



# **CANDIDATE GUIDE**

## **City of Dixon City Clerk Election**

### **November 02, 2021**



Solano County Event and Government Centers

Registrar of Voters  
County Administration Center  
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## **Mission Statement**

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

## **Departmental Functions**

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

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

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

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



# SOLANO COUNTY

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Dear Candidate:

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

It is divided into several sections and we ask that you pay close attention to eligibility requirements, filing requirements, important dates and deadlines.

The information provided will guide you through the process and if you have any questions please let us know. Please be aware that this is a general reference guide and is not a substitute for legal advice. We strongly urge you to talk to private counsel if you have any legal questions.

This is a challenging year for all of us, and we intend to take additional measures to ensure social distancing, remote access, and limited appointments to our office for candidates. This will help to keep both our staff and the candidates as healthy as possible for this election cycle.

We additionally will be monitoring the Health Directives and potential emergency orders from the Governor's office which may dictate the execution of the upcoming Election. We will reach out to all potential candidates with updates as we receive them.

We wish you the best of luck in your endeavors.

Sincerely,

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

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

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

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

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## **WHAT TO EXPECT WHEN YOU FILE**

City Candidates will need to contact the City of Dixon City Clerk to file.

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

## ELECTION SERVICES OFFERED

### Effective July 1, 2020

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

- Voter lists may be ordered in a hard copy, CD or via email 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.
- Voter files may be ordered over the phone or in person. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.
- Precinct maps of districts within Solano County are also available, as are voter labels for your mailing needs.

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.

## SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE

### SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE EFFECTIVE JULY 1, 2021 - JUNE 30, 2022

REPORTS	
Custom Reports/Files	Actual Costs - \$36.00 per quarter hour & supplies (no minimum charge)
Voter File - Countywide (pre-made)	\$10.00 (includes disk charge)
Vote-by-Mail Voters File Subscription	\$236.00
Walking List (printed)	\$.50 per thousand names

GENERAL	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies (County Standard Rate)	\$.45 first page, \$.20 each additional page
FPPC and Campaign Statement Copies	\$.10 per page
FPPC and Campaign Statement Copies (5 years or older)	\$5.00 retrieval fee plus \$.10 per page

MAPS	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$36.00 per quarter hour plus direct material cost

ELECTION	
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 85.88% 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

**THE TOP-TWO PROCESS – HOW IT WORKS  
FILING FEE AND SIGNATURE REQUIREMENT**

Office	Salary	Filing Fee (% of Salary)	Signatures needed In Lieu of Filing Fee	Nomination Signatures	Value per Signature
City Offices	No Filing Fee				

*\*Filing Fees are based upon a percentage of the salary*

**LIST OF OFFICES AND INCUMBENTS FOR THE NOVEMBER 02, 2021  
DIXON CITY CLERK ELECTION**

<b>Office</b>	<b>Dist./ Dpmt. /TA</b>	<b>Incumbent</b>	<b>Preference</b>
Dixon City Clerk		Vacant	Nonpartisan

\*Contact city clerk for incumbent

## QUALIFICATIONS FOR ALL SOLANO COUNTY OFFICES

### INCOMPATIBILITY OF OFFICES

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

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

The courts have defined this concept as follows:

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

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

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

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at (916) 324-5437 or visit their website, [www.caaq.state.ca.us](http://www.caaq.state.ca.us). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov), email [advice@fppc.ca.gov](mailto:advice@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 a candidate for a nonpartisan office, all reference to party affiliation shall be omitted on all forms required to be filed. [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.

## **SIGNATURES IN-LIEU OF FILING FEE PETITIONS – OPTIONAL FOR PRIMARY ELECTION ONLY**

## SUMMARY OF NOMINATION FORMS

### Declaration of Candidacy (DOC)

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.")

### Nomination Petition

Candidates for public office must file a Nomination Petition containing the signatures of registered voters who are qualified to vote for the office. The Nomination Petition must be double sided, and the affidavit of circulator completed in circulator's own handwriting. Each section of the Nomination Petition must be delivered to the county elections official of the county in which the signer resides as a voter, no later than 5:00 p.m. on the final day of the nomination period (August 06, 2021).

**For Party Nominated offices**, the signer must be a resident of the jurisdiction and registered with the same party as the candidate for whom the petition is being circulated.

**For Voter-Nominated and Nonpartisan offices**, any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition.

[Elections Code § 8106(b)]

The candidate may appoint persons to circulate the nomination paper. The circulator must be at least 18 years of age.

**Please Note: Nomination Petition**

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

**Code of Fair Campaign Practices (Voluntary)**

This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the county elections official is required to give the individual a copy of the Code of Fair Campaign Practices. The form is filed with the candidate's nomination documents and is open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. [Elections Code §§ 20440, 20442, 20444]

**Statement of Economic Interest**

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

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

[Government Code §§ 87200, 87300, 87500]

**Nonrefundable Filing Fees**

The nomination forms shall be distributed to all candidates upon payment of the filing fee; however, signature-in-lieu petitions are available without first paying the filing fee. **All filing fees received by the Secretary of State and county elections officials are nonrefundable.** Candidates should make sure they meet the qualifications for office before paying the filing fee; the filing fee is not refundable.

[Elections Code § 8105]

**Withdrawal of Candidacy**

No candidate whose Declaration of Candidacy has been filed for any primary election may withdraw as a candidate at that primary election. [Elections Code § 8800]

No candidate nominated at any primary election may withdraw as a candidate at the ensuing general election except those candidates permitted to withdraw by this part.  
[Elections Code § 8801]

## **Write-In 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 or city elections official for the office for which they are filing. The write-in period for November 02, 2021 City of Dixon City Clerk Election is between September 07, 2021 and October 19, 2021. Each candidate must circulate nomination papers for signatures within the jurisdiction between these dates and leave them for examination with the county or, if a city contest, city 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]

### **Tally of write-in votes**

Write-in votes will be counted and certified only for qualified write-in candidates who file the required forms with the Registrar of Voters no later than **14** days prior to Election Day (October 19, 2021). 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]

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 12, 2021), the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts its own random alphabet drawing to determine the order of candidates on ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

## CANDIDATE STATEMENT GUIDELINES

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

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

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

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

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

All statements must be printed in English.

