



SOLANO COUNTY

CANDIDATE GUIDE

Vacaville USD Trustee Area 6 Special Vacancy Election December 19, 2023

Registrar of Voters

County Administration Center

675 Texas Street, Suite 2600 Fairfield, CA 94533

(707) 784-6675

www.solanocounty.com/elections

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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

There are five established election dates over a four-year election cycle. Presidential Primary Elections are scheduled in Solano County in March of the even years, Gubernatorial Primary Elections are scheduled in Solano County in June of the even years divisible by 4, and General Elections are scheduled in November of each even 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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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.

Version	Date Updated	Changes Made
1	8/22/2023	-
2	8/25/23	Updated FPPC Filing Schedule

What to Expect When You File

We have changed the filing process for this election due to social distancing and helping to ensure our staff and the candidates stay as healthy as possible. The following process will be encouraged:

- Download all forms from our website;
- Contact our office via phone if you need help completing forms;
- Submit all forms electronically for review (except the Declaration of Candidacy);
- Fill out a request for appointment on our website;
- During appointment, review all documents with our staff for completeness and complete the Declaration of Candidacy.

If you do not have access to a computer, or printer at home please contact us for alternate arrangements of sending these forms to you: (707) 784-6675.

We are here to work with you to process the necessary forms. On average, you can expect this process to take between 20-30 minutes. By filling out the forms ahead of time this will greatly reduce the time of the virtual appointment with our staff.

Prior to your appointment, you will need the following items:

- 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:

- 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

Copies of each form will be posted online and can also be found in Appendix C. You can help to expedite this process by partially completing the following forms before your appointment:

- Candidate Preliminary Information Form
- Candidate Authorization Form (if applicable)
- Media Sheet
- Declaration of Candidacy (front side; Oath must be witnessed by a notary public or elections official during your virtual appointment)
- Ballot Designation Worksheet or Ballot Designation Change Request
- Candidate Statement

Only the DECLARATION OF CANDIDACY (DOC) must be witnessed prior to signing, unless otherwise noted. A copy of all the forms can be found under the candidate information on our website:

<https://www.solanocounty.com/depts/rov/>

Once your forms are completed, you can request an in-person or phone or video conference appointment from our website:

http://www.solanocounty.com/depts/rov/candidate_info_n_filers/appointment_request.asp

Forms required for candidates by the Fair Political Practices Commission, the FPPC, are also required. For more information on these, please refer to the FPPC Manuals, which can be found on their website, fppc.ca.gov, or here: <https://www.fppc.ca.gov/forms/all-fppc-manuals.html>

These forms *may* include, but are *not* limited to:

- Form 700 - Statement of Economic Interests for Candidates
- Form 501 - Candidate Intention Statement
- Form 460 or 470 - Recipient Committee Campaign Statement/Officeholder and Candidate Campaign Statement Short Form
- Form 497 - 24-hour/10-day Contribution Report

Specific filing requirements may vary by candidate or committee. For any questions, please refer to the FPPC Manuals or reach out directly to the FPPC for advice at advice@fppc.ca.gov or at 1-866-ASK-FPPC (1-866-275-3772).

Election Services Offered

Effective July 1, 2023

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

- Voter lists may be ordered in a hard copy or via email only if the file is small enough. Candidates may order the information with or without voter history.
- A walking list or voter file is a type of report that is especially helpful when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
- An application to purchase/view Voter Registration Information can be requested online or over the phone and is available on the Solano County Registrar of Voters' website. The request forms must have a wet signature and can be delivered in person or via mail. Payment can be made over the phone or at the time of order pick up.
- Precinct maps of districts within Solano County are also available, as are voter labels for your mailing needs.

All transactions are nonrefundable, and there are no exchanges on ordered reports (unless there is an error made by the ROV office).

Before you purchase any voter information, an "application to purchase or view voter registration information" must be submitted by the applicant and approved by an authorized staff person.

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

The California Administrative Code, Title 2, Division 7, Article 1, specifies permissible uses for any data obtained from voter registration and election files. Permissible uses include direct election

campaigning, surveys in conjunction with an election campaign and distribution of information of a political nature.

If there are any questions about the above information, contact the Registrar of Voters office or the California Secretary of State.

Fee Schedule

Effective July 1, 2023 - June 30, 2024

REPORTS	
Custom Reports/Files	Actual Costs - \$50.25 per 1/4 hour
Voter File - Countywide (pre-made)	\$15.00, \$10 for county-issued flash drive
Vote-by-Mail Voters File Subscription	\$329.42
Walking List (printed)	\$.50 per thousand names

GENERAL	
Certified Copy of Affidavit <small>(Includes verification of voter look-up)</small>	\$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 <small>(5 years or older)</small>	\$5.00 retrieval fee plus \$.10 per page
Research of Records	\$50.25 per 1/4 hour plus copy costs

MAPS	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$50.25 per 1/4 hour plus direct material cost

ELECTION	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 117.53% 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

