such mailing or distribution.

#### EC Sec. 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.

#### EC Sec. 20203. Notice of Non-authorization 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.

#### EC Sec 18576. Willful Interference with Return of Absent Voter Ballot Application

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

## RESOURCES

### NEVADA COUNTY ELECTIONS OFFICE

(530) 265-1298

Toll-free at 1-888-395-1298 from Lake of the Pines or Truckee within Nevada County

Fax (530) 265-9829      Web Site: [www.mynevadacounty.com/elections](http://www.mynevadacounty.com/elections)

Contact the Elections Office for information regarding the nomination process or any information listed in this handbook.

### FAIR POLITICAL PRACTICES COMMISSION

1) Technical Assistance Division - toll-free 1-866-275-3772

Fax (916) 322-3711      <http://www.fppc.ca.gov>

Contact the Technical Assistance Division for information concerning Campaign Disclosure, Conflict of Interest Disclosure and state contribution limits.

2) FPPC Legal Division - toll-free 1-866-275-3772

Contact the Legal Division for information concerning Conflict of Interest disqualification and proper use of campaign funds.

3) FPPC Enforcement Division - toll-free 1-866-275-3772

Contact the Enforcement Division for information concerning how to file a complaint under the Political Reform Act.

### STATE FRANCHISE TAX BOARD

Customer Service: (800) 852-5711

Automated Service: (800) 338-0505

Web Site: <http://www.ftb.ca.gov>

Contact the Franchise Tax Board for information concerning Committee tax status, tax deductible contributions, charitable non-profit groups or any other tax-related question. If a campaign receives goods donated in-kind and then sells those goods, the proceeds from the sale may be subject to sales tax.

### SECRETARY OF STATE (SOS)

Political Reform Division (916) 653-6224      Fax (916) 653-5045      <http://www.sos.ca.gov>

Contact the Political Reform Division for information concerning Forms 501 or Form 410, political reform, Campaign Committee ID numbers and termination of Campaign Committees.

SOS Elections Division (916) 657-2166      Fax: (916) 653-3214      E-Mail: [elections@sos.ca.gov](mailto:elections@sos.ca.gov)

Contact the Elections Division for information concerning the Elections Code, certified list of candidates and statewide elections results.

### FEDERAL ELECTIONS COMMISSION

1-(800) 424-9530      <http://www.fec.gov>

Contact the Federal Elections Commission for information concerning federal Campaign Disclosure requirements or contributions from national banks, national corporations and foreign nationals.

## **CANDIDATE'S QUICK REFERENCE CALENDAR**

\*Indicates legally-mandated date falls on a holiday or weekend, so the deadline indicated herein has been extended to the next business day.

### **January 4\*, 2010 – February 25, 2010 (E-158 – E-103)**

Signatures-in-lieu of filing fee - States Offices, Legislative, and local Judicial Candidates.

### **January 4\*, 2010 – February 25, 2010 (E-158 – E-103)**

Signatures-in-lieu of filing fee - U.S. Congressional and County Offices.

### **February 1, 2010 - February 10, 2010 (E-127 – E-118)**

Declaration of Intention - State Offices, Legislative and local Judicial Candidates.

### **February 11, 2010 - February 16\*, 2010 (E-117 – E-113)**

Declaration of Intention - Extension period for State, Legislative and Judicial Candidates. (If incumbent does not file for re-election.)

### **February 16\*, 2010 - March 12, 2010 (E-113 – E-88)**

Declaration of Candidacy and Nomination Papers - Filing period for U.S. Congressional, State Office, Legislative, Judicial and County Offices (including partisan Central Committee/County Council).

### **March 13, 2010 - March 17, 2010 (E-87 – E-83)**

Declaration of Candidacy Extension (If incumbent does not file for re-election.)

### **April 12, 2010 – May 25, 2010 (E-57 – E-14)**

Write-In Candidates file Statement of write-in candidacy and Nomination Papers.

### **May 10, 2010 (E-29)**

Last day for a person to register to vote and be eligible to receive election materials, such as the Voter Information Pamphlet.