[Elections Code §7]

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

## Filing Information

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

***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.** 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 on the appropriate elections office on a CD, by e-mail or on a USB/flash drive. This saves valuable time. If you must, a typed statement may be submitted, however; there will be a charge of \$25.00 for us to retype it to properly prepare it for the printer.
- Use upper- and lower-case letters as shown on the sample candidate statement of this book. Typeface of statement must be of uniform size and darkness.
- **Do not use** \*\*\* bullets, \*\*\* stars, tables, lists, or other material requiring indentation.  
Words, which are underlined, **boldfaced type**, ALL CAPITAL LETTERS, or *italics*, are prohibited.
- Statements shall be written in the **first person** (i.e. “I am running...” not “She is running...” or “Jane Doe is running...”) and shall be limited to a recitation of the candidate’s own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements shall not, in any way, make reference to other candidates for office or to another candidate’s qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

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

**NO EDITING OF COPY BY THE REGISTRAR OF VOTERS 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.

## 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)]

### November 02, 2021 Candidate Statement Costs English and All Other Languages

Jurisdiction	District	English	Spanish	Tagalog
City of Dixon	-	\$ 203.23	\$ 220.72	\$ 220.72

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

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

## CAMPAIGN FINANCE & DISCLOSURE

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

### Background

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

All candidates for state or local offices and all committees supporting or opposing state or local candidates or ballot measures are subject to the campaign disclosure requirements of the California Political Reform Act of 1974.

[ Government Code §§ 81000 *et seq.*]

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

[ Government Code §§ 81010, 83113]

**Please note:** The Registrar of Voters staff **cannot** advise you on filling out any FPPC form. Contact the FPPC's toll free number for free, qualified advice at 866-275-3772.

All statements filed are a matter of public record. They may be inspected at our office by anyone and copies may be purchased at ten cents (\$0.10) per page. There may be a \$5.00 retrieval fee for documents 5 years or older.

[Government Code § 81008]

A \$10.00 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 \$10.00 for each day the statement is late. The law does not allow for extensions of the due dates for the filing of campaign statements. If you file your statement late, you must also submit a written statement explaining why it was late in order to request a waiver of your fine. However, after the filing officer has sent you a specific, written notice regarding your failure to file and if you do not file within ten days of receipt of the notice, the law precludes the filing officer from waiving any fine.

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

## **Use of Surplus Funds**

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

Surplus funds may be spent only in the following manner:

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;

- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee's overhead expenses)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys' fees for litigation which arises out of campaign or election activities.

[Government Code § 89519]

## Termination

Once contributions and expenditures cease for a particular office, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of the Form 410 Statement of Organization Termination must be filed with the Secretary of State; and a copy of the Form 410 Statement of Organization Termination, along with an original and one copy of your Form 450 or 460 must be filed with the Registrar of Voters.

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

## Campaign Disclosures for Federal Candidates

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

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

Federal Election Commission  
1050 First Street, NE.  
Washington, D.C. 20463  
800-424-9530

## 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.

### **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) the 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 \$1,000 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 \$1,000 or more in the 90 days before an election;
- Committees reporting contributions of \$5,000 or more in connection with a state ballot measures;
- State candidates and state ballot measure committees that receive \$5,000. Or more at any time other than a 90-day election cycle.

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

## **Filing Locations**

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

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

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

Fax: 707-784-1424

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

### **Secretary of State – Political Reform Division**

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

Phone: 916-653-6224

### **California Fair Political Practices Commission (FPPC)**

Address: 1102 Q Street, Suite 3000  
Sacramento, CA 95811

Phone: 916-322-5660  
866-275-3772

**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).

**Fair Political Practices Commission**

**Filing Schedule for**  
**Candidates and Controlled Committees for Local Office**  
**Listed on the November 2, 2021 Ballot**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Aug 2, 2021 <i>Semi-Annual</i>	* – 06/30/21	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> <li>Form 470: Candidates who filed candidacy papers on or before June 30, who do not have open committees, and who will not raise or spend \$2,000 or more in 2021, file Form 470.</li> </ul>
Within 24 Hours <i>Contribution Reports</i>	8/4/21 – 11/2/21	<a href="#">497</a>	<ul style="list-style-type: none"> <li>File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon November 2, 2021.</li> <li>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.</li> <li>File by personal delivery, e-mail, guaranteed overnight service, or fax. The committee may also file online, if available.</li> </ul>
Sept 23, 2021 <i>1<sup>st</sup> Pre-Election</i>	7/1/21 – 9/18/21	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Oct 21, 2021 <i>2<sup>nd</sup> Pre-Election</i>	9/19/21 – 10/16/21	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file this statement.</li> <li>File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jan 31, 2022 <i>Semi-Annual</i>	10/17/21 – 12/31/21	<a href="#">460</a>	<ul style="list-style-type: none"> <li>All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before Dec 31, 2021.</li> </ul>

**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:** All paper filings may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.

### Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2021 and do not have an open committee must file Form 470 on or before September 23, 2021. If, later during the calendar year, the candidate raises or spends \$2,000 or more, 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 [here](#). Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > [Campaign Rules](#).

### Fair Political Practices Commission

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour/10 Day Independent Expenditure Report) or Form 497 (24-hour/10 Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- **Form 511:** File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-Filers also file online.
- **Form E-530:** File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election, but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

#### 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.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour/10 Day Independent Expenditure Report (Form 496) or to a 24-hour/10 Day Contribution Report (Form 497) that is due the weekend before the election. Such reports must be filed within 24 hours, regardless of the day of the week.
- **Where to File:** State committees file statements with the Secretary of State. Only candidate controlled committees that are **not** e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provided he or she has not exceeded the limits.
- **E-File:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.
- **Form 470:** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2021 and do not have an open committee may file Form 470 on or before September 23, 2021. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - Form 462: This verification form must be e-mailed to the FPPC within 10 days.
  - Form 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.

- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Penalties:** Late statements are subject to a fine of \$10.00 per day on both the paper and the e-filed version (e.g., \$20.00 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available here. Or, visit [www.fppc.ca.gov](http://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 Willie Lee to State Senate 2014, 345 Main Street, Fairfield, CA 94533

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

Government Code § 84305 provides as follows:

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

### Mass Mailing Prohibitions

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

[Government Code § 89001]

## Simulated Ballot Requirements

Elections Code § 20009 provides as follows:

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

**“NOTICE TO VOTERS  
(Required by Law)**

This is not an official ballot or an official sample ballot prepared by the county elections official, or the Secretary of State. This is an unofficial, marked ballot prepared by **(Insert the name and address of the person or organization responsible for preparation thereof).**”

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

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

### **Truth in Endorsements Law**

Elections Code § 20000 – § 20009 provide additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available for viewing at the Registrar of Voters office, or a copy of the applicable pages may be purchased for the standard copy fee.

### **Campaign Literature Containing Polling Place of Voter**

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

## Political Advertising Requirements – Newspapers

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

[Elections Code § 20008]

## Preparation of Vote-by-mail Ballot Applications by Candidates & Campaigns

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

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

For more information about the vote-by-mail voting, please call the Registrar of Voters office at 707-784-6675 or Toll-Free 888-933-VOTE (8683).

