



SOLANO COUNTY REGISTRAR OF VOTERS

STATEWIDE DIRECT PRIMARY ELECTION

JUNE 3, 2014

CANDIDATE GUIDE

IRA J. ROSENTHAL
REGISTRAR OF VOTERS

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REGISTRAR OF VOTERS

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Dear Candidate:

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

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

This handbook is a general guide and is not intended to be a substitute for legal advice which the Registrar of Voters office is precluded by law from offering. We strongly urge all candidates to consult private legal counsel when legal questions arise.

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

Sincerely,

SOLANO COUNTY REGISTRAR OF VOTERS

JOHN H. GARDNER
Assistant Registrar of Voters

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

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

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

SOLANO COUNTY REGISTRAR OF VOTERS MISSION STATEMENT

Mission Statement

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

Departmental Functions

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

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

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

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

TABLE OF CONTENTS

GENERAL INFORMATION	1
IMPORTANT ADDRESSES AND TELEPHONE NUMBERS.....	1
NEIGHBORING COUNTIES	3
SHARED DISTRICTS	4
CITY CLERKS OF SOLANO COUNTY	5
ELECTION SERVICES OFFERED.....	6
SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE	7
EVENT CALENDAR.....	8
SOLANO COUNTY ELECTION CALENDAR.....	8
THE TOP TWO PROCESS	21
TOP TWO CANDIDATES GUIDELINES TO VOTING	21
LIST OF OFFICES AND INCUMBENTS	23
ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES	24
INCOMPATIBILITY OF OFFICES	25
NONPARTISAN STATE AND LOCAL OFFICE QUALIFICATIONS	26
CANDIDATE FILING FEES AND PETITION IN-LIEU SIGNATURES.....	30
PETITION IN-LIEU OF FILING FEE – Optional	31
SUMMARY OF NOMINATION FORMS	33
CANDIDATE FILING DATES	35
BALLOT DESIGNATION WORKSHEET.....	36
BALLOT DESIGNATION GUIDELINES.....	39
PLACEMENT OF NAMES ON THE BALLOT	42
WRITE-IN CANDIDACY.....	43
STATEMENT COST AND PREPARATION	45
CANDIDATE STATEMENTS COSTS.....	45
CANDIDATE STATEMENT GUIDELINES	47
THE PRINTED CANDIDATE’S STATEMENT	49
GUIDELINES AND EXAMPLES FOR COUNTING WORDS.....	50
CAMPAIGNING	51
CAMPAIGN DISCLOSURE GENERAL INFORMATION	51
SUMMARY OF FORMS.....	55
CALIFORNIA STATE CONTRIBUTION LIMITS.....	57
FPPC FILING DEADLINES.....	60
CAMPAIGN LITERATURE.....	64
SIMULATED BALLOT REQUIREMENTS.....	66
ELECTION DAY PROHIBITIONS.....	67
TEMPORARY POLITICAL SIGNS.....	69
CALTRANS DISTRICTS AND DISTRICT OFFICES.....	72
REGISTRATION AND CANVASS	73
REGISTRATION AND ELECTION PROCEDURES.....	73
BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS	75
FREQUENTLY ASKED QUESTIONS.....	77

GENERAL INFORMATION

IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

SOLANO COUNTY REGISTRAR OF VOTERS – *Candidate filing for local offices. Vote-By-Mail voting period beginning May 5, 2014 to 8:00 p.m. on Election Day.*

Ira J. Rosenthal, Registrar

John H. Gardner, Assistant Registrar

Government Center Building

675 Texas Street, Suite 2600

Fairfield, CA 94533-6338

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

www.solanocounty.com/elections

Secretary of State

1500 11th Street

Sacramento, CA 95814

www.sos.ca.gov

Elections Division

Phone: 916-657-2166

Voter Hotline:

800-345-VOTE (8683)

Political Reform Division

Phone: 916-653-6224

- Committee Identification Numbers
- Termination of Committees

Fair Political Practices Commission

428 J St., Suite 620

Sacramento, CA 95814

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

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

www.fppc.ca.gov

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

Federal Election Commission

999 E Street, NW

Washington, DC 20463

800-424-9530

www.fec.gov

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

State Franchise Tax Board

800-338-0505

www.ftb.ca.gov

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

Internal Revenue Service

800-829-1040

www.irs.gov

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

Attorney General

800-952-5225

P.O. Box 944255

Sacramento, CA 94244-2550

www.oag.ca.gov

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

NEIGHBORING COUNTIES

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

<p>Colusa Kathleen Moran, County Clerk/Recorder 546 Jay Street, Suite 200 Colusa, CA 95932 Ph: 530-458-0500 Fax: 530-458-0512 Web: www.countyofcolusa.org Email: ccclerk@countyofcolusa.org</p>	<p>Sacramento Jill LaVine, Registrar of Voters 7000 65th Street, Suite A Sacramento, CA 95823 Ph: 916-875-6451 Fax: 916-875-6516 Web: www.elections.saccounty.net Email: voterinfo@saccounty.net</p>
<p>Contra Costa Joseph E. Canciamilla, County Clerk-Recorder/Registrar of Voters Scott Konopasek, Assistant Registrar 555 Escobar Street P.O. Box 271 Martinez, CA 94553 Ph: 925-335-7800 Fax: 925-335-7842 Web: www.cocovote.us Email: candidate.services@vote.cccounty.us</p>	<p>Sonoma William F. Rousseau, County Clerk-Recorder/Assessor /Registrar of Voters 435 Fiscal Drive Santa Rosa, CA 95403 P.O. Box 11485 Santa Rosa, CA 95406 Ph: 707-565-6800 Fax: 707-565-6843 Web: www.sonoma-county.org Email: rov-campaign@sonoma-county.org</p>
<p>Glenn Sheryl Thur, County Clerk-Recorder Susan Alves, Assistant Clerk-Recorder 516 W. Sycamore Street Willows, CA 95988 Ph: 530-934-6414 Fax: 530-934-6571 Web: www.countyofglenn.net Email: elections@countyofglenn.net</p>	<p>Sutter Donna M. Johnston, County Clerk-Recorder/Registrar of Voters Chris Goforth, Assistant Registrar of Voters 1435 Veterans Memorial Circle Yuba City, CA 95993 Ph: 530-822-7122 Fax: 530-822-7587 Web: www.co.sutter.ca.us</p>
<p>Lake Diane Fridley, Registrar of Voters 255 N. Forbes Street Lakeport, CA 95453 Ph: 707-263-2372 Fax: 707-263-2742 Web: www.co.lake.ca.us Email: diane.fridley@lakecountyca.gov</p>	<p>Yolo Freddie Oakley, County Clerk-Recorder 625 Court Street, Room B-05 Woodland, CA 95695 P.O. Box 1820 Woodland, CA 95776 Ph: 530-666-8133 Fax: 530-666-8123 Web: www.yoloelections.org Email: cntyclrk@yoloelections.org</p>
<p>Napa John Tuteur, Assessor-Recorder-County Clerk 900 Coombs Street Suite 256 Napa, CA 94559 Ph: 707-253-4321 Fax: 707-253-4390 Web: www.countyofnapa.org Email: elections@countyofnapa.org</p>	<p>Yuba Terry A. Hansen, County Clerk-Recorder 915 8th Street, Suite 107 Marysville, CA 95901 Ph: 530-749-7855 Fax: 530-749-7854 Web: www.yuba.org Email: elections@co.yuba.ca.us</p>