### **May 10, 2010 – June 1, 2010 (E-29 – E-7)**

Vote-By-Mail Ballot Application Period - Applications may be sent to the County Elections Office to apply for a Vote-By-Mail ballot.

### **May 24, 2010 (E-15)**

LAST DAY TO REGISTER TO VOTE. Voters will be notified of polling place location but will not receive election materials such as the Sample Ballot Booklet.

### **June 8, 2010**

ELECTION DAY

## **CANDIDATE'S DETAILED ELECTION CALENDAR**

\*Indicates legally-mandated date falls on a holiday or weekend, so the deadline indicated herein has been extended to the next business day.

### **January 4\*, 2010 - February 25, 2010 (E-158-E-103)**

#### **SIGNATURES-IN-LIEU OF FILING FEES - STATE, LEGISLATIVE AND JUDICIAL CANDIDATES**

During this period, petition forms may be obtained from the county elections official, or the Secretary of State, to secure signatures-in-lieu for all or a portion of the filing fee. (EC Sec. 8106)

### **January 4\*, 2010 - February 25, 2010 (E-158-E-103)**

#### **SIGNATURES-IN-LIEU OF FILING FEE - CANDIDATES FOR U.S. CONGRESS AND COUNTY OFFICES**

During this period, a candidate for any office other than state office, legislative or judicial office may obtain his/her forms from the county elections official, or the Secretary of State, for circulating petitions to secure signatures-in-lieu of all or part of the filing fee. Signatures may also be applied to the requirement for Nomination Papers. (EC Sec. 8061, 8105, 8106)

### **January 6, 2010 (E-153)**

#### **REGISTRATION OF NEW PARTY**

Last day any person may register to vote and declare an intention to affiliate with a particular party in order to qualify that party to participate in the June 8, 2010 Direct Primary Election candidate nominating process. (EC Sec. 2187(d)(1), 5100(b))

### **February 1, 2010 - February 10, 2010 (E-127-E-118)**

#### **DECLARATION OF INTENTION FILING PERIOD FOR STATE, LEGISLATIVE AND JUDICIAL CANDIDATES**

All candidates for state office, legislative or local judicial offices must file a Declaration of Intention with the county elections official during this period. The filing fee must be paid and/or signatures-in-lieu must be filed at the time the Declaration is filed. (EC Sec. 8022, 8023, 8105, 8350)

### **February 11, 2010 – February 16\*, 2010 (E-117-E-113)**

#### **DECLARATION OF INTENTION EXTENSION PERIOD - FOR STATE OFFICE, LEGISLATIVE AND LOCAL JUDICIAL CANDIDATES**

If the incumbent has not filed a Declaration of Intention to succeed to the same office, then any qualified person other than the incumbent may file a Declaration during this extension period. If failure to file a Declaration of Intention is because the incumbent has already served the maximum number of terms, there shall be no extension of the period for filing a Declaration of Intention.

### **February 16\*, 2010 – March 12, 2010 (E-113-E-88)**

#### **CANDIDATE FILING PERIOD**

During this period, all candidates must file their Declaration of Candidacy and circulate their Nomination Papers. All candidates (except candidates who have already paid their filing fees)

must also pay the non-refundable filing fee and/or present in-lieu signatures at the time they file their Declaration of Candidacy and receive their nomination papers from the county elections official. (Includes partisan Central Committee/County Council; however, candidates pay no filing fee).

NOTE: Statement of Economic Interests Form 700 must also be filed by March 12, 2010. Forms are available from the Elections Office. (EC Sec. 8020, 8041, 8061, 8100 8105, 8106)

#### **CANDIDATE STATEMENT OF QUALIFICATIONS**

During this period, candidates for state legislative offices and County non-partisan office may prepare a Candidate Statement of Qualifications on a form provided by the county elections official. The statement may contain no more than 250 words for state legislative offices, and candidate must pledge to abide by campaign spending limits per voter-approved Proposition 34. Candidate Statements for local non-partisan candidates must be no more than 200 words. The statement must be filed at the same time the Declaration of Candidacy is filed.

