



## **CANDIDATE GUIDE**

# **General Election November 8, 2016**



Solano County Events Center

Registrar of Voters  
County Administration Center  
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## **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

Solano County has three scheduled election dates over a two-year election period. Elections in Solano County are scheduled in June and November of the even years and in August of the odd 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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Dear Candidate:

Congratulations on your decision to run for office. This Candidate Guide is a summary of general provisions that you will need to know when running for office.

It is divided into several sections and we ask that you pay close attention to:

- Eligibility requirements
- Filing fees (if any)
- Filing requirements
- Important dates and deadlines

The information provided will guide you through the process and if you have any questions please let us know.

Please be aware that this is a general reference guide and is not a substitute for legal advice. We strongly urge you to talk to private counsel if you have any legal questions.

We wish you the best of luck in your endeavors.

Sincerely,

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*The purpose of this guide is to provide general information about the nomination and election process.*

*Each candidate must sign a Declaration of Candidacy, under penalty of perjury, that states the candidate meets the qualifications for office including citizenship and residency.*

*If you do not agree with any rule or law, the rule or law will apply. This guide is given out with the understanding that the Solano County Registrar of Voters is not interpreting legal advice and it is not a substitute for legal counsel.*

*All references are from the California Elections Code unless noted otherwise.*

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## WHAT TO EXPECT WHEN YOU FILE

Our staff will work with you to process the necessary forms. On average, this process takes between 20-30 minutes on your first visit.

**All forms must be signed in-person**, unless otherwise noted. A copy of the forms can be found in Appendix A. You can help to expedite this process by partially completing the following forms before your visit:

- Candidate Preliminary Information Form
- Candidate Authorization Form (if applicable)
- Media Sheet
- Declaration of Candidacy  
(front side; back side to be completed in person)
- Ballot Designation Worksheet or  
Ballot Designation Change Request
- Candidate Statement

What to bring – the following forms/documents are necessary for you to bring:

- Payment for Filing Fees. We accept:
  - Cash
  - Check
  - Money Order
  - Cashier's Check
  - Credit Card
- Any form identified as "pre-fillable"

When completed, our staff will give you instructions on any next steps that need to be completed, plus provide copies of your filed documents. As a candidate you should be aware of:

- Additional forms that are necessary to complete your filing
- The next calendar event that affects your candidacy
- The next scheduled campaign finance filing that is due
- Any other questions we haven't already answered for you

## OFFICES FOR THE NOVEMBER ELECTION

### June Nominees on the November Ballot (\*candidates nominated in the June Primary)

Office	Jurisdiction	Term
<b>Partisan Office</b>		
<b>*President and Vice President</b>	Federal	<b>4 Years, commencing Jan. 20, 2017</b>
<b>Voter Nominated Offices (Top two move on to the November General Election)</b>		
<b>*United States Senate</b>	Federal	<b>6 Years, commencing Jan. 3, 2017</b>
<b>*United States Representative</b>	3rd & 5th Districts	<b>2 Years, commencing Jan. 3, 2017</b>
<b>*State Senate</b>	3rd District	<b>4 Years, commencing Dec. 5, 2016</b>
<b>*Member, State Assembly</b>	4th, 11th 14th Districts	<b>2 Years, commencing Dec. 5, 2016</b>
<b>Nonpartisan Offices (If one candidate did not receive 50% + 1 vote in the June Primary election, there will be a run off in the November General Election)</b>		
<b>*County Board of Supervisors</b>	2nd District	<b>4 Years, commencing Jan. 2, 2017</b>

### Offices on the November Ballot

Office	Trustee Area	Incumbent	Term
<b>Solano County Board of Education</b>	TA 1	Michelle LaFabre Coleman	<b>4 Years</b>
<b>Solano County Board of Education</b>	TA 2	Ray Silva	<b>4 Years</b>
<b>Solano County Board of Education</b>	TA 5	Elease Cheek	<b>4 Years</b>
<b>Solano County Board of Education</b>	TA 7	Peggy A. Cohen-Thompson	<b>4 Years</b>
<b>Solano Community College</b>	TA 3	Rosemary Thurston	<b>4 Years</b>
<b>Solano Community College</b>	TA 5	Monica Brown	<b>4 Years</b>
<b>Solano Community College</b>	TA 7	Michael A. Martin	<b>4 Years</b>
<b>San Joaquin Delta Community College</b>	TA 1	Jennet C. Stebbins	<b>4 Years</b>
<b>San Joaquin Delta Community College</b>	TA 2	Claudia Moreno-Rabago	<b>4 Years</b>
<b>San Joaquin Delta Community College</b>	TA 5	Steve Castellanos	<b>4 Years</b>
<b>San Joaquin Delta Community College</b>	TA 6	Teresa R. Brown	<b>4 Years</b>
<b>Los Rios Community College</b>	TA 4	Ruth Scribner	<b>4 Years</b>
<b>Benicia Unified School District</b>	At-Large	Andre J. Stewart	<b>4 Years</b>
<b>Benicia Unified School District</b>	At-Large	Gary L. Wing	<b>4 Years</b>
<b>Benicia Unified School District</b>	At-Large	Stacy Heldman-Holguin (Short Term)	<b>4 Years</b>

<b>Offices on the November Ballot (continued)</b>			
<b>Office</b>	<b>Trustee Area</b>	<b>Incumbent</b>	<b>Term</b>
<b>Davis Joint Unified School District</b>	At Large	Susan Lovenburg	<b>4 Years</b>
<b>Davis Joint Unified School District</b>	At-Large	Alan Fernandes	<b>4 Years</b>
<b>Dixon Unified School District</b>	At-Large	Joe DiPaola	<b>4 Years</b>
<b>Dixon Unified School District</b>	At-Large	Guy S. Garcia	<b>4 Years</b>
<b>Dixon Unified School District</b>	At-Large	Melissa Maseda (Short Term)	<b>2 Years</b>
<b>Fairfield-Suisun Unified School District</b>	TA 1	Kathleen P. Marianno	<b>4 Years</b>
<b>Fairfield-Suisun Unified School District</b>	TA 2	Patricia M. Shamansky	<b>4 Years</b>
<b>Fairfield-Suisun Unified School District</b>	TA 3	Judi Honeychurch	<b>4 Years</b>
<b>Fairfield-Suisun Unified School District</b>	TA 6	John Silva	<b>4 Years</b>
<b>River Delta Unified School District</b>	TA 1	Marilyn Riley	<b>4 Years</b>
<b>River Delta Unified School District</b>	TA 2	Don Olson	<b>4 Years</b>
<b>River Delta Unified School District</b>	TA 4	Seann Rooney	<b>4 Years</b>
<b>Travis Unified School District</b>	TA 2	Ivery Hood	<b>4 Years</b>
<b>Travis Unified School District</b>	TA 2	Angela D. Weininger	<b>4 Years</b>
<b>Vacaville Unified School District</b>	At-Large	Michael Kitzes	<b>4 Years</b>
<b>Vacaville Unified School District</b>	At-Large	Sherie Mahlberg	<b>4 Years</b>
<b>Vacaville Unified School District</b>	At-Large	Nolan Sullivan	<b>4 Years</b>
<b>Vacaville Unified School District</b>	At-Large	Shawn Windham	<b>4 Years</b>
<b>Vacaville Unified School District</b>	At-Large	John Jansen (Short Term)	<b>2 Years</b>
<b>Vallejo City Unified School District</b>	At-Large	Ward "Ace" Stewart	<b>4 Years</b>
<b>Vallejo City Unified School District</b>	At-Large	Hazel Wilson	<b>4 Years</b>
<b>Vallejo City Unified School District</b>	At-Large	Ruscal Cayangyang (Short Term)	<b>2 Years</b>
<b>Cordelia Fire Protection District</b>	At-Large	Jeff Dittmer	<b>4 Years</b>
<b>Cordelia Fire Protection District</b>	At-Large	Brent Kerlin	<b>4 Years</b>
<b>Solano Irrigation District</b>	Division 2	Bob Bishop	<b>4 Years</b>
<b>Solano Irrigation District</b>	Division 3	Glen Grant	<b>4 Years</b>
<b>Solano Irrigation District</b>	Division 4	Guido Colla	<b>4 Years</b>

## QUALIFICATIONS FOR OFFICE

### 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.” EC §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. EC §8002

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 of 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)

### 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.

### 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

### 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 of 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)

### **BOARD OF EDUCATION/COMMUNITY COLLEGES AND UNIFIED SCHOOL DISTRICTS**

<b>Office</b>	<b>Elected By</b>	<b>Qualifications</b>
Solano County Board of Education TA 1, 2, 5 & 7	Qualify by TA Elected by TA	Registered voter of the district residing within the trustee area.  [Ed. Code §§ 5030, 35107]
Los Rios Community College TA 4	Qualify by TA Elected by TA	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
San Joaquin Delta Community College TA 1, 2, 5 & 6	Qualify by TA Elected At-Large	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
Solano Community College TA 3, 5 & 7	Qualify by TA Elected by TA	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
Benicia USD	Qualify by At-Large Elected At-Large	Registered voter of the district. [Ed. Code §§ 5030, 35107]
Davis Joint USD	Qualify by At-Large Elected At-Large	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
Dixon USD	Qualify by At-Large Elected At-Large	Registered voter of the district. [Ed. Code §§ 5030, 35107]
Travis USD TA 2	Qualify by TA Elected At-Large	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
Fairfield-Suisun USD TA 1, 2, 3 & 6	Qualify by TA Elected by TA	Registered voter of the district residing within the trustee area. [Ed. Code §§ 5030, 35107]
River Delta USD TA 1, 2 & 4	Qualify by TA Elected At-Large	Must be registered voters residing within the trustee area of the district boundaries and are elected at large. [Ed. Code §§ 5030, 35107]
Vacaville USD	Qualify by At-Large Elected At-Large	Registered voter of the district. [Ed. Code §§ 5030, 35107]
Vallejo City USD	Qualify by At-Large Elected At-Large	Registered voter of the district. [Ed. Code §§ 5030, 35107]
Cordelia Fire Protection District	Qualify by At-Large Elected At-Large	Registered voter of the district.
Solano Irrigation District Division. 2, 3 & 4	Qualify by Division Elected At-Large	Registered voter of the division.

**LIST OF CITY OFFICES**

<b>CITY</b>	<b>OFFICE</b>	<b>TERM</b>
<b>BENICIA</b>		
Elizabeth Patterson	Mayor	4 Year
Tom Campbell	City Council	4 Year
Christina Strawbridge	City Council	4 Year
Lisa Wolfe	City Clerk	4 Year
Ken Paulk	City Treasurer	4 Year
<b>DIXON</b>		
Jack Batchelor	Mayor	4 Year
Steve Bird	City Council	4 Year
Jerry Castañón, Sr.	City Council	4 Year
<b>FAIRFIELD</b>		
Pam Bertani	City Council	4 Year
Rick Vaccaro	City Council	4 Year
Karen Rees	City Clerk	4 Year
Oscar Reyes	City Treasurer	4 Year
<b>RIO VISTA</b>		
Norman Richardson	Mayor	4 Year
David Hampton	City Councilmember	4 Year
James McCracken	City Councilmember	4 Year
James Nordin	City Treasurer	4 Year
<b>SUISUN CITY</b>		
Michael Segala	City Councilmember	4 Year
Lori Wilson	City Councilmember	4 Year
Linda Hobson	City Clerk	4 Year
Michael McMurry	City Treasurer	4 Year
<b>VACAVILLE</b>		
Dilenna Harris	City Councilmember	4 Year
Ron Rowlett	City Councilmember	4 Year
Michelle Thornbrugh	City Clerk	4 Year
Jay Yerkes	City Treasurer	4 Year
<b>VALLEJO</b>		
Osby Davis – Termed Out	Mayor	4 Year
Robert H. McConnell	City Councilmember	4 Year
Bob Sampayan	City Councilmember	4 Year
Rozzana Verder-Aliga	City Councilmember	4 Year

## Incompatibility of Offices

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

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

The courts have defined this concept as follows:

*"One individual may not simultaneously hold two public offices where the functions of the offices concerned are inherently inconsistent, as where there are conflicting interests, or where the nature of the duties of the two offices is such as to render it improper due to considerations of public policy for one person to retain both."*

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

1. The offices of City Councilman and School District Board Member where the city and the school district have territory in common.
2. Fire Chief of a County Fire Protection District and Member of the Board of Supervisors of the same county.
3. High School District Trustee and trustee of an Elementary School District which is wholly within the geographic boundaries of the High School District.
4. Water District Director and a City Council Member.
5. Water District Director and a School District Trustee having territory in common.
6. Deputy Sheriff and County Supervisor.

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at 916-324-5437 or visit their website at [vwww.caaq.state.ca.us](http://vwww.caaq.state.ca.us). For further information about conflict of interest or incompatibility of offices, visit the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or call 1-866-275-3772.

## 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.

[Elections Code §§ 8020, 8028(b), 8040, 8100, 8105]

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

### **Please Note: Nomination Petition**

School Districts and Special Districts are not required to circulate nomination petitions.

### Code of Fair Campaign Practices (Voluntary)

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

[Elections Code §§ 20440, 20442, 20444]

**Statement of Economic Interest**

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

Only candidates for elective office so designated under the agency's conflict of interest code, and candidates for public office listed in Government Code § 87200, must file a Statement of Economic Interests with their nomination papers. 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.

[Government Code §§ 87200, 87300, 87500]

**Nonrefundable Filing Fees**

The nomination forms shall be distributed to all candidates upon payment of the filing fee; however, signature-in-lieu petitions are available without first paying the filing fee.

**All filing fees received by the county elections officials are nonrefundable.**

Candidates should make sure they meet the qualifications for office before paying the filing fee; the filing fee is not refundable.

[Elections Code § 8105]

**Extension of Declaration of Candidacy Period**

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 13, 2016), the nomination period will be extended for five (5) days (until 5:00 p.m., August 17, 2016 ). During this extended period, persons other than the incumbent may file Declaration of Candidacy papers for the office. The extension period does not apply to those offices for which there is no incumbent or where there is a vacancy.

[Elections Code §§ 8022, 8024, 8100]

**Withdrawal of Candidacy**

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part.