## Political Advertising Disclaimers

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

<http://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/CampaignAdvertisementDisclosure/Political%20Advertisement%20Disclaimers%20Final.pdf>

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

**Candidates**

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

**Ballot Measures**

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

<http://www.fppc.ca.gov/learn/campaign-rules/campaign-advertising-requirements-restrictions.html>

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

## Candidate Committee Communications for their own Election

Communication	Disclosure and Manner of Display
<p><b>Telephone calls advocating candidate's own election</b> - 500 or more calls similar in nature and made by:</p> <ul style="list-style-type: none"> <li>• Vendors ("robo" calls); or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate's committee that authorized or paid for the call or an organization authorizing the call that files campaign reports</li> <li>• Must state that the call is "paid for by" or "authorized by" the identified candidate or organization <ul style="list-style-type: none"> <li>○ <i>Examples: This call was paid for by Senator Jones;</i> <i>This call was authorized by [name of committee]</i></li> </ul> </li> <li>• Any time during the call</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers</li> </ul>
<p><b>Radio and television ads</b></p>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> "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.</li> <li>• <b>Television:</b> "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.</li> </ul>

## Candidate Committee Communications for their own Election

Communication	Disclosure and Manner of Display
<p><b>Electronic media ads (non-social media)</b> (Websites, blogs, graphics, images, animated graphics, or animated images.)</p> <p><b>Social media ads</b></p>	<ul style="list-style-type: none"> <li>• “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required</li> <li>• “<b>Ad paid for by,</b>” 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 committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li> <li>• 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 “<b>Ad paid for by,</b>” disclosure is permissible.</li> <li>• Not required when the only expense or cost of the communication is compensated staff time unless the social media account was created only for the purpose of ads under the Act.</li> </ul>
<p><b>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</b></p>	<ul style="list-style-type: none"> <li>• “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required</li> </ul>

## Candidate Committee Communications for their own Election

Communication	Disclosure and Manner of Display
Text messages sent using mass distribution technology	<ul style="list-style-type: none"> <li>• “Paid for by” or “With” followed by the name of the candidate followed by “For” followed by the name of the office sought.</li> <li>• If “With” is used: <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) with (name of the candidate) for (name of elective office.)”</li> <li>• 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.</li> </ul> </li> <li>• 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.</li> <li>• 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.</li> </ul>

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

References: [Government Code Sections](#): 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4  
[Title 2 Regulations](#): 18435, 18450.4, 18440

## **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.

STATE OF CALIFORNIA — CALIFORNIA STATE TRANSPORTATION AGENCY

Gavin Newsom, Governor

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
 OUTDOOR ADVERTISING PROGRAM  
 P.O. BOX 942874, MS-36  
 SACRAMENTO, CA 94274-0001  
 PHONE (916) 654-6473  
 FAX (916) 651-9359  
 TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

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

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

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

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

Enclosure

ODA-0027

*"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"*

**DEPARTMENT OF TRANSPORTATION**  
DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY  
POLITICAL SIGNS**

Election Date: \_\_\_\_\_ June \_\_\_\_\_ November Other: \_\_\_\_\_

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

Office sought or Proposition Number: \_\_\_\_\_

County where sign(s) will be placed: \_\_\_\_\_

Number of signs to be placed: \_\_\_\_\_

**RESPONSIBLE PARTY:**

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

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

Phone Number (Include Area Code) \_\_\_\_\_

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

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

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

\_\_\_\_\_  
DATE

**Mail Statement of Responsibility to:**

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

## CALTRANS – ODA Permits

Headquarters  
Department of Transportation  
Division of Traffic Operations  
Office of Outdoor Advertising  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-0001

**E-Mail:** [ODA@dot.ca.gov](mailto:ODA@dot.ca.gov) | **Public Line:** (916) 654-6473 | **Fax Line:** \*

Messages left by email or on the public line are responded to within 24 hours.

Troy Tusup, Acting Office Chief | Office: (916) 654-6473 | Fax: \*

George Anzo, ODA Permits Manager: | Office: (213) 897-4208 | Cell: (213) 435-1951 |  
Fax: \*

\*Out of precautions related to COVID-19, our office staff is currently teleworking from home and cannot receive any correspondence via our Fax Line. Please send all payments to the address above.

## **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 place a sign or about their qualifications to vote, or photograph or record a voter entering or exiting a polling place.  
[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., November 1, 1988*) and (*The Daily Herald Co. v. Munro No. 84-4005 9<sup>th</sup> Circuit, November 2, 1984*) indicated that the 100 foot limit was not justified when applied to exit polling.

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

## REGISTRATION AND VOTE-BY-MAIL

November 02, 2021 City of Dixon City Clerk Election

### Registration Deadline

October 18, 2021 is the last day to register to vote for the November 02, 2021 City of Dixon Special Election.

### Election Day

Election Day is Tuesday, November 02, 2021; the polls will be open from 7:00 a.m. to 8:00 p.m.

### Vote-by-mail Information

The vote-by-mail voting period begins 29 days prior to the election, on October 04, 2021. Please note that the Registrar of voters typically sends ballots to voters between September 14 and October 04, 2021.

### Issuing Ballots

If available, ballots for permanent vote-by-mail voters may be mailed between 49-days (September 14, 2021) and 29-days (October 04, 2021) before the election. Check with the Registrar's Office for exact dates. No application or request is needed if you already registered as a permanent vote-by-mail voter.

Starting 29-days (October 04, 2021) before the election, voters who haven't previously been sent a ballot may request a vote-by-mail ballot **prior** to 5:00 p.m. October 26, 2021 will have their ballot **mailed** approximately 24 hours after receipt of the request. Any request for a vote-by-mail ballot received by the Registrar of Voters office after 5:00 p.m. October 26, 2021 will not be mailed to the voter. As of October 27, voters may come in to request a ballot over the counter at the Registrar's 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 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.

### Returning a Vote-by-Mail ballot

A vote-by-mail voter who was issued a ballot for the election may return their ballot by mail, in person to the Solano County Registrar of Voters office, to any of the official designated drop off locations or to any polling place in Solano County on Election Day.

A vote-by-mail voter who is unable to return the ballot, may designate another person to return the ballot to the Solano County Registrar of Voters or to any polling place in Solano County on Election Day.

**Please Note:** In order to be counted, all hand delivered voted vote-by-mail ballots must be received by the county elections official no later than the close of the polls on Election Day.

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

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

[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](http://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 elections code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election, October 23, 2021.

### § 15101(b)(c)

(a) Any jurisdiction in which vote-by-mail ballots are cast may begin to process vote-by-mail ballot return envelopes beginning 29 days before the election. Processing vote-by-mail ballot return envelopes may include verifying the voter's signature on the vote-by-mail ballot return envelope pursuant to Section 3019 and updating voter history records.