#### **February 25, 2010 (E-103)**

##### **LAST DAY TO FILE SIGNATURE-IN-LIEU PETITIONS FOR U.S. AND COUNTY OFFICES**

Last day for these candidates to file a signature-in-lieu petition to the county elections official. Within 10 days, the county elections official shall notify the candidate of any deficiency. If a deficiency is found, the candidate may cover the deficiency by filing supplemental signatures-in-lieu, paying a prorated filing fee or filing a combination of supplemental signatures and filing fee. (EC Sec. 8061, 8105, 8106(b)(3)-(4))

#### **March 12, 2010 (E-88)**

##### **SUPPLEMENTAL SIGNATURES-IN-LIEU OF FILING FEE OR PRORATED FILING FEES**

The last day a candidate may submit a supplemental in-lieu petition to the county elections official or pay a prorated portion of the filing fee to cover any deficiency in the filing fee payment. Until deficiencies in signatures or payment are covered, a candidate's status is only provisional. (EC Sec. 106(b)(3))

#### **March 12, 2010 (E-88)**

##### **CLOSE OF CANDIDATE FILING PERIOD**

Not later than 5 p.m. on this day, all candidates must deliver their candidate paperwork to the county elections official. (EC Sec. 8020, 8100) Statements of Economic Interest must also be filed by March 12, 2010.

#### **March 17, 2010 (E-83)**

##### **DECLARATION OF CANDIDACY EXTENSION (IF INCUMBENT DOES NOT FILE FOR RE-ELECTION)**

If nomination documents for the incumbent of any office are not filed with the county elections official by 5 p.m. March 12, 2010, the nomination period shall be extended until 5 p.m. March 17, 2010 for persons other than the incumbent. (EC Sec. 8204, 8022(b))

NOTE: Extension period does not apply: 1) when the incumbent for a state or legislative office does not/cannot seek re-election for such office;) 2) when there is no incumbent eligible to be elected to a county or district office; 3) to congressional offices.

#### **March 13, 2010 (E-85)**

##### **WITHDRAWAL OF CANDIDATE'S STATEMENT**

Any candidate for nonpartisan local office who has filed a Candidate Statement may withdraw it, but not change it, during the period for filing nomination papers and until 5 p.m. of the next

working day after the close of the nomination period. The 10-day public examination period for candidate statements is from March 15 through March 24. (EC Sec. 13307)

March 18, 2010 (E-82)

**RANDOMIZED ALPHABET DRAWING**

The Secretary of State shall conduct the randomized alphabet drawing to determine the order of federal, state and county candidates' names on the ballot. The county elections official will conduct a public drawing to determine the order of State Assembly candidates' names on the ballot. (EC Sec. 13112(b))

March 18, 2010 (E-82)

**WITHDRAWAL OF CANDIDATE'S STATEMENT AFTER EXTENSION ON FILING**

If there has been an extension of filing, the deadline for withdrawal of a candidate's statement is March 18, 2010. The 10-day public examination period for candidate statements is from March 19, 2010 through March 28, 2010. (EC Sec. 13307)

March 22, 2010 (E-78)

**JUDICIAL INCUMBENT THE ONLY NOMINEE (UNOPPOSED) - WRITE-IN PETITION**

The last day to file a petition indicating that a write-in campaign will be conducted in any county or judicial district in which only the incumbent has filed nomination papers for the office of Superior Court Judge. The petition must be signed by 100 registered voters qualified to vote for the office. (EC Sec. 8203)

Any write-in candidate must file, between April 12, 2010 (E-57) and May 25, 2010 (E-14), his or her statement of write-in candidacy and the number of signatures required on the nomination paper. (EC Sec. 8600, 8601, 8603, 8604) If the incumbent is unopposed on either the primary election ballot or the general election ballot, then, on the day of the General Election, November 2, 2010, the elections official shall declare the incumbent judge elected. (EC Sec. 8203)

April 12, 2010 – May 25, 2010 (E-57-E-14)

**STATEMENT OF WRITE-IN CANDIDACY AND DECLARATION PERIOD**

During this period all write-in candidates must file their Statement of Write-in Candidacy and Nomination papers with the county elections official. (EC Sec. 8601)