[Elections Code § 8801]

## WRITE-IN CANDIDACY

### Write-in Candidacy for Nonpartisan Office

This is the period when all candidates who would like to be on the ballot as a write-in candidate may fill out and leave their statements of write-in candidacy and nomination papers with the county elections official. The write-in period for the November General Election is between September 12, 2016 and October 25, 2016. Each candidate must circulate nomination papers for signatures within the jurisdiction between these dates and leave them for examination with the county elections official of the county in which the signers reside.

Candidates must file their forms for write-in candidacy with the elections department in order to be a qualified write-in candidate. They will need to fill out and submit 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
  
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.

[Elections Code §§ 8600–8604, 15342]

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

[Elections Code § 8600]

**Please Note:** There is no party affiliation requirement for signers of write-in nomination petitions in the general election.

### Voter Nominated Offices

A person may not file as a write-in candidate at the general election for a voter-nominated office.

[Elections Code § 8606]

### Disclosure Requirements

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

[Government Code § 82007; Elections Code § 305]

If you participated in the primary election and decide to run as a qualified write-in candidate and your name was written on a ballot for an office at the Primary Election then you may not participate as a qualified write-in candidate for that office at the general election, unless one of the following is applicable:

- a) At the Primary Election, he or she received, for a partisan office, votes equal in number to 1 percent of all votes cast for that office at the last general election at which the office was filled. In the case of an office that has not appeared on the ballot since its creation, the requisite number of votes shall equal 1 percent of the number of all votes cast for the office that had the least number of votes in the most recent general election in the jurisdiction in which the write-in candidate is seeking office.
- b) He or she is an independent nominee for a partisan office.
- c) At the Primary Election, he or she received, the highest number of votes cast for that office or the second highest number of votes cast for a voter-nominated office, except as provided by subdivision (b) of Section 8142 or Section 8807 of the Elections Code.

[Elections Code § 8300]

### Voter Nominated Offices

A person may not be a write-in candidate at the general election for a voter-nominated office.

[Elections Code § 8606]

### 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 25, 2016). Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of the name, shall be counted for the office, if it is written in the blank space provided and voted as specified. The write-in space will appear on the ballot directly below the list of candidates for that office. 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.

[Elections Code § 15342(a)]

**Please note:** The Registrar of Voters will provide polling places with a list of the qualified write-in candidates.

## BALLOT DESIGNATION

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

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

A candidate who submits a ballot designation shall file a ballot designation worksheet that supports the use of the ballot designation in a format set by the Secretary of State. [Elections Code §13107.3]

The ballot designation that a candidate may use is governed by Elections Code §13107, 13107.3 and 13107.5. We've emphasized the relevant areas that would be most useful.

- (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 reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to § 5326 and § 5328 of the Education Code or § 7228, § 7423, § 7673, § 10229 or § 10515 of the Elections Code.

- (b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word "**retired**" or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as "**former**" or "**ex-**," which means a prior status. The only exception is the use of the word "retired."
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
  - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (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. 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.

[Elections Code § 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 preceding 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. [Elections Code §13107.5]

#### **Change of Ballot Designation**

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

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

## PLACEMENT OF NAMES ON THE BALLOT

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

### Random Alphabet Drawing

At 11:00 a.m. on the 82nd day before the election (August 18, 2016), the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts its own random alphabet drawing to determine the order of candidates on ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

### Rotation of Names on the Ballot

#### Statewide Offices

Candidates voted on throughout the state are placed on the ballot in the random order using the random draw from the Secretary of State's office. The First State Assembly District has the initial random order and in the next district, the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.

#### United States Representative and State Board of Equalization

Candidates are placed on the ballot in the random order using the random draw from the Secretary of State's office 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.

#### Countywide Offices

Candidates are placed on the ballot in random order using the random draw from the Secretary of State's office and rotated by Supervisorial Districts within the county.

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

Candidates are placed on the ballot in a random using the random draw from the Registrar of Voters Office within each county and **are not** rotated.

#### Candidates running for other offices

Candidates are placed on the ballot in the random order using the random draw from the Secretary of State's office and **are not** rotated.

## CANDIDATE STATEMENT GUIDELINES

The statement contains the candidate's name and a description of his or her education and qualifications. The age and occupation of the candidate is optional. The occupation is not limited to three words and may be more descriptive than the ballot designation. **The text of the statement shall not exceed 200 words for local candidates and 250 words for state candidates.** Word count standards shall be pursuant to Elections Code Section 9.

Under the provision of Proposition 34 adopted by the voters in November of 2000, all candidates for state legislative office who agree to abide by voluntary spending limits are afforded the opportunity to purchase space in the county ballot pamphlet.

Candidate's statement may make no reference to another candidate. Candidate's statement submitted shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities. No statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. [Elections Code §13308]

All statements must be submitted via **CD, email or USB/flash drive**. If you must submit the statement in hard copy form, there will be a separate \$25.00 charge for retyping. In the case of a multi-county jurisdiction, statements must be formatted pursuant to the guidelines provided by each county in which the candidate wishes to submit a statement, as well as pay a separate fee as determined by each county. Statements not submitted in the appropriate format will be reformatted by the Registrar of Voters office. The Registrar of Voters office bears no responsibility for the correct typesetting of statements that must be reformatted.

All statements must be printed in English.

[Elections Code §7]

Candidates filing statements in Solano County may request translations of his or her statement into Spanish, Chinese and/or Tagalog each for an additional cost.

### Filing Information

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

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

**Please note: 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.

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

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 additional languages are not required, a candidate may request additional language translations of his or her statement at an additional cost per language.

### **Preparation and Format**

Nonpartisan candidates may file a statement of qualifications **not to exceed 200 words.**

Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement **not to exceed 250 words.**

Candidate statements will be printed in block format in the sample ballot. In order to ensure uniformity, please use the following guidelines when preparing your candidate's statement.

- Candidate Statements must be typed in **block** format, and submitted to our office on a CD, by e-mail or on a USB/flash drive. 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.
- Use upper and lower case letters as shown on the sample candidate statement of this book. Typeface of statement must be of uniform size and darkness.
- **Do not use** ... bullets, \*\*\* stars, tables, lists, or other material requiring

indentation.

- Words, which are underlined, **boldfaced type**, ALL CAPITAL LETTERS, or italics, are prohibited.
- Statements shall be written in the **first person** (i.e. “I am running...” not “She is running...” or “Jane Doe is running...”) and shall be limited to a recitation of the candidate’s own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements 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.

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

#### No Editing of Copy by the Registrar of Voters

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. If the word count exceeds the stated limit, candidates will be requested to **omit, NOT CHANGE**, words from the submitted statement to keep the count within the maximum allowable number of words.

#### **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.

## Cost of Candidate Statements

### FOR OFFICES THAT WILL PARTICIPATE IN THE NOVEMBER GENERAL

Candidate statement costs are based on translating, typesetting, printing 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 actual number of candidates filing statements. 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.

[Elections Code § 13307(c)]

<b>Jurisdiction</b>	<b>District</b>	<b>English</b>	<b>Spanish</b>	<b>Chinese</b>	<b>Tagalog</b>
<b>FEDERAL</b>					
United States Senate	At Large	\$1,300.18	\$1,303.43	\$1,353.43	\$1,353.43
United States Representative	3	\$ 903.91	\$ 907.16	\$ 957.16	\$ 957.16
United States Representative	5	\$ 623.01	\$ 626.26	\$ 676.26	\$ 676.26
<b>STATE</b>					
State Senate	3	\$1,300.18	\$1,303.43	\$1,353.43	\$1,353.43
State Assembly	4	\$ 312.14	\$ 315.39	\$ 365.39	\$ 365.39
State Assembly	11	\$ 818.48	\$ 821.73	\$ 871.73	\$ 871.73
State Assembly	14	\$ 623.06	\$ 626.31	\$ 676.31	\$ 676.31
<b>COUNTY</b>					
County Board of Supervisors	2	\$ 468.04	\$ 471.29	\$ 521.29	\$ 521.29
<b>BOARD OF EDUCATION</b>					
Solano Co. Board of Ed	TA 1	\$ 359.41	\$ 362.66	\$ 412.66	\$ 412.66
Solano Co. Board of Ed	TA 2	\$ 400.83	\$ 404.08	\$ 454.08	\$ 454.08
Solano Co. Board of Ed	TA 5	\$ 372.43	\$ 375.68	\$ 425.68	\$ 425.68
Solano Co. Board of Ed	TA 7	\$ 374.73	\$ 377.98	\$ 427.98	\$ 427.98

<b>Jurisdiction</b>	<b>District</b>	<b>English</b>	<b>Spanish</b>	<b>Chinese</b>	<b>Tagalog</b>
<b>COMMUNITY COLLEGE DISTRICTS</b>					
Los Rios Com. College	TA 4	\$ 226.93	\$ 230.18	\$ 280.18	\$ 280.18
San Joaquin Delta CC	TA 1, 2, 5, 6	\$ 255.87	\$ 259.12	\$ 309.12	\$ 309.12
Solano Com. College	TA 3	\$ 404.95	\$ 408.20	\$ 458.20	\$ 458.20
Solano Com. College	TA 5	\$ 361.04	\$ 364.29	\$ 414.29	\$ 414.29
Solano Com. College	TA 7	\$ 363.61	\$ 366.86	\$ 416.86	\$ 416.86
<b>UNIFIED SCHOOL DISTRICTS</b>					
Benicia USD	At Large	\$ 319.34	\$ 322.59	\$ 372.59	\$ 372.59
Davis Jt. USD	At Large	\$ 226.93	\$ 230.18	\$ 280.18	\$ 280.18
Dixon USD	At Large	\$ 281.16	\$ 284.41	\$ 334.41	\$ 334.41
Fairfield-Suisun USD	TA 1	\$ 275.06	\$ 278.31	\$ 328.31	\$ 328.31
Fairfield-Suisun USD	TA 2	\$ 276.69	\$ 279.94	\$ 329.94	\$ 329.94
Fairfield-Suisun USD	TA 3	\$ 278.49	\$ 281.74	\$ 331.74	\$ 331.74
Fairfield-Suisun USD	TA 6	\$ 279.73	\$ 282.98	\$ 332.98	\$ 332.98
River Delta USD	TA 1, 2, 4	\$ 255.89	\$ 259.14	\$ 309.14	\$ 309.14
Travis USD	TA 2	\$ 278.45	\$ 281.70	\$ 331.70	\$ 331.70
Vacaville USD	At Large	\$ 440.49	\$ 443.74	\$ 493.74	\$ 493.74
Vallejo City USD	At Large	\$ 530.46	\$ 533.71	\$ 583.71	\$ 583.71
<b>SPECIAL DISTRICTS</b>					
Cordelia Fire Protection District	At Large	\$ 237.05	\$ 240.30	\$ 290.30	\$ 290.30
Solano Irrigation District	Div. 2, 3, 4	\$ 303.16	\$ 306.41	\$ 356.41	\$ 356.41

**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.

[Elections Code § 13309]

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

### The Printed Candidate’s Statement

Below is an example of a formatted Candidate’s Statement of Qualifications, as it would appear in the Voter’s Information Pamphlet. This example is set in Block Format.

<p><b>STATEMENT OF CANDIDATE FOR MEMBER OF CITY COUNCIL City of Candidate</b></p>	
<p><b>DAVID HOWELL</b> <b>Occupation:</b> Attorney</p>	<p><b>AGE:</b> 42</p>
<p><b>Education and Qualifications:</b> My credentials include: Graduate of local high schools; UCLA graduate with a B.S. and MBA; US Air Force sergeant.</p>	
<p>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.</p>	
<p>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.</p>	
<p>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. <a href="http://www.dhowellforcity.net">www.dhowellforcity.net</a></p>	

### Viewing Opportunity

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

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

### How to Count Words

This section shall not apply to counting words for ballot designations and is pursuant to Elections Code § 9.

Each word is counted as **one word except:**

Description	Number of Words
<ul style="list-style-type: none"> <li>The <b>title</b> and <b>signatures</b> are not counted, only the text is counted.</li> </ul>	
<ul style="list-style-type: none"> <li>Punctuation marks do not count.</li> </ul>	
<ul style="list-style-type: none"> <li><b>Dictionary words</b> The words "I", "a", "the", "and", etc. are counted as individual words.</li> </ul>	One
<ul style="list-style-type: none"> <li><b>Abbreviations/Acronyms</b> Examples are: <i>PTA, U.S.M.C.</i></li> </ul>	One
<ul style="list-style-type: none"> <li><b>Geographical names</b> Examples are: <i>Rio Vista, Solano County</i></li> </ul>	One
<ul style="list-style-type: none"> <li><b>Numbers/Numerical combinations</b> <ul style="list-style-type: none"> <li>♦ Digits (1, 10, or 100, etc.)</li> <li>♦ Spelled out (one, ten, or one hundred)</li> <li>♦ 50%, 1/2, etc.</li> </ul> </li> </ul>	One for each One for each One
<ul style="list-style-type: none"> <li><b>Numbers or letter used to identify a portion of text</b> Examples are: <i>(1) or (a)</i></li> </ul>	One
<ul style="list-style-type: none"> <li><b>Dates</b> <ul style="list-style-type: none"> <li>♦ All digits (01/01/00)</li> <li>♦ Words and digits (January 1, 2000)</li> </ul> </li> </ul>	One Two
<ul style="list-style-type: none"> <li><b>Characters used in place of a word or number</b> Examples are: &amp; or #</li> </ul>	One
<ul style="list-style-type: none"> <li><b>Hyphenated words</b></li> </ul>	
<p>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</p> <ul style="list-style-type: none"> <li>♦ Mother-in-law</li> <li>♦ One-half</li> </ul>	One Two
<ul style="list-style-type: none"> <li><b>Internet web site addresses &amp; telephone numbers</b></li> </ul>	One
<ul style="list-style-type: none"> <li><b>All proper nouns</b> Geographical names, shall be considered as one word; for example, "City and County of San Francisco"</li> </ul>	One

**Please note:** These guidelines are for computing the word count. The Registrar of Voters will make final determination.

## CAMPAIGN FINANCE & DISCLOSURE

**Please note:** This section is not comprehensive and does not detail all filing requirements and obligations. For current comprehensive information, consult the appropriate FPPC manual or contact the FPPC directly.

### Background

The Fair Political Practices Commission (FPPC) has introduced new forms in order to simplify the filing of campaign statements. The legal requirements of the Political Reform Act are contained in sections 81000 through 91015 of the Government Code. Assistance and information on completing campaign statements is provided by the Technical Assistance Division of the 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 requirements of the California Political Reform Act of 1974.

