

CONSOLIDATED PRESIDENTIAL GENERAL ELECTION

NOVEMBER 6, 2012

CANDIDATE GUIDE

County of Solano

675 Texas Street, Suite 2600

Fairfield, CA 94533

(707) 784-6675

www.solanocounty.com/elections

Ira Rosenthal
Registrar of Voters

John H. Gardner
Deputy Registrar of Voters



REGISTRAR OF VOTERS

IRA J. ROSENTHAL
Registrar of Voters

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PHONE (707) 784-6675
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Dear Candidate:

Congratulations on your decision to run for office. We have compiled this guide to assist you in preparing for the upcoming election, and we urge you to study it carefully. This handbook does not contain all information concerning elections but rather is a summary of general provisions related to candidates running for office.

It is divided into several chapters, and we direct your attention in particular to sections pertaining to eligibility requirements, filing fees (if any), and the filing requirements and deadlines.

Our staff has attempted to make this handbook as informative as possible and will make every effort to answer your questions. However, this handbook is a general reference guide and is not intended to be a substitute for legal advice which the Registrar of Voters office is precluded by law from offering. We strongly urge all candidates to consult private legal counsel when legal questions arise.

The staff of the Registrar of Voters office joins me in wishing you the best of luck in your endeavors.

Sincerely,

SOLANO COUNTY REGISTRAR OF VOTERS

John H. Gardner
Deputy Registrar of Voters

This Candidate Guide is intended to provide general information about the nomination and election of candidates and other election related issues. No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc).

This guide is intended to be a resource and is not legally sufficient. In the case of conflict with rule or law, the rule or law will apply. It is distributed with the understanding that the Solano County Registrar of Voters is not rendering legal advice and the individual, organization, or candidate using this guide must not consider it to be a substitute for legal counsel.

Unless otherwise indicated, all code section references are to the California Elections Code.

SOLANO COUNTY REGISTRAR OF VOTERS

MISSION STATEMENT

Mission Statement

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

Departmental Functions

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

There are five established election dates over a two-year election cycle. Elections are scheduled in Solano County in June of the even years and in November of each year. Initiative, referendum, recall and school bond elections are not limited to the regular election dates.

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

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

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IMPORTANT ADDRESSES AND PHONE NUMBERS

SOLANO COUNTY REGISTRAR OF VOTERS – *Candidate filing for local offices. Vote-by-mail voting period beginning October 8, 2012 to 8:00 p.m. on Election Day.*

Ira J. Rosenthal, Registrar

John H. Gardner, Deputy Registrar

Government Center Building

675 Texas Street, Suite 2600

Fairfield, CA 94533-6338

(707) 784-6675 or Toll Free (888) 933-VOTE

www.solanocounty.com/elections

Secretary of State

1500 11th Street, Room 495

Sacramento, CA 95814

www.ss.ca.gov

Elections Division Phone: 916-657-2166

Political Reform Division Phone: 916-653-6224

- Committee Identification Numbers
- Termination of Committees

Fair Political Practices Commission

428 J St., Suite 620

Sacramento, CA 95814

Advice Line: Toll Free 866-ASK-FPPC or 916-322-5660

Enforcement Violations – 1-866-275-3772 (press 1)

www.fppc.ca.gov

- Campaign Disclosure
- State Contribution Limits
- Conflict of Interest Disclosure
- Lobbying Disclosure
- Conflict of Interest Disqualification
- Proper Use of Campaign Funds
- Reporting Enforcement Violations (800) 561-1861

Federal Election Commission

999 E Street, NW

Washington, DC 20463

800-424-9530

www.fec.gov

- Federal Campaign Disclosure
- Contributions from National Banks,
National Corporations and Foreign Nationals

State Franchise Tax Board

800-338-0505

www.ftb.ca.gov

- Committee Tax Status
- Tax Deductible Contributions
- Charitable Non-Profit Groups
- Audit of Campaign Disclosure Statements

Internal Revenue Service

800-829-1040

www.irs.gov

- Federal Taxpayer I.D. Numbers
- Any other Tax-related questions

Attorney General

800-952-5225

P.O. Box 944255

Sacramento, CA 94244-2550

www.oag.ca.gov

- Legal Opinions
- Incompatibility of office
- Quo Warrantu actions
- Brown Act requirements

NEIGHBORING COUNTIES

Below is a list of counties that are adjacent to Solano County or with whom we share a Congressional, State Senate or State Assembly District.

Colusa Kathleen Moran, County Clerk/Recorder 546 Jay Street, Suite 200 Colusa, CA 95932 Ph: 530-458-0500 Fax: 530-458-0512 Web: www.countyofcolusa.org Email: ccclerk@countyofcolusa.org	Sacramento Jill LaVine, Registrar of Voters 7000 65 th Street, Suite A Sacramento, CA 95823 Ph: 916-875-6451 Fax: 916-875-6516 Web: www.elections.saccounty.net Email: voterinfo@saccounty.net
Contra Costa Stephen L. Weir, County Clerk/Recorder/Registrar of Voters Candy Lopez, Assistant Registrar 555 Escobar Street Martinez, CA 94553 Ph: 925-335-7800 Fax: 925-335-7842 Web: www.cocovote.us Email: candidate.services@vote.cccounty.us	Sonoma Janice Atkinson, County Clerk/Assessor/Recorder/Registrar of Voters 435 Fiscal Drive Santa Rosa, CA 95403 P.O. Box 11485 Santa Rosa, CA 95406 Ph: 707-565-6800 Fax: 707-565-6843 Web: www.sonoma-county.org Email: rov-campaign@sonoma-county.org
Glenn Sheryl Thur, County Clerk/Recorder 516 W. Sycamore Street Willows, CA 95988 Ph: 530-934-6414 Fax: 530-934-6571 Web: www.countyofglenn.net Email: elections@countyofglenn.net	Sutter Donna M. Johnston, County Clerk/Recorder/Registrar of Voters Chris Goforth, Assistant Registrar of Voters 1435 Veterans Memorial Circle Yuba City, CA 95993 Ph: 530-822-7122 Fax: 530-822-7587 Web: www.co.sutter.ca.us
Lake Diane C. Fridley, Registrar of Voters 255 N. Forbes Street Lakeport, CA 95453 Ph: 707-263-2372 Fax: 707-263-2742 Web: www.co.lake.ca.us Email: diane.fridley@lakecountyca.gov	Yolo Freddie Oakley, County Clerk/Recorder 625 Court Street, Room B-05 Woodland, CA 95695 P.O. Box 1820 Woodland, CA 95776 Ph: 530-666-8133 Fax: 530-666-8123 Web: www.yoloelections.org Email: cntyclrk@yoloelections.org
Napa John Tuteur, Assessor/Recorder/County Clerk 900 Coombs Street Suite 256 Napa, CA 94559 Ph: 707-253-4321 Fax: 707-253-4390 Web: www.countyofnapa.org Email: elections@countyofnapa.org	Yuba Terry A. Hansen, County Clerk/Recorder 915 8 th Street, Suite 107 Marysville CA, 95901 Ph: 530-749-7855 Fax: 530-749-7854 Web: www.yuba.org Email: elections@co.yuba.ca.us

CITY CLERKS OF SOLANO COUNTY

CITY OF BENICIA Lisa M. Wolfe, City Clerk 250 East "L" Street Benicia, CA 94510 (707) 746-4201 Fax: 747-8120 E-mail: lwolfe@ci.benicia.ca.us E-mail: jyork@ci.benicia.ca.us	Jayne York (746-4200)	CITY OF SUISUN CITY Linda Hobson, City Clerk 701 Civic Center Blvd. Suisun City, CA 94585 (707) 421-7302 Fax: 421-7366 E-mail: lhobson@suisun.com E-mail: dpock@suisun.com	Donna Pock (421-7302)
CITY OF DIXON Steve Johnson, City Clerk 600 East "A" Street Dixon, CA 95620 (707) 678-7000 Fax: 678-1489 E-mail: sjohnson@ci.dixon.ca.us E-mail: sjohnston@ci.dixon.ca.us	Sue Johnston x 103	CITY OF VACAVILLE Michelle Thornbrugh, City Clerk Martin 650 Merchant Street Vacaville, CA 95688 (707) 449-5110 Fax: 449-5149 (City Mgr) E-mail: mthornbrugh@cityofvacaville.com E-mail: smartin@cityofvacaville.com	Shelley (449-5112)
CITY OF FAIRFIELD Jeanette Bellinder, City Clerk 1000 Webster Street Fairfield, CA 94533 (707) 428-7400 or 428-7384 Fax: 428-7798 E-mail: jbellinder@fairfield.ca.gov E-mail: carcher@fairfield.ca.gov	Claudia Archer (429-6296)	CITY OF VALLEJO Dawn Abrahamson, City Clerk 555 Santa Clara Street PO Box 3068 Vallejo, CA 94590 (707) 648-4527 Fax: 648-4535 E-mail: dabrahamson@ci.vallejo.ca.us	
CITY OF RIO VISTA Anna Olea-Moger, City Clerk 1 Main Street Rio Vista, CA 94571 (707) 374-6451 Fax: 374-6763 E-mail: cityclerk@ci.rio-vista.ca.us			

ELECTION SERVICES OFFERED

Effective July 1, 2012

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

Voter lists may be ordered in a hard copy, CD or via email if the file is small enough. Candidates may order the information with or without voter history. A walking list or voter index is a type of report that is especially helpful when candidates want to campaign by walking a precinct. This type of report does not come with voter history.

Voter file orders require a set-up fee which must be paid at the time of placing your order. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.

Precinct maps of districts within Solano County are also available as are voter labels for your mailing needs.

All transactions are nonrefundable, and there are no exchanges on ordered reports.

Prior to any voter information being purchased, an "Application to Purchase or View Voter Registration Information" must be submitted by the applicant, and approved by an authorized staff person.

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

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

If there are any questions regarding the above information, contact this office or the Secretary of State.

**SOLANO COUNTY REGISTRAR OF VOTERS
FEE SCHEDULE
EFFECTIVE JULY 1, 2012**

REPORTS	
Reports/Files	Actual Costs (labor \$172 per hour & supplies)
Vote-by-Mail Voters File Subscription	\$310.00
Walking List	\$.50 per thousand names

GENERAL	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies	\$1.00 first page, \$.10 each additional page
Fax Long Distance	\$2.00 first page, \$.75 each additional page
FPPC and Campaign Statement Copies	\$.10 per page
FPPC and Campaign Statement Copies (5 years or older)	\$5.00 retrieval fee plus \$.10 per page
Research of Records	\$172.00 per hour plus copy costs (1/4 hour minimum = \$43.00)

MAPS	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00

ELECTION	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 102% overhead
Election Cost Estimates (Cost per voter)	General Election \$5.00 Primary Election \$7.00 Stand alone mail ballot election \$10.00 Stand alone precinct election \$15.00

All services with a set up fee will be charged the set up fee upon placing the order. When the order is complete, the remaining per page charges must be paid upon pick up.