May 10, 2010 (E-29)

**REGISTRATION CLOSES FOR VOTERS WHO WANT ELECTION MATERIALS**

Last day to register to vote in the Primary Election and be eligible to receive election materials such as the Voter Information Pamphlet. (EC Sec. 2102, 2107)

May 10, 2010 – June 1, 2010 (E-29-E-7)

**VOTE-BY-MAIL BALLOT APPLICATION PERIOD**

First day vote-by-mail ballots are available. Between these dates, applications may be sent to the county elections official to apply for an vote-by-mail voter ballot. Applications received before May 10, 2010 shall remain unprocessed until this period. (EC Sec. 3001, 3003)

May 24, 2010 (E-15)

**LAST DAY TO REGISTER TO VOTE.** Voters will be notified of polling place location but will not receive election materials such as the Sample Ballot Booklet.

May 25, 2010 (E-14)

WRITE-IN CANDIDATE DECLARATION DEADLINE

Last day for a candidate to file a Statement of Write-in Candidacy and Nomination papers, if applicable, with the county elections official stating that he/she is a write-in candidate for a particular office in the Primary Election. (EC Sec. 8601, 8604)

May 28, 2010 (E-11)

PROCESSING VOTE-BY-MAIL VOTER BALLOTS

County elections official may commence the processing of vote-by-mail ballots on the 7<sup>TH</sup> business day before the election. A vote count cannot be released until 8 p.m. on election day, June 8, 2010. (EC Sec. 15100)

June 1, 2010 (E-7)

LAST DAY FOR VOTE-BY-MAIL BALLOT APPLICATIONS

Last day that elections officials to mail vote-by-mail ballots to voters.(vote-by-mail ballots may still be issued from the county elections office up through Election Day). Voters may drop off their completed vote-by-mail ballots at any polling place or the elections office until 8 p.m. on Election Day. (EC Sec. 3001, 3021) **Vote-by-mail ballots can be requested in person at the Elections office until close of polls on Election Day.**

June 7, 2010 (E-1)

Candidates/campaigns must remove all political signs posted within 100 feet of the entrance to a polling place (list of Nevada County polling places may be purchased-10 cents per page).

June 8, 2010 (E-Day)

ELECTION DAY

Polls open at 7 a.m. and close at 8 p.m. (EC Sec. 10541, 14212) Vote-by-mail ballots must be returned to the elections official or to any polling place in Nevada County by 8 p.m. (EC Sec. 3017, 3020)

June 10, 2010 (E+2)

CANVASS ELECTION RETURNS

County Clerk commences official canvass. (EC Sec. 10547, 15301)

July 6, 2010 (E+28)

Last Day for the County Clerk to prepare a certified Statement of Vote and submit it to the governing bodies.

# OFFICES TO WHICH CANDIDATES ARE TO BE ELECTED

## UNITED STATES PARTISAN OFFICES

United States Senator, (Barbara Boxer, Incumbent)

United States 4<sup>th</sup> Congressional District, (Tom McClintock, Incumbent)

## STATE PARTISAN OFFICES

Governor, (Arnold Schwarzenegger, Incumbent)

Lieutenant Governor, (John Garamendi, Incumbent)

California State Senate, 4<sup>th</sup> District, (Sam Aanestad, Incumbent)

California State Assembly, 3<sup>rd</sup> District (Dan Logue, Incumbent)

Secretary of State, (Debra Bowen, Incumbent)

Controller, (John Chiang, Incumbent)

Treasurer, (Bill Lockyer, Incumbent)

Attorney General, (Jerry Brown, Incumbent)

Insurance Commissioner, (Steve Poizner, Incumbent)

Member, State Board of Equalization, 2<sup>nd</sup> District, (Bill Leonard, Incumbent)

## STATE NON-PARTISAN OFFICES

Superintendent of Public Instruction, (Jack O'Connell, Incumbent)

## COUNTY NON-PARTISAN OFFICES

Nevada County Supervisor, District 3, (John C. Spencer, Incumbent)

Nevada County Supervisor, District 4, (Hank Weston, Incumbent)