Qualifications for Office

Note: Only office shown is Vacaville Unified Trustee Area 6

Nonpartisan Offices			
Office	Trustee Area	Term Begin(s)	Qualifications
Vacaville Unified School	6	First Friday in December 4 Years	<p>SCHOOL BOARD MEMBER UNIFIED SCHOOL DISTRICT</p> <p>Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, and a registered voter,</p> <p style="text-align: right;">[Edu. Code § 35107(a)]</p> <p>An employee of a school district may not be sworn into office as an elected or appointed member of that school district’s governing board unless and until he or she resigns as an employee.</p> <p style="text-align: right;">[Edu. Code § 35107(b)]</p> <p>A candidate must be a registered voter of the school district residing within the trustee area.</p> <p style="text-align: right;">[Edu. Code§ 5030, 72103]</p>

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:

- The offices of city councilman and school district board member where the city and the school district have territory in common.
- Fire chief of a county fire protection district and member of the board of supervisors of the same county.
- High school district trustee and trustee of an elementary school district which is wholly within the geographic boundaries of the high school district.
- Water district director and a city council member.

- Water district director and a school district trustee having territory in common.
- 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, oag.ca.gov. For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission’s website at www.fppc.ca.gov or phone toll free 1-866-275-3772.

Eligibility Requirements for Public Offices

General Requirements

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

[Elections Code § 201]

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

[Government Code § 1021]

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

[Elections Code § 8002]

County or District Offices in General

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

[Government Code § 24001]

Prohibitions

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

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.

[Education Code § 35107(a)]

A person may not be an employee of the school district and a governing board member at the same time.

[Education Code § 35107(b)]

Filing Dates

The filing period for nomination documents starts on August 28, 2023 and ends on September 22, 2023. There is no extension period for vacancies.

Filing Fee

There is no filing fee for school board candidates.

Required Forms

All candidates must file:

- Code of Fair Campaign Practices (optional)
- Nomination Petitions
- Ballot Designation Worksheet
- Declaration of Candidacy
- Media Sheet

FPPC Forms

Forms required for candidates by the Fair Political Practices Commission, the FPPC, are also required. For more information on these, please refer to the FPPC Manuals, which can be found on their website, fppc.ca.gov, or here: <https://www.fppc.ca.gov/forms/all-fppc-manuals.html>

These forms *may* include, but are *not* limited to:

- Form 700 - Statement of Economic Interests for Candidates
- Form 501 - Candidate Intention Statement
- Form 460 or 470 - Recipient Committee Campaign Statement/Officeholder and Candidate Campaign Statement Short Form
- Form 497 - 24-hour/10-day Contribution Report

Specific filing requirements may vary by candidate, committee, or office

For any questions, please refer to the FPPC Manuals or reach out directly to the FPPC for advice at advice@fppc.ca.gov or at 1-866-ASK-FPPC (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.")

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]

Write-In Period

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 Vacaville USD TA 6 Special Vacancy Election is between October 23, 2023 and December 5, 2023. 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.

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

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

[Elections Code § 8606]

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
- The party nomination which he or she seeks, if running in a partisan primary election
- Date of election
- The candidate's complete voter registration and party affiliation/preference history for the last 10 years or for as long as he or she has been eligible to vote in California (voter-nominated office only)

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]

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]

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 (December 5, 2023). 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]

Please Note: The Registrar of Voters will provide polling places with a list of the qualified write-in candidates. The list will also be available on our website.

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.
2. The word **"incumbent"** if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people
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.
4. The phrase **"appointed incumbent"** if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word **"appointed"** and the title of the office. In either instance, the candidate may not use the unmodified word **"incumbent"** or any words designating the office unmodified by the word **"appointed."** However, the phrase **"appointed incumbent"** shall not be required of a candidate who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to § 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]

Judicial candidates may choose only one of the following designations at the option of the candidate:

1. Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.
2. The word “**incumbent**” if the candidate is a candidate for the same office he or she holds at the time of filing the nomination papers.
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.
4. For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:
 - (a) Words designating the actual job title, as defined by statute, charter or other governing instrument.

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

Number 1 and 4 of the above options shall also contain relevant qualifiers, as follows:

(a) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

(b) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

(c) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words “City and County.”

(d) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

A candidate for superior court judge who is an active member of the state bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: “Attorney,” “Attorney at Law,” “Lawyer,” or “Counselor at Law.” The designations “Attorney” and “Lawyer” may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

The word count for ballot designations are as follows:

All California geographical names shall be considered to one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

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 17, 2023), 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 randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates’ names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

Rotation of Names on the Ballot

Candidates are placed on the ballot in the Secretary of State’s random order 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 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.

Candidates filing statements in Solano County may request translations of his or her statement into Spanish 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 88th 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 88th day prior to the election. Statements may not be changed after filing.

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

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 of Candidate's Statement of Qualification

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 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.

NO EDITING OF COPY BY THE REGISTRAR OF VOTERS OFFICE

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

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)]

Jurisdiction	District	English	Spanish*	Tagalog*
Vacaville USD	6	\$176.12	\$226.12	\$226.12

*Cost for translated candidate statements

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 election’s 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]

Please note: 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.

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

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 the words

(Pursuant to Elections Code § 9)

This section shall not apply to counting words for ballot designations.