SHARED DISTRICTS

Office	District	Counties ¹
U.S. Congress	3	COLUSA , Glenn, Lake, Sacramento, Solano, SUTTER , Yolo, YUBA
U.S. Congress	5	Contra Costa, Lake, NAPA , Solano, Sonoma
State Assembly	4	Colusa, LAKE , NAPA , Solano, Sonoma, Yolo
State Assembly	11	Contra Costa, Sacramento, Solano
State Assembly	14	Contra Costa, Solano

¹ Counties in ALL CAPS and **BOLD** are wholly contained within the boundaries of the district.

CITY CLERKS OF SOLANO COUNTY

<p>CITY OF BENICIA Lisa M. Wolfe, City Clerk 250 East "L" Street Benicia, CA 94510</p> <p>(707) 746-4200 Fax: 747-8120 E-mail: lwolfe@ci.benicia.ca.us</p>	<p>CITY OF SUISUN CITY Linda Hobson, City Clerk 701 Civic Center Blvd. Suisun City, CA 94585</p> <p style="text-align: right;">Donna Pock (421-7302)</p> <p>(707) 421-7300 Fax: 421-7366 E-mail: lhobson@suisun.com E-mail: dpock@suisun.com</p>
<p>CITY OF DIXON Suellen Johnston, City Clerk 600 East "A" Street Dixon, CA 95620</p> <p style="text-align: right;">Diana Camara x 122</p> <p>(707) 678-7000 x 103 Fax: 678-1489 E-mail: sjohnston@ci.dixon.ca.us E-mail: dcamara@ci.dixon.ca.us</p>	<p>CITY OF VACAVILLE Michelle Thornbrugh, City Clerk 650 Merchant Street Vacaville, CA 95688</p> <p style="text-align: right;">Claudia Archer (449-5112)</p> <p>(707) 449-5110 Fax: 449-5149 (City Mgr.) E-mail: mthornbrugh@cityofvacaville.com E-mail: smartin@cityofvacaville.com</p>
<p>CITY OF FAIRFIELD Karen L. Rees, City Clerk 1000 Webster Street Fairfield, CA 94533</p> <p>(707) 428-7384 or 428-7400 Fax: 428-7798 E-mail: klrees@fairfield.ca.gov</p>	<p>CITY OF VALLEJO Dawn Abrahamson, City Clerk 555 Santa Clara Street PO Box 3068 Vallejo, CA 94590</p> <p>(707) 648-4527 Fax: 648-4535 E-mail: dabrahamson@ci.vallejo.ca.us</p>
<p>CITY OF RIO VISTA Anna Olea-Moger, City Clerk 1 Main Street Rio Vista, CA 94571</p> <p>(707) 374-6451 x 1102 Fax: 374-6763 E-mail: aoleamoger@ci.rio-vista.ca.us</p>	

ELECTION SERVICES OFFERED

Effective July 1, 2013

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

- Voter lists may be ordered in a hard copy, CD or via email if the file is small enough. Candidates may order the information with or without voter history.
- A walking list or voter 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 file orders require a set-up fee which must be paid at the time of placing your order. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.
- Precinct maps of districts within Solano County are also available, as are voter labels for your mailing needs.

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

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

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

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

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

SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE

EFFECTIVE JULY 1, 2013

REPORTS	
Reports/Files	Actual Costs (labor \$172 per hour & supplies)
Vote-by-Mail Voters File Subscription	\$280.00
Walking List	\$.50 per thousand names

GENERAL	
Certified Copy of Affidavit <small>(Includes verification of voter look-up)</small>	\$1.50
Copies	\$.75 first page, \$.12 each additional page
Fax Long Distance	\$2.00 first page, \$.75 each additional page
FPPC and Campaign Statement Copies	\$.10 per page
FPPC and Campaign Statement Copies <small>(5 years or older)</small>	\$5.00 retrieval fee plus \$.10 per page
Research of Records <small>(1/4 hour minimum = \$43.00)</small>	\$172.00 per hour plus copy costs

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

ELECTION	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 98% overhead
Election Cost Estimates (Cost per voter)	General Election \$5.00 Primary Election \$7.00 Standalone mail ballot election \$10.00 Standalone precinct election \$15.00

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

EVENT CALENDAR

SOLANO COUNTY ELECTION CALENDAR

June 3, 2014

Statewide Direct Primary Election

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

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

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

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

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

<p>December 27, 2013 to February 5, 2014</p> <p>(E-158 to E-118)</p>	<p>Signatures-in-Lieu of Filing Fee – Judicial Candidates</p> <p>Between these dates, candidates for judicial office may obtain signature-in-lieu forms from the county elections official. In-lieu petitions are used to secure signatures-in-lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for the office.</p> <p>In-lieu petitions must be filed by the deadline for filing the Declaration of Intention (February 5, 2014). The elections official will notify the candidate of any deficiency within 10 days of filing.</p> <p>§§8061, 8105, 8106</p>
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<p>December 27, 2013 to February 20, 2014</p> <p>(E-158 to E-103)</p>	<p>Signatures-in-Lieu of Filing Fees – All Candidates for State and Federal Office, Superintendent of Public Instruction, and County Candidates</p> <p>Between these dates, partisan candidates for state, federal offices, Superintendent of Public Instruction and county offices may obtain forms from the county elections official for circulating petitions to secure signatures-in-lieu of paying all or part of the filing fee. Candidates for U.S. Senate or Congress may also obtain signature-in-lieu forms from the Secretary of State. Signatures may also be applied to the nomination signature requirements for the office. §§8061, 8106</p> <p>The in-lieu petition must be filed by February 20, 2014, 15 days prior to the close of the nomination period. Within 10 days of filing, the elections department will notify the candidate of any deficiency to allow the candidate to file a supplemental petition or pay a prorated share of the filing fee to cover the deficiency no later than the close of the nomination period on March 7, 2014.</p>
<p>December 31, 2013</p> <p>(E-154)</p>	<p>Last Day to Register to Qualify New Party</p> <p>The last day any person may register to vote and declare an intention to affiliate with a particular party in order to qualify that party to participate in the June Primary Election candidate nominating process. §§2187(d)(1), 5100(b)</p>
<p>December 31, 2013 to January 19, 2014*</p> <p>(E-154 to E-135)</p>	<p>Report of Registration – 154-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. §2187(a)(d)(1)</p>
<p>January 6, 2014</p> <p>(E-148)</p>	<p>Governor’s Proclamation</p> <p>On this date, the Governor shall issue a Proclamation calling for a Gubernatorial Primary Election §12000</p>
<p>January 19, 2014*</p> <p>(E-135)</p>	<p>Secretary of State Announces Newly Qualified Party</p> <p>The last day for the Secretary of State to determine whether a new political party has qualified for the Primary Election either by registration or by filing a petition. §5100(b)(c)</p>