(b) Any jurisdiction having the necessary computer capability may start to process vote-by-mail ballots on the 10th business day before the election. Processing vote-by-mail ballots includes opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing the ballots to be machine read, or machine reading them, but under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election. All other jurisdictions shall start to process vote-by-mail ballots at 5:00 p.m. on the day before the election.

(c) Results of any vote-by-mail ballot tabulation or count shall not be released prior to the close of the polls on the day of the election.

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

## Precinct Results

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 on August 6, 2021.

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

City candidates will pay the City Clerk for filing and candidate statement fees. It is the decision of the City Clerk's office on acceptance of credit card payments.

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

The registrar maintains a public candidate filing list on our website. This list is updated at the close of business each day. The nomination period closes at 5:00 p.m. on August 6, 2021. A list of local office candidates will be available after the close of nominations.

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

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

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

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (5:00 p.m. Monday, August 9, 2021)

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?**

Yes, provided that the candidate authorization form is completed. 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 the special election, which in this case is August 6, 2021. 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 or directly when possible.

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](http://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. What happens if some of the signatures I obtain on my nomination papers are not of registered voters or do not live within the jurisdiction I seek to represent?**

File your nomination papers early to avoid the consequences of a problem of this type. The Registrar of Voters must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. If you wait until the last day to file and

your sponsors' signatures for any reason are insufficient, you will not qualify to be a candidate. If you file early, there will be time for the Registrar of Voters to check the signatures and notify you of any insufficiencies. You will then have an opportunity to submit supplemental signatures.

**13.** 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.

**14.** Who do I call or email if I need help?

Candidates for City Offices should contact the City Clerk for any assistance needed.

**15.** In what order do I file my forms?

Please use the chart on page 5 for the required forms vs. the optional forms. The downloadable fillable form will walk you through the best order, although the order of documents does not matter.

**16.** How do I fill out and file my FPPC forms? Which forms do I need?

Please refer to the FPPC website for advice on which forms you need and advice on filling out these forms: <http://www.fppc.ca.gov/>. You can submit your forms to us by email at [ROVCandidateServices@SolanoCounty.com](mailto:ROVCandidateServices@SolanoCounty.com).

**17.** When are my FPPC forms due?

Please refer to the FPPC website for filing deadlines:  
<http://www.fppc.ca.gov/learn/campaign-rules/where-and-when-to-file-campaign-statements/when-to-file-campaign-statements-state-local-filing-schedules.html>

**APPENDIX A – MAIN CANDIDATE FORMS** (ALL FORMS MAY NOT BE NECESSARY AND FORMS FOR CITY CANDIDATES MAY VARY FROM THOSE LISTED)

**Preliminary Information Form**

(Please Print Legibly)

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

Division/Area/District: \_\_\_\_\_ Party: \_\_\_\_\_

(If Applicable)

(If Applicable)

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

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

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

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

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 <input type="checkbox"/> Nomination	Issued By:	Date Issued:

**Candidate Authorizing Another Person to Obtain/File Nomination Documents**

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

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

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

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

\_\_\_\_\_

for the November 02, 2021 City of Dixon City Clerk Election Election

to be held on November 02, 2021.

I understand that said documents, most importantly the **Declaration of Candidacy**, must be filed on or before **5:00 p.m.**, on the **LAST DAY of the nomination period**, Friday, August 06, 2021.

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

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

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

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

**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

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: \_\_\_\_\_

## Declaration of Candidacy (Page 1)

<p style="text-align: center; font-size: small;">Official Filing Form</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center; font-size: x-small;">County Elections Official</p> <p>By: _____</p> <p>Date Issued: _____</p>	<p style="text-align: center; font-size: small;">Filed in County of _____</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <p style="text-align: center; font-size: x-small;">County Elections Official</p> <p>By: _____</p> <p>Date Received: _____</p>	<p style="font-size: x-small;">(Secretary of State Use Only)</p>
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## 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 City Clerk, to be voted for at the City of Dixon Special Vacancy Election to be held on November 02, 2021, 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:

	Candidate initials if preferring no designation:
Print Your Name for Use on the Ballot	
Print Ballot Designation Requested <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
State
Zip Code

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

City
CA  
State
Zip Code

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

City
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: \_\_\_\_\_.
- (b) My complete voter registration and party affiliation/preference history from 2009 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2009-2010)
_____	_____	_____
_____	_____	_____

\* 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 2008 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

# Candidate Statement of Qualifications

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

OFFICE \_\_\_\_\_

DISTRICT \_\_\_\_\_

## November 02, 2021 City of Dixon City Clerk Election

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.*

INSTRUCTIONS TO CANDIDATE

1. Carefully read the notice below.
2. Your statement is requested via email or on CD or USB/flash drive.
3. Return to the ROV office, either with nomination papers or if none, no later than 88 days before the election, **August 6, 2021.**

The cost of printing and mailing the following statement is:

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

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

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

**Occupation:**

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

**Education and Qualifications:** (Word count starts here)

(This title is standard for ALL statements)

I do not wish to file a candidate statement of qualifications.

Pursuant to Elections Code Sections 13307 and 13308, I prepared MY statement which is to be printed in a voter's pamphlet and mailed to each registered voter of my district. I further state that if the cost of printing is the responsibility of the candidate, I will pay for my prorated cost of the statement at such time as instructed by the officer conducting the election.

My candidate statement is being submitted (initial):    via email \_\_\_\_\_    via CD \_\_\_\_\_    via USB/flash drive in person \_\_\_\_\_

I would like to submit my candidate statement via paper. A separate \$25.00 fee will be charged for ROV to retype the statement properly to be sent to printer.

I wish to have my statement translated and printed in **other available languages** in addition to English, with the understanding that I will pay the actual costs incurred for each language. (check appropriate box(es))     Spanish     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 elections officials.***

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

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

## Candidate Formatting Instructions Form

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 elections 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 and/or Tagalog (Optional):** The Registrar of Voters shall obtain a translator for candidates who have requested that their statement be printed in other languages as offered by Solano County. The translator shall be a person from the list of approved language translators and interpreters of the Superior Court of the County or from an institution accredited by the Western Association of Schools and Colleges (Elections Code § 13307). The Registrar of Voters will provide a short viewing period for the translated statements. **Candidates shall not change the meaning or otherwise alter the statement. If a candidate objects to the translation, the objection will be conveyed to the translator. The translator's response to the objection is final.**
7. Your candidate statement will be emailed to you for your approval when the printer has completed your proof.  
Please give your approval or concerns to us in a timely manner, preferably by email so that we may continue with the printing process as soon as possible. **Candidates shall not edit the statement in any way from the way it was submitted to us.**
8. The candidate statement **may be withdrawn**, but not changed, during the period for filing nomination papers and until 5:00 pm of the next working day after the close of the nomination period.