Superior Court Judge, (Candace S. Heidelberger, Appointed Incumbent)

Nevada County Assessor, (Dale Flippen, Incumbent)

Nevada County Auditor-Controller, (Marcia Salter, Incumbent)

Nevada County Clerk-Recorder/Registrar, (Gregory J. Diaz, Appointed Incumbent)

Nevada County District Attorney, (Clifford Newell, Incumbent)

Nevada County Sherriff/Coroner/PA, (Keith Royal, Incumbent)

Nevada County Treasurer/Tax Collector, (E. Christina Dabis, Incumbent)

Placer County Superintendent of Schools, (Gayle Garbolino-Mojica, Incumbent)

Nevada County Superintendent of Schools, (Holly Hermansen, Incumbent)

## MUNICIPAL NON-PARTISAN OFFICES

Nevada City, City Council (Barbara Coffman, Incumbent)

Nevada City, City Council (Sally Harris, Incumbent)

## CENTRAL COMMITTEE SEATS BY SUPERVISORIAL DISTRICTS

### DEMOCRATIC PARTY: \*

District 1: Five Members

District 2: Four Members

District 3: Four Members

District 4: Four Members

District 5: Four Members

### REPUBLICAN PARTY: \*

District 1: Five Members

District 2: Six Members

District 3: Four Members

District 4: Five Members  
District 5: Three Members

### PARTISAN OFFICES

At the time of filing a Declaration of Candidacy for a partisan office, including County Central Committee seats, a candidate must:

- (1) Be a registered voter at the time the nomination papers are issued;
- (2) Have been registered continuously with the party whose nomination they are seeking for three months prior to the time of filing, or for as long as they have been eligible to register to vote in the state (whichever period is longer); and
- (3) Not have been registered with any other qualified party for twelve months prior to the filing of the Declaration of Candidacy (where required). (EC Sec. 201, 8001)

### FEDERAL PARTISAN OFFICES

#### UNITED STATES SENATOR

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 6 years

FILING FEE: \$3,480.00

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.348

#### UNITED STATES 4<sup>th</sup> CONGRESSIONAL DISTRICT

QUALIFICATIONS: Be a U.S. citizen for seven years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 2 years

FILING FEE: \$1,740.00

NOMINATION SIGNATURES REQUIRED: Minimum: 40 Maximum: 60

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 3,000 (EC 8106)

PRORATED DOLLAR .VALUE OF EACH SIGNATURE: \$.58

### STATE PARTISAN OFFICES

#### GOVERNOR OF CALIFORNIA

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn

statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$3,479.74

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.3479

#### LIEUTENANT GOVERNOR OF CALIFORNIA

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$2,609.80.00

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.2610

#### MEMBER OF STATE SENATE – 4<sup>th</sup> District

QUALIFICATIONS: A citizen of the U.S., a registered voter at the time that nomination papers are issued to the person. All candidates must file a Declaration of Intention. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC 201, 8001, Cal. Const. Art. IV, Sec. 2(a) and Sec 2(c).)

TERM OF OFFICE: 4 years (Maximum two terms)

FILING FEE: \$952.91

NOMINATION SIGNATURES REQUIRED: Minimum: 40. Maximum: 60 (Must be same party as candidate or Decline to State - if party accepts Decline to State votes)

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 3,000 (Applicable to Democratic and Republican Party; Contact Secretary or State or County Elections Office for In-Lieu Signature Requirements for Minor Parties and information whether a political party will allow Decline to State voters to sign in-lieu petitions of partisan candidates.)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.3176

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1057.

#### MEMBER OF STATE ASSEMBLY - 3<sup>rd</sup> District

QUALIFICATIONS: A citizen of the U.S., a registered voter at the time that nomination papers are issued to the person. All candidates must file a Declaration of Intention. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC 201, 8001, Cal. Const. Art. IV, Sec. 2(a) and Sec 2(c).)