LIST OF OFFICES AND INCUMBENTS FOR THE NOVEMBER 6, 2012 GENERAL ELECTION

PARTISAN OFFICE	JURISDICTION	TERM
President of the United States	Federal	4 Yr., commencing Jan. 20, 2013
VOTER NOMINATED OFFICE	JURISDICTION	TERM
United States Senate	Federal	6 Yr., commencing Jan. 3, 2013
U.S. Representative	3 rd District	2 Yr., commencing Jan. 3, 2013
U.S. Representative	5 th District	2 Yr., commencing Jan. 3, 2013
State Senate	3 rd District	4 Yr., commencing Dec. 3, 2012
State Assembly	4 th District	2 Yr., commencing Dec. 3, 2012
State Assembly	11 th District	2 Yr., commencing Dec. 3, 2012
State Assembly	14 th District	2 Yr., commencing Dec. 3, 2012
NONPARTISAN OFFICE – Board of Supervisors and Judges – If unopposed in the Primary, they will not appear on the General election ballot. If two candidates ran for the office, the candidate that received the majority vote wins and will not appear on the ballot in November. If one candidate does not receive 50% +1 in June then the two candidates that received the highest votes will face a run off in the November General Election.		
NONPARTISAN OFFICE	JURISDICTION	TERM
County Board of Supervisors (run-off)	1 st District	4 Yr., commencing Jan. 7, 2013
SCHOOLS / DISTRICT	JURISDICTION	TERMS
Name / # to elect	Incumbent names are on file in our office	
Davis Jt. USD GBM (2) *	At Large	4 Yr., commencing Dec. 7, 2012
River Delta USD GBM (3)*	TA 1, 2 & 4	4 Yr., commencing Dec. 7, 2012
Los Rios Community College GBM (1)	TA 4	4 Yr., commencing Dec. 7, 2012
Solano County Community College (GBM (3)	TA 3, 5 & 7	4 Yr., commencing Dec. 7, 2012

* Represents Trustee Areas outside of Solano County but the jurisdiction is voted on At-large (by the entire jurisdiction)

CITIES INCUMBENT OFFICIALS

<i>CITY</i>	<i>OFFICE</i>	<i>INCUMBENT</i>	<i>TERM</i>	<i>How Elected</i>
Dixon	Mayor	Jack Batchelor, Jr.	4 Years	At Large
Dixon	Councilmember	Rick Fuller	4 Years	At Large
Dixon	Councilmember	Michael Ceremello, Jr.	4 Years	At Large
Dixon	Treasurer	James Slaughter	4 Years	At Large
Rio Vista	Mayor	Janice Vick	4 Years	At Large
Rio Vista	Councilmember	Jack Krebs	4 Years	At Large
Rio Vista	Councilmember	Janith Norman	4 Years	At Large
Rio Vista	Treasurer	Hale Conklin	4 Years	At Large
Suisun City	City Clerk	Linda Hobson	4 Years	At Large
Suisun City	Councilmember	Michael Segala	4 Years	At Large
Suisun City	Councilmember	Sam Derting	4 Years	At Large
Suisun City	City Treasurer	Jeanie McMurry	4 Years	At Large
Vacaville	City Clerk	Michelle Thornbrugh	4 Years	At Large
Vacaville	Councilmember	Dilenna Harris	4 Years	At Large
Vacaville	Councilmember	Ron Rowlett	4 Years	At Large
Vacaville	City Treasurer	Andrew Suihkonen	4 Years	At Large

GENERAL ELECTION

Election Calendar

November 6, 2012

The materials contained in this calendar represent the research and opinions of the staff at the Solano County Elections Department. The contents of this calendar and any legal interpretations contained herein are not to be relied upon as being correct either factually or as legal opinion. Reliance on the content without prior submission to and approval of your appropriate public counsel is at the reader's risk.

Please call 707-784-6675 if you have any questions or comments or visit our website at www.solanocounty.com/elections Thank you.

All references are to the California Elections Code unless otherwise noted.

Calendar Key – **Asterisk “*”** indicates the legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next working day. **"E"** stands for Election. The minus sign and the number after **"E -"** indicates the number of days until the election. The plus sign and the number after **"E +"** indicate the number of days after the election. For example, **"E-29"** means 29 days before the election, while **"E+28"** means 28 days after the election.

EARLY suggested deadlines are provided in the calendar below for jurisdictions that can meet them. These EARLY deadlines are necessary in order for the Solano County Elections Department to meet printing and mailing schedules. FINAL deadlines are noted as such. Thank you for your cooperation.

June 11, 2012 (E-148)	<u>GOVERNOR'S PROCLAMATION – ISSUANCE</u> By this date, the Governor shall issue a proclamation calling the General Election and shall state the time of the election and the offices to be filled and transmit a copy of the proclamation to the Board of Supervisors of each county. The Secretary of State will send an informational copy of the proclamation to each County Elections Official. §12000
July 2 – July 16 (E-127 to E-113)	<u>CITIES PUBLISH ELECTION NOTICE</u> Between these dates, any city that is consolidating an election with the November General will publish a Notice of Election one time in a newspaper of general circulation stating: • The date and polling hours of the election. • Any offices to be filled, specifying full term or short term, as the case may be. §12101, 12102

July 4, 2012* (E-125)	<u>SPECIAL DISTRICTS & CITIES DELIVER NOTICE OF ELECTION TO THE ELECTIONS OFFICE</u> Last day for district secretaries and City Clerks to deliver Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the District or City to the Elections Department. Cities and Special Districts should include the notice of how a tie vote will be resolved. §§10509, 10522, 10524
July 4, 2012* (E-123)	<u>SCHOOLS TO DELIVER SPECIFICATIONS OF THE ELECTION ORDER TO THE ELECTIONS OFFICE</u> Last day for a School Board to deliver a resolution known as the “Specifications of the Election Order” and file it with the County Superintendent of Schools and County Elections Official, stating the date and purpose of the election. Ed. Code §5322 A clause to determine a tie vote is included in the “Specifications of the Elections Order”. Ed. Code §5016
July 9 – August 8 (E-120 to E-90)	<u>NOTICE OF ELECTION PUBLICATION</u> Between these dates the County Elections Official, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of Central Counting Place may be combined with this notice. §§12109, 12112
July 16 – August 10 (E-113 to E-88)	<u>CANDIDATE STATEMENTS – COUNTY & SCHOOLS</u> Between these dates, nominees may prepare a statement of qualifications, not to exceed 200 words, to be included in the official sample ballot. The statement shall be filed and paid for at the time it is filed. Obtain cost information from the Elections Department. §13307
July 16 – August 10 (E-113 to E-88)	<u>CANDIDATE STATEMENTS IN THE COUNTY OFFICIAL SAMPLE BALLOT</u> Period in which United States House of Representatives, State Senate and Assembly candidates may purchase space for a 250-word candidate statement in the official sample ballot(s) of the county or counties in the jurisdiction. Candidates for State Senate and Assembly may purchase statement space only if they have agreed to voluntary expenditure limits. § 13307.5; GC 85601

July 16 – August 10 (E-113 to E-88)	<u>CANDIDATE NOMINATION PERIOD – SCHOOL/SPECIAL DISTRICTS</u> Candidate filing period for candidates running for special and school district offices. Forms are obtained from and filed with the County Elections Department. <u>CITIES</u> §§10510, 13307, 13311 Candidates for city office must be nominated by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers shall be accompanied by an affidavit of the nominee that he or she will accept the office if elected. Nomination documents shall be obtained from and filed with the City Clerk. §§ 10220-10230, GC 36503
July 18, 2012 (E-111) EARLY	Early date to submit resolutions and measure text to the County Elections Official. The date is recommended because of the printer's deadlines. (Suggested Date)
July 18, 2012 (E-111) Date designated by SOS	<u>CANDIDATE STATEMENTS - STATEWIDE CANDIDATES ONLY</u> Last day U.S Senate candidate's statement for publication in the state ballot pamphlet will be accepted by the Secretary of State. §9084(i); GC 85601(a)
July 31, 2012 (Date fixed by law) (E-98)	<u>CAMPAIGN FINANCIAL STATEMENT – SEMIANNUAL</u> Last day to file semiannual campaign financial statements for candidates and committees receiving contributions or making expenditures between January 1, 2012 and June 30, 2012. GC 84200, 84218
July 31, 2012 (E-98)	<u>CHANGE OF CANDIDATE'S DESIGNATION ON BALLOT</u> The last day that any candidate may request in writing a different ballot designation than that used at the Primary Election. The written request shall be accompanied by a ballot designation worksheet. This request should be made to both the Secretary of State and the County Elections Official. §13107(e)
August 10, 2012 5:00 p.m (E-88)	<u>DEADLINE FOR FILING TAX RATE STATEMENT FOR BOND MEASURES</u> Statement for any bond measure appearing on the November ballot. §9401

August 10, 2012 5:00 p.m. (E-88)	<u>LAST DAY TO FILE A REQUEST FOR CONSOLIDATION</u> Last day for local governing body to file with Board of Supervisors a resolution requesting consolidation of a local election for candidates and/or measures to be voted upon. A copy of the resolution must also be filed with the Registrar of Voters on or before this date. Earlier filing dates are encouraged in order to meet printing schedules. The request for consolidation shall set forth the exact form of any question, proposition, or office to be voted on, as it is to appear on the ballot. §§10401, 10402, 10403
August 10, 2012 (E-88) FINAL	<u>CANDIDATE'S STATEMENT – LEGISLATIVE, CONGRESSIONAL AND COUNTY NOMINEES WHO WILL RUNOFF IN THE NOVEMBER ELECTION</u> Last day nominees may prepare a statement of qualifications, not to exceed 200 words for local candidates and 250 words for state candidates, to be included in the official sample ballot. The statement shall be filed and paid for at the same time it is filed. Obtain cost information from the County Elections Department. § 13307
August 10, 2012 (E-88)	<u>NOTIFICATION OF MAIL BALLOT PRECINCT</u> Last day for the county elections official to determine if there are 250 or less persons registered to vote in any precinct. If this is the case, the election official may furnish each voter with a vote-by-mail ballot along with a statement that there will be no polling place for the election. The election official shall also notify each voter of the location of the two nearest polling places in the event the voter chooses to return the ballot on election day. § 3005
August 11, 2012* to August 15, 2012 (E-87 – E-83)	<u>EXTENSION OF NOMINATION PERIOD</u> Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by August 10. This provision does not apply if there is no incumbent eligible or if there is a vacancy. §§ 8022,8024,8204
August 15, 2012 (E-83)	<u>POLITICAL PARTY ENDORSEMENTS</u> Last day for any qualified political party to submit to the county elections official a list of all candidates for voter-nominated office who will appear on any ballot in the county in question, and who have been endorsed by the party. The county elections official shall print any such list that is timely received in the sample ballot. § 13302(b)