[ Government Code §§ 81000 *et seq.*]

The FPPC Information Manual and forms are available online at [www.fppc.ca.gov](http://www.fppc.ca.gov) and at our office. A candidate should obtain a manual as early as possible into his/her campaign and make certain that the candidate, the committee treasurer, and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law.

[ Government Code §§ 81010, 83113]

**Please note:** The Registrar of Voters 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 our office by anyone and copies may be purchased at ten cents (\$0.10) per page. There may be a \$5.00 retrieval fee for documents 5 years or older.

[Government Code § 81008]

A \$10 per day late filing penalty **may** 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.

[Government Code § 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.

[ Government Code § 91000]

The FPPC has a form for officeholders for reporting, which is known as 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 \$2,000 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 \$2,000 in contributions. During the campaign, you will have to file at least four campaign disclosure statements. [Government Code § 84102]

Form 501 and 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, telegram, guaranteed overnight service, or by fax. Government Code § 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 \$2,000 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 and should use the manual prepared by the Fair Political Practices Commission 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.

Failure to file appropriate statements and reports in compliance with the Act can result in substantial criminal, civil, and administrative penalties. In addition, failure to file within the prescribed deadlines can lead to late filing penalties of \$10 for each day the statement is late. The law does not allow for extensions of the due dates for the filing of campaign statements. If you file your statement late, you must also submit a written statement explaining why it was late in order to request a waiver of your fine. However, after the filing officer has sent you a specific, written notice regarding your failure to file and if you do not file within ten days of receipt of the notice, the law precludes the filing officer from waiving any fine.

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.

### **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.

[Government Code § 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 450 or 460 must be filed with the Registrar of Voters.

**Please note:** Questions regarding filing obligations should be addressed with the FPPC. You can reach them toll free at 1-866-ask-FPPC (1-866-275-3772).

### **Campaign Disclosures for Federal Candidates**

Provisions of the Political Reform Act do not apply to elections for federal offices, including United States Senate and United States Representative. Candidates for federal offices and committees that participate in federal campaigns are subject to federal disclosure requirements.

Assistance for federal candidates and committees may be obtained from the:

Federal Election Commission  
999 E Street, N.W.  
Washington, D.C. 20463  
800-424-9530

## Summary of 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 \$2,000.00.

### **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**

It 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 \$2000 for the calendar year file the Form 470. If the Form 470 is filed with the Declaration of Candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$2,000.

### **Form 470 (Supplement): Supplemental Candidate and Officeholder Campaign Statement**

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

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

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 24-hour Contribution Report**

This Form is used for

- State and local committees making or receiving contributions(s) that total in the aggregate \$1000 or more in the 90 days before an election;
- Committees reporting contributions of \$5000 or more in connection with a state ballot measure;
- State candidates and state ballot measure committees that receive \$5000. Or more at any time other than a 90-day election cycle.

**Please note:** Candidates for **city offices** must file their campaign disclosure statements with the appropriate City Clerk.

## Filing Locations

### Solano County Registrar of Voters

Address: 675 Texas Street, Suite 2600  
Fairfield, CA 94533

Phone: 707-784-6675  
888-933-8683

Fax: 707-784-6678

### Secretary of State - Elections Division

Address: 1500 11<sup>th</sup> Street, 4<sup>th</sup> Floor, Room 495  
Sacramento, CA 95814

Mailing: P.O. Box 1467  
Sacramento, CA 95814

Phone: 916-653-6224

### California Fair Political Practices Commission (FPPC)

Address: 428 J Street, Suite 620  
Sacramento, CA 95814

Phone: 916-322-5660  
866-275-3772 (Advice line)

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Hours: 9:00 a.m. to 11:30 a.m.

**Please note:** Questions regarding filing obligations should be addressed with the FPPC. You can reach them toll free at 1-866-ask-FPPC (1-866-275-3772).

## Filing Schedule for Local Candidates

### Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on November 8, 2016

Deadline	Period	Form	Notes
<b>Aug 1, 2016</b> <i>Semi-Annual</i>	* – 6/30/16	<u>460</u>	<ul style="list-style-type: none"> <li>All committees must file Form 460.</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	8/10/16 – 11/8/16	<u>497</u>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Sep 29, 2016</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/16 – 9/24/16	<u>460</u> or <u>470</u>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file either Form 460 or Form 470 (see below).</li> </ul>
<b>Oct 27, 2016</b> <i>2<sup>nd</sup> Pre-Election</i>	9/25/16 – 10/22/16	<u>460</u>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jan 31, 2017</b> <i>Semi-Annual</i>	10/23/16 – 12/31/16	<u>460</u>	<ul style="list-style-type: none"> <li>All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2016.</li> </ul>

- Local Ordinance:** Always check on whether additional local rules apply.
- \* 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.
- Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report may not be required if a local agency requires online filing pursuant to a local ordinance.

### Fair Political Practices Commission

- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$2,000 or more may file Form 470 on or before September 24, 2016. If later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the “Learn” link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
  - **462:** This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
  - **496:** This form is due within 24 hours when made in the 90-day period before an election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

## Filing Schedule for State Candidates

### Fair Political Practices Commission Filing Schedule for State Candidate Controlled Committees Listed on the November 8, 2016 Ballot

Deadline	Period	Form	Notes
<b>Aug 1, 2016</b> <i>Semi-Annual</i>	* – 6/30/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>
<b>Within 10 Business Days</b> \$5,000 Report	Ongoing – <i>File any time other than the 90-day election cycle</i>	497	<p><b>Only e-filers file this report:</b></p> <ul style="list-style-type: none"> <li>File if a contribution of \$5,000 or more is received from a single source.</li> <li>No paper copy is required.</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	8/10/16 – 11/8/16	497	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to <i>another</i> candidate or ballot measure being voted on the November 8 ballot or to a political party committee.</li> <li>The recipient of an in-kind contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received.</li> <li>E-file only – no paper copy is required.</li> </ul>
<b>Sep 29, 2016</b> <i>1<sup>st</sup> Pre-Election</i>	7/1/16 – 9/24/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> </ul>
<b>Oct 27, 2016</b> <i>2<sup>nd</sup> Pre-Election</i>	9/25/16 – 10/22/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> <li>Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jan 31, 2017</b> <i>Semi-Annual</i>	10/23/16 – 12/31/16	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this report.</li> </ul> <p><b>Additional Reports</b></p> <ul style="list-style-type: none"> <li><b>E-filers only:</b> Payments of \$5,000 or more in connection with a state ballot measure will require filing the Form 496 or 497 within 10 business days.</li> <li><b>Form 511:</b> File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-filers also file online.</li> <li><b>Form E-530:</b> Committees that make a payment of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election but does not expressly advocate the election or defeat of the candidate file within 48 hours. No paper copy is required.</li> </ul>

### Fair Political Practices Commission

- **\* 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.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper reports.
- **Form 497:** All reports filed online only.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week and are subject to a \$10 per day late fine.
- **Penalties:** Failure to file a statement on time subjects a committee to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Contribution Limits:** Refer to the [contribution limits chart](#) on the FPPC website.
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the ["Learn"](#) link.
- **Multiple Committees:** All committees controlled by a state candidate listed on the November ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the November 8, 2016 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.
- Committees making independent expenditures to support or oppose other candidates or ballot measures also file:
  - **462:** This verification form must be e-mailed to the FPPC within 10 days of making an independent expenditure of \$1,000 or more.
  - **496:** This form is due within 24 hours when made in the 90-day period before election or on the date of the election. Refer to the candidate or ballot measure election filing schedule.

## 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, in no less than 6-point type and in a color or print that contrasts with the background and is easily legible. The words “**Paid for by**” shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address. [FPPC Regulation 18435]

*Example:* Paid for by Committee to Elect Willie Lee to State Senate 2014, 345 Main Street, Fairfield, CA 94533

“Mass mailing” means **over 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. [Government Code § 82041.5]

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

### Mass Mailing Prohibitions

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

[Government Code § 89001]

## 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 an official sample ballot prepared by the county elections official, or the Secretary of State. This is an unofficial, marked ballot prepared by **(Insert the 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.

## Truth in Endorsements Law

Elections Code § 20000 – § 20009 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.

### **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.

[Elections Code § 20008]

### **Preparation of Vote-By-Mail Ballot Applications**

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.

Applications must meet the requirements of the Elections Code § 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 707-784-6675 or Toll-Free 888-933-VOTE (8683).

### **Political Advertising Disclaimers**

Under California's Political Reform Act, committees must put "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. The California FPPC Political Advertising Disclaimers brochure discusses disclaimer requirements for committees that purchase advertisements or circulate material supporting or opposing a state or local candidate or ballot measure in California.

The following pages contain the FPPC's Political Advertising Disclaimer Charts showing the disclaimer requirements for communications for Candidates and Ballot Measures. You can download the file at [www.fppc.ca.gov](http://www.fppc.ca.gov).

Candidates

1. Communications by Candidate Committees for their own Election
2. Independent Expenditure Ads on Candidates

Ballot Measures

3. Ballot Measure Ads (by committees primarily formed for a state or local ballot measure)
4. Independent Expenditures Ads on Ballot Measures (by general purpose recipient committees, major donors, and independent expenditure committees)



**Political Advertising Disclaimers**

**1. Communications by Candidate Committees for their own Election**

The disclaimer must include, unless otherwise noted: "Paid for by *committee name*."

Examples: "Paid for by Jones for Assembly 2014"

"Paid for by Friends of Smith for Mayor 2014"

Communication	Manner of Display
<p><b>All mass mailings - more than 200</b> (including electronic mail messages, faxes, Twitter feeds)</p>	<ul style="list-style-type: none"> <li>Committee name/address, as on file with Form 410, on outside of mailing. (if no Form 410 on file, use candidate name/address.)</li> <li>Only committee name required on electronic messages</li> <li>No less than 6 pt type/contrasting print color</li> <li>Return envelopes (included in solicitation) – committee's name, address and ID number are recommended but not required</li> </ul>
<p><b>Telephone calls advocating candidate's own election</b> (500 or more) - made by vendors ("robo" calls) or paid individuals</p>	<ul style="list-style-type: none"> <li>Any time during the message</li> <li>Must identify the candidate that paid for the call or an organization authorizing the call that files campaign reports</li> <li>Must state that the call is "paid for by" or "authorized by" the identified candidate or organization</li> <li>Examples: <i>This call was paid for by Senator Jones; This call was authorized by (name of committee)</i></li> <li>No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers</li> </ul>
<p><b>The Political Reform Act does not require a specific disclaimer on the following communications, although the FPPC recommends placing "paid for by <i>committee name</i>" and committee ID number on all public campaign materials.</b></p>	
<p><b>Newspaper, radio and television ads</b></p>	<ul style="list-style-type: none"> <li>Radio and television advertisements require "paid for by" or sponsor identification under Federal Communications Commission rules</li> <li>Check the Elections Code for newspaper ad requirements</li> </ul>
<p><b>Billboards, yard signs, business cards, door hangers, flyers, posters and websites</b></p>	<ul style="list-style-type: none"> <li>"Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required</li> </ul>

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.

References: [Government Code Sections: 84305, 84310.](#)  
[Title 2 Regulations: 18435, 18440.](#)



**Political Advertising Disclaimers**

**2. Independent Expenditure Ads on Candidates**

- **General purpose committees provide a disclaimer that must include, unless otherwise noted:** "Paid for by *committee name*" and "Not authorized by the candidate or a committee controlled by the candidate"  
 Examples:
  - "This call was paid for by ABC Trade Association and was not authorized by Senator Jones"
  - "This ad was paid for by Susan Johnson and was not authorized by a candidate or committee controlled by a candidate"
- **Primarily formed committees for or against a candidate must add an additional disclaimer that lists \$50,000 donors.**  
 Examples:
  - "Paid for by Citizens Against Senator Smith, major funding by International Workers Association and California Insurance Committee. This ad was not authorized by Senator Smith."

**The following disclaimers apply to ads that expressly advocate support or opposition of a candidate**

Communication	Manner of Display
<b>All mass mailings</b> (more than 200) (see note)	<ul style="list-style-type: none"> <li>• Committee name/address (on file with Forms 410 or 461) on outside of mailing in no less than 10 pt type/contrasting print color</li> <li>• An insert in the mailing must also state that the ad was not authorized by the candidate or a committee controlled by the candidate</li> </ul>
<b>Telephone calls</b> (more than 200) - made by vendors ("robo" calls) or paid individuals	<ul style="list-style-type: none"> <li>• Disclaimer must state that the call is "paid for by" committee name</li> <li>• Must be at least 3 seconds either at the beginning or end of the call</li> </ul>
<b>Radio</b>	<ul style="list-style-type: none"> <li>• Must be at least 3 seconds either at beginning or end of the ad</li> </ul>
<b>Television</b>	<ul style="list-style-type: none"> <li>• Both written &amp; spoken at the beginning or end of ad</li> <li>• Not less than 4 seconds</li> <li>• Size &amp; contrasting color must be legible to average viewer</li> <li>• <u>Exception</u> - no spoken disclosure required if written statement is shown for at least 5 seconds on a 30 second broadcast or 10 seconds on 60 second broadcast</li> </ul>



**Political Advertising Disclaimers**

**3. Ballot Measure Ads**

(by committees primarily formed for a state or local ballot measure)

The disclaimer must include, unless otherwise noted: "Paid for by *committee name*" and, if applicable "Major funding by (name of top two donors of \$50,000 or more)."