Each word is counted as one word except:

Description	Number of Words
The title and signatures of arguments, rebuttals and analyses are not counted, only the text is counted. The 75-word ballot question is counted, but the chosen letter is not. The candidate’s name, age, occupation and office title is not counted.	
Punctuation marks do not count.	
Dictionary words <ul style="list-style-type: none"> The words “I”, “a”, “the”, “and”, etc. are counted as individual words. 	One
Abbreviations/Acronyms Examples are: PTA, U.S.M.C.	One
Proper Nouns & Geographical names Examples are: Rio Vista, Solano County and Travis Unified School District	One
Numbers/Numerical combinations <ul style="list-style-type: none"> Digits (1, 10, or 100, etc.) Spelled out (one, ten, or one hundred) 50%, 1/2, etc. Five hundred 	One for each One for each One Two
Numbers or letter used to identify a portion of text Examples are: (1) or (a)	One
Dates <ul style="list-style-type: none"> All digits (01/01/00) Words and digits (January 1, 2000) 	One Two
Characters used in place of a word or number Examples are: & or #	
Hyphenated words Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words <ul style="list-style-type: none"> Mother-in-law One-half 	One Two
Internet web site addresses & telephone numbers	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 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).

Summary of FPPC 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 \$2,000 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.

Fair Political Practices Commission

**Filing Schedule for the County of Solano
Candidates and Controlled Committees for Local Office
Who Will be Voted Upon at the December 19, 2023 Election**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
July 31, 2023 <i>Semi-Annual</i>	* – 6/30/23	460	<ul style="list-style-type: none"> All committees must file this statement.
Within 24 Hours <i>Contribution Reports</i>	9/20/23 – 12/19/23	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon on December 19, 2023. The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.
Nov 9, 2023 <i>1st Pre-Election</i>	7/1/23 – 11/4/23	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Dec 7, 2023 <i>2nd Pre-Election</i>	11/5/23 – 12/2/23	460	<ul style="list-style-type: none"> All committees must file this statement. File by personal delivery or guaranteed overnight service. The committee may also file online, if available.
Jan 31, 2024 <i>Semi-Annual</i>	12/3/23 – 12/31/23	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before December 31, 2023.

Additional Notes:

- *** 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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to a 24-Hour/10-Day Contribution Report (Form 497) that is due the weekend before the election, and this extension never applies to any 24-Hour/10-Day Independent Expenditure Report ([Form 496](#)). Such reports must be filed within 24 hours, regardless of the day of the week.
- **Method of Delivery:** Unless otherwise noted, all paper filings may be filed by first-class mail. A paper copy of a statement may not be required if a local agency requires online filing under a local ordinance.
- **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. [Form 410](#) (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.

Fair Political Practices Commission

- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2023 and do not have an open committee must file Form 470 on or before November 9, 2023. If the candidate raises or spends \$2,000 or more later during the calendar year, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
 - [462](#): This form must be e-mailed to the FPPC within 10 days.
 - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available on the [Campaign Rules](#) page, or visit www.fppc.ca.gov > Learn > Campaign Rules.

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 Laura King to State Senate 2024, 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:

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 Codes § 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]

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.

<http://www.fppc.ca.gov/charts/PoliticalAdvertisingDisclaimers.pdf>

The following pages contain the FPPC’s Political Advertising Disclaimer Charts showing the disclaimer requirements for communications for Candidates and Ballot Measures.

Candidates

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

Ballot Measures

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

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Political Advertising Disclosures

1. Communications by Candidate Committees for their own Election

The disclosure must include, unless otherwise noted: “Paid for by *committee name*”

Examples: “Paid for by Jones for Assembly 20XX”
 “Paid for by Friends of Smith for Mayor 20XX”

Communication	Disclosure and Manner of Display
<p>All mass mailings – more than 200 substantially similar pieces of mail sent within a calendar month</p>	<ul style="list-style-type: none"> • Candidate’s committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate’s name and address). • “Paid for by” must be in the same color and font as the committee name and address and immediately in front of or above the name and address. • If sent by more than one candidate or committee: <ul style="list-style-type: none"> ○ Also on at least one insert in the mailing. • No less than 6-point type and in a contrasting print or color. • Return envelopes (if included in solicitation) – committee’s name, address and ID number are recommended but not required.
<p>All mass electronic mail – more than 200 substantially similar emails sent within a calendar month</p>	<ul style="list-style-type: none"> • “Paid for by [name of candidate or committee]” must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings).
<p>Newspaper ads</p>	<ul style="list-style-type: none"> • Refer to the Elections Code for newspaper ad disclosure requirements.

Communication	Disclosure and Manner of Display
<p>Telephone calls advocating candidate's own election - 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> • Vendors ("robo" calls); or • Paid individuals other than the candidate, campaign manager or volunteers 	<ul style="list-style-type: none"> • Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports. • Must state that the call is "paid for by" or "authorized by" the identified candidate or organization. <ul style="list-style-type: none"> ○ <i>Examples: This call was paid for by Senator Jones; This call was authorized by [name of committee].</i> • Any time during the call. • No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.
<p>Radio and television ads</p>	<ul style="list-style-type: none"> • Radio: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement. • Television: "Ad paid for by" followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.
<p>Electronic media ads (non-social media) (Websites, blogs, graphics, images, animated graphics, or animated images.)</p>	<ul style="list-style-type: none"> • "Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required.