August 15, 2012 (E-83)	<u>INSUFFICIENT NOMINEES – SPECIAL DISTRICTS</u> If by 5p.m. on this day, only one person has been nominated or an insufficient number of persons have been nominated to fill an office or offices, and a petition signed by 10% or 50 voters (whichever is the smaller number) has not been submitted, the elections official shall certify this fact to the Board of Supervisors. Any person who has filed a Declaration of Candidacy shall be appointed by the Board of Supervisors at a regular or special meeting held prior to the first Monday before the first Friday in December. If no one filed, another qualified person shall be appointed by the Board of Supervisors on or before November 6 and shall take office and serve as if elected. § 10515
August 15, 2012 (E-83)	<u>INSUFFICIENT NOMINEES – SCHOOLS / COUNTY BOARDS OF EDUCATION</u> If by 5 p.m. on this day, only one person has been nominated or there are no nominees for the office(s) to be filled or in the case of members elected at large or by trustee areas, there are fewer than the number to be elected, and no petition is signed by 10% or 50 voters (whichever is the smaller number) an appointment will be made. The qualified person nominated shall be seated at the organizational meeting of the board, or, if an insufficient number is nominated, the governing board shall appoint as necessary at a meeting prior to Election Day. Persons so appointed shall be seated at the organizational meeting as if they had been elected. In the event no one is nominated, the governing board shall publish a notice one time in a newspaper of general circulation in the district stating the board intends to make an appointment and informing the public how to apply for the office. Ed. Code §§ 5326, 5328, 5328.5 Cities: If by this day (or the 88th day if there is no extension) there are no nominees or only one nominee for an elective city office, the city council may decide to fill the office by appointment or proceed with the election. Prior to the council's action, the City Clerk must publish a one-time notice of the facts and options under Elec. Code§ 10229. The council may not make an appointment until five days after this publication. § 10229 If no appointment is made by the 75th day, Aug 23rd, the election is held. If any citywide office or measure is on the ballot, the election is held regardless of insufficient nominees. § 10229(a)
August 16, 2012 11 a.m. (E-82)	<u>RANDOMIZED ALPHABET DRAWING</u> Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the general election ballot. On this same day, the elections official shall conduct a randomized alphabet drawing for the offices of State Senate and Assembly. § 13112(b)

August 17, 2012 (E-81)	<u>ARGUMENTS DUE FOR BALLOT MEASURES</u> Deadline to submit arguments for or against ballot measures. (Arguments are public after the 5p.m. deadline). Department Policy §§ 9163, 9316
August 17, 2012 to August 27, 2012 (E-81 to E-71)	<u>10 DAY PUBLIC INSPECTION FOR ARGUMENTS FILED</u> 10-calendar day public inspection of arguments, analysis, rebuttals, and ballot materials for measures. Documents will be on public display at the Solano County Registrar of Voters at 675 Texas St, Suite 2600, Fairfield. Any person may obtain a copy of the materials for a fee not to exceed the actual cost incurred by the county to provide them. § 9190 During this period, any voter of the jurisdiction or the County Elections Official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §§ 9190, 9380
August 27, 2012 (E-71)	<u>REBUTTALS AND ANALYSES DUE FOR BALLOT MEASURE</u> Deadline for proponents and opponents to submit rebuttal arguments. § 9167 (Rebuttals and Analyses are public after the 5p.m. deadline). Department Policy County Counsel to submit analyses (§9160, 9313) for county and school / special district measures; City Attorney to submit analyses of city measures. § 9280 County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures. § 9160
August 27, 2012 to September 6, 2012 (E-71 to E-61)	<u>10-DAY PUBLIC INSPECTION FOR REBUTTALS AND ANALYSES</u> 10-calendar day public inspection of arguments, analysis, rebuttals, and ballot materials for measures. Documents will be on public display at the Solano County Registrar of Voters at 675 Texas St, Suite 2600, Fairfield. Any person may obtain a copy of the materials for a fee not to exceed the actual cost incurred by the county to provide them. §§ 9160, 9162, 9190 During this period, any voter of the jurisdiction or the County Elections Official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §§ 9190, 9380

August 30, 2012 (E-68)	<u>CERTIFIED LIST OF CANDIDATES AND ROTATION LIST</u> Last day for the Secretary of State to certify and send to each County Elections Official a list by public office showing the name, party preference (or lack of party preference), and ballot designation of every person who has received the nomination as a candidate for public office and is entitled to receive votes within the county at the General Election. § 8148 By this day, the Secretary of State shall also provide to county elections officials a list of candidates for each county arranged according to the randomized alphabet drawn on August 16, 2012 (E-82). §§ 8149, 13111
August 30, 2012 (E-68)	<u>DEATH OF A CANDIDATE</u> Last day for the county elections official to remove a deceased candidate's name from the General Election ballot. § 8808
September 7, 2012 (E-60)	<u>SPECIAL ABSENTEE VOTER BALLOT APPLICATIONS</u> First day county elections official may process applications for special absentee voter ballots (Federal Post Card Applications). Any application received by the county elections official prior to this day shall be kept and processed on or after this date. If the applicant is not a resident of the county to which he or she has applied, the elections official receiving the application shall forward it immediately to the proper county. §§ 300(b), 3100, 3103, 3303, 3304
September 7, 2012 to September 17, 2012 (E-60 – E-50)	<u>REPORT OF REGISTRATION-60 DAY COUNTY REPORT</u> Within this timeframe, the county election official shall send to the Secretary of State a summary statement of the number of persons registered by party in their counties and in each political subdivision thereof as of September 7, 2012. § 2187
September 10, 2012 To October 23, 2012 (E-57 – E-14)	<u>WRITE - IN PERIOD FOR NONPARTISAN OFFICE ONLY</u> During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination papers with the county elections official. § 8601
September 27, 2012 to October 16, 2012 (E-40 to E-21)	<u>STATE VOTER INFORMATION GUIDE</u> Between these dates, the Secretary of State shall mail state Voter Information Guides to all households in which voters were registered by September 7, 2012 (E-60). § 9094(a)

September 27, 2012 to October 16, 2012 (E-40 to E-21)	<u>COUNTY SAMPLE BALLOT MAILING</u> Between these dates, the County Elections Official shall mail a polling place notice and sample ballot to each registered voter. The polling place notice shall state whether the polling place is accessible to the physically handicapped. §§ 13300, 13304, 13303
October 5, 2012 (E-32) (Date fixed by law)	<u>FIRST PRE-ELECTION STATEMENT</u> Last day for candidates and committees to file campaign financial statements covering the period ending September 30, 2012. GC 84200.5; 84200.7(b)
October 8, 2012 (E-29)	<u>LAST DAY TO REGISTER TO VOTE TO ENSURE RECEIPT OF SAMPLE BALLOT</u>
October 8, 2012 (E-29)	<u>PRECINCT BOARD MEMBERS AND POLLING PLACES</u> Last day for the county elections official to appoint the members of the several precinct boards and designate the polling places. § 12286
October 8, 2012 to October 30, 2012 (E-29 to E-7)	<u>VOTE-BY-MAIL VOTING PERIOD</u> Between these dates, any registered voter may apply in the County Elections Office for a Vote-By-Mail ballot. Applications received before October 8, 2012 (E-29) shall be kept and processed during this application period. §§ 3001, 3003
October 21, 2012 to November 5, 2012 (Within 24 hours) (E-16 to E-1)	<u>LATE CONTRIBUTION REPORT</u> All candidates and committees that make or receive a late contribution and all other committees that make a late contribution cumulatively totaling \$1000 or more from a single source during the 16 days before an election must report it by <u>guaranteed overnight mail, personal delivery, or facsimile transmission</u> within 24 hours. Late contribution reports may be reported on Form 497. GC 84203; 84203.3

October 21, 2012 to November 5, 2012 (Within 24 hours) (E-16 to E-1)	<u>LATE INDEPENDENT EXPENDITURE REPORT</u> All candidates and committees that make a late independent expenditure totaling \$1000 or more on any date during the 16 days before an election must report it by <u>guaranteed overnight mail, personal delivery, or facsimile transmission</u> within 24 hours. Late independent expenditure reports may be reported on Form 496. GC 84204; 85500
October 22, 2012 (E-15)	<u>CLOSE OF VOTER REGISTRATION</u> The county elections official shall accept an affidavit of registration executed as part of a voter registration card in the forthcoming election if the affidavit is executed on or before the 15th day prior to the election, and if any of the following apply: 1) The affidavit is postmarked on or before the 15th day prior to the election and received by mail by the county elections official. 2) The affidavit is submitted to the Dept. of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the National Voter Registration Act of 1993 (42 U.S.C. Sec 1973gg) on or before the 15th day prior to the election. 3) The affidavit is delivered to the county elections official by means other than those described in paragraphs (1) and (2) on or before the 15th day prior to the election. § 2107
October 22, 2012 (E-15)	<u>NOTICE OF CHANGE OF ADDRESS WITHIN COUNTY</u> Last day before the General Election for any voter to send a notice or letter advising the county elections official of a change of address within the county. The notice or letter shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt. The notice or letter may also be submitted to the Department of Motor Vehicles or any National Voter Registration Act designated agency by this date prior to the election. The county elections official shall correct the registration records accordingly. The notice or letter is in lieu of re-registering. § 2119
October 23, 2012 to October 30, 2012 (E-14 to E-7)	<u>NEW RESIDENT REGISTRATION PERIOD</u> Any person who becomes a new resident after October 22, 2012 (E-15) may register to vote beginning on October 23, 2012 (E-14), and ending on October 30, 2012 (E-7). This registration must be executed in the county elections office and the new resident shall vote a new resident's ballot in that office. A new resident is eligible to vote for only president and vice president. §§ 332, 3400 The ballots of new residents shall be received and canvassed at the same time and under the same procedure as vote-by-mail ballots. § 3405

October 23, 2012 to November 6, 2012 (E-14 to E-0)	<u>NEW CITIZENS REGISTRATION PERIOD</u> Registration for new citizens begins the 14th day prior to an election and ends on Election Day. A new citizen registering to vote after the close of registration shall provide the County Elections Official with proof of citizenship (between these dates) prior to voting, and shall declare that he or she has established residency in California. New citizens vote within the Registrar of Voters' office. §§ 331, 3500, 3501, 3502
October 25, 2012 (E-12)	<u>SECOND PRE-ELECTION CAMPAIGN FINANCIAL STATEMENT</u> Last day to file campaign statements for candidates and committees for the reporting period October 1, 2012 through October 20, 2012. Candidates being voted upon, their controlled committees, and committees primarily formed to support or oppose a candidate or measure must file the second pre-election statement by <u>guaranteed overnight mail</u> or <u>personal delivery</u>. GC 84200.5; 84200.7(a)
October 25, 2012 (E-12)	<u>SUPPLEMENTAL INDEPENDENT EXPENDITURE REPORT</u> Last day to file supplemental independent expenditure reports for candidates or committees making independent expenditures of \$1,000 or more in a calendar year to support or oppose a candidate or measure. Independent expenditure reports are filed at the same time, and in the same places, as would be required if the filer were primarily formed to support or oppose the candidate, measure, or measure qualification affected by the independent expenditure. GC 84203.5
Oct. 27, 2012 (E-10)	<u>NOTICE OF CENTRAL COUNTING PLACE</u> Last day for County Elections Official to publish the notice that the general election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county. § 12109
Oct. 30, 2012 (E-7)	<u>LAST DAY FOR CITIES TO PUBLISH NOTICE OF MEASURE</u> The city elections official shall publish a synopsis of any measures at least one time not later than one week before the election in a newspaper of general circulation in the city. § 12111