Examples:

- "Paid for by Citizens in Support of Measure B, Sponsored by the Taxpayers Alliance Major Funding by ABC Corporation and XYZ Partnership"
- "Paid for by Californians for Education, a Committee Opposed to Proposition 1, Top Contributors are Student Political Action Committee and ZZZ Trade Association"
- "Paid for by Voters in Support of Measure A (no sponsors/\$50,000 donors)"

Communication	Manner of Display
<p><b>All mass mailings</b> (more than 200) (see note)</p>	<ul style="list-style-type: none"> <li>• Committee name/address (on file with Form 410) on outside of mailing in no less than 6 pt type/contrasting print color - see example in fact sheet</li> </ul>
<p><b>Telephone calls</b> (more than 200) - made by vendors ("robo" calls) or paid individuals</p>	<ul style="list-style-type: none"> <li>• Disclaimer must state that the call is "paid for by" committee name</li> <li>• Must be at least 3 seconds at beginning or end of call</li> </ul>
<p><b>Radio</b></p>	<ul style="list-style-type: none"> <li>• Must be at least 3 seconds either at the beginning or end of the ad</li> <li>• Ad which is 15 seconds or less requires only highest major contributor</li> </ul>
<p><b>Television</b></p>	<ul style="list-style-type: none"> <li>• Both written &amp; spoken at the beginning or end of ad</li> <li>• Not less than 4 seconds</li> <li>• Size &amp; contrasting color must be legible to the average viewer</li> <li>• Ad which is 15 seconds or less requires only highest major contributor</li> <li>• Exception - no spoken disclosure required if written statement is shown for at least 5 seconds on a 30 second broadcast or 10 seconds on 60 second broadcast</li> </ul>

Independent Expenditures - Ballot Measures Ads

Communication	Manner of Display
<b>Paid spokesperson</b> - \$5,000 or more	<ul style="list-style-type: none"> <li>Printed or televised ad: shown continuously in highly visible roman font</li> <li>Radio broadcast or phone message: spoken in clearly audible format</li> <li>Both must also include: "spokesperson's name is being paid by this campaign or its donors"</li> </ul>
<b>Newspaper ads</b>	<ul style="list-style-type: none"> <li>10 pt type in contrasting color</li> <li>Also check the Elections Code</li> </ul>
<b>Yard Signs</b> (more than 200) <b>Billboards</b>	<ul style="list-style-type: none"> <li>5% of height of ad in contrasting color</li> </ul>
<b>Door hangers, flyers, posters, and oversized campaign buttons and bumper stickers</b> (buttons 10" across or larger and stickers 60 sq. in. or larger) (more than 200)	<ul style="list-style-type: none"> <li>10 pt type in contrasting color</li> </ul>

Note: Two display rules exist for mass mailings. A mass mailing must have the committee name/address on the outside of an envelope in 6 pt type; while the manner of display for the ad disclaimer requires the committee name in no less than 10 pt type. Often a one-page mailer combines the display rules with both the committee name and address in no less than 10 pt type although the address may be at 6 pt. type.

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control.

References: [Government Code Sections](#): 82031, 84305, 84310, 84506, 84507, 84509, 84511.  
[Title 2 Regulations](#): 18225, 18435, 18440, 18450.1, 18450.4, 18450.5.

## **Temporary Political Signs**

### State Requirements

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

The following pages contain information from the Department of Transportation together with a “Statement of Responsibility for Temporary Political Signs” and a map of their district offices.

### Solano County Code Regarding Campaign Signs

Sec. 28.96.70 (D)(2) **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.

### Signs Within City Limits

The placement of signs within city limits is regulated by each respective city. It is recommended that you contact the City Clerk prior to the placement of any political or campaign sign within their jurisdiction.

The following pages are examples of the Department of Transportation letter and form about signs within City limits.



STATE OF CALIFORNIA-BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWN JR., Governor

**DEPARTMENT OF TRANSPORTATION**  
DIVISION 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.

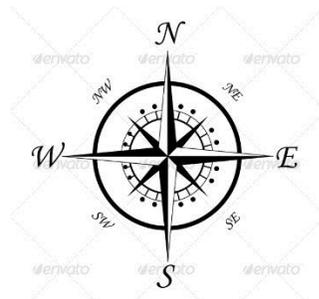
\_\_\_\_\_  
SIGNATURE OF RESPONSIBLE PARTY

\_\_\_\_\_  
DATE

**Mail Statement of Responsibility to:**

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

**CALTRANS DISTRICTS AND DISTRICT OFFICES**



**STATE OF CALIFORNIA**  
**DEPARTMENT OF TRANSPORTATION**  
 1120 N. STREET  
 P.O. BOX 942873  
 SACRAMENTO, CA 94273-0001  
 PHONE: 916-654-5266

OFFICE	MAILING ADDRESS
<u>Headquarters</u> 1120 N Street Sacramento 916-654-5266	P.O. Box 942873 Sacramento, CA 94273-0001
<u>District 1</u> 1656 Union Street Eureka 707-445-6600	P.O. Box 3700 Eureka, CA 95502
<u>District 2</u> 1657 Riverside Drive Redding 530-225-3426	1657 Riverside Drive Redding, CA 96001
<u>District 3</u> 703 "B" Street Marysville 530-741-4211	703 "B" Street Marysville 530-741-4211
<u>District 4</u> 111 Grand Avenue Oakland 510-286-4444	111 Grand Ave P.O. Box 23660 Oakland, CA 94623-0660
<u>District 5</u> 50 Higuera Street San Luis Obispo 805-549-3111	50 Higuera Street San Luis Obispo, CA 93401-5415
<u>District 6</u> 1352 W. Olive Ave. Fresno 559-488-4020	P. O. Box 12616 Fresno, CA 93728-2616
<u>District 7</u> 100 S. Main Street Los Angeles 213-897-3656	100 S. Main Street Los Angeles, CA 90012
<u>District 8</u> 464 W. 4th St. San Bernardino 909-383-4561	464 W. 4th St. San Bernardino, CA 92402
<u>District 9</u> 500 South Main Street Bishop 760-872-0601	500 South Main Street Bishop, CA 93514
<u>District 10</u> 1976 East Martin Luther King Jr. Blvd Stockton 209-948-7543	P. O. Box 2048 Stockton, CA 95201
<u>District 11</u> 4050 Taylor Street San Diego 619-688-6670	4050 Taylor Street San Diego, CA 92110
<u>District 12</u> 3347 Michelson Dr., Ste. 100 Irvine 949-724-2000	3347 Michelson Dr., Ste. 100 Irvine, CA 92612-0611

### **Election Day Prohibitions**

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.

#### 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 or her ballot.
- (c) Place a sign related to voters’ qualifications or speak to a voter on the subject of his or her qualifications except as provided in Elections Code §14240.
- (d) Do any electioneering.

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

[Elections Code § 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.

[Elections Code § 18541]

#### Offering / Accepting Rewards for Voting

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

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

#### Exit Polling

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

## ELECTION SERVICES OFFERED

*Effective July 1, 2016*

Immediately following this page is our current fee schedule. This list includes various services and reports available for your campaign needs. Some files that may interest you include:

- The Voter File includes the names and addresses of voters in a selected district. It can be produced with or without voter history. The file is available on a CD, via email (dependent on file size) or can be uploaded to an FTP site.
- A walking list also provides names and addresses of voters in a selected district and is used when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
- Production and customized maps.

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

Before you purchase any voter information, an “Application to Purchase/View Voter Registration Information” must be submitted and approved. You can download a copy of that application from our website at [www.solanocounty.com/elections](http://www.solanocounty.com/elections).

Data obtained from voter registration and election files **may not** be sold, leased, loaned, or reproduced, and possession may not be given without receiving written permission from our office or the Secretary of State’s office. 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 please contact our office or the Secretary of State’s office.

**FEE SCHEDULE***Effective July 1, 2016 – June 30, 2017*

Approved BOS 4/26/16

<b>REPORTS</b>	
Custom Reports/Files	Actual Costs - \$34.35 per 1/4 hour plus supplies (1/4 hour minimum = \$34.35)
Voter File - Countywide (pre-made)	\$10.00 (includes disk charge)
Vote-by-Mail Voters File Subscription	\$225.00
Walking List	\$.50 per thousand names

<b>GENERAL</b>	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies (County Standard Rate)	\$.75 first page, \$.10 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	\$34.35 per 1/4 hour plus copy costs (1/4 hour minimum = \$34.35)

<b>MAPS</b>	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$34.35 per 1/4 hour plus direct material cost

<b>ELECTION</b>	
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 + 93% 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

## REGISTRATION AND VOTE-BY-MAIL

### Registration Deadline

October 24, 2016 is the last day to register to vote for the November 8, 2016 General Election.

### Election Day

Election Day is Tuesday, November 8, 2016. The polls will be open from 7:00 a.m. to 8:00 p.m.

### Vote-by-Mail Information

The vote-by-mail voting period begins October 10, 2016.

### Application for a Vote-By-Mail Ballot

Registered voters can sign up to vote by mail by:

- Filling out the application on the back of the County Voter Information Guide. This guide is mailed to voters who do not already receive their ballot in the mail.
- Going to [www.solanocounty.com/vbm](http://www.solanocounty.com/vbm) and filling out the application online.
- Calling our office at 707-784-6675 and telling us you want a vote-by-mail ballot. Only the registered voter can apply for a vote-by-mail ballot. The voter will need to provide their first and last name, date of birth, residence address and mailing address (if they have one). A signature is not required, however it is a criminal offence for any person other than the voter to request a ballot on behalf of the voter.
- Sending a letter with their name, date of birth, residence address, mailing address (if they have one), and signature to the Registrar of Voters.

The last day to request a vote-by-mail ballot is **November 1, 2016**.

### Issuing Ballots

Our office will start to mail ballots to permanent vote-by-mail voters on October 10, 2016. Voters who are not permanent vote-by-mail voters **AND** who request a vote-by-mail ballot **prior to 5:00 p.m. November 1, 2016** will have their ballot mailed approximately 24 hours after receipt of the request. Any request for a vote-by-mail ballot received by our office after 5:00 p.m. November 1, 2016 will not be processed. Voters may still come in to request a ballot at our office, or they can vote at their polling place on Election Day.

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. The statement must designate the authorized representative by name and that he/she is given permission to pick up their vote-by-mail ballot.

Beginning November 2, 2016 vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voter. Any authorized representative may pick up a ballot for another member of their household who is unable to come in for themselves.

### **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, any City Clerk office in Solano County, or any polling place in Solano County on Election Day.

However, a vote-by-mail voter who 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 our office or to any polling place in Solano County on Election Day.

**Please Note:** In order to be counted, all hand delivered voted Vote-By-Mail ballots must be received by the county elections official from whom they were obtained no later than the close of the polls on Election Day.

Vote-By-Mail ballots that are received by the county elections official via the postal service or by a bona fide private mail delivery company no later than three days after election day is satisfactory if:

- The ballot is postmarked on or before Election Day or is time stamped or date stamped by a bona fide private mail delivery company on or before Election Day.
- If the ballot has no postmark, a postmark with no date, or an illegible postmark, the Vote-By-Mail ballot identification envelope is date stamped by the county elections official upon receipt and is signed and dated (by the voter) on or before election day.

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

Election night results will be available after 8:00 p.m. on election night. You can view them:

- On our website at [www.solanocounty.com/elections](http://www.solanocounty.com/elections)
- Via telephone at 707-784-6675 or Toll-Free 1-888-933-VOTE (8683)

You can also view election night returns at our office. We are located at:

Solano County Registrar of Voters Office  
675 Texas Street, Suite 2600  
Fairfield, CA 94533

### **Processing Vote-By-Mail Ballots**

California State Elections Code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election, which will be October 25, 2016.

[Elections Code § 15101(b)]

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

**Precinct Results**

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

**Post-Election Night**

Semi-final election results will be available 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 website.

**Statement of Votes Cast**

The Semifinal Official Canvass Statement of Votes Cast, which reports election results by individual voting precincts, is available between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters office. For most elections, this report is also posted on our website. Once the election is certified, the Final Official Canvass Statement of Votes Cast will also be made available.

**Canvass / Certification**

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

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

[Elections Code §§ 335.5, 15360, 15372, 15620]

## FREQUENTLY ASKED QUESTIONS

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

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 12, 2016. This also applies in the case of an extension, which ends August 17, 2016.

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

Yes. You can also pay by cash or checks. 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 12, 2016, but if an incumbent does not file, the nomination period for that particular office is extended until August 17, 2016. A list of local office candidates will be available after the close of nominations. The certified list from the Secretary of State's office will be available by September 1, 2016.

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

No, changes are not allowed once it has been filed. Review your candidate's statement carefully before submitting. No responsibility or liability is assumed by the Registrar of Voters for errors in spelling, punctuation, grammar, etc. The statement is entirely the candidate's responsibility.

### 5. **Can I withdraw my candidate's statement after it is filed?**

Yes. You can withdraw the statement during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. For this election the deadline is 5:00 p.m. Monday, August 15, 2016.

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

Yes, you can note your intent to withdraw on the Candidate Statement Form that is submitted with your candidate statement.

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

The candidate must pick up all forms in person 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 5:00 p.m. on the 88th day prior to the election, which in this case is August 12, 2016. That statement shall be retained by the county 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, we encourage candidates 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 necessary 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. Incomplete documents which are submitted and not rectified prior to the close of nomination, could result in a potential candidate not being certified for the election.

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. Please contact the FPPC directly with any questions.

**10. Can I get election night results online?**

Yes, you can get the results at [www.solanocounty.com/elections](http://www.solanocounty.com/elections) starting at 8:00 p.m. Election Day.

**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 petition in-lieu signers or nomination petition signers need to be registered with the same political party I am registered with?**

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

**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.

**14. Can my spouse, relative, friend, or campaign manager pick up or drop off my Vote by Mail ballot for me?**

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. The statement must designate the authorized representative by name and that he/she is given permission to pick up their vote-by-mail ballot.

If a vote-by-mail voter is unable to return the ballot they 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 our office or to any polling place in Solano County on Election Day.

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Solano County Registrar of Voters

**Candidate Preliminary Information Form**

(Please Print Legibly)

Office Applying for: \_\_\_\_\_

Division/Area/District: \_\_\_\_\_ Party: \_\_\_\_\_  
(If Applicable) (If Applicable)

Name: \_\_\_\_\_

Residence Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
 Primary Telephone  Home  Business/Work  Cell

\_\_\_\_\_  
 Secondary Telephone  Home  Business/Work  Cell

Name of Authorized Contact Person: \_\_\_\_\_  
(Other than Candidate)

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**I understand, as a candidate for public office, my voter registration information is public record.** Therefore, the Registrar of Voters office has informed me that my residential address will be distributed upon request to the public on a candidate listing provided by the registrar of voters office **unless** I provide another address (business or mailing) to be used in its place.