<p>January 23, 2014 to February 12, 2014</p> <p>Date designated by Secretary of State</p>	<p>Candidate Statements in the State Voter Information Guide</p> <p>Period in which statewide constitutional office candidates may purchase a space for a 250-word candidate statement in the official state Voter Information Guide. Candidates for statewide constitutional office may purchase space for a candidate statement only if they have agreed to voluntary expenditure limits.</p>
<p>January 27, 2014 to February 5, 2014</p> <p>(E-127 to E-118)</p>	<p>Declaration of Intention - Judicial Candidates Only</p> <p>Between these dates every candidate for judicial office is required to file a Declaration of Intention with the county elections official. A candidate for a numerically designated judicial office shall state in his or her declaration for which office he or she intends to become a candidate. §8023</p> <p>NOTE: The filing fee shall be paid at the time the Declaration of Intention is filed with the elections official. §8105(b)</p>
<p>January 27, 2014 to February 10, 2014</p> <p>(E-127 to E-113)</p>	<p>Cities Publish Election Notice</p> <p>The City Clerk shall publish a Notice of Election in the city pursuant to GC §6061 to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term, as the case may be. §§12101, 12102</p> <p>The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published pursuant to §§12101, 12111(b)</p> <p>This is a one time publication in a newspaper of general circulation. If no such newspaper is published and circulated in the city, the notice must be posted conspicuously in at least three public places in the city. §12111</p>
<p>January 29, 2014</p> <p>(E-125)</p>	<p>Notice of Parties Qualified to Participate in Primary Election</p> <p>The last day for the Secretary of State to prepare and send to each County Elections Official a notice designating the political parties qualified to participate in the primary. §12103</p>
<p>January 31, 2014</p> <p>By Statute</p>	<p>Semi-Annual Campaign Statement</p> <p>Last day to file semi-annual campaign disclosure statements for the period ending December 31, 2013 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 primary. GC §§84200, 84218</p>

<p>February 6, 2014 to February 10, 2014</p> <p>(E-117 to E-113)</p>	<p>Declaration of Intention Extension – Judicial Candidates Only</p> <p>If the incumbent fails to file a Declaration of Intention to succeed the same office by February 5th, then persons other than the incumbent may file a Declaration of Intention, no later than the first day for filing nomination papers. §§8022, 8023</p>
<p>February 3, 2014 to March 5, 2014</p> <p>(E-120 to E-90)</p>	<p>Notice of Election</p> <p>Between these dates the County Elections Official, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy. Notice of central counting place may be combined with this notice. §§12109, 12112</p>
<p>February 10, 2014 to March 7, 2014</p> <p>(E-113 to E-88)</p>	<p>Candidate Nomination Period - All Candidates, Including Judicial Offices of the Superior Court (Excluding Independent candidates)</p> <p>Candidate nomination forms are obtained from and filed with the County Elections Official during this period. §§10510, 13307, 13311</p> <p>The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms from the County Elections Official. All filing fees are non-refundable. §8105</p>
<p>February 10, 2014 to March 7, 2014</p> <p>(E-113 to E-88)</p>	<p>Candidate’s Statement of Qualifications - Judicial, County & State Legislative Candidates</p> <p>Between these dates, candidates for judicial and county offices may prepare a statement of qualifications, not to exceed 200 words, to be included in the Voter’s Information Pamphlet. State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications, not to exceed 250 words, to be included in the Voter’s Information Pamphlet.</p> <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 may be withdrawn up until 5 p.m. on March 10th (the next business day) if the contest closes on March 7th. If there is an extension period, it can be withdrawn on March 13th (the next business day).</p> <p>§§13307, 13308 GC §85601</p>

<p>February 10, 2014 to March 7, 2014</p> <p>(E-113 to E-88)</p>	<p>Statement of Economic Interest - All Candidates EXCEPT U.S. Senate and Congress</p> <p>Between these dates, candidates filing their Declaration of Candidacy for the June Primary must also file statements of economic interests disclosing their investments, interests in real property, and any income received during the preceding 12 months. The statement is not required if the candidate has filed such a statement within the past sixty days for the same jurisdiction. GC §§87200, 87201, 87500</p>
<p>February 12, 2014</p> <p>(E-111)</p>	<p>Candidate Intention Statement</p> <p>Last day for the Candidate Intention Statement (Form 501) to be filed in order for statewide constitutional office candidates accepting the voluntary expenditure limits to qualify to purchase space for a 250-word statement in the state Voter Information Guide. GC §§85200, 85400, 85401</p>
<p>February 12, 2014</p> <p>(E-111)</p>	<p>Candidate Statements in the State Voter Information Guide Deadline</p> <p>Last day statewide constitutional office candidates may purchase space for a 250-word candidate statement in the official state Voter Information Guide. Candidates for statewide constitutional office may purchase space for a candidate statement only if they have agreed to voluntary expenditure limits. Contact the SOS for further information. GC 85601(a)</p>
<p>March 5, 2014 to June 3, 2014</p> <p>(E-90 – E-0)</p>	<p>24 Hour Contribution Report</p> <p>State and local committees making or receiving contribution(s) that total in the sum of \$1000 or more in the 90 days before an election.</p> <p>Committees reporting contributions of \$5000 or more in connection with a state ballot measure.</p> <p>State candidates and state ballot measure committees that receive \$5000 or more at any time other than a 90-day election cycle.</p> <p>File form 497 within 24 hour of receiving or making contribution(s) of \$1000 or more.</p> <p>File Form 497 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p>