Candidate Committee Communications for their own Election

Communication	Disclosure and Manner of Display
<p>Social media ads</p>	<ul style="list-style-type: none"> • “Ad paid for by,” disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment. • The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required “Ad paid for by,” disclosure is permissible. • An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.
<p>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</p>	<ul style="list-style-type: none"> • “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required.

Candidate Committee Communications for their own Election

<p>Text messages sent using mass distribution technology</p>	<ul style="list-style-type: none"> • “Paid for by” or “With” followed by the name of the candidate followed by “For” followed by the name of the office sought. • If “With” is used: <ul style="list-style-type: none"> • The individual sending the text shall identify themselves by including: “(name of the individual) with (name of the candidate) for (name of elective office).” • A disclosure using “With” may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message. • For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure. • Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.
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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](#): 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4
[Title 2 Regulations](#): 18435, 18440, 18450.4, 18450.8, 18450.9

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.

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

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 9th Circuit, November 2, 1984) indicated that the 100 foot limit was not justified when applied to exit polling.

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

Registration and Vote by Mail

Registration Deadline

December 4, 2023 is the last day to register to vote for the December 19, 2023 Vacaville Unified Trustee Area 6 Special Vacancy Election.

Election Day

Election Day is Tuesday, December 19, 2023. The polls will be open from 7:00 a.m. to 8:00 p.m.

Issuing Ballots

With the passage of AB 37, all active California voters will receive a Vote by Mail ballot for all elections. The window of Vote by Mail mailing is October 31 to November 20, 2023. Voters who request a Vote by Mail ballot prior to 5:00 p.m. December 12, 2023 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. December 12 will not be mailed to a voter. 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 December 13, 2023, 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 can return their ballot by mail, in person to the Solano County Registrar of Voters offices, a Drop Off Location or a polling place 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 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 seven 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.

[Elections Code § 3020]

Ballot Counting, Election Results, and Canvass Results

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

www.solanocounty.com/elections

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

Headquarters for public and media viewing of election night returns will be at the:

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

Processing Vote by Mail Ballots

California State Elections Code allows that the Registrar of Voters begin processing Vote by Mail ballots 29 business days before the election, which will be November 20, 2023.

[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 29th 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, including processing write-in votes so that they can be tallied by the machine, but under no circumstances may a vote count be accessed or released until 8 p.m. on the day of the election. All other jurisdictions shall start to process vote by mail ballots at 5 p.m. on the day before the election.

Results of any vote by mail ballot tabulation or count shall not be released before 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 collection center. This process takes approximately 1.5 hours in a major election. Precinct results will be available online as soon as possible.

Post-Election Night

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

Statement of Votes Cast

The semifinal official canvass statement of votes cast (SVC), 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 the department's website. Once the election is certified, the final official canvass statement of votes cast is made available at our office and on the website.

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 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 special election after 5:00 p.m. on the last day of the nomination period (September 22, 2023).

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

Yes, also cash or checks, are acceptable forms of payment. Checks are to be made payable to the Registrar of Voters.

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

The nomination period closes at 5:00 p.m. on September 22, 2023. A list of local office candidates will be available after the close of nominations.

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

No, you may not make any changes to your candidate statement once it has been filed. Review your candidate statement carefully before submitting.

No responsibility or liability is assumed for errors in spelling, punctuation, grammar, etc., because the statement is entirely the candidate's responsibility.

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

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (5:00 p.m. Monday, September 25, 2023)

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 to be 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 elections official of the county of the candidate's residence by 5:00 p.m. on the 88th day prior to Election Day, which in this case is September 22, 2023.

That statement shall be retained by the elections official.

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

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

- A. The Declaration of Candidacy is not to be removed from the office of the Registrar of Voters (except as provided in Elections Code § 8028). Additionally, a member of the Registrar of Voters' staff, a qualified officer, or a notary public must administer the oath or affirmation, which is part of the Declaration of Candidacy form. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files; and
- B. The signature of the candidate, as well as other data, is 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 obtain election night results on the Internet?

Yes, you may obtain the information from the Registrar of Voters' website, at

www.solanocounty.com/elections

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

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

12. 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, he or she may authorize someone else to do so. The authorized person must provide a completed application from the voter and a statement signed by the voter, designating the authorized representative by name as the person he/she is allowing to pick up their Vote by Mail ballot.

If a Vote by Mail voter is unable to return the ballot, he/she may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the Vote by Mail voter to return the ballot to the Solano County Registrar of Voters or to any polling place in Solano County on Election Day.

APPENDIX A - Election Calendar

Vacaville Unified Trustee Area 6 Special Vacancy Election

December 19, 2023

The information contained in this calendar comes from research and opinions of the staff at 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. Thank you.

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

Calendar Key:

An asterisk (*) next to the date indicates the legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next working day.

A double asterisk (**) next to the date indicates the legal date falls on a holiday or weekend when county offices will be closed, but the deadline will NOT move to the next working day.

“E” stands for Election Day, December 19, 2023. The minus sign and the number after “E -” indicates the number of days until the election. The plus sign and the number after “E +” indicate the number of days after the election.

For example: “E-29” means 29 days before the election, while “E+28” means 28 days after the election.