**The filing fees for all candidates** shall be paid at the time the candidates obtain their nomination forms from the county elections official. All filing fees received by the Secretary of State and county elections officials are nonrefundable. § 8105

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Registration Verification: <b>** Print DIMS Screens **</b>		
Precinct #:	Affidavit #:	Registration Date:

**All County & Judicial Offices:  
 Completed Declaration of Qualifications**

Nomination Packet:		
<input type="checkbox"/> Signatures-In-Lieu <input type="checkbox"/> Nomination	Issued By:	Date Issued:



**SOLANO  
COUNTY**

**REGISTRAR OF VOTERS**

**IRA ROSENTHAL**

Chief Information Officer  
Registrar of Voters  
IJRosenthal@solanocounty.com  
(707) 784-6675

**JOHN H. GARDNER**

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

**For Candidate Authorizing Another Person  
to Obtain/File Nomination Documents  
On His/Her Behalf**

I, \_\_\_\_\_, hereby authorize:  
*(printed name of candidate)*

\_\_\_\_\_  
*(printed name of individual)*

to obtain/file nomination documents on my behalf for the office of

\_\_\_\_\_

for the \_\_\_\_\_ **General** \_\_\_\_\_ Election

to be held on \_\_\_\_\_ **November 8<sup>th</sup>, 2016** \_\_\_\_\_.

I understand that said documents, most importantly the **Declaration of Candidacy**, must be filed on or before **5:00 p.m.**, on the **LAST DAY of the nomination period**, \_\_\_\_\_ **Friday, August 12, 2016** \_\_\_\_\_.

The Declaration of Candidacy must be notarized if not signed in the presence of an Elections Official.

\_\_\_\_\_  
Candidate's Signature

\_\_\_\_\_  
Date:

675 Texas Street, Suite 2600  
Fairfield, CA 94533  
(707) 784-6675  
Fax (707) 784-6678

www.solanocounty.com

**WARNING:** Every person acting on behalf of a candidate is guilty of a misdemeanor or who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his/her possession which is entitled to be filed under the provisions of the Elections Code.

## Solano County Candidate Media Sheet

### All Papers Filed for Candidacy are a Matter of Public Record

Only provide the information you want released. Customers, including, but not limited to, vendors and media obtain lists of candidates. **Your residence address will be disclosed unless you provide a mailing or business address.** Please print.

\_\_\_\_\_  
Candidate's Name

\_\_\_\_\_  
Office Sought (including District, Office, Division or Trustee Area Number, if applicable)

Residence Address	Street	City	Zip
-------------------	--------	------	-----

**NOTE: If no other address is provided, your residence address will be disclosed.**

Mailing Address	Street	City	Zip
-----------------	--------	------	-----

Business Address	Street	City	Zip
------------------	--------	------	-----

Primary Telephone	<input type="checkbox"/> Home	<input type="checkbox"/> Business/Work
	<input type="checkbox"/> Cell	<input type="checkbox"/> Other:

Secondary Telephone	<input type="checkbox"/> Home	<input type="checkbox"/> Business/Work
	<input type="checkbox"/> Cell	<input type="checkbox"/> Other:

Website	Email
---------	-------

*No state or local agency shall post the home address or telephone number of any elected or appointed official on the Internet without first obtaining the written permission of that individual. (Government Code § 6254.21)*

*By my signature below, I give Solano County Registrar of Voters permission to post this information to their website.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

Official Filing Form

---

County Elections Official

By: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Filed in County of \_\_\_\_\_

---

County Elections Official

By: \_\_\_\_\_

Date Received: \_\_\_\_\_

(Secretary of State Use Only)

## Declaration of Candidacy

For use in **GENERAL ELECTIONS** for Nonpartisan Offices  
(Elections Code §§ 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of:

\_\_\_\_\_ Dist./Dept. \_\_\_\_\_

to be voted for at the **General Election** to be held on **November 8, 2016**, and declare the following to be true:

My name is \_\_\_\_\_

**I request my name and ballot designation to appear on the ballot as follows:**

<p style="text-align: center;">_____</p> <p style="text-align: center;">Print Your Name for Use on the Ballot</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Print Designation Requested</p> <p style="font-size: small;">A ballot designation is optional. If one is requested, a completed BALLOT DESIGNATION worksheet must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3.)</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p style="font-size: small;">Candidate initials if preferring no designation:</p> </div>
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for this purpose. If no box is checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website are provided, that information will also be published.**

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Residence Address: \_\_\_\_\_  
(Required)

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Business Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_  
Area Code Business Area Code Residence

FAX and E-mail: (\_\_\_\_) \_\_\_\_\_  
Area Code FAX E-mail

Website: \_\_\_\_\_

**Important: Reverse Side of Page Must Be Completed**

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): \_\_\_\_\_.

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrips or other evidences of indebtedness, in which the official has a financial interest.

If nominated/elected, I will accept the nomination/election and not withdraw.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Candidate

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Elections Official

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession which is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

### Oath of Office

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature of Candidate

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
County Elections Official

Official Filing Form
_____ County Elections Official
By: _____
Date Issued: _____

Filed in County of _____
_____ County Elections Official
By: _____
Date Received: _____

(Secretary of State Use Only)
-------------------------------

## Declaration of Candidacy

For use in **GENERAL ELECTIONS** for Voter-Nominated and Partisan Offices  
(Elections Code §§ 20, 200, 8002.5, 8020, 8040, 8121, 8140, 13105)

I hereby declare myself a candidate for nomination/election to the office of \_\_\_\_\_,

\_\_\_\_\_ , District \_\_\_\_\_  
to be voted for at the **General Election** to be held on **November 8, 2016**, and declare the following to be true:

My name is \_\_\_\_\_.

**I request my name and ballot designation to appear on the ballot as follows:**

_____ <b>Print Your Name for Use on the Ballot</b>	Candidate initials if preferring no designation:
_____ <b>Print Ballot Designation Requested</b>	
A ballot designation is optional. If one is requested, a completed <b>BALLOT DESIGNATION WORKSHEET</b> must be submitted. If no ballot designation is requested, write in the word "NONE" and initial in the box. (Elections Code §§ 13107, 13107.3.)	

**NOTE: The Secretary of State (SOS) will publish one of the addresses below in the certified list of candidates and on the SOS website. Please check the appropriate box to indicate which address you wish to be used for these purposes. If no box is checked, the first address listed below will be published. If a business telephone, residence telephone, FAX number, e-mail address, or website is provided, that information will also be published.**

Mailing Address: \_\_\_\_\_

City State Zip Code

Residence Address: \_\_\_\_\_  
(Required)

City State Zip Code

Business Address: \_\_\_\_\_

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

City	State	Zip Code
( )	( )	( )
Area Code Business	Area Code Residence	Area Fax

E-mail and Website: \_\_\_\_\_  
E-mail Website

I meet the statutory and constitutional qualifications for this office (including, but not limited to, citizenship and residency). I am at present an incumbent of the following public office (if any): \_\_\_\_\_.

I have not been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes.

If nominated/elected, I will accept the nomination/election and not withdraw.

\_\_\_\_\_  
Signature of Candidate

**Important: Reverse Side of Page Must Be Completed**

**A candidate for voter-nominated office shall also complete all of the following:**

1. I hereby certify that:

(a) At the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: \_\_\_\_\_.

(b) My complete voter registration and party affiliation/preference history from 2006 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2006-2007)
_____	_____	_____
_____	_____	_____
_____	_____	_____

\* Please note that only 10 years of party affiliation/preference history will be provided on the Secretary of State’s website. Any information provided regarding affiliation/preference history prior to 2006 will not be included.

2. Pursuant to Section 8002.5 of the Elections Code, select one of the following:

\_\_\_\_\_ Party Preference: \_\_\_\_\_ (insert the name of the qualified political party as disclosed upon your affidavit of registration).

\_\_\_\_\_ Party Preference: None (if you have declined to disclose a preference for a qualified political party upon your affidavit of registration).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Candidate \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
County Elections Official \_\_\_\_\_

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

**Oath of Office**

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Candidate \_\_\_\_\_

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of \_\_\_\_\_ } ss.

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

\_\_\_\_\_  
Notary Public (or other official)

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
County Elections Official \_\_\_\_\_



# SOLANO COUNTY

**REGISTRAR OF VOTERS**
**IRA ROSENTHAL**

Chief Information Officer  
Registrar of Voters  
IJRosenthal@solanocounty.com  
(707) 784-6675

**JOHN H. GARDNER**

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

## Request to Change Candidate's Ballot Designation

[Cal. Code Reg., tit. 2, § 20711(e); Elections Code § 13107(e)]

I, \_\_\_\_\_, hereby request  
*(printed name of candidate)*

a different ballot designation than that used at the Primary Election.

I am a candidate for the office of

\_\_\_\_\_

in the General Election to be held on November 8, 2016 .

This written request must be accompanied by a ballot designation worksheet.

I understand that this request and the ballot designation worksheet must be filed on or before **5:00 p.m.**, on the 98<sup>th</sup> day before the election,

August 2, 2016 .

\_\_\_\_\_

Candidate's Signature

\_\_\_\_\_

Date

NOTE: A copy of this request and the ballot designation worksheet will be sent to the Secretary of State and the appropriate county elections officials.

675 Texas Street, Suite 2600  
Fairfield, CA 94533  
(707) 784-6675  
Fax (707) 784-6678

www.solanocounty.com

Revised 04/2016

**CANDIDATE’S STATEMENT OF QUALIFICATIONS**

(Elections Code Sections 13307, 13307.5, 13308, 13309, 13311)

OFFICE \_\_\_\_\_

DISTRICT \_\_\_\_\_

**November 8, 2016 General Election**

**I have prepared the following statement:**

**INSTRUCTIONS TO CANDIDATE**

1. Carefully read the notice below.
2. Your statement is requested via email or on CD or USB/flash drive.
3. Return to the ROV office, either with nomination papers or if none, no later than 88 days before the election, **August 12, 2016**.

The cost of printing and mailing the following statement is:

\$ _____	\$ _____	
English	Spanish	
\$ _____	\$ _____	= \$ _____
Chinese	Tagalog	<b>TOTAL</b>

**NOTICE TO CANDIDATE:** The statement shall consist of a brief description of your education and qualifications. You may include the optional age and occupation. There is a word limit of 200 words for local candidates and 250 words for state or congressional candidates. All statements will be printed in uniform type.

**Your statement will be printed exactly as submitted by you.**

Check carefully for errors in spelling, punctuation and grammar, etc., before filing it.

**There can be no editing after you have filed your candidate statement.**

*Once filed, there will be no changes, only omissions of words to meet the Elections Code requirements.*

**NAME:** \_\_\_\_\_

**AGE:** \_\_\_\_\_  
(Optional)

**Occupation:**  
(Optional - May be more descriptive than your Ballot Designation which appears on the ballot)

**Education and Qualifications:** (Word count starts here)  
(This title is standard for ALL statements)

- I **do not** wish to file a candidate statement of qualifications.
- Pursuant To Elections Code Sections 13307 and 13308, I prepared MY statement which is to be printed in a voter’s pamphlet and mailed to each registered voter of my district. I further state that if the cost of printing is the responsibility of the candidate, I will pay for my prorated cost of the statement at such time as instructed by the officer conducting the election.  
  
My candidate statement is being submitted (initial):    via email \_\_\_\_\_                      via CD \_\_\_\_\_                      via USB/flash drive in person \_\_\_\_\_
- I would like to submit my candidate statement via paper. A separate \$25.00 fee will be charged for ROV to retype the statement properly to be sent to printer.
- I wish to have my statement translated and printed in **other available languages** in addition to English, with the understanding that I will pay the actual costs incurred for each language. (check appropriate box(es))       Spanish       Chinese       Tagalog
- I am indigent and unable to pay for my prorated costs in advance. Attached is a financial statement pursuant to Elections Code Section 13309 and a release authorizing you to obtain a copy of my most recent federal income tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.
- Withdraw** my candidate statement if no one files against me at the close of nomination. YES \_\_\_\_\_ NO \_\_\_\_\_ Candidate Initials \_\_\_\_\_

***I have reviewed my candidate statement and I understand no corrections or changes are allowed according to Elections Code § 13307(3) after it has been filed, unless requested by election officials.***

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_



# SOLANO COUNTY

## REGISTRAR OF VOTERS

### IRA ROSENTHAL

Chief Information Officer  
Registrar of Voters  
IJRosenthal@solanocounty.com  
(707) 784-6675

### JOHN H. GARDNER

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

## Candidate Statement Formatting Instructions

1. Candidate statements not conforming to the Candidate Statement Guidelines will be reformatted and set in **uniform type** by ROV staff. The Solano County Registrar of Voters bears no responsibility for the correct typesetting of statements which must be reformatted.
2. The Solano County Registrar of Voters will not correct spelling and/or grammar errors on any candidate's statement. **Be sure you have proofed your statement carefully.**
3. We ask that you submit your Candidate's Statement on a CD, USB/Flash drive or by email. We can read Word, WordPerfect, and text files. You may present your statement on paper; however, there will be a separate charge of \$25.00 for us to retype and prepare it for the printer.
4. **Candidate statements are due within 48 hours of payment OR by 5:00 p.m. on the close of the nomination period, whichever occurs first.** For statements being submitted via email, the email address will be provided upon receipt of payment.
5. The cost for the candidate statement 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 printing costs. Accordingly, the election official may, on a pro rata basis, bill candidates for additional actual expenses or refund any excess paid depending on the final actual cost.
6. **Printing in Spanish, Chinese and/or Tagalog (Optional):** The Registrar of Voters shall obtain a translator for candidates who have requested that their statement be printed in other languages as offered by Solano County. The translator shall be a person from the list of approved language translators and interpreters of the Superior Court of the County or from an institution accredited by the Western Association of Schools and Colleges (Elections Code § 13307). The Registrar of Voters will provide a short viewing period for the translated statements. **Candidates shall not change the meaning or otherwise alter the statement. If a candidate objects to the translation, the objection will be conveyed to the translator. The translator's response to the objection is final.**
7. Your candidate statement will be emailed to you for your approval when the printer has completed your proof. Please give your approval or concerns to us in a timely manner, preferably by email so that we may continue with the printing process as soon as possible. **Candidates shall not edit the statement in any way from the way it was submitted to us.**
8. The candidate statement **may be withdrawn**, but not changed, during the period for filing nomination papers and until 5:00 pm of the next working day after the close of the nomination period.