October 30, 2012 (E-7)	<u>VOTE-BY-MAIL VOTER BALLOT APPLICATION</u> Last day for the County Elections Official to receive any voter's application for a Vote-By-Mail ballot and to issue such ballot for the general election. § 3001
October 31, 2012 to November 5, 2012 (E-6 to E-1)	<u>SPECIAL ABSENTEE VOTER – RECALLED TO MILITARY SERVICE</u> On or between these dates, a registered special absent voter recalled to military service after October 30, 2012(E-7), but before 5:00 p.m. on November 5, 2012(E-1), may appear before the County Elections Official and obtain an vote-by-mail ballot which may be voted in the County Election Official's office or outside the County Election Official's office on or before the close of the polls and returned as are other voted absent voter ballots. § 3110
October 31, 2012 to November 6, 2012 (E-6 to E-0)	<u>REQUEST FOR VOTE-BY-MAIL BALLOTS - LATE CONDITIONS</u> On or between these dates, Vote-By-Mail ballots are available at the elections offices for voters who have conditions preventing them from voting at a polling place. A written application signed by the voter under penalty of perjury is required. The voter may designate any authorized representative to return the voted Vote-by-Mail ballot. § 3021
November 6, 2012 (E-0)	<u>GENERAL ELECTION DAY</u> Polls open at 7 a.m. and close at 8 p.m. §§ 1000, 14212
November 6, 2012 (E-0)	<u>UNOPPOSED SUPERIOR COURT JUDGE</u> On this date the County Elections Official will declare any incumbent superior court judge whose name did not appear on either the primary or general election ballot re-elected. § 8203
December 4, 2012 (E+28)	<u>COMPLETION OF OFFICIAL CANVASS BY ELECTIONS OFFICIAL</u> The Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors. The Board of Supervisors shall declare the winners for each office and each measure. The Elections Official shall make out and deliver to each person elected or nominated a Certificate of Election or Nomination. §§ 15372, 15400,15401

December 7, 2012 (E+31)	<u>STATEMENT OF RESULTS TO SECRETARY OF STATE</u> By this date the County Elections Official shall send to the Secretary of State in an electronic format, one complete copy of the returns for all candidates for statewide office, Representative in Congress, Member of the State Senate, Assembly, Member of the State Board of Equalization, and for all statewide measures. § 15375
December 7, 2012	<u>CANDIDATES ELECTED TO SPECIAL DISTRICTS AND SCHOOL DISTRICTS ASSUME OFFICE</u> Special district officers declared elected or appointed take office this day at noon. §10554 School and Community College district officers elected or appointed take office this day. E.C. 5017
January 31, 2013 (Date fixed by law)	<u>CAMPAIGN FINANCIAL STATEMENT – SEMIANNUAL</u> Last day to file semiannual campaign financial statements for all candidates and committees receiving contributions or making expenditures between July 1, 2012 and December 31, 2012.

INCOMPATIBILITY OF OFFICES

The Political Reform Act does not prohibit any office holder from holding multiple public offices or seeking more than one elective office. For example, a deputy district attorney can hold the office of city council member, or a water board director may also be elected to a park and recreation district. There are, however, instances of holding more than one office that are considered incompatible.

There is no single statute that defines “incompatibility of offices”. The common law doctrine of incompatibility of offices, however, prevents an elected official from holding two offices simultaneously **if the offices have overlapping and conflicting public duties.**

The courts have defined this concept as follows: “One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both.”

The State of California Attorney General’s Office has issued many opinions of particular compatibility questions. Here are six examples of incompatible offices:

1. The offices of city councilman and school district board member where the city and the school district have territory in common;
2. fire chief of a county fire protection district and member of the board of supervisors of the same county;
3. high school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district;
4. water district director and a city council member,
5. water district director and a school district trustee having territory in common; and
6. deputy sheriff and county supervisor.

If you have a question about whether two public offices which you hold or seek to hold Would be considered incompatible, contact the Attorney General’s office at 916-322-3360 or visit their website, www.oag.ca.gov. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov, or phone toll free 1-866-275-3772.

ELIGIBILITY REQUIREMENTS FOR PUBLIC OFFICES

GENERAL REQUIREMENTS

“Unless otherwise specifically provided, no person is eligible to be elected or appointed to an elective office unless that person is a registered voter and otherwise qualified to vote for that office at the time that nomination papers are issued to the person or at the time of the person’s appointment.” §201

A person is disqualified from holding any office upon conviction of designated crimes specified in the Constitution and laws of the State. GC §1021

If a candidate is seeking a nonpartisan office, all reference to party affiliation shall be omitted on all required forms. §8002

COUNTY OR DISTRICT OFFICES IN GENERAL

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

PROHIBITIONS

Neither a candidate nor members of a candidate’s household are eligible to serve as precinct officials or to provide polling place facilities for any election at which the candidate’s name appears on the ballot. However, the candidate or members of a candidate’s household may serve as precinct officials or provide polling place facilities outside the candidate’s jurisdiction but within the county.

NON-PARTISAN OFFICES

SCHOOL DISTRICT GOVERNING BOARD MEMBER

Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district. Ed. C § 35107(a)

A person may not be an employee of the school district and a governing board member at the same time. Ed. C § 35107(b)

Solano Community College Board Members must be registered voters residing within the trustee area and are elected by trustee area.

Los Rios Community College Board of Trustees must be registered voters residing within the trustee area and are elected by trustee area.

Davis Joint Unified School District Governing Board Members must reside within the school district and are elected at large.

River Delta Unified School District Board of Trustees must be registered voters residing within the trustee area of the district boundaries and are elected at large.

DECLARATION OF CANDIDACY

The period for filing the Declaration of Candidacy is from 8:00 a.m., July 16, 2012, to 5:00 p.m. on Friday, August 10, 2012. The Declaration of Candidacy must be filed with the Solano County Registrar of Voters no later than 5:00 p.m., on August 10, 2012.

Candidates must meet the qualifications for the office. They must complete the Declaration of Candidacy and file with the office of the Solano County Registrar of Voters. Candidates for non-partisan offices may pay for a Candidate's Statement of Qualifications. Additionally, they may choose to complete the Fair Campaign Pledge, which is provided by the Fair Political Practices Commission (included in packet).

The candidate should pick up the Declaration in person during regular office hours. However, if the candidate chooses to designate a person to receive a Declaration of Candidacy form for them, they may do so. However, they must send a dated, written statement, indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the office of the Solano County Registrar of Voters by the close of the filing period (5:00 p.m., August 10, 2012). This statement is kept on file in the office of the Solano County Registrar of Voters. (Elections Code §8028)

EXTENSION PERIOD TO FILE DECLARATION OF CANDIDACY ***(For persons other than the incumbent)***

If an incumbent fails to return his Declaration of Candidacy by the last day prescribed for the close of the nomination period (5:00 p.m., August 10, 2012), the nomination period will be extended for five (5) days until (August 15, 2010). During this extended period, persons other than the incumbent may file Declaration of Candidacy Papers for Office. The extension period does not apply to those offices for which there is no incumbent or where there is a vacancy.

SUMMARY OF NOMINATION FORMS

DECLARATION OF CANDIDACY: All candidates for public office in California are required to file a **Declaration of Candidacy**. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation. The **Declaration of Candidacy** shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The **Declaration of Candidacy** must be executed in the office of the election official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the **Declaration** from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware that the **Declaration of Candidacy** must be properly executed and delivered no later than 5:00 p.m. on the final day of filing.

§§8020, 8028(b), 8040, 8100, 8105

NOMINATION PETITION: Candidates for public office must file a **Nomination Petition** containing the signatures of registered voters who are qualified to vote for the office. The **Nomination Petition** must be double sided and the affidavit of circulator completed in circulator's own handwriting. Each section of the **Nomination Petition** must be delivered to the county elections official of the county in which the signer resides as a voter, no later than 5:00 p.m. on the final day of the nomination period. For Party Nominated offices, the signer must be a resident of the jurisdiction and registered with the same party (for party nominated offices only) as the candidate for whom the petition is being circulated. For Voter Nominated offices, any voter can sign the petition regardless of what party they are registered with.

The candidate may appoint persons to circulate the nomination paper. The circulator must be a resident of the jurisdiction and of the county in which he/she gathers signatures.

No more signers shall be secured for any candidate than the maximum number required in this article. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.

CODE OF FAIR CAMPAIGN PRACTICES (Voluntary): This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the county elections official is required to give the individual a copy of the **Code of Fair Campaign Practices** and a copy of the provisions of Chapter 5, Division 20 of the Elections Code. The form is filed with the candidate's nomination documents and is open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code.

§§20440, 20442, 20444

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

Only candidates for elective office **so designated under the agency's conflict of interest code**, and candidates for public office listed in GC section 87200, must file a **Statement of Economic Interests** with their nomination papers. Elected officials, if so designated, must also file a **Statement of Economic Interests** within 30 days of assuming office; annually; and within 30 days of leaving office. If an individual is appointed to an office, he or she must file a **Statement of Economic Interests** within 10 days of assuming office. Under certain conditions, the **Statement of Economic Interests** need not be filed if such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy or prior to the date of assuming office.

GC 87200, 87300, 87500

BALLOT DESIGNATION

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need not be identical. (Example: A candidate registered as "Robert Don Smith" may use such variations as "Robert D. Smith," "Robert Smith," or "R. Don (Joe) Smith.")

The ballot designation is the word, or group of not more than three (3) words, which will appear on the ballot under the candidate's name, designating the current principal profession, vocation, or occupation of the candidate.

Multiple designations are **usually** acceptable, provided that the three-word limitation is met.

The ballot designation that a candidate may use is governed by Elections Code §13107, which states the following:

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people, 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 documents, 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 word designating the office unmodified by the word "**appointed.**" However, the phrase "**appointed incumbent**" shall not be required of a candidate who seeks re-election to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to

§5326 and §5328 of the Ed. C or §7228, §7423, §7673, §10229 or §10515 of the Elections 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.
- Ballot Designation May Not be Changed After Filing***

(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).

Ballot Designation in Both Primary and General Elections

(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.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code §13207 and §13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

- (g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

§13107

Titles or Degrees Prohibited:

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office.