EARLY suggested deadlines are provided in the calendar below for jurisdictions that can meet them. These early deadlines are necessary in order for the Solano County Registrar of Voters to meet printing and mailing schedules.

FINAL deadlines are noted as such.

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
August 22, 2023	E – 119	RESOLUTION CALLING FOR ELECTION On this date, the governing board of the Vacaville Unified School District called for the special election to fill the vacancy in Trustee Area 6.
August 22, 2023 to September 20, 2023	E – 119 to 90	NOTICE OF ELECTION Between these dates the county elections official will publish a notice of election containing: <ul style="list-style-type: none"> • The date of the election • The offices to be filled • Where nomination papers are available • The deadline for filing the declarations of candidacy • Notice of the central counting place may be combined with this notice. §§ 12109, 12112
August 28, 2023 to September 22, 2023	E – 113 to 88	CANDIDATE NOMINATION PERIOD All 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. Note: No candidate may file for more than one office at a time. §§ 8105, 10510, 13307, 13311
August 28, 2023 to September 22, 2023	E – 113 to 88	CANDIDATE’S STATEMENT OF QUALIFICATIONS Between these dates, all candidates may prepare a statement of qualifications: <ul style="list-style-type: none"> • Candidate statements may not go beyond 200 words • All statements will be included in the official county voter information pamphlet. 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 14th (the next business day). §§ 13307, 13308; Gov. Code § 85601

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
August 28, 2023 to September 22, 2023	E – 113 to 88	<p>STATEMENT OF ECONOMIC INTEREST, FORM 700</p> <p>Between these dates, candidates filing their Declaration of Candidacy for the primary election must also file the statements of economic interests disclosing:</p> <ul style="list-style-type: none"> • Investments • Interests in real property • And any income received during the past 12 months. <p>Note: The statement is not required if the candidate has filed one within the past 60 days for the same jurisdiction.</p> <p>Gov. Code §§ 87200, 87201, 87500</p>
September 20, 2023 to December 19, 2023	E – 90 to 0	<p>24-HOUR CONTRIBUTION REPORT</p> <p>State and local committees making or receiving contribution(s) that total in the sum of \$1000 or more in the 90 days before an election:</p> <ul style="list-style-type: none"> • 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. <p>File Form 497 within 24 hours of receiving or making contribution(s) of \$1000 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>Govt. Code §§ 82036, 84203, 84203.3, 85204, 85309</p>
September 22, 2023	E – 88	<p>LAST DAY TO SUBMIT RESOLUTIONS OF CONSOLIDATION</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><i>Earlier filing dates are encouraged in order to meet printing schedules.</i></p> <p>§§ 10401, 10402, 10403</p>

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
September 22, 2023	E – 88	<p>LAST DAY FOR THE CANDIDATE NOMINATION PERIOD</p> <p>This is the last day that all candidates running for office, including judicial offices of the superior court, may file nomination forms with the county elections official.</p> <p>§§ 8020 (b) (c), 10510</p>
September 22, 2023	E – 88	<p>STATEMENT OF ECONOMIC INTERESTS, FORM 700</p> <p>Last day for specified candidates in an election to file a Statement of Economic Interests (Form 700). If you are filing a statement in connection with your candidacy, the following information must be reported:</p> <ul style="list-style-type: none"> • Investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. • Also, loans, gifts and travel payments that were received during the 12 months prior to the date of filing your declaration of candidacy. <p>Candidates running for local elective offices (county sheriffs, city clerks, school board trustees, and water district board members, etc. must file a Statement of Economic Interests (Form 700) as required by the Conflict of Interest Code for the elected position.</p> <p>Gov. Code § 87200</p>
September 28, 2023	E – 82	<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>§§ 13111, 13112</p>
October 12, 2023	E – 68	<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>§§ 8120, 8125</p>

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
October 12, 2023	E – 68	DEATH OF CANDIDATE If a candidate dies on or after this date, his or her name shall be printed upon the ballot. §§ 8809, 8810
October 20, 2023 to November 4, 2023	E – 60 to 45	MILITARY OR OVERSEAS VOTER BALLOT APPLICATIONS 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. §§ 300(b), 3105(b)(1)
October 23, 2023 to December 5, 2023	E – 57 to 14	STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS Between these dates, write-in candidates must file their nomination papers and statement of write-in candidacy with the county elections official. § 8601
November 9, 2023 <i>By Statute</i>	E – 40	FIRST PRE-ELECTION STATEMENT (FPPC) Last day to file campaign statements for candidates and committees covering the period July 1, 2023 to September 23, 2023. Gov. Code § 84200.5 Please Refer to www.fppc.ca.gov
November 9, 2023 to November 28, 2023	E – 40 to 21	COUNTIES MAIL SAMPLE BALLOTS Between these dates the county elections official shall mail a sample ballot pamphlet and polling place notice to each registered voter. §§ 13300, 13303
November 20, 2023 to December 7, 2023	E – 29 to 7	VOTE BY MAIL VOTING PERIOD Vote by Mail period for the December 19, 2023 Vacaville USD TA 6 Special Vacancy Election. §§ 3001, 3003