<p>March 5, 2014 to June 3, 2014</p> <p>(E-90 – E-0)</p>	<p>24 Hour Expenditure Report</p> <p>Independent expenditures that total in the sum of \$1000 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 immediately preceding 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>February 12, 2014</p> <p>(E-111)</p> <p>EARLY</p>	<p>Early date to submit resolutions and measure text to the elections official. (Suggested Date)</p> <p>Resolution Calling Election and Consolidating with the June Primary Election – Adopted by Jurisdictions</p> <p>Before February 12th, if special districts, school districts, cities or the county are going to submit a measure to the voters in the June election, the governing boards are encouraged to adopt a resolution early to call the election and consolidate the measure with the June Primary election. §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. §13247</p>
<p>March 7, 2014</p> <p>(E-88)</p> <p>FINAL</p>	<p>Last Day to Submit Resolutions of Consolidation</p> <p>Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the County Elections Department. Earlier filing dates are encouraged in order to meet printing schedules. §§10401, 10402</p>
<p>March 7, 2014</p> <p>(E-88)</p>	<p>Signatures-In-Lieu of Filing Fees – Supplemental Deadline</p> <p>Last day a candidate may submit supplemental signatures to the county elections official or pay a prorated portion of the filing fee to cover any deficiency in the filing fee payment. § 8106(b)(3)</p>

<p>March 7, 2014</p> <p>(E-88)</p>	<p>Deadline for Filing Tax Rate Statement for Bond Measures</p> <p>Last day to file Tax Rate Statement for any bond measure appearing on the June ballot. §9401</p>
<p>March 7, 2014</p> <p>(E-88)</p>	<p>Statement of Economic Interests</p> <p>Last day for specified candidates in an election to file a Statement of Economic Interests (Form 700) disclosing their investments, interests in real property, and any income received during the immediately preceding 23 months.</p>
<p>March 8, 2014 * to March 12, 2014</p> <p>(E-87 to E-83)</p>	<p>Extension of Nomination Period</p> <p>Extension period for anyone other than the incumbent to file a Declaration of Candidacy and nomination petition if the incumbent did not file by March 7, 2014. This provision does not apply (1) when the incumbent for judicial office does not file a Declaration of Intention for that same office (there is an earlier filing extension period from February 6, 2014 to February 10, 2014 (2) when there is no incumbent eligible to be re-elected and (3) if the incumbent's failure to file is because he or she has already served the maximum number of terms. In addition, no person may file for more than one office at the same election. §§8003(b), 8022, 8024, 8204</p>
<p>March 13, 2014 @ 11:00 a.m.</p> <p>(E-82)</p>	<p>Randomized Alphabet Drawing</p> <p>Secretary of State draws a random alphabet to determine the order of candidates on the ballot for offices. The county elections official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly. §13112</p>
<p>March 14, 2014</p> <p>(E-81)</p> <p>FINAL</p>	<p>Arguments Due for Ballot Measures</p> <p>Deadline to submit arguments for or against ballot measures. (Arguments are public after the 5 p.m. deadline) §§9163, 9316</p> <p><i>Department Policy</i></p>

<p>March 24, 2014</p> <p>(E-71)</p> <p>By Statute</p>	<p>First Pre-Election Statement</p> <p>Last day to file campaign statements for candidates and committees covering the period ending March 17, 2014. GC §§84200.5, 84200.7(a)</p> <p>PLEASE REFER TO www.fppc.ca.gov</p>
<p>March 24, 2014</p> <p>(E-71)</p> <p>FINAL</p>	<p>Deadline for Filing Rebuttals and Analyses for Ballot Measures</p> <p>Deadline for proponents and opponents to submit rebuttal arguments. §9167 (Rebuttals and analyses are public after the 5 p.m. deadline) <i>Department Policy</i></p> <p>County Counsel to submit analysis [§9160, 9313] for county and school/special district measures; City Attorney to submit analysis of city measures. §9280</p> <p>County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures. §9160</p>
<p>March 24, 2014 to April 3, 2014</p> <p>(E-71 to E-61)</p>	<p>10-day Public Inspection for Arguments, Rebuttals and Analyses</p> <p>All arguments, rebuttals and analyses filed in the Register of Voters office will be available for public examination for a period of 10 calendar days immediately following the deadline for submission. The documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA.</p> <p>During this period any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted. §§9190, 9380</p>
<p>March 27, 2014</p> <p>(E-68)</p> <p>5:00p.m.</p>	<p>Certified List of Candidates and Rotation List</p> <p>The last day for the Secretary of State to prepare and send to each county elections official a certified list of candidates showing the name of every person eligible to receive votes within the county. §§8120, 8125</p>

<p>March 27, 2014</p> <p>(E-68)</p>	<p>Death of Candidate</p> <p>If a candidate dies on or after this date, his or her name shall be printed upon the ballot. §§8809, 8810</p>
<p>April 4, 2014</p> <p>(E-60)</p>	<p>Military or Overseas Voter Ballot Applications</p> <p>County election officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election. §§300(b), 3105(b)(1)</p>
<p>April 7, 2014 to May 20, 2014</p> <p>(E-57 to E-14)</p>	<p>Statement of Write-in Candidacy and Nomination Papers</p> <p>Between these dates, write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the county elections official. §8601</p>
<p>April 24, 2014 to May 13, 2014</p> <p>(E-40 to E-21)</p>	<p>State Ballot Pamphlets</p> <p>Between these dates the Secretary of State shall mail State Ballot Pamphlets to registered voters. §9094</p>
<p>April 24, 2014 to May 13, 2014*</p> <p>(E-40 to E-21)</p>	<p>Counties Mail Sample Ballots</p> <p>Between these dates the county elections official shall mail a Sample Ballot Pamphlet and polling place notice to each registered voter. §9094</p>
<p>May 5, 2014</p> <p>(E-29)</p>	<p>Last Day to Register to Vote to Receive a Sample Ballot by Mail</p> <p>A sample ballot shall be mailed to each person who has registered to vote at least 29 days before the election. §§9094, 13303</p>
<p>May 5, 2014 to May 27, 2014</p> <p>(E-29 to E-7)</p>	<p>Vote-By-Mail Voting Period.</p> <p>Vote-by-Mail period for the 2014 Primary Election. §§3001, 3003</p>