§13106

Guidelines

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

Acceptable Designations

1. A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. No designation, which connotes a status, is acceptable.
2. A candidate may use either his or her current principal profession, vocation, occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation or occupation in which the candidate was engaged over the course of the previous calendar year even though it may no longer be one in which the candidate is currently engaged. In choosing between the alternatives, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination documents" is defined as that year beginning January 1 immediately proceeding the year in which nomination documents for the office are allowed to be filed.

Organization names must be replaced with generic references. For example, "**President, Computer Company**" would be acceptable; "**President, Apple Computer**" would not be allowed. Similarly, based on previous court interpretation, a designation such as "**Director, ABC Club**" would not be permissible, whereas, "**Administrator, Environmental Club**" would be. Ballot designations are not intended to advertise a specific product, corporation, or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.

The word **“retired”** may be allowed, but it must precede the word(s), which it modifies and may not be abbreviated. **“Retired Policeman”** is acceptable, but **“Policeman, Retired”** is not. Retired is defined as having given up one’s work, business, career, etc. especially because of advanced age. Generally, a retired status **may** be allowed if the candidate can demonstrate retirement.

The following are examples of evidence supporting retired status:

- a. Served in the position being requested to be listed as retired from for more than 5 years;
- b. Is collecting or eligible to collect retirement benefits/pension (i.e., is vested);
- c. Is 55 or more years old;
- d. Left the position voluntarily after serving a minimum of 5 years;
- e. If requesting the use of a retired public office designation was not recalled from or did not fail to win that office or surrender it to run for another office in a previous election campaign;
- f. Has not had another more recent occupation;
- g. Retirement benefits are providing a principal source of income.

Because the Elections Code specifically forbids the use of a prior profession, vocation or occupation, unless the candidate is retired there from, the election official **may** require candidates to provide substantiating evidence or documentation in support of the requested designation.

UNACCEPTABLE DESIGNATIONS

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

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

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

Certain requested designations may connote a status, which also suggest an evaluation; for example, **“Patriot”** or **“Presidential Appointee.”** These are unacceptable designations.

Examples of unacceptable status claims include **“taxpayer,” “citizen,” “patriot,”** and **“renter.”**

USE OF “COMMUNITY VOLUNTEER”

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

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

The Secretary of State shall by regulation define what constitutes a community volunteer. §13107.5

BALLOT DESIGNATION WORKSHEET

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to §13107, the candidate may submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State.

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

- (1) The candidate's name, home, business and mailing addresses, telephone numbers, email address, if available, and fax number;
- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to §13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to §13107, subdivisions (a)(1) or (a)(2), the candidate should indicate the elective office he or she currently holds and may attach

either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to §13107, subdivision (a)(3), the candidate should indicate:

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions,

vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at §20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to §13107, subdivision (a)(4), the candidate should indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

GC§12172.5, §§13107, 20711

REQUEST FOR SUPPORTING DOCUMENTATION

In addition to the Ballot Designation Worksheet requested to be filed with the Secretary of State pursuant to §20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials and the rendering of a summary, final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of §13107 and this Chapter.

§20717

WRITE-IN CANDIDACY

**Only the office of President and Nonpartisan offices
may run as a write-in candidate for
the November General Election**

Anyone who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. For the general election, between September 10, 2012 and October 23, 2012, candidates may circulate nomination papers for signatures within the jurisdiction and leave them for examination with the county elections official of the county in which the signers reside.

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

To qualify as a write-in candidate, a person must file with the Elections Department the following documents:

1. A statement of write-in candidacy including:
Candidate's name
Residence address
Declaration stating that he or she is a write in candidate
Title of the office for which he or she is running
Date of election §8600
2. The required number of signatures for the office on the nomination papers (if applicable).

Signers of nomination papers for a write-in candidate must be voters in the district or political subdivisions in which the candidate is to be voted on. There will be no fee or charge for write-in candidates. §8600-8604, 15342

DISCLOSURE REQUIREMENTS

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure.

GC 82007, §305

TALLY OF WRITE-IN VOTES

Write-in votes will be counted and certified only for qualified write-in candidates who file the required forms with the Registrar of Voters no later than **14** days prior to Election Day (**October 23, 2012**). Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of the name, shall be counted for the office, if it is written in the blank space provided and voted as specified. The write-in space will appear on the ballot directed below the list of candidates for that office. Use a pen to write-in the name of the candidate and mark the oval next to the write-in candidate's name. No write-in vote will be counted unless the voting space next to the write-in space is marked as directed by the voting instructions. §15342(a)
The Elections Department will provide polling places with a list of the qualified write-in candidates.

PLACEMENT OF NAMES ON THE BALLOT

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

RANDOM ALPHABET DRAWING

At 11:00 a.m. on the 82nd day before the election (August 16, 2012), the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts random alphabet drawing to determine the order of candidates on ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

ROTATION OF NAMES ON THE BALLOT

Candidates for Statewide Offices

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

Candidates for Congress

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

Candidates for Countywide Offices

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

Candidates for State Senate and Member of the Assembly in Districts that Cross County Lines

Candidates are placed on the ballot in a random order drawn by the Registrar of Voters Office within each county.

Candidates running for other offices

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

CANDIDATE'S STATEMENT OF QUALIFICATION
NON PARTISAN OFFICES
California Elections Code §§ 13307-13317

FILING INFORMATION

Candidates for city offices file all documents, including the candidate's statement, with the appropriate City Clerk.

Candidates' statements shall be filed in the office of the election official of each county within the district in which the candidate wishes a statement to be printed, not later than 5:00 p.m. on the 88th day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83rd day prior to the election.

Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88th or 83rd day prior to the election, whichever is applicable.

Important notice to candidates in districts that encompass more than one county:

Procedures, requirements, fees, formats and public examination periods for candidates' statements may vary between counties. It is the candidate's responsibility to contact each county (in which he or she wishes to have a statement printed) within the district to obtain the appropriate information from each county. Failure to do so may jeopardize the printing of the candidate's statement.

For candidates filing with the Registrar of Voters, we require a deposit for the estimated cost of printing the statement at the time of filing the statement. If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

The statement will be printed in languages required by the Voting Rights Act as well as those languages, if any, required by the counties within the jurisdiction. If Spanish is not a required language, a candidate may request a Spanish translation of his or her statement at an additional cost.

CANDIDATE STATEMENT VIEWING AND 10-DAY PUBLIC EXAMINATION PERIOD

Candidates' statements are confidential until the expiration of the period for filing such statements. After the deadline has passed, there is a 10-calendar day public examination period when the documents may be reviewed. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. The venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought.

§13313

Candidates may review their statements for omissions or typographical errors made by this office, the certified translator, and/or the printers. If the candidate believes there is a translation error, the translated statement will be sent back to the certified translator for review and a **final determination**. During the viewing period, candidates are not allowed to change any errors or formatting **they** may have made when preparing their statement.

Statements will be printed in the Voter Information Pamphlet portion of the Sample Ballot, in the order determined by the random alphabet drawing pursuant to §13112. Rotation shall not apply to the order in which statements are printed.

PREPARATION AND FORMAT OF CANDIDATE'S STATEMENT OF QUALIFICATION

Statements shall be written in the first person (i.e. "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.

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

- Statements must be submitted on a CD or by e-mail. We can read Word, Word Perfect, and txt files. This saves us valuable time. If you must, a typed statement may be submitted, however; there will be a charge of \$25.00 for us to retype it to properly prepare it for the printer. Candidate statements submitted via e-mail must be paid in advance. *Also the statement must be submitted into our office **within 48 hours** after payment.*
- **Do not use** ... bullets, *** stars, tables, lists, or other material requiring indentation. Words which are underlined, (except e-mails) **boldfaced type**, ALL CAPITAL LETTERS, or *italics*, are prohibited.
- Statements must be prepared in a block format and no more than 200 words. The following pages show an example of a block formatted statement and presents guidelines and examples for counting words.
- Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

THE PRINTED CANDIDATE'S STATEMENT

Below is an example of how a candidate's statement may appear in the Voter's Information Pamphlet.

STATEMENT OF CANDIDATE FOR MEMBER OF CITY COUNCIL City of Candidate	
DAVID HOWELL	AGE: 42
Occupation: Attorney	
Education and Qualifications: My credentials include: Graduate of local high schools; UCLA graduate with a B.S. and MBA; US Air Force sergeant.	
I can bring to the office a diversity of viewpoints and experience. Born and raised in Solano County, with my family still small business owners, I can appreciate the concerns of the city. Having been in business since my undergraduate days at UCLA, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community.	
I support a shopping area center in the city and would insist on a plan to encourage the commercial enterprises which complement our shopping needs. Our Council should actively consider subsidized housing for senior citizens and perhaps others.	
If elected to this office, I will do my best to continue to serve as a leader and role model for our community and children. www.dhowellforcity.net	

Statements not conforming to these guidelines will be reformatted and set in uniform type by the elections official. The Registrar of Voters bears no responsibility for the correct typesetting of statements which must be reformatted.

NO EDITING OF CANDIDATE'S STATEMENT

The Registrar's office does **not** edit the material, and candidates should not expect errors in spelling, punctuation, or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully.

WITHDRAWAL OF STATEMENT

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

§13307

See Next Page for Word Count Guidelines.

GUIDELINES AND EXAMPLES FOR COUNTING WORDS

COUNTING OF WORDS These guidelines are for computing the word Count.
The Registrar of Voters will make final determination.

The title and signatures are not counted, only the text is counted.

- **Punctuation does not count.** Free
- Dictionary words
The words "I", "a", "the", "and", etc. are counted as individual words. One
- Abbreviations/Acronyms
Examples are: PTA, U.S.M.C. One
- Geographical names
*Examples are: Rio Vista
Solano County* One
- Numbers/Numerical combinations: One
 Digits (1,10, or 100, etc.) One for each
 Spelled out (one, ten, or one hundred) One for each
 50%, 1/2, etc. One
- Numbers or letter used to identify a portion of text One
Examples are: (1) or (a)
- Dates: One
 All digits (01/01/00)
 Words and digits (January 1, 2000) Two
- Characters used in place of a word or number One
Examples are: &or#
- Hyphenated words:
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 separate words.
 Mother-in-law One
 One-half Two
- Internet web site addresses & telephone numbers One

COST AND ADVANCE PAYMENT

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

The candidate statement cost is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the number of candidates filing statements and actual printing costs. Accordingly, the Solano County Registrar of Voters may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost.

§13307(c).

JURISDICTION	English	Spanish*
City of Dixon	433.48	436.48
City of Rio Vista	353.86	356.86
City of Suisun	519.82	522.82
City of Vacaville	1,112.62	1,115.62
River Delta USD, Area 1	358.85	361.85
Solano Community College District, Area 3	794.78	797.78
Solano Community College District, Area 5	794.78	797.78
Solano Community College District, Area 7	794.78	797.78
Los Rios Community College District, Area 4	266.60	269.60
Davis Jt. Unified School District	266.60	269.60

*Cost of Spanish statement is in addition to the cost of the English Statement. Candidate statement fees listed above represent Solano County only. Please contact the Registrar of Voters for candidate statement fees for other counties within the district.