TERM OF OFFICE: 2 years (Maximum three terms)

FILING FEE: \$952.90

NOMINATION SIGNATURES REQUIRED: Minimum: 40. Maximum: 60 (Must be same party as candidate or Decline to State - if party accepts Decline to State votes)

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 1,500 (EC8106) (Applicable to Democratic and Republican Party; Contact Secretary or State or County Elections Office for In-Lieu Signature Requirements for Minor Parties and information whether a political party will allow Decline to State voters to sign in-lieu petitions of partisan candidates.)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.6353

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### SECRETARY OF STATE

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$2,609.80

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.2610

### CONTROLLER

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$2,783.79

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.2784

### TREASURER

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$2,783.79

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.2784

### ATTORNEY GENERAL

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$3,022.54

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.3022

### INSURANCE COMMISSIONER

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$2,783.79

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.2784

### MEMBER, STATE BOARD EQUALIZATION

QUALIFICATIONS: Be a U.S. citizen for nine years, and a resident of California when elected. (U.S. Const. Art. IV). Have a valid voter registration affidavit on file in the county of residence at the time nomination papers are obtained and meet party affiliation requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 201 and 8001)

TERM OF OFFICE: 4 years

FILING FEE: \$1,304.90

NOMINATION SIGNATURES REQUIRED: Minimum: 40. Maximum: 60

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 5,220 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.1305

## STATE NON-PARTISAN OFFICES

### SUPERINTENDENT OF PUBLIC INSTRUCTION

QUALIFICATIONS: Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. Not have served two terms as State Superintendent of Public Instruction since November 6, 1990. (EC 201 Cal. Const., art.IX )

TERM OF OFFICE: 4 years

FILING FEE: \$3,022.54

NOMINATION SIGNATURES REQUIRED: Minimum: 65. Maximum: 100

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 10,000 (EC 8106)

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.302

## COUNTY NON-PARTISAN OFFICES

### COUNTY SUPERVISOR – 3<sup>rd</sup> and 4<sup>th</sup> DISTRICTS

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter in the District which the candidate seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; Supervisor shall reside in the district during his or her incumbency. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 25041.)

TERM OF OFFICE: 4 years

FILING FEE: \$394.00

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

### 3<sup>rd</sup> District

STATEMENT OF QUALIFICATIONS FEE: \$353.32  
SIGNATURES REQUIRED IN LIEU OF FILING FEE: 1116  
PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.353

### 4th District

STATEMENT OF QUALIFICATIONS FEE: \$402.77  
SIGNATURES REQUIRED IN LIEU OF FILING FEE: 1311  
PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.301

### SUPERIOR COURT JUDGE

QUALIFICATIONS: Citizen of the U.S., registered voter, member of the State Bar for ten years or having served as a judge of a municipal court for 5 years or California court of record for ten years immediately preceding the election. Sworn statement that candidate meets documentation requirements per state law required when Nomination Papers are filed. All candidates must file a Declaration of Intention *and* a Declaration of Candidacy. (EC: 13, 13.5, 201, 321, 359, Cal. Const. Art. VI, Sec. 15.)

TERM OF OFFICE: 6 years

FILING FEE: \$1,787.89

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN LIEU OF FILING FEE: 7,152

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS FEE: \$1616.80

### ASSESSOR

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued. Must hold a valid appraiser's certificate issued by the State Board of Equalization, or acquire a temporary appraiser's certificate within 30 days of election, good for a period not to exceed one year. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 24002.5)

TERM OF OFFICE: 4 years

FILING FEE: \$1,230.00

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 4,920

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### AUDITOR-CONTROLLER

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 26945, 26945.1, 26946, Nevada County Administrative Code A-II, 1.9, which is Govt. Code Sec. 26945 & 26946)

TERM OF OFFICE: 4 years

FILING FEE: \$1,195.00

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 4,780

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### CLERK-RECORDER/REGISTRAR

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001)

TERM OF OFFICE: 4 years

FILING FEE: \$1,195

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 4,780

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### DISTRICT ATTORNEY

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued. A person is not eligible to the office of district attorney unless s/he has been admitted to practice in the Supreme Court of the State. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 24002)

TERM OF OFFICE: 4 years

FILING FEE: \$1,540

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 6160

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### SHERRIFF/CORONER/PA

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 24004, 24004.3, 24004.5)

TERM OF OFFICE: 4 years

FILING FEE: \$1,466

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 5,864

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### TREASURER/TAX COLLECTOR

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County at the time nomination papers are issued; please see Treasurer-Tax Collector Handout for additional requirements. Sworn statement that candidate meets documentation requirements per state law required when nomination papers are filed. (EC Sec. 13, 13.5, 201, 321, 359, Govt. Code Sec. 24001, 27000.7.)