<p>May 18, 2014 to June 2, 2014</p> <p>(E-16 to E-1)</p>	<p>Late Contribution/Independent Expenditure Report</p> <p>During this time late contribution/independent expenditure reports must be filed by FAX, guaranteed overnight delivery or be delivered in person. This information must be reported within 24 hours of the time it is made or received. GC §§84203, 84204</p> <p>PLEASE REFER TO www.fppc.ca.gov</p>
<p>May 18, 2014* to June 2, 2014</p> <p>(E-16 to E-1)</p>	<p>24-Hour Statement of Organization Filing Requirement – Recipient Committees & Slate Mailer Organizations</p> <p>A recipient committee or slate mailer organization that qualifies during the 16 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. GC §§84101, 84108</p> <p>PLEASE REFER TO www.fppc.ca.gov</p>
<p>May 19, 2014</p> <p>(E-15)</p>	<p>Close of Voter Registration</p> <p>Last day to register to vote in the primary election. The Voter Registration Form shall be mailed (postmarked by this date) or delivered to the county elections official by this date and is effective upon receipt.</p> <p>Last day for military or overseas voters to register to vote and request a vote-by-mail ballot and to send it to the county elections official.</p> <p>NOTE: A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status. When a county elections official receives and approves a registration application from a military or overseas voter, the official must provide that voter with a vote-by-mail ballot for each subsequent election for federal office in the state unless the voter fails to vote in four consecutive statewide general elections. §§300, 2102, 2107, 3102, 3206</p>
<p>May 20, 2014 to June 3, 2014</p> <p>(E-14 to E-0)</p>	<p>New Citizens Registration</p> <p>Registration for new citizens begins the 14th day prior to an election and ends on Election day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship (between these dates) prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular vote-by-mail ballot. §§331, 3500, 3501, 3502</p>

<p>May 22, 2014</p> <p>(E-12)</p>	<p>Second Pre-Election Statement</p> <p>The last day to file campaign statements for candidates and committees covering the period from March 18, 2014 to May 17, 2014.</p> <p>GC §§84200.5, 84200.7(a)</p> <p>PLEASE REFER TO www.fppc.ca.gov</p>
<p>May 23, 2014</p> <p>(E-11)</p>	<p>Processing Vote-By-Mail Ballots</p> <p>Processing of vote-by-mail ballots may commence on the seventh business day before the election but the results of the tally shall not be released until after the polls close. §15101(b)</p>
<p>May 27, 2014</p> <p>(E-7)</p>	<p>Publication of Notice of Measures to be Voted on at Municipal Election.</p> <p>The city elections official shall publish a synopsis of the measure at least one time not later than one week before the election in a newspaper of general circulation in the city. §12111</p>
<p>May 27, 2014</p> <p>(E-7)</p>	<p>Publication of Polling Places, 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. §§12105, 12105.5</p> <p>If city elections are consolidated, the city must publish by this date a list of candidates in the order they appear on the ballot and the respective offices for which they are nominated. §12110</p>
<p>May 27, 2014</p> <p>(E-7)</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 primary election. §3001</p>
<p>May 28, 2014 to June 3, 2014</p> <p>(E-6 to E-0)</p>	<p>Vote-By-Mail Ballots – Late Conditions</p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the Elections Department and receive a vote-by-mail ballot over the counter. Voters may designate, in writing, a representative to bring the vote-by-mail ballot to them. The voter may either personally or through an authorized representative return the ballot to the Elections Department or any polling place in the county. §3021</p>

<p>June 2, 2014</p> <p>(E-1)</p>	<p>24 Hour Payment Report (Slate Mailer Organizations)</p> <p>During the 90 days immediately preceding 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>GC §§84220, 84203, 85204</p>
<p>June 2, 2014</p> <p>(E-1)</p>	<p>24 Hour Statement of Organization – Recipient Committees and Slate Mailer Organizations</p> <p>A recipient committee or slate mailer organization that qualifies during the 16 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. GC §§84101, 84108</p>
<p>June 3, 2014</p> <p>(E-0)</p>	<p>Primary Election Day</p> <p>Polls open at 7 a.m. and close at 8 p.m. §§1000, 14212</p>
<p>June 3, 2014</p> <p>(E-0)</p>	<p>Unopposed Superior Court Judge</p> <p>On this date the County Elections Official will declare any incumbent superior court judge whose name did not appear on either the primary or general election ballot re-elected. §8203</p>
<p>June 5, 2014</p> <p>(E+2)</p>	<p>Official Canvass of the Returns</p> <p>The Official Canvass of returns shall commence no later than the first Thursday following the election. §15301</p>

<p>July 1, 2014</p> <p>(E+28)</p>	<p>Completion of the Official Canvass by Elections Office</p> <p>The Official Canvass must be completed within 28 days of the election. The Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors. The Board of Supervisors shall declare the winners for each office and each measure. The Elections Official shall make out and deliver to each person elected or nominated a Certificate of Election or Nomination. §§15372, 15400, 15401</p>
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THE TOP TWO PROCESS

TOP TWO CANDIDATES GUIDELINES TO VOTING

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act”. The top two took effect January 1, 2011, created voter-nominated offices.

Now, under the “Top-Two Open Primary Act”, all candidates running, regardless of their party preference, will appear on a single combined ballot, and voters can vote for any candidate from any political party.

The “Top-Two Open Primary Act” requires that only the two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast at the primary shall appear on the ballot as candidates at the ensuing General Election. §8141.5

The following are Voter-Nominated offices:

Governor	Controller	State Senator
Lt. Governor	Insurance Commissioner	State Assembly
United State Senator	Board of Equalization	State Treasurer
Secretary of State	U.S. Representatives	Attorney General

Nonpartisan offices such as Judges, schools, special districts, municipalities and the Superintendent of Public Instruction would remain open to all eligible voters.

Quick facts about the “Top-Two Primary Act”

What does this mean for the Voter?

It changes the way candidates are elected in a primary election.

1) Voter-Nominated

Voter-Nominated offices are contests in which the nominee is selected by the voter. In voter-nominated contests, any voter can vote for any candidate, regardless of party. It also allows candidates to choose whether they want to disclose their party preference on the ballot.

Who can vote: All voters, regardless of party preference can vote for any candidate. This replaces party ballots in primary elections with a single combined ballot listing all candidates. The candidate may also choose to have their party preference or lack of party preference printed on the ballot.

Offices of: Governor, Lt. Governor, Secretary of State, State Treasurer, State Controller, State Insurance Commissioner, State Board of Equalization, Attorney General, State Senator, State Assembly, US Senator, and US Representative.

Who advances to the general election: The top-two vote-getters, regardless of party preference.

2) Nonpartisan

A Nonpartisan office is an office in which no political party nominates a candidate. Judicial, school, county and municipal offices are examples of nonpartisan offices.