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

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

## APPENDIX B - ELECTION CALENDAR



# City of Dixon City Clerk Election November 02, 2021

*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](http://www.solanocounty.com/elections) Thank you.*

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

### Calendar Key:

An **asterisk (\*)** next to the date indicates 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, November 02, 2021. The minus sign and the number after "E -" indicates the number of days until the election. The plus sign and the number after "E +" indicate the number of days after the election.

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

**FINAL deadlines** are noted as such.

Thank you for your cooperation.

<p><b>June 30, 2021</b> <b>(E-125)</b></p>	<p style="text-align: right;">SPECIAL DISTRICTS &amp; CITIES DELIVER NOTICE OF ELECTION TO THE ELECTIONS OFFICE</p> <p>Last day for district secretaries and City Clerks to deliver a Notice of Election listing the elective offices to be filled and any measure (if known at the time) to be voted on and to deliver a map of the district or city to the Registrar of Voters office.</p> <p style="text-align: right;">§§ 10509, 10522, 10524</p>
<p><b>July 01 to July 23, 2021</b> <b>(E-124 to E-102)</b></p>	<p style="text-align: center;">REPORT OF REGISTRATION – 124-DAY COUNTY REPORT</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(c)(4)</p>
<p><b>July 06 to August 04, 2021</b> <b>(E-120 to E-90)</b></p>	<p style="text-align: right;">NOTICE OF ELECTION</p> <p>Between these dates the county elections official will publish a notice of election containing:</p> <ul style="list-style-type: none"> <li>• The date of the election</li> <li>• The offices to be filled</li> <li>• Where nomination papers are available</li> <li>• The deadline for filing the declarations of candidacy</li> </ul> <p>Notice of the central counting place may be combined with this notice.</p> <p style="text-align: right;">§§ 12109, 12112</p>
<p><b>July 12 to August 06, 2021</b> <b>(E-113 to E-88)</b></p>	<p style="text-align: center;">CANDIDATE NOMINATION PERIOD -- CITIES</p> <p>All candidates who will be running for city offices must obtain and file nomination forms with the City Clerk.</p> <p style="text-align: right;">§§ 10220-10230; Gov. Code § 36503</p>

<p><b>July 12 to August 06, 2021</b></p> <p><b>(E-113 to E-88)</b></p>	<p style="text-align: center;">CANDIDATE'S STATEMENT OF QUALIFICATIONS – CITY, SCHOOL, COUNTY &amp; STATE LEGISLATIVE CANDIDATES</p> <p>Between these dates, all candidates may prepare a statement of qualifications:</p> <ul style="list-style-type: none"> <li>• County and local candidate statements may not go beyond 200 words</li> <li>• State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications also. It may not go beyond 250 words.</li> <li>• All statements will be included in the official county voter information pamphlet.</li> </ul> <p>The statement shall be filed and paid for at the time the declaration of candidacy is filed. The statement may not be changed, but you may withdraw it before 5:00 p.m. on August 09, 2021 (the next business day) if the contest closes August 06, 2021.</p> <p style="text-align: right;">§§ 13307, 13308; Gov. Code § 85601</p>
<p><b>July 12 to August 06, 2021</b></p> <p><b>(E-113 to E-88)</b></p>	<p style="text-align: center;">STATEMENT OF ECONOMIC INTEREST, FORM 700 – ALL CANDIDATES EXCEPT U.S. SENATE AND CONGRESS</p> <p>Between these dates, candidates filing their Declaration of Candidacy must also file the statements of economic interests disclosing:</p> <ul style="list-style-type: none"> <li>• Investments</li> <li>• Interests in real property</li> <li>• And any income received during the past 12 months.</li> </ul> <p>Note: The statement is not required if the candidate has filed one within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">Gov. Code §§ 87200, 87201, 87500</p>
<p><b>August 02, 2021</b></p> <p><b>By Statute</b></p>	<p style="text-align: center;">SEMI-ANNUAL CAMPAIGN STATEMENT (FPPC)</p> <p>Last day to file semi-annual campaign disclosure statements for the period beginning on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed, if required, for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p>

<p><b>August 04 to November 02, 2021</b></p> <p><b>(E-90 – E-0)</b></p>	<p style="text-align: center;">24-HOUR CONTRIBUTION REPORT</p> <p>State and local committees making or receiving contribution(s) that total in the sum of \$1,000 or more in the 90 days before an election:</p> <ul style="list-style-type: none"> <li>• Committees reporting contributions of \$5,000 or more in connection with a state ballot measure.</li> <li>• State candidates and state ballot measure committees that receive \$5,000 or more at any time other than a 90-day election cycle.</li> </ul> <p>File Form 497 within 24 hours of receiving or making contribution(s) of \$1,000 or more.</p> <p>File Form 497 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036, 84203, 84203.3, 85204, 85309</p>
<p><b>August 04 to November 02, 2021</b></p> <p><b>(E-90 – E-0)</b></p>	<p style="text-align: center;">24-HOUR INDEPENDENT EXPENDITURE REPORT</p> <p>Independent expenditures that total in the sum of \$1,000 or more to support or oppose a single candidate for elective local office or a single local ballot measure must be reported as 24-hour independent expenditures during the 90 days before the election in which the candidate or measure will be voted on.</p> <p>File Form 496 within 24 hours of making the independent expenditures(s).</p> <p>File Form 496 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036.5, 84204, 85204</p>

<p><b>August 06, 2021</b></p> <p><b>(E-88)</b></p> <p><b>FINAL</b></p>	<p style="text-align: center;"><b>LAST DAY TO SUBMIT RESOLUTIONS OF CONSOLIDATION</b></p> <p>Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county elections official.</p> <p style="text-align: right;">§§ 10401, 10402, 10403</p> <p>If special districts, school districts, cities or the county are going to submit a measure to the voters in the General Election, the governing boards are encouraged to:</p> <ul style="list-style-type: none"> <li>• Adopt a resolution early to call the election</li> <li>• Consolidate the measure with the General Election</li> </ul> <p style="text-align: right;">§ 10400</p> <p>Resolutions calling an election of ballot measures must be accompanied by ballot measure text, if any, and the ballot question containing 75 words or less.</p> <p style="text-align: right;">§ 13247</p>
<p><b>August 06, 2021</b></p> <p><b>(E-88)</b></p>	<p style="text-align: center;"><b>LAST DAY FOR THE CANDIDATE NOMINATION PERIOD – ALL CANDIDATES</b></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 style="text-align: right;">§§ 8020 (b) (c), 10510</p>