NOTE: Due to the fact that Solano CCD underwent redistricting following a decennial census, the candidate statement costs are an estimate. The estimate is an approximation of the actual cost that varies from one election to another and may be significantly more or less than the estimate. The ROV is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost.

INDIGENT CANDIDATES

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

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

§13307

This indigence provision does not waive the payment of a candidate statement fee. It only delays payment of the fee until after the election. Total fee is due and payable upon receipt of the bill.

CAMPAIGN DISCLOSURE GENERAL INFORMATION

THIS SECTION IS NOT COMPREHENSIVE AND DOES NOT DETAIL ALL FILING REQUIREMENTS AND OBLIGATIONS. FOR CURRENT COMPREHENSIVE INFORMATION, CONSULT THE FPPC MANUAL OR CONTACT THE FPPC DIRECTLY.

The Fair Political Practices Commission (FPPC) has introduced new forms in order to simplify the filing of campaign statements. The statutory requirements of the Political Reform Act are contained in §§81000 through 91015 of the GC. Assistance and information on completing campaign statements is provided by the Technical Assistance Division of the Fair Political Practices Commission (FPPC) at (916)-322-5660 or (866)-275-3772. Those who are already familiar with the filing of campaign statements should read carefully and take note of the introduction of new forms and the revision of older forms.

All candidates for state or local offices, and all committees supporting or opposing state or local candidates or ballot measures, are subject to the campaign disclosure provisions of the California Political Reform Act of 1974. GC §81000 *et seq.*

The FPPC Information Manual and the FPPC forms are available at the office of the Solano County Registrar of Voters. A candidate should obtain the manual as early as possible into his/her campaign and make certain that the candidate, the committee treasurer, and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law. The manuals and forms are also available on the Fair Political Practices website www.fppc.ca.gov. GC §§81010, 83113

The ROV staff cannot advise you on filling out any FPPC form. Contact the FPPC's toll free number for free, qualified advice at 866-275-3772.

All statements filed are a matter of public record. They may be inspected at the office of the Solano County Registrar of Voters by anyone, and copies may be purchased at ten cents (\$0.10) per page. GC §81008

A \$10 per day late filing penalty will be assessed for a statement filed after the prescribed deadline. The **First Pre-Election** statement, which can be personally delivered or mailed by first-class is considered filed on the date of the postmark. Certified mail is recommended but not required. The **Second Pre-Election Statement** must be sent by guaranteed overnight mail or delivered by the candidate or committee.

GC § 91013

Violations of the campaign disclosure law may result in criminal prosecution by the State Attorney General or the County District Attorney; or civil action by the FPPC, the District Attorney, or a private citizen. GC § 91000

The FPPC has a form for officeholders for reporting the Candidate Intention Statement (Form 501). If you plan to be a candidate for a local office, and you intend to receive contributions from others, or you plan to expend personal funds on your campaign, you must file a Candidate Intention Statement (Form 501) with the local filing officer **BEFORE** you solicit or receive any contributions.

In addition, if you receive contributions from others totaling \$1,000 or more for your campaign, a Statement of Organization Form 410 must be filed with the Secretary of

State (and a copy to the local filing officer) within 10 days of receiving \$1,000 in contributions. During the campaign, you will have to file at least four campaign disclosure statements. GC § 84102

Form 501 and the establishment of a campaign bank account are not required if you do not solicit or receive contributions from others, and the only expenditures will be your personal funds for a filing fee and/or statement of qualifications that will appear in the voter ballot pamphlet.

A 24 hour filing is required when a candidate receives a late contribution. This must be filed and delivered to the office of the Solano County Registrar of Voters by personal delivery, guaranteed overnight service, or by fax. GC § 85501 prohibits a candidate's controlled committee from making an independent expenditure to support or oppose another candidate.

A candidate must establish separate committees for each campaign account for which, \$1,000 or more has been received. A Statement of Organization (Form 410) must be filed with the Secretary of State and a copy to the local filing officer for each committee.

For details, refer to the Information Manual on Campaign Disclosure Provisions for Officeholders, Candidates, and their Controlled Committees, or call the Fair Political Practices Commission toll free advice line 1-866-ASK-FPPC (1-866-275-3772) if you have questions or need assistance.

WHO MUST FILE?

The Political Reform Act was adopted by voter initiative in 1974 and has been periodically amended by legislation and initiatives. The Act requires that campaign disclosure reports provide the public with the identity of contributors and amounts they give; and the amount officeholders, candidates, and committees spend.

The following candidates and committees **must** file campaign statements, should use the manual prepared by the Fair Political Practices Commission, and provided by the Registrar of Voters as a guide for their filing obligations.

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

FILING OBLIGATIONS

All state and local elected officeholders, candidates for state and local elective offices, and their controlled committees are required to file campaign statements at specified intervals (see filing schedule). These dates are set by law and cannot be changed. You will be required to amend your statement if your report is not completed correctly. All committees should file with the appropriate method of delivery, as well.

Please refer to the campaign disclosure manual for where to file the various Campaign Statements. The Secretary of State will only consider waiver of fines based upon specified “good cause” reasons for late filings. Acceptable “good cause” reasons involve situations beyond a filer’s control (for example, incapacitating physical illness and natural disasters). The rules for fine waivers are very specific and limited.

QUESTIONS REGARDING FILING OBLIGATIONS SHOULD BE ADDRESSED TO THE FAIR POLITICAL PRACTICES COMMISSION (FPPC) TOLL-FREE ADVICE LINE: 1 -866-ASK-FPPC (1-866-275-3772)

USE OF SURPLUS FUNDS

Campaign funds held by a candidate or officeholder become “surplus” on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date. **Surplus funds may be spent only in the following manner:**

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax- exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;
- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee’s overhead expenses.)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys’ fees for litigation which arises out of campaign or election activities.

GC §89519

TERMINATION

Once contributions and expenditures cease for a particular office, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of the Form 410 Statement of Organization Termination must be filed with the Secretary of State; and a copy of the Form 410 Statement of Organization Termination, along with an original and one copy of your Form 460 must be filed with the Registrar of Voters.

SUMMARY OF CAMPAIGN FORMS

FORM 501: Candidate Intention. Any candidate for state or local offices in California must file this form with the elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

FORM 410: Statement of Organization. Individuals or groups organizing a committee must file a Form 410 with the Secretary of State and a copy with the Registrar of Voters within 10 Days of receiving \$1,000.00.

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

FORM 460: Recipient Committee Campaign Statement. Is for use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees. An amendment box is provided to identify amended filings.

FORM 470: Candidate and Officeholder Campaign Statement - Short Form. Candidates and officeholders who spend less than \$1000 for the calendar year file Form 470. If Form 470 is filed with the Declaration of Candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$1000.

FORM 470 (SUPPLEMENT): Supplemental Candidate and Officeholder Campaign Statement. An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions, loans, and the candidate's personal funds totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to file a 470 Supplement. The supplement must be sent within 48-hours of receiving contributions totaling \$1,000 or more, or making expenditures of \$1,000 or more. The original 470 Supplement shall be sent to the Secretary of State; a copy to the local filing officer; and a copy to each candidate contending for the same office. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made. Once a Supplemental Form 470 Supplement is filed, the candidate or officeholder will be required to file a Form 460.

FORM 496 Late Independent Expenditure Report. A late independent expenditure is an expenditure made in connection with a communication (a billboard, advertisement, mailing) that advocates the nomination, election or defeat of a candidate. An independent expenditure is a payment that is not made to the candidate or committee. Independent expenditures that cumulatively total \$1000.00 or more to support or oppose a single candidate or a ballot measure must be reported as late independent expenditures.

FORM 497: Late Contribution Report. A late contribution is a monetary or non-monetary contribution, including a loan that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 16 days before the election. This must be filed by personal delivery, guaranteed overnight mail, fax or telegram within 24 hours. Regular mail may not be used.

Candidates for City offices must file their campaign disclosure statements with the appropriate City Clerk.

ADDRESS OF FILING LOCATIONS

Solano County Registrar of Voters

Government Center Building
675 Texas Street, Suite 2600
Fairfield, CA 94533
707-784-6675
Toll Free 1-888-933-VOTE
FAX: 707-784-6678

www.solanocounty.com/elections

Secretary of State

Political Reform Division
1500 11th Street, 4th Floor Rm. 495
P.O. Box 1467
Sacramento, CA 95814
916-653-6224
www.ss.ca.gov

Fair Political Practices Commission (FPPC)

428 J Street, Suite 620
Sacramento CA 95814
916-322-5660
Advice Line: 1 -866-ASK-FPPC (1-866-275-3772)
www.fppc.ca.gov

Fair Political Practices Commission California Contribution Limits

Fast Facts

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor and type of office sought. The primary, general, special, and special run-off elections are considered separate elections.

Per-election Limits on Contributions to State Candidates

(For elections held on or after January 1, 2011)

Contributor	Legislature/CalPERS/CalSTRS	Statewide Except Governor	Governor
Person	\$3,900	\$6,500	\$26,000
Small Contributor Committee	\$7,800	\$13,000	\$26,000
Political Party	No Limit	No Limit	No Limit

Calendar Year Limits on Contributions to Other State Committees

(2011 and 2012)

Contributor	Committee (Not Political Party) that Contributes to State Candidates	Political Party for State Candidates	Small Contributor Committee	Committee/Political Party Not for State Candidates
Person	\$6,500	\$32,500	\$200	No Limit*

*State committees (including political parties) may receive contributions in excess of the limits identified above as long as the contributions are NOT used for state candidate contributions. (Regulation 18534.)

Calendar Year Limits on Contributions to State Officeholder Committees

Elected state officeholders may set up officeholder accounts subject to contribution limits specified below.

(Regulation 18531.62.)

Contributor	Legislature/CalPERS/CalSTRS	Statewide Except Governor	Governor
Any Source Person, Small Contributor Committee or Political Party	\$3,200	\$5,400	\$21,600
Legislature/CalPERS/CalSTRS Statewide Except Governor Governor			
Aggregate From all Sources	\$53,900	\$107,900	\$215,800

Fair Political Practices Commission California Contribution Limits

Fast Facts

Legal Defense Funds

Contributions raised for a legal defense fund are not subject to contribution limits or the voluntary expenditure ceiling. However, a candidate or officeholder may raise, in total, no more than is reasonably necessary to cover attorney's fees and other legal costs related to the proceeding for which the fund is created. (Section 85304; Regulation 18530.4.)

Recall Elections

A state officeholder who is the subject of a recall may set up a separate committee to oppose the qualification of the recall measure and, if the recall petition qualifies, the recall election. Neither contribution limits nor voluntary expenditure ceilings apply to the committee to oppose the recall that is controlled by the officeholder who is the target of the recall attempt. Candidates running to replace an officeholder who is the target of a recall are subject to the contribution limits and the expenditure limits applicable to the election for that office. (Section 85315; Regulation 18531.5.)