***I have received a copy of this on \_\_\_\_\_ and understand that it is my responsibility to read it prior to completion of my candidate statement.***

675 Texas Street, Suite 2600  
Fairfield, CA 94533  
(707) 784-6675  
Fax (707) 784-6678

---

Candidate's Signature

**APPENDIX B - ELECTION CALENDAR****General Election****November 8, 2016**

The information contained in this calendar comes from research and opinions of the Solano County Registrar of Voters office. The contents of this calendar and any legal explanations contained here are not to be relied upon as being correct either truthfully or as legal opinion. Do not rely on the content without approval of your counsel.

Please call 707-784-6675 if you have any questions or comments. Information can also be found on our website at [www.solanocounty.com/elections](http://www.solanocounty.com/elections). Thank you.

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

**Calendar Key:**

- An **asterisk (\*)** next to the date indicates that the legal date falls on a holiday or weekend when our office is closed BUT the deadline **will not** move.
- **Two asterisks (\*\*)** next to the date indicates that the legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next business day.
- **"E"** stands for Election Day, November 8, 2016. 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.

- **FINAL** deadlines are noted as such.

Thank you for your cooperation.

<p><b>June 13, 2016</b> <b>(E-148)</b></p>	<p>Governor’s Proclamation – Issuance</p> <p>On or before this date, the Governor shall issue a Proclamation calling the General Election.</p> <p style="text-align: right;">§ 12000</p>
<p><b>June 21, 2016</b> <b>(E-140)</b></p>	<p>Amended Candidate Intention Statement</p> <p>Last day to file an amended Candidate Intention Statement (Form 501) to accept the expenditure ceiling for the General Election if the voluntary expenditure ceiling is rejected in the primary election, but not exceeded during that election. The filing of an amended Form 501 allows State Senate and Assembly candidates to qualify to purchase space for a 250-word candidate statement in the official sample ballot(s) of the county or counties in their jurisdiction.</p> <p style="text-align: right;">Gov. Code §§ 85200, 85400, 85401, 85600, 85601</p>
<p><b>June 30 to July 21, 2016</b> <b>(E-131 to E-111)</b></p> <p>Date designated by Secretary of State</p>	<p>Candidate Statements in the State Voter Information Guide</p> <p>Between these dates, U.S. Senate candidates may purchase a space for a 250-word candidate statement in the official state Voter Information Guide.</p> <p style="text-align: right;">Gov. Code § 85601(b)</p>
<p><b>June 30, 2016</b> <b>(E-131)</b></p>	<p>Initiative &amp; Legislative Measure Qualification Deadline</p> <p>Last day for an initiative measure to qualify for the general election ballot.</p> <p style="text-align: right;">Cal. Const. Art. II §8(c)</p> <p>Last day for the Legislature to adopt a constitutional amendment, bond measure or other legislative measure in order for the proposed measure to appear on the general election ballot.(SOS deadline)</p> <p style="text-align: right;">§ 9040</p>
<p><b>July 5* to July 18</b> <b>(E-127 to E-113)</b></p>	<p>Cities Publish Election Notice</p> <p>Between these dates any City Clerk that is having an election during the November General Election shall publish a Notice of Election in the city pursuant to Gov. Code § 6061 to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term, as the case may be.</p> <p style="text-align: right;">§§ 12101, 12102</p>

<p><b>July 6, 2016</b> <b>(E-125)</b></p>	<p>Special Districts &amp; Cities Deliver Notice of Election to the Elections Office</p> <p>Last day for district secretaries and City Clerks to deliver a 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 Registrar of Voters office.</p> <p style="text-align: right;">§§ 10509, 10522, 10524</p>
<p><b>July 7 to July 29, 2016</b> <b>(E-124 to E-102)</b></p>	<p>Report of Registration – 124-day County Report</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(c)(4)</p>
<p><b>July 8, 2016</b> <b>(E-123)</b></p>	<p>Schools to Deliver Specifications of the Election Order to the Elections Office</p> <p>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 the Registrar of Voters office, stating the date and purpose of the election and include how a tie vote will be resolved.</p> <p style="text-align: right;">Ed. Code §§ 5322, 5016</p>
<p><b>July 11 to August 10, 2016</b> <b>(E-120 to E-90)</b></p>	<p>Notice of Election</p> <p>Between these dates the County Elections Official will publish a Notice of Election containing:</p> <ul style="list-style-type: none"> <li>• The date of the election</li> <li>• The offices to be filled</li> <li>• Where nomination papers are available</li> <li>• The deadline for filing the Declarations of Candidacy</li> </ul> <p>Notice of the central counting place may be combined with this notice.</p> <p style="text-align: right;">§§ 12109, 12112</p>

<p><b>July 18 to August 12, 2016</b></p> <p><b>(E-113 to E-88)</b></p>	<p>Candidate Nomination Period – County/School/Special Districts</p> <p>All county, school and special district candidates may file nomination forms with the County Elections Official during this period. The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms from the County Elections Official. All filing fees are non-refundable.</p> <p style="text-align: right;">§§ 8105, 10510, 13307, 13311</p>
<p><b>July 18 to August 12, 2016</b></p> <p><b>(E-113 to E-88)</b></p>	<p>Candidate Nomination Period – Cities</p> <p>All candidates who will be running for city offices must obtain and file nomination forms with the City Clerk.</p> <p style="text-align: right;">§§ 10220–10230; Gov. Code § 36503</p>
<p><b>July 18 to August 12, 2016</b></p> <p><b>(E-113 to E-88)</b></p>	<p>Candidate’s Statement of Qualifications – County, City, School &amp; State Legislative Candidates</p> <p>Between these dates, all candidates may prepare a statement of qualifications:</p> <ul style="list-style-type: none"> <li>• County and local candidate statements may not go beyond 200 words</li> <li>• State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications also. It may not go beyond 250 words.</li> <li>• All statements will be included in the official county Voter’s Information Pamphlet.</li> </ul> <p>The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but you may withdraw it before 5:00 p.m. on August 15<sup>th</sup>, the next business day after the contest closes on August 12<sup>th</sup>. If there is an extension period, the statement may be withdrawn on August 18<sup>th</sup> (the next business day).</p> <p style="text-align: right;">§§ 13307, 13308; Gov. Code § 85601</p>

<p><b>July 18 to August 12, 2016</b></p> <p><b>(E-113 to E-88)</b></p>	<p>Statement of Economic Interest, Form 700 (FPPC) – All Candidates EXCEPT U.S. Senate and Congress</p> <p>Between these dates, candidates filing their Declaration of Candidacy for the General Election must also file the Statements of Economic Interests disclosing:</p> <ul style="list-style-type: none"> <li>• Investments</li> <li>• Interests in real property</li> <li>• Business positions held on the date of filing your Declaration of Candidacy must be reported</li> <li>• Any income (including loans, gifts and travel payments) received during the past 12 months</li> </ul> <p>Note: The statement is not required if the candidate has filed one within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">Gov. Code §§ 87200, 87201, 87500</p>
<p><b>July 20, 2016</b></p> <p><b>(E-111)</b></p> <p>Date designated by Secretary of State</p>	<p>Candidate Statements in the State Voter Information Guide Deadline</p> <p>Last day statewide U.S. Senate candidates may purchase space for a 250-word candidate statement in the official state Voter Information Guide. Contact the Secretary of State for further information.</p> <p style="text-align: right;">§ 9084(i), Gov. Code § 85601(a)</p>
<p><b>August 1, 2016**</b></p> <p><b>By Statute</b></p>	<p>Semi-Annual Campaign Statement (FPPC)</p> <p>Last day to file semi-annual campaign disclosure statements for the period between January 1, 2016 and June 30, 2016, if required, for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the General Election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p>
<p><b>August 2, 2016</b></p> <p><b>(E-98)</b></p>	<p>Change of Candidate's Designation On Ballot</p> <p>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 <b>both</b> the Secretary of State and the county elections official.</p> <p style="text-align: right;">Cal. Code Reg., tit. 2, § 20711(e); § 13107(e)</p>

<p><b>August 10 to November 8, 2016</b></p> <p><b>(E-90 – E-0)</b></p>	<p>24-Hour Contribution Report (FPPC)</p> <p>State and local committees making or receiving contribution(s) that total in the sum of \$1,000 or more (<i>from a single source</i>) in the 90 days before an election:</p> <ul style="list-style-type: none"> <li>• Committees reporting contributions of \$5,000 or more in connection with a state ballot measure.</li> <li>• State candidates and state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.</li> </ul> <p>File Form 497 within 24 hours of receiving or making contribution(s) of \$1,000 or more.</p> <p>File Form 497 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036, 84203, 84203.3, 85204, 85309</p>
<p><b>August 10 to November 8, 2016</b></p> <p><b>(E-90 – E-0)</b></p>	<p>24-Hour Independent Expenditure Report (FPPC)</p> <p>Independent expenditures that total in the sum of \$1,000 or more (<i>from a single source</i>) to support or oppose a single candidate for elective local office or a single local ballot measure must be reported as 24-hour independent expenditures during the 90 days before the election in which the candidate or measure will be voted on.</p> <p>File Form 496 within 24 hours of making the independent expenditures(s).</p> <p>File Form 496 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036.5, 84204, 85204</p>

<p><b>August 12, 2016</b>  <b>@ 5:00 p.m.</b>  <b>(E-88)</b>  <b>FINAL</b></p>	<p>Last Day to Submit Resolution Calling Election and Consolidating with the November General Election – Adopted by Jurisdictions</p> <p>Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the County Elections Official.</p> <p style="text-align: right;">§§ 10401, 10402, 10403</p> <p>If special districts, school districts, cities or the county are going to submit a measure to the voters in the General Election, the governing boards are encouraged to:</p> <ul style="list-style-type: none"> <li>• Adopt a resolution early to call the election</li> <li>• Consolidate the measure with the November General Election.</li> </ul> <p style="text-align: right;">§ 10400</p> <p>Resolutions calling an election of ballot measures must be accompanied by ballot measure text, if any, and the ballot question containing 75 words or less.</p> <p style="text-align: right;">§ 13247</p>
<p><b>August 12, 2016</b>  <b>@ 5:00 p.m.</b>  <b>(E-88)</b></p>	<p>Deadline for Filing Tax Rate Statement for Bond Measures</p> <p>Last day to file Tax Rate Statement for any bond measure appearing on the General Election ballot.</p> <p style="text-align: right;">§ 9401</p>
<p><b>August 12, 2016</b>  <b>@ 5:00 p.m.</b>  <b>(E-88)</b></p>	<p>Last Day for the Candidate Nomination Period – All Candidates</p> <p>This is the last day that all candidates (except city office candidates) running for office may file nomination forms with the County Elections Official. City office candidates file with the City Clerk.</p> <p style="text-align: right;">§§ 8020 (b) (c), 10510</p>

<p><b>August 12, 2016</b> <b>(E-88)</b></p>	<p>Deadline for Statement of Economic Interests, Form 700 (FPPC) – All Candidates EXCEPT U.S. Senate and Congress</p> <p>Last day for candidates filing their Declaration of Candidacy for the General Election to also file the Statements of Economic Interests disclosing:</p> <ul style="list-style-type: none"> <li>• Investments</li> <li>• Interests in real property</li> <li>• Business positions held on the date of filing your Declaration of Candidacy must be reported</li> <li>• Any income (including loans, gifts and travel payments) received during the past 12 months</li> </ul> <p>Note: The statement is not required if the candidate has filed one within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">Gov. Code §§ 87200, 87201, 87500</p>
<p><b>August 13 to August 17, 2016</b> <b>@ 5:00 p.m.</b> <b>(E-87 to E-83)</b></p>	<p>Extension of Nomination Period</p> <p>Extension period for anyone other than the incumbent to file a nomination petition and Declaration of Candidacy, if the incumbent did not file by August 12, 2016. There will not be an extension period if:</p> <ul style="list-style-type: none"> <li>• When there is no incumbent eligible to be re-elected.</li> <li>• If the incumbent’s failure to file is because he or she has already served the maximum number of terms.</li> </ul> <p>In addition, no person may file for more than one office at the same election.</p> <p style="text-align: right;">§§ 8003(b), 8204, 10225, 10510, 10516, 10604</p>
<p><b>August 16, 2016</b> <b>(E-84)</b></p>	<p>Deadline for Impartial Analysis</p> <p>The impartial analysis is due from County Counsel for county, school and special district measures; the City Attorney shall submit analysis of city measures. Not to exceed 500 words.</p> <p style="text-align: right;">§§ 9160, 9280, 9313</p> <p>County Auditor, if previously directed by the Board of Supervisors not later than 88 days prior to the election (August 12, 2016), to submit fiscal analysis of measures. Not to exceed 500 words.</p> <p style="text-align: right;">§ 9160</p>

<p><b>August 17, 2016</b></p> <p><b>(E-83)</b></p>	<p>Political Party Endorsements for Voter-Nominated Offices Deadline</p> <p>Last day for the chairperson of 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 official sample ballot.</p> <p style="text-align: right;">§ 13302(b)</p>
<p><b>August 17, 2016</b></p> <p><b>(E-83)</b></p>	<p>Insufficient Nominees – Special Districts</p> <p>If by 5:00 p.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.</p> <p style="text-align: right;">§ 10515</p>
<p><b>August 17, 2016</b></p> <p><b>(E-83)</b></p>	<p>Insufficient Nominees – Schools / County Boards of Education</p> <p>If by 5:00 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 less candidates 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 not enough candidates is nominated, the governing board shall appoint a candidate(s) at a meeting prior to Election Day. The person(s) appointed shall be seated at the organizational meeting as if they had been elected.</p> <p>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 that the board intends to make an appointment and informing the public how to apply for the office.</p> <p style="text-align: right;">Ed. Code §§ 5326, 5328, 5328.5</p>