<p><b>February 5, 2021</b> <b>(E-88)</b></p>	<p style="text-align: center;">STATEMENT OF ECONOMIC INTERESTS, FORM 700 – ALL CANDIDATES EXCEPT U.S. SENATE AND CONGRESS</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"> <li>• Investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported.</li> <li>• Also, loans, gifts and travel payments that were received during the 12 months prior to the date of filing your declaration of candidacy.</li> </ul> <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 style="text-align: right;">Gov. Code § 87200</p>
<p><b>August 11, 2021</b> <b>(E-83)</b></p>	<p style="text-align: right;">INSUFFICIENT NOMINEES -- CITIES</p> <p>If by this day (or the 88<sup>th</sup> day before the election, if there is no extension), there are no nominees or only one nominee for city office, the city council may decide to fill the office by appointment or proceed with the election.</p> <p>Prior to the city council's action, the City Clerk must publish a one-time notice of the facts and options under Elections Code § 10229. The council may not make an appointment until five days after this publication.</p> <p>If no appointment is made by the 75<sup>th</sup> day before the election (August 19, 2021) and if any citywide office or measure is on the ballot, the election is held regardless of insufficient nominees. Candidates will remain on the ballot.</p> <p style="text-align: right;">§ 10229</p>
<p><b>August 26, 2021</b> <b>(E-68)</b></p>	<p style="text-align: right;">DEATH OF CANDIDATE</p> <p>If a candidate dies on or after this date, his or her name shall be printed upon the ballot.</p> <p style="text-align: right;">§§ 8809, 8810</p>

<p><b>September 02, 2021</b> <b>(E-61)</b></p>	<p style="text-align: center;">LIST OF PRECINCTS OR CONSOLIDATED PRECINCTS</p> <p>Any city that requests the board of supervisors to permit the elections official to prepare the city's election materials shall, if the board of supervisors agrees to provide such services, supply the county elections official with a list of its precincts, or consolidated precincts, as applicable, no later than 61 days before the election.</p> <p style="text-align: right;">§§ 10002</p>
<p><b>September 03 to September 13, 2021</b> <b>(E-60 to E-50)</b></p>	<p style="text-align: center;">REPORT OF REGISTRATION – 60-DAY REPORT</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(a)(c)(5)</p>
<p><b>September 13 to September 15, 2021</b> <b>(E-60 to E-45)</b></p>	<p style="text-align: center;">MILITARY OR OVERSEAS VOTER BALLOT APPLICATIONS</p> <p>County election officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election.</p> <p style="text-align: right;">§§ 300(b), 3105(b)(1)</p>
<p><b>September 07* to October 19, 2021</b> <b>(E-57 to E-14)</b></p>	<p style="text-align: center;">STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</p> <p>Between these dates, write-in candidates must file their nomination papers and statement of write-in candidacy with the county elections official.</p> <p>NOTE: There are no write-in candidates allowed for voter-nominated offices on the general election ballot.</p> <p style="text-align: right;">§ 8601, 8606</p>
<p><b>September 14 to October 04, 2021</b> <b>(E-49 to E-29)</b></p>	<p style="text-align: center;">WINDOW OF VOTE BY MAIL BALLOT MAILING</p> <p>If Available, starting on this date, the Registrar of Voters may begin mailing vote by mail ballots to voters. Check with the Registrar of Voters for Exact Date.</p>

<p><b>September 23, 2021</b></p> <p><b>(E-40)</b></p> <p><b>By Statute</b></p>	<p>FIRST PRE-ELECTION STATEMENT (FPPC)</p> <p>Last day to file campaign statements for candidates and committees covering the period July 01, 2021 to September 18, 2021.</p> <p>Gov. Code § 84200.5</p> <p>Please Refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p>
<p><b>September 23 to October 12, 2021</b></p> <p><b>(E-40 to E-21)</b></p>	<p>COUNTIES MAIL COUNTY VOTER INFORMATION GUIDES</p> <p>Between these dates the county elections official shall mail a county voter information guide and polling place notice to each registered voter.</p> <p>§§ 13300, 13303</p>
<p><b>October 04, 2021</b></p> <p><b>(E-29)</b></p>	<p>LAST DAY TO REGISTER TO RECEIVE A STATE AND COUNTY VOTER INFORMATION GUIDE BY MAIL</p> <p>A state and county voter information guide shall be mailed to each person who has registered to vote at least 29 days before the election.</p> <p>§§ 9094(a), 13303</p>
<p><b>October 04 to October 26, 2021</b></p> <p><b>(E-29 to E-7)</b></p>	<p>IN-PERSON EARLY VOTING/VOTE-BY-MAIL VOTING PERIOD</p> <p>Vote-by-mail period for the 2021 Special Election.</p> <p>§§ 3001, 3003</p>
<p><b>October 18, 2021</b></p> <p><b>(E-15)</b></p>	<p>CLOSE OF VOTER REGISTRATION</p> <p>Last day to register to vote for the Special Election. The voter registration form must be either mailed (postmarked by this date) or delivered to the county elections official by this date.</p> <p>Last day for military or overseas voters to register to vote and request a vote-by-mail ballot.</p> <p><b>NOTE:</b> A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p>§§ 300(b), 2102, 2107, 3102</p>

<p><b>October 18 to October 26, 2021</b> <b>(E-15 to E- 7)</b></p>	<p style="text-align: center;">REPORT OF REGISTRATION – 15-DAY REPORT</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(a) &amp; (c)(6)</p>
<p><b>October 19, 2021</b> <b>(E-14)</b></p>	<p style="text-align: center;">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 style="text-align: right;">§ 15101(b)</p>
<p><b>October 19 to November 02, 2021</b> <b>(E-14 to E-0)</b></p>	<p style="text-align: center;">NEW CITIZENS REGISTRATION</p> <p>Registration for new citizens begins the 14<sup>th</sup> day prior to an election and ends on election day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular vote-by-mail ballot.</p> <p style="text-align: right;">§§ 331, 3500, 3501, 3502</p>

<p><b>October 19 to November 02, 2021</b></p> <p><b>(E-14 to E-0)</b></p>	<p style="text-align: center;"><b>MILITARY OR OVERSEAS VOTERS – LATE CONDITIONS</b></p> <p>An unregistered military or overseas voter who was released from service after October 19, 2021 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a vote-by-mail ballot has been mailed but not voted may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>
<p><b>October 21, 2021</b></p> <p><b>(E-12)</b></p> <p><b>By Statute</b></p>	<p style="text-align: center;"><b>SECOND PRE-ELECTION STATEMENT</b></p> <p>The last day to file campaign statements for candidates and committees covering the period from September 19, 2021 to October 16, 2021.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please Refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p>
<p><b>October 22, 2021**</b></p> <p><b>(E-10)</b></p>	<p style="text-align: center;"><b>PUBLICATION OF TALLY CENTER LOCATION</b></p> <p>Last day for the Registrar of Voters office to publish the notice that the General Election ballots will be counted at a specified public place. The notice shall be published at least once in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§ 12109</p>