TERM OF OFFICE: 4 years

FILING FEE: \$1,195

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 4,780

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### NEVADA COUNTY SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County and possess a valid certification document authorizing administrative services. The possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential. (Ed. Code Sec. 1205 – 1208)

TERM OF OFFICE: 4 YEARS

FILING FEE: \$1200.00

NOMINATION SIGNATURES REQUIRED: Minimum 40. Maximum 60.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 4,800

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$1616.80

### PLACER COUNTY SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS: Eighteen years of age, a citizen of California, and a registered voter of the County and possess a valid certification document authorizing administrative services. The possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential. (Ed. Code Sec. 1205 – 1208)

TERM OF OFFICE: 4 YEARS

FILING FEE: \$1609.34

NOMINATION SIGNATURES REQUIRED: Minimum 40. Maximum 60.

SIGNATURES REQUIRED IN-LIEU OF FILING FEE: 6,438

PRORATED DOLLAR VALUE OF EACH SIGNATURE: \$.25

CANDIDATE STATEMENT OF QUALIFICATIONS: \$299.37

### CENTRAL COMMITTEE SEATS BY SUPERVISORIAL DISTRICTS

QUALIFICATIONS: All candidates must be registered with the political party whose nomination he or she is seeking for not less than three months immediately prior to the time the declaration of candidacy is presented to the County Elections Official, or for as long as he or she has been eligible to register to vote in the state, the candidate is shown by his affidavit of registration to be affiliated with the political party the nomination of which he or she seeks, and the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he or she seeks within 12 months. (EC 8001)

In addition to the above qualifications, a candidate for county central committee member of the Democratic, Republican, and American Independent parties must be a registered voter residing in the Supervisorial District which he or she is to represent. (EC 201, 7200, 7209, 7400, 7407, 7650, 7654)

### DEMOCRATIC PARTY \*

District 1: Five Members

District 2: Four Members

District 3: Four Members

District 4: Four Members

District 5: Four Members

TERM OF OFFICE: 2 years

FILING FEE: None

NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40. (EC 8062, 7776)

Signatures must be those of registered voters residing in the Supervisorial District the candidate resides in and wishes to represent.

**CANDIDATE STATEMENT OF QUALIFICATIONS:**

- District 1: \$421.67
- District 2: \$404.02
- District 3: \$353.32
- District 4: \$402.77
- District 5: \$335.00

**REPUBLICAN PARTY \***

- District 1: Five Members
  - District 2: Six Members
  - District 3: Four Members
  - District 4: Five Members
  - District 5: Three Members
- TERM OF OFFICE: 2 years  
FILING FEE: None

**NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40. (EC 8062, 7776)**

Signatures must be those of registered voters residing in the Supervisorial District the candidate resides in and wishes to represent.

**CANDIDATE STATEMENT OF QUALIFICATIONS:**

- District 1: \$421.67
- District 2: \$404.02
- District 3: \$353.32
- District 4: \$402.77
- District 5: \$335.00

\*Numbers are calculated based upon November 2006 gubernatorial votes cast by supervisorial district. (EC 7200, 7400)

**AMERICAN INDEPENDENT PARTY**

\*\*\*Members elected by Supervisorial District. (EC 7650)

**NOMINATION SIGNATURES REQUIRED: Minimum: 20. Maximum: 40. (EC 8062, 7776)**

Signatures must be those of registered voters residing in the Supervisorial District the candidate resides in and wishes to represent.

**PEACE & FREEDOM**

\*\*\*Five members to be elected countywide (EC Secs 7752(b) and 7753). A minimum of 20 and maximum of 30, or not less than 2% of total registration, whichever is less.