Who can vote: All voters, regardless of party preference

*Offices of: Superintendent of Public Instruction, Superior Court Judges, County Offices, Municipal Offices, Schools and Special Districts

Who advances to the general: In majority vote contests, candidates that receive a majority of the votes win outright in the Primary. If no candidate receives a majority of the vote, then the top-two vote-getters move on to the general election.

How does this affect write-in candidates?

- You may write in a qualified write-in candidate's name on the ballot in a Primary Election contest for Voter-Nominated and/or Nonpartisan offices.
- In the General Election, you may only write-in a qualified candidates name in a Nonpartisan office only.
- Write-in votes are not allowed in a voter-nominated general election.

LIST OF OFFICES AND INCUMBENTS
FOR THE STATEWIDE DIRECT PRIMARY ELECTION
JUNE 3, 2014

Office	District	Incumbent	Preference
Governor		Edmund Brown	Democrat
Lt. Governor		Gavin Newson	Democrat
Secretary of State		Debra Bowen	Democrat
Controller		John Chiang	Democrat
Treasurer		Bill Lockyer	Democrat
Attorney General		Kamala Harris	Democrat
Insurance Commissioner		Dave Jones	Republican
Board Of Equalization	2	George Runner	Democrat
Supt. Of Public Instruction		Tom Torlakson	Nonpartisan
U.S. Congress	3	John Garamendi	Republican
U.S. Congress	5	Mike Thompson	Democrat
Member, State Assembly	4	Mariko Yamada	Democrat
Member, State Assembly	11	Jim Frazier	Democrat
Member, State Assembly	14	Susan A. Bonilla	Democrat
Board of Supervisors	3	Jim Spering	Nonpartisan
Board of Supervisors	4	John Vasquez	Nonpartisan
Superior Court Judge-Department	1	Paul Beeman	Nonpartisan
Superior Court Judge-Department	8	Wendy G. Getty	Nonpartisan
Superior Court Judge-Department	9	Ramona J. Garrett	Nonpartisan
Superior Court Judge-Department	12	Christine A. Carringer	Nonpartisan
Superior Court Judge-Department	14	Garry T. Ichikawa	Nonpartisan
Assessor/Recorder		Marc Tonnesen	Nonpartisan
Auditor-Controller		Simona Padilla-Scholtens	Nonpartisan
District Attorney		Donald A. du Bain	Nonpartisan
Sheriff/Coroner		Thomas A. Ferrara	Nonpartisan
Superintendent of Schools		Jay Speck	Nonpartisan
Treasurer/Tax Collector/ County Clerk		Charles A. Lomeli	Nonpartisan

ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES

GENERAL REQUIREMENTS

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

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

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

COUNTY OR DISTRICT OFFICES IN GENERAL

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

PROHIBITION

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.

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.caag.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, or phone toll free 1-866-275-3772.

NONPARTISAN STATE AND LOCAL OFFICE QUALIFICATIONS

JUDICIAL

JUDGE of the SUPERIOR COURT

A citizen of the United States, a registered voter of the state, and for ten years immediately preceding the election either a member of the State Bar of California or have served as a judge of a California court of record. [U.S. Const.; CA Const. VI, §§15, 16]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 6 Years

Term commences January 5, 2015

SCHOOL

SUPERINTENDENT OF PUBLIC INSTRUCTION

- A. Citizen of the United States, resident of California and qualified to vote for that office at the time Nomination Papers are issued. [§201; GC §24001]
- B. Not have 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. [§20]
- C. Not have served two terms in the office sought since November 6, 1990. [Cal. Const., art. IX, §2]

DOCUMENTATION REQUIRED. [§§13, 13.5; Ed. Code §§1205-1208]

Term Of Office: 4 years

Term commences January 5, 2015

COUNTY SUPERINTENDENT OF SCHOOLS

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

Must possess a valid credential from the State Board of Education and possess a valid certification document authorizing administrative services. The possession of a valid elementary administrative and a valid secondary administrative credential are equivalent to the possession of a valid general administrative credential. [Ed. Code §§1205-1208]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 Years

Term commences January 5, 2015

COUNTY

COUNTY SUPERVISOR

A registered voter, a resident in the county and district in which the election is held for at least 30 days immediately preceding the deadline for filing Nomination Papers for the office, and shall reside in the district during his incumbency. [§201; GC §§24001, 25041]

[§§ 13, 13.5]

Term Of Office: 4 years

Term commences January 5, 2015

ASSESSOR - RECORDER

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

- (a) A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code.
- (b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization within 30 days of election or appointment.
- (c) This section shall not apply to any person holding the office of assessor on January 1, 1997. [GC §24002.5]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 Years

Term commences January 5, 2015

AUDITOR – CONTROLLER

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

Must meet at least **one** of the following criteria:

- (a) Possess a valid certificate issued by the California Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.
- (b) Possess a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.
- (c) Possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- (d) Have served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years. [GC §26945]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 Years

Term commences January 5, 2015

DISTRICT ATTORNEY

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

A person is not eligible to the office of District Attorney unless he has been admitted to practice in the Supreme Court of the State. [GC §24002]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 Years

Term Commences on January 5, 2015

SHERIFF – CORONER

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

Must meet **one** of the following criteria:

- (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.
- (2) One year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university.
- (3) Two years full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university.
- (4) Three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts or associate in science degree, or the equivalent, from an accredited college.
- (5) Four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent. [GC §24004.3]

All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment to the office of sheriff.

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 years

Term Commences on January 5, 2015

TREASURER/TAX COLLECTOR/COUNTY CLERK

A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]

Must meet **one** of the following criteria:

- (1) The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.
- (2) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- (3) The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.
- (4) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.
- (5) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance. [GC §27000.7]

DOCUMENTATION REQUIRED. [§§13, 13.5]

Term of Office: 4 Years

Term commences January 5, 2015

CANDIDATE FILING FEES AND PETITION IN-LIEU SIGNATURES

Filing Fees for local candidates shall be payable to the Solano County Registrar of Voters by check, money order or cashier's check.