Ballot Measure Committees

Contributions to ballot measure committees controlled by a candidate for elective state office are not limited, except as explained below.

Contributions from State Candidates and Officeholders A state candidate or state officeholder may not contribute more than \$3,900 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, recall committee, or ballot measure committee). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds. (Section 85305; Regulation 18535.)

Communications Identifying State Candidates

Any committee that makes a payment or a promise of payment totaling \$50,000 or more for a communication that:

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast, or otherwise published within 45 days of an election, may not receive a contribution from any single source of more than \$32,500 in a calendar year if the communication is made at the behest of the candidate featured in the communication. (Section 85310.)

Note: The Commission amended a regulation to modernize California's treatment of communications containing the "functional equivalent of express advocacy." Regulation 18225(b)(2) defines the term "expressly advocates."

Fair Political Practices Commission
California Contribution Limits
Fast Facts

Expenditure Ceilings

Using the formula specified in Regulation 18544, the Commission has established the following voluntary expenditure ceilings for elections held on or after January 1, 2011:

**Voluntary Expenditure Ceilings for Candidates for Elective
State Offices**

(For elections held on or after January 1, 2011 - *Does not apply to CalPERS Candidates,*
Section 85400(a).)

Office	Primary/Special Election	General/Special Runoff Election
Assembly	\$520,000	\$909,000
Senate	\$780,000	\$1,169,000
Governor	\$7,795,000	\$12,992,000
Lt. Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Supt. of Public Instruction, Treasurer	\$5,179,000	\$7,795,000
Board of Equalization	\$1,299,000	\$1,949,000

Fair Political Practices Commission

Candidates for Local Office

Committees Primarily Formed to Support/Oppose Local Candidates & Measures Being Voted on November 6, 2012

Deadline	Period	Form	Notes
Jan 31, 2011 <i>Semi-Annual</i>	thru – 12/31/10	460 470	▪ Incumbents: Form 460 is required if you had an open campaign committee in 2010. If you did not have an open committee and filed the Form 470 on or before July 31, 2010, this semi-annual statement is not required. ▪ Candidates: An individual who filed candidacy papers in 2010 must file Form 460 or Form 470 to disclose activity for that year. ▪ Primarily Formed Candidate or Ballot Measure Committees: A committee formed in 2010 to support or oppose a candidate or ballot measure being voted on November 8, 2011, must file Form 460.
May 2, 2011 <i>Quarterly</i>	1/1/11 – 3/31/11	460	▪ Only ballot measure committees must file this report. ▪ The April 30 deadline falls on Saturday, so the deadline is extended to the next business day.
Aug 1, 2011 <i>Semi-Annual</i>	5/22/11 – 6/30/11	460 470	▪ Incumbents: Form 460 is required if you had an open campaign committee in 2011. If you did not have an open committee, you must file the Form 470 on or before August 1, 2011. ▪ Candidates: All candidates who have an open committee in 2011 must file Form 460. ▪ Primarily Formed Candidate or Ballot Measure Committees: A committee formed to support or oppose a candidate or ballot measure being voted on November 8, 2011, must file Form 460. ▪ The July 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Sep 29, 2011 <i>Pre-Election</i>	7/1/11 – 9/24/11	460 470	▪ Candidates: An individual listed on the November 8, 2011, ballot must file Form 460 if he/she has an open committee or a Form 470 if he/she has no open committee and has not raised or spent \$1,000 in 2011. If a Form 470 was filed on or before August 1, 2011, another Form 470 is not required. ▪ Primarily Formed Candidate or Ballot Measure Committees: A committee formed to support or oppose a candidate or ballot measure being voted on November 8, 2011, must file Form 460.
Oct 27, 2011 <i>Pre-Election</i>	9/25/11 – 10/22/11	460	▪ File personal delivery or guaranteed overnight service only.
Within 24 Hours <i>Late Reports</i>	10/23/11 – 11/7/11	496 497	▪ 496: File if independent expenditures of \$1,000 or more are made. Candidates and primarily formed ballot measure committees: Do not file for expenditures made on your own committee's behalf. ▪ 497: File if a contribution of \$1,000 or more is received. ▪ 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 November 8, 2011. ▪ 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. ▪ File personal delivery, guaranteed overnight service, or fax.
Jan 31, 2012	10/23/11-12/31/11	460	All committees must file this report unless the committee filed a termination Form 410 and Form 460 before Dec. 31

Additional Election Reports

Depending on committee activity, one or all of the following reports may also be required:

- **465 - Supplemental Independent Expenditure Report:** Committees that make independent expenditures of \$1,000 or more file this report. Candidates see prohibition below.
- **511 - Paid Spokesperson Report:** All committees must file within 10 days of making an expenditure totaling \$5,000 or more to an individual to appear in an advertisement to support or oppose a ballot measure.

- **Judges/ Unpaid Officeholders:** Elected officers whose salaries are less than \$200 per month and judges who are not listed on a ballot are not required to file the semi-annual statement due January 31, 2013 if no contributions were received or expenditures made from July 1 through December 31.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted upon, 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.
- **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.
- **Method of Delivery:** All paper filings are to be filed by personal delivery or first class mail unless otherwise noted.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to Form 497 due June 2 or June 3, 2012, or any Form 496 report. Such reports must be filed within 24 hours regardless of the day of the week. Late statements are subject to a \$10 per day late fine.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.
- **Form 470:** Candidates who do not have a committee or do not raise/spend \$1,000 in 2012 may file Form 470. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and the Form 460 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- All statements are public documents.
- For important information, refer to www.fppc.ca.gov and click on the Candidates and Committees section. Candidates use [Campaign Manual 2](#), and ballot measure committees use [Campaign Manual 3](#) or [contact the FPPC](#) for specific information.

CAMPAIGN LITERATURE

MASS MAILING

If you are planning any type of mass mailing, please contact the post office in advance for specific postal regulations.

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

Example: Paid for by Committee to Elect Willie Lee to State Senate 2012, 345 Main Street, Fairfield, CA 94533

“Mass mailing” means more than two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. GC §82041.5

GC §84305 provides as follows:

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

MASS MAILING PROHIBITIONS

No newsletter or other mass mailing shall be sent at public expense. GC §89001

POLITICAL ADVERTISING REQUIREMENTS-NEWSPAPERS

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type (whichever is larger), the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter. As used in this section, “paid political advertisement” shall mean and shall be limited to published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office.

§20008

TRUTH IN ENDORSEMENTS LAW

EC §§20000, 20010 provide additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available for viewing at The Registrar of Voters office, or a copy of the applicable pages may be purchased for the standard copy fee.

CAMPAIGN LITERATURE CONTAINING POLLING PLACE OF VOTER

Candidates are requested not to distribute or mail campaign literature telling voters where their polling places are. Invariably some polling place changes occur in the last few days before an election. This would be confusing to the voters, and this misinformation would cause problems for voters and staff, as well as for the candidates.

SIMULATED BALLOT REQUIREMENTS

Elections Code §20009 provides as follows:

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

“NOTICE TO VOTERS

(Required by Law)

This is not an official ballot or any official sample ballot prepared by the county elections official, or the Secretary of State.” This is an unofficial, marked ballot prepared by

(insert name and address of the person or organization responsible for preparation thereof).”

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

- (b) No simulated ballot or simulated sample ballot referred to in subdivision (a) shall bear any official seal or the insignia of any public entity, nor shall that seal or insignia appear upon the envelope in which it is mailed or otherwise delivered.
- (c) The superior court, in any case brought before it by any registered voter, may issue a temporary or permanent restraining order or injunction against the publication, printing, circulation, posting, or distribution of any matter in violation of this section, and all cases of this nature shall be in a preferred position for purposes of trial and appeal, so as to assure the speedy disposition thereof.

ELECTION DAY PROHIBITIONS

ELECTIONEERING NEAR POLLING PLACE

No person, on Election Day shall, within 100 feet of a polling place:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his ballot.
- (c) Place a sign related to voters' qualifications or speak to a voter on the subject of his qualifications except as provided in §18370
- (d) Do any electioneering.

As used in this section "100 feet of a polling place" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Any person who violates any of the provisions of this section is guilty of a misdemeanor. §18370

ELECTIONEERING DURING VOTE-BY-MAIL VOTING

No candidate or representative of a candidate, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting. §18371

SOLICITATION DISSUADING PERSONS FROM VOTING

Within 100 feet of a polling place, no person shall, with the intent of dissuading another person from voting, speak to a voter about marking their ballot or about their qualifications to vote.

§18371

OFFERING/ACCEPTING REWARDS FOR VOTING

Persons must not pay, offer to pay or accept payment for voting, registering to vote, for or against any candidate in any election that includes a federal candidate. Fed Law-42 U.S.C. 1973i(c), 18 U.S.C. 597, 608(b)

EXIT POLLING

Court decisions (*National Broadcasting Co, Inc et al vs Cleland, et al No. 88-320 M.D. Ga., March 1, 1988*) and (*The Daily Herald Co. v Munro No. 838 F. 2d 380 9th Circuit, November 2, 1984*) indicated that the 100 foot limit was not justified when applied to exit polling.

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

TEMPORARY POLITICAL SIGNS

STATE REQUIREMENTS REGARDING POLITICAL SIGNS

Section 5405.3 of the Business and Professions Code exempts the placing of temporary political signs from the normal outdoor advertising display requirements. The previous pages contain information from the Department of Transportation with a form entitled "Statement of Responsibility for Temporary Political Signs". If you intend to place a political sign near a freeway please read these two pages carefully. If you have questions, it is recommended that you call the phone number in the following letter for advice.