<p><b>August 17, 2016</b></p> <p><b>(E-83)</b></p>	<p>Insufficient Nominees – Cities</p> <p>If by this day (or the 88<sup>th</sup> day before the election, if there is no extension), there are no nominees or only one nominee for city office, the city council may decide to fill the office by appointment or proceed with the election.</p> <p>Prior to the city council’s action, the City Clerk must publish a one-time notice of the facts and options under Elections Code § 10229. The council may not make an appointment until five days after this publication.</p> <p>If no appointment is made by the 75<sup>th</sup> day before the election (August 25, 2016) and if any citywide office or measure is on the ballot, the election is held regardless of insufficient nominees. Candidates will remain on the ballot.</p> <p style="text-align: right;">§ 10229</p>
<p><b>August 18, 2016</b></p> <p><b>@ 11:00 a.m.</b></p> <p><b>(E-82)</b></p>	<p>Randomized Alphabet Drawing</p> <p>Secretary of State draws a random alphabet to determine the order of candidates on the ballot for offices.</p> <p>The county elections official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly.</p> <p style="text-align: right;">§ 13112</p>
<p><b>August 19, 2016</b></p> <p><b>@ 5:00 p.m.</b></p> <p><b>(E-81)</b></p> <p><b>FINAL</b></p>	<p>Deadline for Arguments For or Against Ballot Measures</p> <p>Deadline to submit arguments <i>for</i> or <i>against</i> ballot measures. Not to exceed 300 words.</p> <p style="text-align: right;">§§ 9162, 9163, 9316</p> <p>Arguments are public after the 5:00 p.m. deadline.</p>

<p><b>August 19 to August 29, 2016</b></p> <p><b>(E-81 to E-71)</b></p>	<p>10-day Public Inspection Period for Arguments For and Against Ballot Measures and for Analyses</p> <p>All arguments and analyses filed in the Register of Voters office will be available for public examination for a period of 10 calendar days immediately following the deadline. The documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA.</p> <p>During this 10-day 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.</p> <p style="text-align: right;">§§ 9163, 9190, 9380</p>
<p><b>August 29, 2016</b></p> <p><b>@ 5:00 p.m.</b></p> <p><b>(E-71)</b></p> <p><b>FINAL</b></p>	<p>Deadline for Filing Rebuttals For or Against Ballot Measures</p> <p>Deadline for proponents and opponents to submit rebuttal arguments when both an argument in favor and an argument against a measure have been submitted. Not to exceed 250 words.</p> <p style="text-align: right;">§§ 9167, 9317</p> <p>Rebuttals are public after the 5:00 p.m. deadline.</p>
<p><b>August 30 to September 8, 2016</b></p> <p><b>(E-71 to E-61)</b></p>	<p>10-day Public Inspection Period for Rebuttals to Arguments For and Against Ballot Measures</p> <p>All rebuttal to arguments for and against that are filed in the Register of Voters office will be available for public examination for a period of 10 calendar days immediately following the deadline. The documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA.</p> <p>During this 10-day 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.</p> <p style="text-align: right;">§§ 9163, 9190, 9380</p>
<p><b>August 27*, 2016</b></p> <p><b>(E-73)</b></p>	<p>Notice to Candidates – All Voter-Nominated, Non-Presidential Candidates</p> <p>On or before this day the Secretary of State shall notify each candidate for voter-nominated, non-presidential office of the names, addresses, offices, ballot designations, and party preferences of all other persons whose names are to appear on the general election ballot.</p> <p style="text-align: right;">§ 8147.5</p>

<p><b>September 1, 2016</b> <b>(E-68)</b></p>	<p>Certified List of Candidates and Rotation List</p> <p>Last day for the Secretary of State to prepare and send to each county elections official a certified list of candidates showing the name of every person eligible to receive votes within the county.</p> <p style="text-align: right;">§§ 8148, 8149</p>
<p><b>September 1, 2016</b> <b>(E-68)</b></p>	<p>Death of a Candidate</p> <p>If a candidate dies on or after this date, his or her name shall be printed upon the ballot.</p> <p style="text-align: right;">§§ 8803, 8810</p>
<p><b>September 9 to September 19, 2016</b> <b>(E-60 to E-50)</b></p>	<p>Report of Registration – 60-day Report</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(a)(c)(5)</p>
<p><b>September 9 to September 24*, 2016</b> <b>(E-60 to E-45)</b></p> <p>Dates fixed by law</p>	<p>Military or Overseas Voter Ballot Applications</p> <p>County election officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election.</p> <p style="text-align: right;">§§ 300(b), 321, 3105(b)(1)</p> <p>A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§ 3102</p>
<p><b>September 12 to October 25, 2016</b> <b>(E-57 to E-14)</b></p>	<p>Statement of Write-in Candidacy and Nomination Papers</p> <p>Between these dates, write-in candidates must file their nomination papers and Statement of Write-in Candidacy with the county elections official.</p> <p>NOTE: There are no write-in candidates allowed for voter-nominated offices on the general election ballot.</p> <p style="text-align: right;">§ 8601</p>

<p><b>September 24*, 2016</b></p> <p><b>(E-45)</b></p> <p>Date fixed by law</p>	<p>Last Day for Military or Overseas Voter Ballots</p> <p>This is the last day for the Registrar of Voters office to mail out ballots to absent military or overseas voters.</p> <p>Last day for the county elections official to transmit ballots and balloting materials to absent military or overseas voters who have requested them by this date. If a military or overseas voter ballot application is received after this date, the county elections official shall transmit a ballot and balloting materials as soon as practicable.</p> <p style="text-align: right;">52 U.S.C. § 20302 (MOVE Act); § 3114</p>
<p><b>September 24*, 2016</b></p> <p><b>(E-45)</b></p>	<p>State Voter Information Guides Furnished to Counties</p> <p>On or before this date, the Secretary of State shall furnish state Voter Information Guides to all counties for their supplemental mailings to persons who register between September 10, 2016 (E-59), and October 10, 2016 (E-29).</p> <p style="text-align: right;">§ 9094(b) &amp; (c)</p>
<p><b>September 29, 2016</b></p> <p><b>(E-40)</b></p> <p><b>By Statute</b></p>	<p>First Pre-Election Statement (FPPC)</p> <p>Last day to file campaign statements for candidates and committees covering the period July 1, 2016 to September 24, 2016.</p> <p style="text-align: right;">Gov. Code §§ 84200.5, 84200.8</p> <p>Please refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>.</p>
<p><b>September 29 to October 18, 2016</b></p> <p><b>(E-40 to E-21)</b></p>	<p>State Voter Information Guide Mailing</p> <p>Between these dates the Secretary of State shall mail State Voter Information Guide to all households in which voters were registered by September 9, 2016 (E-60).</p> <p style="text-align: right;">§ 9094(a)</p>
<p><b>September 29 to October 18, 2016</b></p> <p><b>(E-40 to E-21)</b></p>	<p>Counties Mail County Voter Information Guide and Sample Ballots</p> <p>Between these dates the county elections official shall mail a County Voter Information Guide and Sample Ballot with polling place notice to each registered voter who registered at least 29 days before the election, unless the voter has opted to receive them electronically.</p> <p style="text-align: right;">§ 13300, 13303</p>

<p><b>October 10*, 2016</b> <b>(E-29)</b></p>	<p>Last Day to Register to Vote to Receive a County Voter Information Guide and Sample Ballot by Mail</p> <p>A County Voter Information Guide and Sample Ballot shall be mailed to each person who has registered to vote at least 29 days before the election.</p> <p style="text-align: right;">§§ 9094(a), 13303</p>
<p><b>October 10* to November 1, 2016</b> <b>(E-29 to E-7)</b></p>	<p>Vote-By-Mail Voting Period</p> <p>Vote-by-mail period for the 2016 General Election.</p> <p style="text-align: right;">§§ 3001, 3003</p>
<p><b>October 24, 2016</b> <b>(E-15)</b></p>	<p>Close of Voter Registration</p> <p>Last day to register to vote for the General Election. The Voter Registration Form must be either mailed (postmarked by this date) or delivered to the county elections official by this date.</p> <p>Last day for military or overseas voters to register to vote and request a vote-by-mail ballot.</p> <p><b>Note:</b> A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§§ 300(b), 2102, 2107, 3102</p>
<p><b>October 24, 2016</b> <b>(E-15)</b></p>	<p>Notice of Change of Address Within State</p> <p>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 state. 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 prior to the election. The county elections official shall correct the registration records accordingly. The notice or letter is in lieu of re-registering.</p> <p style="text-align: right;">§ 2119</p>

<p><b>October 24 to November 1, 2016</b></p> <p><b>(E-15 to E- 7)</b></p>	<p>Report of Registration – 15-day Report</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(a) &amp; (c)(6)</p>
<p><b>October 25, 2016</b></p> <p><b>(E-14)</b></p>	<p>Last Day for Presidential Write-In Candidate Declarations</p> <p>Last day for write-in presidential candidates (any group of individuals, equal in number to the number of Presidential Electors to which California is entitled) of all parties to file declarations with the Secretary of State in order to have write-in votes counted. No filing fee is required.</p> <p style="text-align: right;">§§ 8604, 8650–8653</p>
<p><b>October 25, 2016</b></p> <p><b>(E-14)</b></p>	<p>Processing Vote-By-Mail Ballots</p> <p>Processing of vote-by-mail ballots may commence on the <b>10th business day</b> before the election but the results of the tally shall not be released until after the polls close.</p> <p style="text-align: right;">§ 15101(b)</p>
<p><b>October 25 to November 1, 2016</b></p> <p><b>(E-14 to E-7)</b></p>	<p>New Resident Registration</p> <p>Any person who becomes a new resident after October 24, 2016 (E-15) may register to vote beginning on October 23, 2016 (E-14), and ending on October 30, 2016 (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.</p> <p style="text-align: right;">§§ 332, 3400</p> <p>The ballots of new residents shall be received and canvassed at the same time and under the same procedure as vote-by-mail ballots.</p> <p style="text-align: right;">§ 3405</p>

<p><b>October 25 to November 8, 2016</b></p> <p><b>(E-14 to E-0)</b></p>	<p>New Citizens Registration</p> <p>Registration for new citizens begins the 14<sup>th</sup> 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 prior to voting, and shall declare that he or she has established residency in California. New citizens vote a provisional ballot.</p> <p style="text-align: right;">§§ 331, 3500, 3501, 3502</p>
<p><b>October 25 to November 8, 2016</b></p> <p><b>(E-14 to E-0)</b></p>	<p>Military or Overseas Voters — Late Conditions</p> <p>An unregistered military or overseas voter who was released from service after October 24, 2016 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a vote-by-mail ballot has been mailed but not voted may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>
<p><b>October 27, 2016</b></p> <p><b>(E-12)</b></p> <p><b>By Statute</b></p>	<p>Second Pre-Election Statement (FPPC)</p> <p>The last day to file campaign statements for candidates and committees covering the period from September 25, 2016 to October 22, 2016.</p> <p style="text-align: right;">Gov. Code §§ 84200.5, 84200.8</p> <p>Please refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>.</p>
<p><b>October 28, 2016</b></p> <p><b>(E-11)</b></p> <p>Date designated by Secretary of State</p>	<p>Certified List of Presidential Write-In Candidates</p> <p>The Secretary of State will prepare and send to county elections officials a certified list of presidential write-in candidates showing the name and address of every write-in candidate eligible to receive votes at the general election.</p>

<p><b>October 29, 2016</b> <b>(E-10)</b></p>	<p>Publication of Tally Center Location</p> <p>Last day for the Registrar of Voters office to publish the notice that the General Election ballots will be counted at a specified public place. The notice shall be published at least once in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§ 12109</p>
<p><b>October 29, 2016</b> <b>(E-10)</b></p>	<p>State Voter Information Guide Supplemental Mailing by County — Deadline</p> <p>On or before this date, county elections officials to mail state Voter Information Guides to voters who registered between September 10, 2016 (E-59), and October 10, 2016 (E-29), inclusive.</p> <p style="text-align: right;">§ 9094(c)</p>
<p><b>November 1, 2016</b> <b>(E-7)</b></p>	<p>Publication of Notice of Measures to be Voted on at Municipal Election.</p> <p>The city elections official shall publish a synopsis of the measure at least one time not later than one week before the election in a newspaper of general circulation in the city.</p> <p style="text-align: right;">§ 12111</p>
<p><b>November 1, 2016</b> <b>(E-7)</b></p>	<p>Publication of Polling Places, Precinct Boards and City Candidates</p> <p>Publish one time, in a newspaper of general circulation, a list of polling places. Post the names of precinct officials.</p> <p style="text-align: right;">§§ 12105, 12105.5</p> <p>If city elections are consolidated, the city must publish a list of candidates by this date in the order they appear on the ballot and the corresponding offices for which they are nominated.</p> <p style="text-align: right;">§ 12110</p>
<p><b>November 1, 2016</b> <b>(E-7)</b></p>	<p>Deadline for Vote-By-Mail Ballot Application</p> <p>Last day for the county elections official to receive any voter’s application for a vote-by-mail ballot and to mail such ballot for the general election.</p> <p style="text-align: right;">§ 3001</p>

<p><b>November 2 to November 7, 2016</b></p> <p><b>(E-6 to E-1)</b></p>	<p>Military or Overseas Voter – Recalled to Military Service</p> <p>On or between these dates, a registered military or overseas voter recalled to military service after November 1, 2016 (E-7), but before 5:00 p.m. on November 7, 2016 (E-1) may appear at the Registrar of Voters office or, if within the state, in the county in which he or she is recalled to service and apply for a vote-by-mail ballot which may be transmitted to the voter by facsimile, email, or online transmission if the elections official makes the transmission option available.</p> <p>The vote-by-mail ballot may be voted inside or outside the office on or before the close of the polls and returned as are other voted vote-by-mail ballots. To be counted, the ballot shall be returned to the Registrar of Voters office in person, by facsimile transmission, or by an authorized person on or before the close of the polls on the day of the election.</p> <p style="text-align: right;">§ 3111</p>
<p><b>November 2 to November 8, 2016</b></p> <p><b>(E-6 to E-0)</b></p>	<p>Vote-By-Mail Ballots – Late Conditions</p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day may:</p> <ul style="list-style-type: none"> <li>• Come to the County Elections department and receive a vote-by-mail ballot over the counter.</li> <li>• Voters may designate, in writing, a representative to bring the vote-by-mail ballot to them.</li> <li>• The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county.</li> </ul> <p style="text-align: right;">§ 3021</p>
<p><b>November 8, 2016</b></p> <p><b>(E-0)</b></p>	<p>General Election Day</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§§ 1000, 14212</p>