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
November 20, 2023	E – 29	<p>PROCESSING VOTE BY MAIL BALLOTS</p> <p>Processing of Vote by Mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close.</p> <p>§ 15101(b)</p>
December 4, 2023	E – 15	<p>CLOSE OF VOTER REGISTRATION</p> <p>Last day to register to vote for the 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>NOTE: 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>§§ 300(b), 2102, 2107, 3102</p>
December 5, 2023 to December 19, 2023	E – 14 to 0	<p>NEW CITIZENS REGISTRATION</p> <p>Registration for new citizens begins the 14th day prior to an election and ends on Election Day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular Vote by Mail ballot.</p> <p>§§ 331, 3500, 3501, 3502</p>
December 7, 2023 <i>By Statute</i>	E – 12	<p>SECOND PRE-ELECTION STATEMENT</p> <p>The last day to file campaign statements for candidates and committees covering the period from August 22, 2023 to December 1, 2023.</p> <p>Gov. Code § 84200.5</p> <p>Please Refer to www.fppc.ca.gov</p>

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
December 7, 2023	E – 7	<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>§ 12111</p>
December 7, 2023	E – 7	<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>§§ 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>§ 12110</p>
December 7, 2023	E – 7	<p>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 election.</p> <p>§ 3001</p>
December 13, 2023 to December 19, 2023	E – 6 to 0	<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"> • Come to the county elections department and receive a Vote by Mail ballot over the counter. • Voters may designate, in writing, a representative to bring the Vote by Mail ballot to them. • The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county. <p>§ 3021</p>

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
December 19, 2023	E – 0	<p>ELECTION DAY</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p>§§ 1000, 14212</p>
December 19, 2023	E – 0	<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>Gov. Code §§ 84203, 84220, 85204</p>
December 19, 2023	E – 0	<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>Gov. Code §§ 84101, 84108</p>
December 19, 2023 to December 26, 2023	E – 0 to +7	<p>RECEIVING OF VOTE BY MAIL BALLOTS</p> <p>During this period, ballots that are being delivered to the polling place must be received by 8:00 p.m. on Election Day.</p> <p>Ballots that are mailed must be postmarked on or before December 19, 2023 and must be received by our office no later than December 26, 2023.</p> <p>§ 3017, 3020</p>

December 19, 2023 Vacaville Unified School District TA 6 Special Vacancy Election Key Dates		
December 21, 2023	E+2	OFFICIAL CANVASS OF THE RETURNS The official canvass of returns shall commence no later than the first Thursday following the election. § 15301
January 3, 2024	E+15	VOTE BY MAIL BALLOTS – UNSIGNED IDENTIFICATION ENVELOPE 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.” § 3019
January 5, 2024	E+17	COMPLETION OF THE OFFICIAL CANVASS BY ELECTIONS OFFICE The official canvass must be completed within 30 days of the election. §§ 15372

APPENDIX B – Contact Information

Solano County Registrar of Voters

IMPORTANT ADDRESSES AND PHONE NUMBERS

SOLANO COUNTY REGISTRAR OF VOTERS

Timothy P. Flanagan

Registrar of Voters

John H. Gardner, Assistant Registrar of Voters

Direct Line: (707) 784-3366

Email: JHGardner@solanocounty.com

Michael A. Lopez, Deputy Registrar of Voters

Direct Line: (707) 784-3343

Email: MALopez@solanocounty.com

Solano County Administration Center Building

675 Texas Street, Suite 2600

Fairfield, CA 94533-6338

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

www.solanocounty.com/elections

Email: Elections@solanocounty.com

- Candidate filing period is August 28, 2023 to September 22, 2023
- Vote by Mail voting period runs from October 31, 2023 thru to 8:00 p.m. on Election Day, Tuesday, December 19, 2023.

Secretary of State

1500 11th Street, 5th floor

Sacramento, CA 95814

www.sos.ca.gov

Elections Division

Phone: (916) 657-2166

Political Reform Division

Phone: (916) 653-6224

- Committee Identification Numbers
- Termination of Committees

Fair Political Practices Commission

1102 Q Street, Suite 3000

Sacramento, CA 95811

www.fppc.ca.gov

Advice Line

Phone: (916) 322-5660

Toll Free (866) ASK-FPPC

Email: advice@fppc.ca.gov

Enforcement Violations

Toll Free (866) 275-3772 (press 1)

Email: complaint@fppc.ca.gov

- 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

APPENDIX C - Candidate Forms

Preliminary Information Sheet

Print

Solano County Registrar of Voters

Candidate Preliminary Information Form

(Please Print Legibly)

Office Applying for: Vacaville Unifed School District

Division/Area/District: 6 Party: N/A
(If Applicable) (If Applicable)

Name: _____

Residence Address: _____ City: _____

Zip: _____ Email: _____

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: ** Print DIMS Screens **		
Precinct #:	Affidavit #:	Registration Date:

All County & Judicial Offices: Completed Declaration of Qualifications

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

Declaration of Candidacy

Official Filing Form <hr/> County Elections Official By: _____ Date Issued: _____	Filed in County of _____ <hr/> County Elections Official By: _____ Date Received: _____	_____ (Secretary of State Use Only)
--	--	--

Declaration of Candidacy

For use in **GENERAL ELECTIONS** for Voter-Nominated and Nonpartisan 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 Vacaville Unifed School District District 6, to be voted for at the **Vacaville Unified School District, Trustee Area 6 Special Vacancy Election** to be held on **December 19, 2023** and declare the following to be true:

My name is _____
First Middle/Initial (optional) Last

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

_____ Print Your Name for Use on the Ballot _____ Print Ballot Designation Requested	Candidate initials if preferring no designation:
<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.)</small>	

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 CA State Zip Code

Residence Address: _____
 (Required) City CA State Zip Code

Business Address: _____
City CA State Zip Code

Telephone: _____
Area Code Business Area Code Residence Area Code 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: _____ N/A _____.