COUNTY CODE REGARDING CAMPAIGN SIGNS

Sec. 28.96.70(D2) **Campaign signs.** Campaign signs are allowed without a sign permit provided that the signs:

- (A) May be installed on private property with the property owner(s) consent for up to 60 days prior to an election;
- (B) Shall not exceed 12 square feet in area within residential zoning districts and 32 square feet in area within nonresidential zoning districts; and
- (C) **Shall be removed within seven days following the election**

Cities may have ordinances pertaining to the placement of campaign signs within their jurisdiction. **It is recommended that you contact the City Clerk prior to the placement of any political or campaign sign within their jurisdiction.**

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached)

A completed Statement of Responsibility must be submitted to:

Division of Traffic Operations Outdoor
Advertising Program P.O. Box 942874,
MS-36 Sacramento, CA 94274-0001

Temporary Political Signs shall not be placed within the right-of-way of any highway, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment to you and your supporters. Please pass this information along to those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473. Enclosure

DEPARTMENT OF TRANSPORTATIONDIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

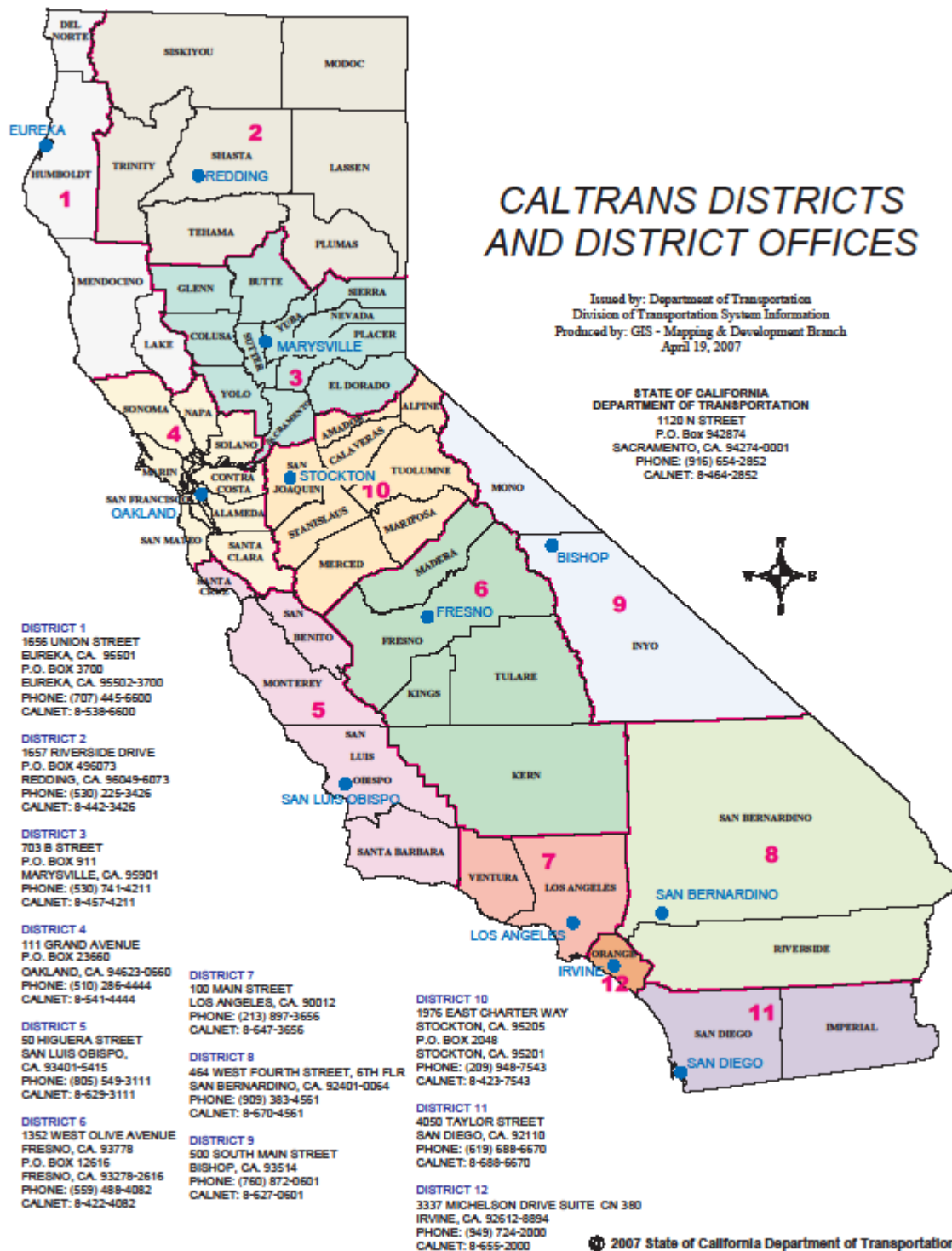
Address: _____

Phone Number (Include Area Code) _____

The undersigned hereby accepts responsibility for the removal of Temporary Political Signs placed pursuant to Section 5405.3 of the Outdoor Advertising Act for the above candidate or proposition.

It is understood and agreed that any Temporary Political Signs placed sooner than ninety (90) days prior to the election and/or not removed within ten (10) days after the election, may be removed by the Department and the responsible party will be billed for any associated removal costs.

SIGNATURE OF RESPONSIBLE PARTY_____
DATE**Mail Statement of Responsibility to:**Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001



FREQUENTLY ASKED QUESTIONS

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

You may not withdraw as a candidate in a General Election after 5:00 p.m. on the last day of the nomination period on August 10th, or August 15th in the case of an extension.

2. Can I charge with a credit card to pay my filing fee, purchase voter material, or pay my candidate statement fee?

NO. Cash or checks, are acceptable forms of payment. Checks are to be made payable to the Registrar of Voters.

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

The nomination period closes at 5:00 p.m. on August 10, 2012, but if an incumbent does not file, the nomination period for that particular office is extended until August 15, 2012. A list of local office candidates will be available after the close of nominations.

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

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

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

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 of the next working day after the close of the nomination period.

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

Yes, our office will contact you to make arrangements to return your fee.

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

The candidate in person must pick up all forms or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the election official of the county of the candidate's residence by the 88th day prior to the General Election, which in this case is August 10, 2012. That statement shall be retained by the elections official.

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

Election law does not specifically prohibit another person from filing nomination papers for a candidate. However, candidates are urged to file in person. The reasons are twofold:

- A. The Declaration of Candidacy is not to be removed from the office of the Registrar of Voters (except as provided in Elections Code §8028). Additionally, a member of the Registrar of Voters' staff, a qualified officer, or a notary public must administer the oath or affirmation, which is part of the Declaration of Candidacy form. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files; and
- B. The signature of the candidate, as well as other data, is required on many documents required in the nomination process. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person.

It is not recommended that nomination documents be mailed back. However, if mailed back, nomination documents must be received in our office by 5:00 p.m. on the close of nominations, regardless of the postmark.

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

NO. There is no provision in the Political Reform Act that permits any filing officer to extend a filing deadline. Statements that are late are subject to a fine of \$10.00 per day until the statement is filed.

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

Yes, you may obtain the information from the Registrar of Voters' website, at www.solanocounty.com/elections.

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

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

12. For Voter-Nominated offices do nomination petition signers need to be registered with the same political party I am registered with?

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

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

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

VOTER REGISTRATION AND VOTE-BY-MAIL PROCEDURES FOR THE NOVEMBER 6, 2012 GENERAL ELECTION

REGISTRATION DEADLINE

October 22, 2012 is the last day to register to vote for the November 6, 2012 election.

ELECTION DAY

On Election Day, November 6, 2012, the polls will be open from 7:00 a.m. to 8:00 p.m.

VOTE-BY-MAIL VOTER INFORMATION

The vote-by-mail voting period for the November 6, 2012 election begins on October 8, 2012.

APPLICATION FOR A VOTE-BY-MAIL BALLOT

From October 8 through October 30, voters can apply for their vote-by-mail ballots by mail or in person at the Registrar of Voters office. The application form is available from:

- The back of the sample ballot booklets mailed to all registered voters
- Online at our website www.solanocounty.com/elections. The application may be downloaded and mailed to the Registrar of Voters or submitted electronically.
- Voters may request a vote-by-mail ballot by mailing a request with their name, residence address, mailing address if any, and signature to the Registrar of Voters.

Phone applications are not permitted.

ISSUING BALLOTS

Ballots for permanent vote-by-mail voters will be mailed 29 days before the election. Regular vote-by-mail ballots will be mailed approximately 24 hours after receipt of the request for a vote-by-mail ballot. The last day to request a vote-by-mail ballot is October 30, 2012.

Beginning October 31, 2012 vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voters. If the voter is unable to come to our office to pick up their vote-by-mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter, designating the authorized representative by name.

RETURNING A VOTE-BY-MAIL BALLOT

A vote-by-mail voter who was issued a ballot between the 29th day and the 7th day before the election shall either return their ballot by mail, in person to the Solano County Registrar of Voters offices, or to any polling place in Solano County on Election Day.

However, a vote-by-mail voter who because of illness or other physical disability, is unable to return the ballot, may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the vote-by-mail voter to return the ballot to the Solano County Registrar of Voters or to any polling place in Solano County on election day.

***Vote-by-mail ballots issued between October 31st and November 6th
may not be returned by mail.***

PREPARATION OF VOTE-BY-MAIL BALLOT APPLICATIONS BY CANDIDATES OR CAMPAIGNS

Candidates planning vote-by-mail voter drives should contact the Registrar of Voters for a camera-ready copy of the application. Whenever possible, the voter identification number of the voter should be bar coded on the application to speed processing of the application when it is mailed to the Registrar of Voters office. The voter identification number is available on the Multi-Purpose Voter Report, which is also available on CD-ROM.

Applications must meet the requirements of the Elections Code sections 3006-3008. The name, address and telephone number of the organization, which authorized the distribution of the applications, must be included on the application.

For more information about the vote-by-mail voting, please call the Registrar of Voters office at 784-6675 or Toll free 888-933-VOTE (8683).

BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

After 8:00 p.m. on Election night, cumulative results will be available on our website at:

www.solanocounty.com/elections

Or via telephone at **(707) 784-6675** or Toll Free **1-888-933-VOTE (8683)**

Headquarters for public and media viewing of election night returns will be at the Solano County Registrar of Voters Office, 675 Texas Street, Suite 2600, Fairfield, CA 94533.

PROCESSING VOTE-BY-MAIL BALLOTS

The Registrar of Voters begins processing vote-by-mail ballots 7 business days before the election. The processing of vote-by-mail ballots, which includes opening the ballot envelope, is open to the public. The vote count is not released until after 8:00 p.m. on Election Day. §15101(b)

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

PRECINCT RESULTS

The polls close at 8:00 p.m. After the polls close, the precinct officers must complete poll closing procedures required by law, and deliver the ballots, supplies and ballot cartridges to their return center. This process takes approximately 1.5 hours in a major election. The first precinct results will be available around 9:15 p.m.

POST ELECTION NIGHT

Semi-final election results will be available by phone and on printed reports between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters on the day after the election and on the Registrar of Voters web page at the Internet address listed above.

OFFICIAL CANVASS OF THE ELECTION RETURNS

The canvass is a process of reconciling numbers and the supplemental counting of vote-by-mail ballots turned in at the polls, provisional and write-in ballots. The numbers of voted ballots reported by poll workers and vote-by-mail ballots are matched to what the computer counted. California law permits 28 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures

on the ballot in 1% of the voting precincts. This manual process verifies and accuracy of the computer count.

Candidates and members of the general public are invited to observe supplemental ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts. The canvass is complete when the elections official signs the c certification of the election results.

§§335.5, 15360, 15372

STATEMENT OF VOTES CAST

The Semifinal Official Canvass Statement of Votes Cast (SVC) which reports election results by individual voting precincts is available after the election at the elections office. For most elections, this report is also posted on the department's website. Once the election is certified, the Final Official Canvass Statement of Votes Cast is made available at our office and on the website