<p><b>November 8, 2016</b> <b>(E-0)</b></p>	<p>Military or Overseas Voters — Late Conditions</p> <p>Last day an unregistered military or overseas voter who was released from service after October 24, 2016 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a vote-by-mail ballot has been mailed but not voted may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>
<p><b>November 8, 2016</b> <b>(E-0)</b></p>	<p>24 Hour Payment Report (Slate Mailer Organizations)</p> <p>During the 90 days immediately before an election, each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate or ballot measure in a slate mailer must report the payment within 24 hours to the Secretary of State's office by online or electronic transmission only. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Such payments may be reported on Slate Mailer Late Payment Report (Form 498).</p> <p style="text-align: right;">Gov. Code §§ 84203, 84220, 85204</p>
<p><b>November 8, 2016</b> <b>(E-0)</b></p>	<p>24 Hour Statement of Organization (Form 410) – Recipient Committees and Slate Mailer Organizations</p> <p>A recipient committee or slate mailer organization that qualifies during the 90 days prior to an election in which it must file pre-election statements must file a Statement of Organization Recipient Committee (Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements by personal delivery, facsimile transmission, or guaranteed overnight delivery.</p> <p style="text-align: right;">Gov. Code §§ 84101, 84108</p>

<p><b>November 8, 2016</b> <b>(E-0)</b></p>	<p>Unopposed Superior Court Judge</p> <p>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.</p> <p style="text-align: right;">§ 8203</p>
<p><b>November 8 to November 11, 2016</b> <b>(E-0 to E+3)</b></p>	<p>Receiving of Vote-By-Mail Ballots</p> <p>During this period, ballots that are being hand delivered to the polling place must be received by 8:00 p.m. on Election Day.</p> <p>Last day a military or overseas voter who is living outside of the United States (or is called for service within the United States on or after November 1, 2016 (E-7)) may return his or her ballot by facsimile transmission. To be counted, the ballot returned by facsimile transmission shall be received by the voter's elections official by 8:00 p.m. on Election Day and shall be accompanied by an identification envelope and a signed oath of voter declaration.</p> <p style="text-align: right;">§§ 3012, 3017, 14212</p> <p>Ballots that are mailed must be postmarked on or before November 8, 2016 and must be received by our office no later than November 11, 2016.</p> <p style="text-align: right;">§ 3017, 3020</p>
<p><b>November 10, 2016</b> <b>(E+2)</b></p>	<p>Official Canvass of the Returns</p> <p>The Official Canvass of returns shall commence no later than the first Thursday following the election.</p> <p style="text-align: right;">§ 15301</p>
<p><b>November 16, 2016</b> <b>(E+8)</b></p>	<p>Vote-By-Mail Ballots — Unsigned Identification Envelope</p> <p>Last day for a voter who did not sign the vote-by-mail ballot identification envelope to either sign the identification envelope at the office of the county elections official, or complete and submit an "unsigned ballot statement."</p> <p style="text-align: right;">§ 3019</p>

<p><b>December 8, 2016</b> <b>(E+30)</b></p>	<p>Completion of the Official Canvass by Elections Office</p> <p>The Official Canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§§ 15372</p>
<p><b>January 31, 2017</b></p> <p>By Statute</p>	<p>Semi-Annual Campaign Statement (FPPC)</p> <p>Last day to file semi-annual campaign disclosure statements for the period between July 1, 2016 and December 31, 2016, if required, for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the General Election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p>

\* The legal date falls on a holiday or weekend when our office is closed BUT the deadline will not move.

\*\* The legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next business day.

## **APPENDIX C - CONTACT INFORMATION**

### **Solano County Registrar of Voters**

Ira J. Rosenthal, Registrar of Voters  
John H. Gardner, Assistant Registrar of Voters

Address: County Administration Center  
675 Texas Street, Suite 2600  
Fairfield, CA 94533-6338

Phone: 707-784-6675  
888-933-VOTE (8683) – Toll Free

Fax: 707-784-6678

Email: [elections@solanocounty.com](mailto:elections@solanocounty.com)

Website: [www.solanocounty.com/elections](http://www.solanocounty.com/elections)

### **For Candidate Services**

Email: [ROVCandidateServices@solanocounty.com](mailto:ROVCandidateServices@solanocounty.com)

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### **Secretary of State**

#### **Elections Division**

Address: 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

Phone: 916-657-2166

TTY/TDD: 800-833-8683

Fax: 916-653-3214

Voter Hotline: 800-345-8683

#### **Political Reform Division**

Phone: 916-653-6224

Contact with questions on:

- Committee Identification Numbers
- Termination of Committees

**California Fair Political Practices Commission**

Address: 428 J St., Suite 620  
Sacramento, CA 95814

Website: [www.fppc.ca.gov](http://www.fppc.ca.gov)

**Advice Line**

Phone: 866- 275-3772 – Toll Free  
916-322-5660

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

**Enforcement Violations**

Phone: 866-275-3772 (option 1) – Toll Free

Email: [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

Contact with questions on:

- Campaign disclosure
- State contribution limits
- Conflict of interest disclosure
- Lobbying disclosure
- Conflict of interest disqualification
- Proper use of campaign funds
- Report enforcement violations anonymously (800) 561-1861

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**Federal Election Commission**

Address: 999 E Street NW  
Washington, DC 20463

Phone: 800-424-9530 – Toll Free

Website: [www.fec.gov](http://www.fec.gov)

Contact with questions on:

- Federal Campaign Disclosure
- Contributions from national banks, national corporations and foreign nationals

**State Franchise Tax Board**

Phone: 800-338-0505 – Toll Free

Website: [www.ftb.ca.gov](http://www.ftb.ca.gov)

Contact with questions on:

- Committee tax status
  - Tax deductible contributions
  - Charitable non-profit groups
  - Audit of campaign disclosure statements
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**Internal Revenue Service**

Phone: 800-829-1040

Website: [www.irs.gov](http://www.irs.gov)

Contact with questions on:

- Federal taxpayer I.D. numbers
  - Any other tax-related questions
- 

**Attorney General of California**

Address: P. O. Box 944255  
Sacramento, CA 94244-2550

Phone: 800-952-5225

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

Contact with questions on:

- Legal opinions
- Incompatibility of office
- Quo warrant 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, State Assembly, school or special district with.

<p><b>Colusa</b> Rose Galloe-Vasquez, County Clerk/Recorder</p> <p>Address: 546 Jay Street, Suite 200 Colusa, CA 95932</p> <p>Phone: 530-458-0500 Fax: 530-458-0512 Email: ccclerk@countyofcolusa.org Web: www.countyofcolusa.org</p>	<p><b>Contra Costa</b> Joseph E. Canciamilla, County Clerk-Recorder/Registrar of Voters Scott Konopasek, Assistant Registrar</p> <p>Address: 555 Escobar Street Martinez, CA 94553</p> <p>Mailing: P.O. Box 271 Martinez, CA 94553</p> <p>Phone: 925-335-7800 Fax: 925-335-7842 Email: candidate.services@vote.cccounty.us Web: www.cocovote.us</p>
<p><b>Glenn</b> Sheryl Thur, County Clerk-Recorder Susan Alves, Assistant Clerk-Recorder</p> <p>Address: 516 W. Sycamore Street Willows, CA 95988</p> <p>Phone: 530-934-6414 Fax: 530-934-6571 Email: elections@countyofglenn.net Web: www.countyofglenn.net</p>	<p><b>Lake</b> Diane Fridley, Registrar of Voters</p> <p>Address: 255 N. Forbes Street Lakeport, CA 95453</p> <p>Phone: 707-263-2372 Fax: 707-263-2742 Email: diane.fridley@lakecountyca.gov Web: www.co.lake.ca.us</p>
<p><b>Napa</b> John Tuteur, Assessor-Recorder-County Clerk</p> <p>Address: 900 Coombs Street Suite 256 Napa, CA 94559</p> <p>Phone: 707-253-4321 Fax: 707-253-4390 Email: elections@countyofnapa.org Web: www.countyofnapa.org</p>	<p><b>Sacramento</b> Jill LaVine, Registrar of Voters</p> <p>Address: 7000 65<sup>th</sup> Street, Suite A Sacramento, CA 95823</p> <p>Phone: 916-875-6451 Fax: 916-875-6516 Email: voterinfo@saccounty.net Web: www.elections.saccounty.net</p>
<p><b>San Joaquin</b> Austin G. Erdman, Registrar of Voters</p> <p>Address: 44 N. San Joaquin Street, Suite 350 Stockton, CA 95202</p> <p>Mailing: P.O. Box 810 Stockton, CA 95201</p> <p>Phone: 209-468-2885 Fax: 209-468-2889 Web: www.sjcrov.org</p>	<p><b>Sonoma</b> William F. Rousseau, County Clerk- Recorder/Assessor/Registrar of Voters</p> <p>Address: 435 Fiscal Drive Santa Rosa, CA 95403</p> <p>Mailing: P.O. Box 11485 Santa Rosa, CA 95406</p> <p>Phone: 707-565-6800 Fax: 707-565-6843 Web: www.sonoma-county.org Email: rov-campaign@sonoma-county.org</p>

<p><b>Sutter</b>                  Donna M. Johnston,                  County Clerk-Recorder/Registrar of Voters                  Chris Goforth, Assistant Registrar of Voters</p> <p>Address: 1435 Veterans Memorial Circle                  Yuba City, CA 95993</p> <p>Phone: 530-822-7122                  Fax: 530-822-7587                  Web: <a href="http://www.co.sutter.ca.us">www.co.sutter.ca.us</a></p>	<p><b>Yolo</b>                  Jesse Salinas, County Clerk/Recorder/Registrar of                  Voters/Assessor</p> <p>Address: 625 Court Street, Room B-05                  Woodland, CA 95695</p> <p>Mailing: P.O. Box 1820                  Woodland, CA 95776</p> <p>Phone: 530-666-8133                  Fax: 530-666-8123                  Web: <a href="http://www.yoloelections.org">www.yoloelections.org</a>                  Email: <a href="mailto:cntyclrk@yoloelections.org">cntyclrk@yoloelections.org</a></p>
<p><b>Yuba</b>                  Terry A. Hansen, County Clerk-Recorder</p> <p>Address: 915 8<sup>th</sup> Street, Suite 107                  Marysville, CA 95901</p> <p>Phone: 530-749-7855                  Fax: 530-749-7854                  Email: <a href="mailto:elections@co.yuba.ca.us">elections@co.yuba.ca.us</a>                  Web: <a href="http://www.yuba.org">www.yuba.org</a></p>	

**Shared Districts**

<b>Office</b>	<b>District</b>	<b>Counties</b>
United States Representative	3	<b>COLUSA</b> , Glenn, Lake, Sacramento, Solano, <b>SUTTER</b> , Yolo, <b>YUBA</b>
United States Representative	5	Contra Costa, Lake, <b>NAPA</b> , Solano, Sonoma
State Senate	3	Contra Costa, <b>NAPA</b> , Sacramento, <b>SOLANO</b> , Sonoma, Yolo
State Assembly	4	Colusa, <b>LAKE</b> , <b>NAPA</b> , Solano, Sonoma, Yolo
State Assembly	11	Contra Costa, Sacramento, Solano
State Assembly	14	Contra Costa, Solano
Solano County Board of Ed.	2	Napa, <b>SOLANO</b>
Los Rios Community College	TA 4	El Dorado, <b>SACRAMENTO</b> , Placer, Solano, Yolo
San Joaquin Delta College	TA 6	Alameda, Calaveras, Sacramento, San Joaquin, Solano
Solano Community College	TA 3, 5 & 7	Solano, Yolo
Davis Joint USD	At Large	Solano, Yolo
River Delta USD	TA 1, 2 & 4	Napa, Sacramento, Solano
Fairfield-Suisun USD	TA 3	Napa, Solano

**Please note:** Counties in ALL CAPS and **BOLD** are wholly contained within the boundaries of the district.

**City Clerks**

<p><b>City of Benicia</b> Lisa M. Wolfe, City Clerk</p> <p>Address: 250 East "L" Street Benicia, CA 94510 Phone: 707-746-4200 Fax: 747-8120 E-mail: lwolfe@ci.benicia.ca.us</p> <p>Kate Gibbs, Deputy City Clerk E-mail: kgibbs@ci.benicia.ca.us</p>	<p><b>City of Dixon</b> Suellen Johnston, City Clerk</p> <p>Address: 600 East "A" Street Dixon, CA 95620 Phone: 707-678-7000 x 1103 Fax: 678-1489 E-mail: sjohnston@ci.dixon.ca.us</p> <p>Dianna Camara, Deputy Clerk Phone: 707-678-7000 x 1122 E-mail: dcamara@ci.dixon.ca.us</p>
<p><b>City of Fairfield</b> Karen L. Rees, City Clerk</p> <p>Address: 1000 Webster Street Fairfield, CA 94533 Phone: 707-428-7384 707-428-7400 Fax: 707-428-7798 E-mail: klrees@fairfield.ca.gov</p> <p>Eva Hoff, Deputy City Clerk ehoff@fairfield.ca.gov</p>	<p><b>City of Rio Vista</b> Anna Olea-Moger, City Clerk</p> <p>Address: 1 Main Street Rio Vista, CA 94571 Phone: 707-374-6451 x 1102 Fax: 707-374-6763 E-mail: aoleamoger@ci.rio-vista.ca.us</p>
<p><b>City of Suisun City</b> Linda Hobson, City Clerk</p> <p>Address: 701 Civic Center Blvd. Suisun City, CA 94585 Phone: 707 421-7300 Fax 421-7366 E-mail: lhobson@suisun.com</p> <p>Donna Pock, Deputy City Clerk Phone: 707-421-7302 E-mail: dpock@suisun.com</p>	<p><b>City of Vacaville</b> Michelle Thornbrugh, City Clerk</p> <p>Address: 650 Merchant Street Vacaville, CA 95688 Phone: 707-449-5110 Fax: 449-5149 (City Manager) E-mail: Michelle.Thornbrugh@cityofvacaville.com</p> <p>Claudia Archer, Deputy City Clerk Phone: 707-449-5112 E-mail: Claudia.Archer@cityofvacaville.com</p>
<p><b>City of Vallejo</b> Dawn G. Abrahamson, City Clerk</p> <p>Address: 555 Santa Clara Street PO Box 3068 Vallejo, CA 94590 Phone: 707 648-4527 Fax: 707-648-4535 E-mail dawn.abrahamson@cityofvallejo.net</p> <p>Tarienne Grover, Deputy City Clerk Phone: 707-648-4527 Email: tarienne.glover@cityofvallejo.net</p>	

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