(b) My complete voter registration and party affiliation/preference history from 2012 through the date of signing this document* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2012-2015)
		2012 _____

* 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 2012 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).

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 _____

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)

(Seal)

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 _____

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)

(Seal)

Examined and certified by me this _____ day of _____, 20_____.

County Elections Official

Ballot Designation Worksheet

Ballot Designation Worksheet

Pursuant to California Elections Code section 13107.3 and California Code of Regulations section 20711, this entire form **must be completed**, or it will not be accepted and you will **not** be entitled to a ballot designation. **DO NOT LEAVE ANY RESPONSE SPACES BLANK.** If information requested is not applicable, please write N/A in the space provided. Otherwise the information **MUST** be provided. Upon filing, this worksheet will be a public record.

Candidate Information

Candidate Name: _____

Office: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Gender (optional, for translation use only): _____

Attorney Information

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

Address: _____

Home Address: _____ E-Mail: _____

Business Address: _____

Mailing Address: _____

Phone Number(s) Business: _____ Home/Mobile: _____ Fax: _____

Proposed Ballot Designation: _____

1st Alternative: _____

2nd Alternative: _____

You may select as your ballot designation:

- (a) Your current principal profession(s), vocation(s), or occupation(s) [maximum total of three words, separated by a “/”]
- (b) The full title of the public office you currently occupy and to which you were elected
- (c) “Appointed [full title of public office]” if you currently serve by appointment in an elective public office and are seeking election to the same office or to some other office
- (d) “Incumbent” if you were elected (or, if you are a Superior Court Judge, you are a candidate for the same office that you hold) to your current public office and seek election to the same office
- (e) “Appointed Incumbent” if you were appointed to your current elective public office and seek election to the same office

In the space provided on the next page or on an attachment sheet, describe why you believe you are entitled to use the proposed ballot designation. Attach any documents or exhibits that you believe support your proposed ballot designation. If using the title of an elective office, attach a copy of your certificate of election or appointment. These documents will not be returned to you. **Do not submit originals.**

If your proposed ballot designation includes the word “volunteer,” indicate the title of your volunteer position and the name of the entity for which you volunteer along with a brief description of the type of volunteer work you do and the approximate amount of time involved. You may only use the ballot designation “community volunteer” if you volunteer for a 501(c)(3) charitable, educational, or religious organization, a governmental agency or an educational institution. You may not use “community volunteer” together with another designation.

Remember, it is your responsibility to justify your proposed ballot designation and to provide all requested details. For your reference, attached are Elections Code sections 13107 and 13107.3, and 2 California Code of Regulations (CCR) section 20711. You may also wish to consult Elections Code section 13107.5 (“community volunteer”) and 2 CCR sections 20712 - 20719 (found at www.sos.ca.gov).

Justification for use of proposed ballot designation: _____

Current or Most Recent Job Title: _____ Start/End Dates: _____

Employer Name or Business: _____

Person(s) who can verify this information:

Name(s) _____ Phone Number: _____

E-Mail: _____

Name(s) _____ Phone Number: _____

E-Mail: _____

Before signing below, answer the following questions.

Does your proposed ballot designation:

- 1) Use only a portion of the title of your current elected office? Yes No
- 2) Use more words than “Incumbent” for an elective office (other than Superior Court Judge) to which you were elected? Yes No
- 3) Use more than three total words for your principal professions, vocations or occupations? Yes No
- 4) Suggest an evaluation of you, such as outstanding, leading, expert, virtuous, or eminent? Yes No
- 5) Refer to a status (Veteran, Activist, Founder, Scholar), rather than a profession, vocation or occupation? Yes No
- 6) Abbreviate the word “retired”? Yes No
- 7) Place the word “retired” after the words it modifies? Example: Accountant, retired Yes No
- 8) Use any word or prefix (except “retired”) such as “former” or “ex-” to refer to a former profession, vocation or occupation? Yes No
- 9) Use the word “retired” along with a current profession, vocation, or occupation? Example: Retired Firefighter/Teacher Yes No
- 10) Use the name of a political party or political body? Yes No
- 11) Refer to a racial, religious, or ethnic group? Yes No
- 12) Refer to any activity prohibit by law? Yes No

If the answer to any of these questions is “Yes,” your proposed ballot designation is likely to be rejected.

Candidate’s Signature _____ Date _____

13107.