Office	Salary ¹	Filing Fee % of salary	In-Lieu signatures	Value of each sig	Sponsors ¹ required
Assessor / Recorder	\$ 160,407	\$ 1,604.07	6,416	\$0.25	20 - 40
Auditor - Controller	\$ 160,407	\$ 1,604.07	6,416	\$0.25	20 - 40
County Sup of Schools	\$ 212,792	\$ 2,127.92	8,511	\$0.25	20 - 40
County Supervisor, District 3	\$ 94,758	\$ 947.58	3,790	\$0.25	20 - 40
County Supervisor, District 4	\$ 94,758	\$ 947.58	3,790	\$0.25	20 - 40
District Attorney	\$ 194,537	\$ 1,945.37	7,781	\$0.25	20 - 40
Sheriff / Coroner	\$ 189,264	\$ 1,892.64	7,570	\$0.25	20 - 40
Superior Court Judge	\$ 181,292	\$ 1,812.92	7,152	\$0.25	20 - 40
Treasurer / Tax Collector / County Clerk	\$ 154,293	\$ 1,542.94	6,171	\$0.25	20 - 40

Filing Fees for state candidates shall be payable to the Secretary of State office by check, money order or cashier's check.

Office	Salary ¹	Filing Fee % of salary	In-Lieu signatures ¹	Value of each sig ²	Sponsors ¹ required
Governor	\$173,987	\$3,479.74 2%	10,000	\$0.347974	65 - 100
Lieutenant Governor	\$130,490	\$2,609.80 2%	10,000	\$0.26098	65 - 100
Attorney General	\$151,127	\$3,022.54 2%	10,000	\$0.302254	65 - 100
Secretary of State	\$130,490	\$2,609.80 2%	10,000	\$0.26098	65 - 100
Controller	\$139,189	\$2,783.78 2%	10,000	\$0.278378	65 - 100
Treasurer	\$139,189	\$2,783.78 2%	10,000	\$0.278378	65 - 100
Insurance Commissioner	\$139,189	\$2,783.78 2%	10,000	\$0.278378	65 - 100
Member, Board of Equal. 2	\$130,490	\$1,304.90 1%	5,220	\$0.24998	40 - 60
U.S. Congress, Dist. 3	\$174,000	\$1,740.00 1%	3,000	\$0.58	40 - 60
U.S. Congress, Dist. 5	\$174,000	\$1,740.00 1%	3,000	\$0.58	40 - 60
Mem, State Assembly Dist. 4	\$ 95,291	\$ 952.91 1%	1,500	\$0.635273	40 - 60
Mem, State Assembly Dist.11	\$ 95,291	\$ 952.91 1%	1,500	\$0.635273	40 - 60
Mem, State Assembly Dist. 14	\$ 95,291	\$ 952.91 1%	1,500	\$0.635273	40 - 60
Superintendent of Public Ins.	\$151,127	\$3,022.54 2%	10,000	\$0.302254	65 - 100

¹Salaries and filing fees for federal, state constitutional and legislative candidates are based on salaries as of December 2, 2013.

²The number of in-lieu signatures required and the monetary value of each in-lieu signature listed above apply to all Voter-Nominated offices and some Nonpartisan candidates.

PETITION IN-LIEU OF FILING FEE – Optional

Filing Period for Petitions In-Lieu of filing fee (signatures)

Judicial Candidates: **December 27th through February 5th**

All Offices EXCEPT Judicial Candidates: **December 27th through February 20th**

Petitions In-Lieu of filing fee petitions may be circulated for securing signatures-in-lieu of paying for all, or part, of the filing fee for the office being sought.

Petition Signer Qualifications

Party Nominated Candidates – A signer shall be a registered voter of the candidate’s jurisdiction and of the same party as the candidate. ***NOTE: There are NO party nominated offices in this election.***

Voter-Nominated Candidates – Any registered voter within the candidate’s jurisdiction, regardless of party preference, is eligible to sign the petition. [§8106(b)]

Nonpartisan Candidates – Any registered voter within the candidate’s jurisdiction, regardless of party preference, is eligible to sign the petition. [§8106(b)]

If a voter signs more candidates’ petitions than there are offices to be filled, the voter’s signature is valid and will be counted only on those petitions which, when taken in the order they are filed, do not exceed the number of offices to be filled. [§8069]

Each signer of the petition must write his or her signature and shall include his or her printed name and place of residence; (i.e. street name and house number) in the presence of the circulator.

Multi-County Office – Candidates running for multi-county offices should contact all participating jurisdictions to find out if they will accept other counties petition in-lieu forms. Solano County will accept another counties petition in-lieu forms as long as the document is double sided and the declaration of circulator is completely filled out.

General Information Regarding Filing of Petitions In-Lieu

Forms may be obtained from the Solano County Registrar of Voters’ Office at 675 Texas Street, Suite 2600, Fairfield, CA, during regular office hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, beginning on Friday, December 27, 2013.

The Registrar of Voters office will provide the master form and copies to each candidate to obtain the necessary petitions in-lieu and/or nomination petition signatures. The candidate may choose to apply petition in-lieu signatures towards the required number of nomination signatures for the office sought. The candidate will duplicate the master form at his or her expense for the purpose of circulating additional petitions in-lieu. **The master form must be duplicated exactly as provided** (i.e. a two sided copy).

There is no provision in law permitting petition forms and signatures **for nomination purposes only** to be obtained prior to the nomination period (February 10, 2014). Signatures obtained and filed in-lieu of filing fees may be counted towards the signature requirements for nomination papers.

- Signers of nomination papers for Partisan offices must be affiliated with the same party as the candidate. **NOTE: *There are NO party offices in this election.***
- Signers of nomination papers for Voter-Nominated offices can be affiliated with any party.

Signatures obtained prior to the nomination period **must** be submitted for in-lieu purposes.

Signatures-In-Lieu Of Filing Fee Used For Nomination Petition Requirement.

If a candidate submits a petition in-lieu of filing fee (signatures), the elections official shall count all valid signatures appearing on the petition towards the number of voters required to sign a nomination paper. If a petition in-lieu contains a requisite number of valid signatures, the candidate shall not be required to file nomination petitions, but may request the Registrar of Voters to accept the petition in-lieu instead of filing nomination petitions. If the in-lieu petition does not contain the requisite number of valid signatures, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures. The portion of the filing fee that is not covered by the signatures must be paid in full before the Declaration of Intention or Declaration of Candidacy and Nomination Petition may be filed. [§§8041, 8061, 8062, 8106]

Petition Circulator Qualifications

Each circulator of a petition in-lieu shall be 18 years of age or older and shall complete and sign the attached Affidavit of Circulator to the petition, which conforms to the new circulator requirements set forth in Senate Bill (SB) 213 effective January 1, 2014 which amends Elections Code §§102,104,8041,8106.

All petition sections are to be circulated and filed in the county in which the signatures were obtained. All signers of a petition section (page) must be registered in the same county. If a petition is circulated in multiple counties, different petition sections (pages) must be used in each county of circulation. [§8106(b) (4)]

The affidavit of circulator on the back of each petition must be completed in the circulator's own handwriting, even when the circulator is the candidate. The election's office will not accept petitions when the affidavit of circulator is not filled out completely.