<p><b>October 26, 2021</b> <b>(E-7)</b></p>	<p>PUBLICATION OF POLLING PLACES, PRECINCT BOARDS AND CITY CANDIDATES</p> <p>Publish one time, in a newspaper of general circulation, a list of polling places. Post the names of precinct officials.</p> <p style="text-align: right;">§§ 12105, 12105.5</p> <p>If city elections are consolidated, the city must publish a list of candidates by this date in the order they appear on the ballot and the corresponding offices for which they are nominated.</p> <p style="text-align: right;">§ 12110</p>
<p><b>October 26, 2021</b> <b>(E-7)</b></p>	<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 General Election.</p> <p style="text-align: right;">§ 3001</p>
<p><b>October 27 to November 01, 2021</b> <b>(E-6 to E-1)</b></p>	<p>MILITARY OR OVERSEAS VOTER – RECALLED TO MILITARY SERVICE</p> <p>On or between these dates, a registered military or overseas voter recalled to military service after October 26, 2021 (E-7), but before 5:00 p.m. on November 01, 2021 (E-1) may appear at the Registrar of Voters office or, if within the state, in the county in which he or she is recalled to service and apply for a vote-by-mail ballot which may be transmitted to the voter by facsimile, email, or online transmission if the elections official makes the transmission option available.</p> <p>The vote-by-mail ballot may be voted inside or outside the office on or before the close of the polls and returned as are other voted vote-by-mail ballots. To be counted, the ballot shall be returned to the Registrar of Voters office in person, by facsimile transmission, or by an authorized person on or before the close of the polls on the day of the election.</p> <p style="text-align: right;">§ 3111</p>

<p><b>October 27 to November 01, 2021</b></p> <p><b>(E-6 to E-0)</b></p>	<p style="text-align: center;">VOTE-BY-MAIL BALLOTS – LATE CONDITIONS</p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day may:</p> <ul style="list-style-type: none"> <li>• Come to the county elections department and receive a vote-by-mail ballot over the counter.</li> <li>• Voters may designate, in writing, a representative to bring the vote-by-mail ballot to them.</li> <li>• The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county.</li> </ul> <p style="text-align: right;">§ 3021</p>
<p><b>November 02, 2021</b></p> <p><b>(E-0)</b></p>	<p style="text-align: center;">SPECIAL ELECTION DAY</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§§ 1000, 14212</p>
<p><b>November 02, 2021</b></p> <p><b>(E-0)</b></p>	<p style="text-align: center;">MILITARY OR OVERSEAS VOTERS – LATE CONDITIONS</p> <p>Last day an unregistered military or overseas voter who was released from service after October 18, 2021 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a vote-by-mail ballot has been mailed but not voted may apply for a second vote-by-mail ballot. The elections official shall require him or her to sign an authorization to cancel the vote-by-mail ballot previously issued and shall then issue another vote-by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>

<p><b>November 02, 2021</b> <b>(E-0)</b></p>	<p style="text-align: center;"><b>24 HOUR PAYMENT REPORT (SLATE MAILER ORGANIZATIONS)</b></p> <p>During the 90 days immediately before an election, each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate or ballot measure in a slate mailer must report the payment within 24 hours to the Secretary of State's office by online or electronic transmission only. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Such payments may be reported on Slate Mailer Late Payment Report (Form 498).</p> <p style="text-align: right;">Gov. Code §§ 84203, 84220, 85204</p>
<p><b>November 02, 2021</b> <b>(E-0)</b></p>	<p style="text-align: center;"><b>24 HOUR STATEMENT OF ORGANIZATION (FORM 410) – RECIPIENT COMMITTEES AND SLATE MAILER ORGANIZATIONS</b></p> <p>A recipient committee or slate mailer organization that qualifies during the 90 days prior to an election in which it must file pre-election statements must file a Statement of Organization Recipient Committee (Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements by personal delivery, facsimile transmission, or guaranteed overnight delivery.</p> <p style="text-align: right;">Gov. Code §§ 84101, 84108</p>
<p><b>November 02, 2021</b> <b>(E-0)</b></p>	<p style="text-align: center;"><b>UNOPPOSED SUPERIOR COURT JUDGE</b></p> <p>On this date the county elections official will declare any incumbent superior court judge whose name did not appear on either the Primary or General Election ballot re-elected.</p> <p style="text-align: right;">§ 8203</p>
<p><b>November 02, 2021 to November 05, 2021</b> <b>(E-0 to E+3)</b></p>	<p style="text-align: center;"><b>RECEIVING OF VOTE-BY-MAIL BALLOTS</b></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 November 02, 2021 and must be received by our office no later than November 05, 2021.</p> <p style="text-align: right;">§ 3017, 3020</p>

<p><b>November 04, 2021</b> <b>(E+2)</b></p>	<p style="text-align: center;">OFFICIAL CANVASS OF THE RETURNS</p> <p>The official canvass of returns shall commence no later than the first Thursday following the election.</p> <p style="text-align: right;">§ 15301</p>
<p><b>November 22, 2021</b> <b>(E+20)</b></p>	<p style="text-align: center;">VOTE BY MAIL BALLOTS – UNSIGNED/SIGNATURE CHALLENGED ENVELOPE</p> <p>Last day for a voter who either did not sign the vote by mail ballot envelope or was identified as having a signature comparison issue to either sign the identification envelope at the office of the county elections official, or complete and submit an “unsigned ballot statement.”</p> <p style="text-align: right;">§ 3019</p>
<p><b>December 02, 2021</b> <b>(E+30)</b></p>	<p style="text-align: center;">COMPLETION OF THE OFFICIAL CANVASS BY ELECTIONS OFFICE</p> <p>The official canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§§ 15372</p>
<p><b>December 02, 2021</b> <b>(E+30)</b></p>	<p style="text-align: center;">NONPARTISAN CANDIDATES ELECTED IF MAJORITY VOTE RECEIVED</p> <p>Any candidate for a nonpartisan office who at a primary election receives a majority of the votes cast for candidates for that office shall be elected to that office. The office shall not appear on the general election ballot.</p> <p style="text-align: right;">§ 8140</p>
<p><b>December 02, 2021</b> <b>(E+30)</b></p>	<p style="text-align: center;">NO CANDIDATE ELECTED TO NONPARTISAN OFFICE</p> <p>If no candidate has been elected to a nonpartisan office where only one person may be elected, the two candidates who received the highest number of votes cast for nomination to that office shall appear on the general election ballot.</p> <p style="text-align: right;">§ 8141</p>

<p><b>January 31, 2022</b></p> <p><b>By Statute</b></p>	<p style="text-align: right;">SEMI-ANNUAL CAMPAIGN STATEMENT (FPPC)</p> <p>Last day to file semi-annual campaign disclosure statements for the period between October 17, 2021 and December 31, 2021, if required, for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p>
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\* The legal date falls on a holiday or weekend when our office is closed BUT the deadline will not move.