(a) With the exception of candidates for Justice of the State Supreme Court or court of appeal, immediately under the name of each candidate, and not separated from the name by any line, unless the designation made by the candidate pursuant to Section 8002.5 must be listed immediately below the name of the candidate pursuant to Section 13105, and in that case immediately under the designation, may appear at the option of the candidate only one of the following designations:

(1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by vote of the people.

(2) The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people.

(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.

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

(b) (1) Except as specified in paragraph (2), for candidates for judicial office, immediately under the name of each candidate, and not separated from the name by any line, only one of the following designations may appear at the option of the candidate:

(A) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.

(B) The word “incumbent” if the candidate is a candidate for the same office that he or she holds at the time of filing the nomination papers.

(C) 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.

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

(A) Words designating the actual job title, as defined by statute, charter, or other governing instrument.

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

(3) A designation made pursuant to subparagraph (A) of paragraph (1) or paragraph (2) shall also contain relevant qualifiers, as follows:

(A) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words “City of.”

(B) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words “County of.”

(C) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."

(D) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

(c) A candidate for superior court judge who is an active member of the State Bar and practices law as one of his or her principal professions shall use one of the following ballot designations as his or her ballot designation: "Attorney," "Attorney at Law," "Lawyer," or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, or the principal profession, vocation, or occupation of the candidate during the calendar year immediately preceding the filing of nomination documents.

(d) For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(e) The Secretary of State and any other elections official shall not 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.

(f) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a) or (b).

(2) If a candidate fails to provide a designation that complies with subdivision (a) or (b) within the three-day period specified in paragraph (1), a designation shall not appear after the candidate's name.

(g) A designation given by a candidate shall not 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 (f) or as provided in subdivision (h). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100.

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

13107.3

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

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

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

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

(1) A candidate's community volunteer activities constitute his or her principal profession, vocation, or occupation.

(2) A candidate is not engaged concurrently in another principal profession, vocation, or occupation.

(3) A candidate may not use the designation of "community volunteer" in combination with any other principal profession, vocation, or occupation designation.

(b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

For your reference, 2 CCR 20711 is reproduced below:

20711. Ballot Designation Worksheet.

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

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

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

(1) The candidate's name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number;

- (2) A designation of the office for which the candidate is seeking election;
- (3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;
- (4) The proposed ballot designation submitted by the candidate;
- (5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;
- (6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:
 - (A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;
 - (B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;
 - (C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate:
 - (i) The title of the position or positions which he or she claims supports the proposed ballot designation;
 - (ii) The dates during which the candidate held such position;
 - (iii) A description of the work he or she performs in the position;
 - (iv) The name of the candidate's business or employer;
 - (v) The name and telephone number of a person or persons who could verify such information; and
 - (vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).
 - (D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.
- (d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.
- (e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Candidate Media Sheet

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

- Home Business/Work
- Cell Other:

Secondary Telephone

- Home Business/Work
- Cell 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

Candidate Statement Form

CANDIDATE'S STATEMENT OF QUALIFICATIONS

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

OFFICE Vacaville Unified School District

DISTRICT 6

December 19, 2023

**Vacaville Unified School District Trustee Area 6
Special Vacancy Election**

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, September 22, 2023 .		
The cost of printing and mailing the following statement is:		
\$ <u>170.96</u> English	\$ <u>219.71</u> Spanish	\$ <u>219.71</u> Tagalog
		= \$ _____
		TOTAL

I have prepared the following statement:

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 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 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: _____

Block Formatting Instructions



**SOLANO
COUNTY**

REGISTRAR OF VOTERS

TIMOTHY P. FLANAGAN
Chief Information Officer
Registrar of Voters
TPFlanagan@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 (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

Code of Fair Campaign Practice

This form is not required but it is public information whether or not a candidate accepts the code.

CODE OF FAIR CAMPAIGN PRACTICES (ELECTIONS CODE § 20440)

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

THEREFORE:

- (1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.
- (2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.
- (3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.
- (4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.
- (5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.
- (6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.
- (7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

Print Name

Signature

Date

Office

**PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES
as found in Chapter 5 of Division 20 of the
California Elections Code**

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.

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

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions¹

20420. As used in this chapter, "Code" means the Code of Fair Campaign Practices.

Article 3. Code of Fair Campaign Practices

20440. At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official, shall give the individual a blank form of the Code of Fair Campaign Practices and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

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

The text of the code shall read, as follows: (see reverse)

20441. The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.

20442. The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.

20443. Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.

20444. In no event shall a candidate for public office be required to subscribe to or endorse the code.

(Over)

¹304. "Campaign advertising or communication" means a communication authorized by a candidate or a candidate's controlled committee, as defined in Section 82016 of the Government Code, or by a committee making independent expenditures, as defined in Section 82031 of the Government Code, or by a committee formed primarily to support or oppose a ballot measure, as defined in Section 82047.5 of the Government Code, for the purpose of advocating the election or defeat of a qualified candidate through any broadcasting station, newspaper, magazine, outdoor advertising facility, direct mailing, or any other type general, public, political advertising.

305(c). "Candidate for public office" means an individual who has qualified to have his or her name listed on the ballot of any election, or who has qualified to have written votes on his or her behalf counted by election officials, for nomination for, or election to, any state, regional, county, municipal, or district office which is filled at an election. The provisions of this chapter do not apply to candidates for federal office.