**GREEN PARTY COUNTY COUNCIL**

\*\*\*Seven members to be elected at-large countywide. A minimum of 20 and maximum of 30, or not less than 2% of total registration, whichever is less.

**LIBERTARIAN PARTY**

\*\*\*Seven members to be elected at-large countywide. A minimum of 20 and maximum of 30, or not less than 2% of total registration, whichever is less.

**NATURAL LAW PARTY:**

\*\*\*Five members to be elected at-large countywide. A minimum of 20 and maximum of 30, or not less than 2% of total registration, whichever is less.

\*\*\*Subject to change, depending on the countywide and statewide voter registration of the party 135 days before the election (EC 7650) and official notification from the Secretary of State 125 days before the election (EC 7770).

MUNICIPAL OFFICES

NEVADA CITY CITY COUNCIL \*\*

QUALIFICATIONS: Registered voter of the city at the time nomination papers are issued. (Govt. Code Sec. 36502)

TERM OF OFFICE: 4 years

FILING FEE: None

NOMINATION SIGNATURES REQUIRED: 20 - 30

STATEMENT OF QUALIFICATIONS FEE: \$125.22

\*\*City Council candidates file with the City Clerk's Office, 317 Broad Street, Nevada City. Contact the Nevada City City Clerk at 265-2596 for all other information.

**FPPC ELECTION FILING SCHEDULE**

**Candidates for Local Office (Including Superior Court Judges)  
Committees Primarily Formed to Support/Oppose Local Candidates  
Committees Primarily Formed to Support/Oppose Local Measures  
Being Voted on June 8, 2010**

<b>Feb 1, 2010</b> <i>Semi-Annual</i>	<b>1/1/09 or 7/1/09 - 12/31/09</b>	<u>460</u>	<ul style="list-style-type: none"> <li>▪ File personal delivery or first class mail.</li> <li>▪ The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Mar 22, 2010</b> <i>Pre-Election</i>	<b>1/1/10 - 3/17/10</b>	<u>460</u>	<ul style="list-style-type: none"> <li>▪ File personal delivery or first class mail.</li> </ul>
<b>May 27, 2010</b> <i>Pre-Election</i>	<b>3/18/10 - 5/22/10</b>	<u>460</u>	<ul style="list-style-type: none"> <li>▪ File personal delivery or guaranteed overnight service only.</li> </ul>

<p><b>Within 24 Hours</b> <i>Late Reports</i></p>	<p><b>5/23/10 - 6/7/10</b></p>	<p><u>496</u> <u>497</u></p>	<ul style="list-style-type: none"> <li>▪ File personal delivery, guaranteed overnight service, or fax.</li> <li>▪ 496: File if independent expenditures of \$1,000 or more are made. See note below. <b>Do not file for expenditures on your committee's behalf.</b></li> <li>▪ 497: File if a contribution of \$1,000 or more is received.</li> <li>▪ 497: File if a contribution of \$1,000 or more is made to <i>another</i> candidate or <i>another</i> measure being voted on June 8 or made to a political party committee.</li> <li>▪ The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.</li> </ul>
<p><b>Aug 2, 2010</b> <i>Semi- Annual</i></p>	<p><b>5/23/10 - 6/30/10</b></p>	<p><u>460</u></p>	<ul style="list-style-type: none"> <li>▪ Personal delivery or first class mail</li> <li>▪ The July 31 deadline falls on Saturday, so the deadline is extended to the next business day.</li> </ul>

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.
- **Form 470:** Candidates that did not have a committee or raise/spend \$1,000 in 2009, may file Form 470 on February 1, 2010. Form 470 can not be filed for other deadlines if the candidate has a committee or has raised/spent \$1,000 or more in 2010. After filing a Form 470, if the candidate raises/spends \$1,000 or more in 2010, see *Campaign Manual 2*, Chapter 4 for additional required filings.
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine.
- All statements are public documents. Paper reports may be mailed by first class mail unless otherwise noted.
- For important information refer to [www.fppc.ca.gov](http://www.fppc.ca.gov) and click on the Candidates and Committees section. Use *Campaign Manual 2* and *Campaign Manual 3*.