\*\* The legal date falls on a weekend or public holiday. Deadline moves forward to the next business day

## APPENDIX C – CONTACT INFORMATION

### Registrar of Voters Office Contact Information

#### ADMINISTRATIVE SERVICES

**Jordan Bhanji** – Elections Technician, Lead  
 Direct Line: (707) 784-3382  
 Email: [JMBhanji@solanocounty.com](mailto:JMBhanji@solanocounty.com)

- Volunteer Program  
 Email: [ROVHelper@solanocounty.com](mailto:ROVHelper@solanocounty.com)

#### ELECTION SERVICES

**Theresa Ives** - Election Coordinator  
 Direct Line: (707) 784-3360  
 Email: [TALves@solanocounty.com](mailto:TALves@solanocounty.com)

**Greg Fontela** - Election Coordinator  
 Direct Line: (707) 784-3374  
 Email: [GCFontela@solanocounty.com](mailto:GCFontela@solanocounty.com)

**Laura King** - Election Coordinator  
 Direct Line: (707) 784-3397  
 Email: [LEKing@solanocounty.com](mailto:LEKing@solanocounty.com)

**Hollie Cabral** - Election Coordinator  
 Direct Line: (707) 784-3357  
 Email: [HJCabral@solanocounty.com](mailto:HJCabral@solanocounty.com)

**Mireya Mercado** - Elections Technician  
 Direct Line: (707) 784-3076  
 Email: [MZMercado@solanocounty.com](mailto:MZMercado@solanocounty.com)

#### POLL WORKERS & POLLING PLACES

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

- Poll worker recruitment
- Poll worker training
- Polling Place Accessibility
- Student Poll Workers

#### VOTE-BY-MAIL VOTING

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

- Sample Ballot
- Vote by Mail – Military/Overseas
- Vote by Mail Processing

#### MAPPING, PRECINCTING & REGISTRATION:

- GIS / Maps
- Precincts
- Voter Files
- Voter Registration/File Maintenance
- Provisional Processing
- E-Rosters
- Web Site Issues/Changes

#### CANDIDATE SERVICES

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

- Nominations
- Measures
- Recalls
- Petitions
- Sample Ballot
- Voter Outreach
- FPPC Forms: 501, 410, 460 & 470

#### ADMINISTRATIVE SERVICES

- Affidavit ordering and tracking
- Accounting and Payroll
- District Billing
- Agency Outreach Liaison
- Statement of Economic Interest (Form 700)

## 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](mailto:JHgardner@solanocounty.com)

#### Michael A. Lopez, Deputy Registrar of Voters

Direct Line: (707) 784-3343

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

Solano County Government Center Building  
675 Texas Street, Suite 2600  
Fairfield, CA 94533-6338  
(707) 784-6675 or Toll Free: (888) 933-VOTE  
[www.solanocounty.com/elections](http://www.solanocounty.com/elections)  
Email: [Elections@solanocounty.com](mailto:Elections@solanocounty.com)

- Candidate filing period for city, school and special district offices is July 12, 2021 thru August 5, 2021.
- Vote-by-mail voting period runs from September 14, 2021 thru to 8:00 p.m. on Election Day, Tuesday November 02, 2021. Please note that the Registrar of Voters typically sends ballots to voters between September 15 and October 04, 2021.

#### Secretary of State

1500 11<sup>th</sup> Street, 5<sup>th</sup> floor  
Sacramento, CA 95814  
[www.sos.ca.gov](http://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](http://www.fppc.ca.gov)

#### Advice Line

Phone: (916) 322-5660  
Toll Free (866) ASK-FPPC  
Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

#### Enforcement Violations

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

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

## City Clerks of Solano County

<p><b>CITY of BENICIA</b>          Lisa M. Wolfe, City Clerk      Jennifer Bergstrom,          250 East "L" Street              Deputy City Clerk          Benicia, CA 94510</p> <p>(707) 746-4200          Fax: 747-8120          E-mail: <a href="mailto:LWolfe@ci.benicia.ca.us">LWolfe@ci.benicia.ca.us</a>          E-mail: <a href="mailto:JBergstrom@ci.benicia.ca.us">JBergstrom@ci.benicia.ca.us</a></p>	<p><b>CITY of SUISUN CITY</b>          Anita L Skinner, City Clerk      Donna Pock          701 Civic Center Blvd.              (421-7302)          Suisun City, CA 94585</p> <p>(707) 421-7300          Fax: 421-7366          E-mail: <a href="mailto:LHobson@suisun.com">LHobson@suisun.com</a>          E-mail: <a href="mailto:DPock@suisun.com">DPock@suisun.com</a></p>
<p><b>CITY of DIXON</b>          Lupe Ruiz, City Clerk          600 East "A" Street          Dixon, CA 95620</p> <p>(707) 678-7000 x 1116          Fax: 678-1489          E-mail: <a href="mailto:LRuiz@cityofdixon.us">LRuiz@cityofdixon.us</a></p>	<p><b>CITY of VACAVILLE</b>          Michelle Thornbrugh, City Clerk      Shelia Ernst          650 Merchant Street              (449-5112)          Vacaville, CA 95688</p> <p>(707) 449-5110          Fax: 449-5149 (City Mgr.)          E-mail: <a href="mailto:Michelle.Thornbrugh@cityofvacaville.com">Michelle.Thornbrugh@cityofvacaville.com</a>          E-mail: <a href="mailto:Shelia.Ernst@cityofvacaville.com">Shelia.Ernst@cityofvacaville.com</a></p>
<p><b>CITY of FAIRFIELD</b>          Karen L. Rees, City Clerk      Amber Alexander          1000 Webster Street              707-428-7402          Fairfield, CA 94533</p> <p>(707) 428-7384 or 428-7400          Fax: 428-7798          E-mail: <a href="mailto:KLRees@fairfield.ca.gov">KLRees@fairfield.ca.gov</a>          Email: <a href="mailto:AAlexander@fairfield.ca.gov">AAlexander@fairfield.ca.gov</a></p>	<p><b>CITY of VALLEJO</b>          Dawn G. Abrahamson,          City Clerk          555 Santa Clara Street          PO Box 3068          Vallejo, CA 94590</p> <p>(707) 648-4527          Fax: 648-4535          E-mail: <a href="mailto:Dawn.Abrahamson@cityofvallejo.net">Dawn.Abrahamson@cityofvallejo.net</a></p>
<p><b>CITY of RIO VISTA</b>          Jose Jasso, City Clerk          1 Main Street          Rio Vista, CA 94571</p> <p>(707) 374-6451 x 1102          Fax: 374-6763          E-mail: <a href="mailto:JJasso@ci.rio-vista.ca.us">JJasso@ci.rio-vista.ca.us</a></p>	