SUMMARY OF NOMINATION FORMS

DECLARATION OF CANDIDACY:

All candidates for public office in California are required to file a Declaration of Candidacy. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation.

The Declaration of Candidacy shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The Declaration of Candidacy must be executed in the office of the election official unless the candidate, in a written statement, signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered no later than 5:00 p.m. on the final day of filing. [§§8020, 8028(b), 8040, 8100, 8105]

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 (March 7, 2014).

- **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. **NOTE: There are NO party nominated offices in this election.**
- **For Voter-Nominated and Nonpartisan offices**, any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition. [§8106(b)]

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

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. [§§20440, 20442, 20444]

STATEMENT OF ECONOMIC INTERESTS:

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

Only candidates for elective office so designated under the agency's conflict of interest code, and candidates for public office listed in GC §87200, must file a Statement of Economic Interests with their nomination papers. Elected officials, if so designated, must also file a Statement of Economic Interests within 30 days of assuming office; annually; and within 30 days of leaving office. If an individual is appointed to an office, he or she must file a Statement of Economic Interests within 10 days of assuming office. Under certain conditions, the Statement of Economic Interests need not be filed if such a statement was filed within 60 days prior to the filing of a Declaration of Candidacy or prior to the date of assuming office. [GC §§87200, 87300, 87500]

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 under any circumstances. [§8105]

EXTENSION OF DECLARATION OF CANDIDACY PERIOD

If an incumbent fails to return his Declaration of Candidacy by the last day prescribed for the close of the nomination period (5:00 p.m., March 7, 2014) the nomination period will be extended for five (5) days (until 5:00 p.m., March 12, 2014). During this extended period, persons other than the incumbent may file Declaration of Candidacy papers for the office. The extension period does not apply to those offices for which there is no incumbent or where there is a vacancy.

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. [§8800]

CANDIDATE FILING DATES

12/27/13 – 02/05/14	Signatures-In-Lieu of Filing Fees - Judicial Candidates
12/27/13 – 02/20/14	Signatures-In-Lieu of Filing Fees - All offices EXCEPT Judicial Candidates
1/27/14 – 2/05/2014	Judicial Declaration of Intention Period
02/10/14 – 03/07/14	Declarations of Candidacy and Nomination Papers
03/08/14 – 03/12/14	Extension Period if Incumbent does not file. (No extension period for Congressional, U.S. Senate candidates or Central Committee members)
04/07/14 – 05/20/14	Statements of Write-in Candidacy and Nomination papers

Office	Filing Fee or Petitions In-Lieu	Declaration of Intention	Declaration of Candidacy / Nomination Papers	Statement of Economic Interests	Candidate's Statement of Qualifications	Campaign Disclosure Statements
Federal						
U.S. Representative	X		X	Not required to be filed with the Registrar of Voters	OPTIONAL	Not required to be filed with the Registrar of Voters
State Legislative						
State Senator	X		X	X	OPTIONAL ¹	X
Assemblymember	X		X	X	NONE	X
Judicial						
Superior Court Judge	X	X	X	X	OPTIONAL	X
County²						
Board of Supervisors	X		X	X	OPTIONAL	X

¹ Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement not to exceed 250 words.

² (1) Notwithstanding subdivision (a) of Section 13, of the Elections Code, no person shall be considered a legally qualified candidate for any of the offices set forth in subdivision (b) unless that person has filed a Declaration of Candidacy, nomination papers, or statement of write-in candidacy, accompanied by documentation, including, but not necessarily limited to, certificates, declarations under penalty of perjury, diplomas, or official correspondence, sufficient to establish, in the determination of the official with whom the declaration or statement is filed, that the person meets each qualification established for service in that office by the provision referenced in subdivision (b).

(2) The provision of "documentation," for purposes of compliance with the requirements of paragraph (1), may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code. (b) This section shall be applicable to the following Offices: Superior Court Judges.

BALLOT DESIGNATION WORKSHEET

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. When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician."

The ballot designation that a candidate may use is governed by Elections Codes §§ 13106 and 13107, which state the following:

No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office. [§13106]

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

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

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

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

(4) The phrase "**appointed incumbent**" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for

election to the same office or to some other office, the word “**appointed**” and the title of the office. In either instance, the candidate may not use the unmodified word “**incumbent**” or any word designating the office unmodified by the word “**appointed.**” However, the phrase “**appointed incumbent**” shall not be required of a candidate who seeks re-election to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to §5326 and §5328 of the 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 and the ballot designation worksheet described in Section §13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the 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 a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate’s name.

Ballot Designation May Not be Changed After Filing

(d) No ballot designation given by a candidate shall be changed by the candidate after the final date for filing nomination papers, except as specifically requested by the election official. (13107(d))

Ballot Designation in Both Primary and General Elections

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

(f)In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections §§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.

BALLOT DESIGNATION 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 such as "Veteran".**
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**.”

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

Use of “Community Volunteer”

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

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

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

Change of Ballot Designation

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

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 (March 13, 2014), the Secretary of State's office selects 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 a random alphabet drawing to determine the order of candidates on the ballot for multi-county state legislative districts. The randomized alphabets are used in determining the order of all candidates' names on the ballot.

Rotation of Names on the Ballot

Statewide Offices

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

Congress/State Board of Equalization

Candidates are placed on the ballot in the random order in the lowest numbered Assembly District within the Congressional District.

The candidates' names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

Countywide Offices

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

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

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

WRITE-IN CANDIDACY

Election Code §§8600 – 8606

Every person who desires to be a write-in candidate and have his or her name, as written, on the ballot of an election counted for a particular office, shall file nomination papers between April 7, 2014 and May 20, 2014, for the Statewide Direct Primary Election.

Qualifications and Requirements for Write-in Candidacy as stated in EC §8600 are as follows:

1. A statement of write-in candidacy that shall contain:
 - Candidate's name
 - Candidate's residence address
 - A declaration stating that he or she is a write-in candidate
 - The title of the office for which he or she is running
 - The party nomination which he or she seeks, if running for a partisan office
 - The date of the election
 - The candidate's 10 year party preference, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office
2. Certain county offices as described in Section §13.5 (District Attorney, Treasurer/Tax Collector/County Clerk, Auditor/Controller, Assessor/Recorder, Sheriff/Coroner, Superintendent of Schools and Judge of the Superior Court) require documentation sufficient to establish that the person meets each qualification established for service in that office.
3. The required number of signatures on the nomination papers, if any, for that office.
 - Governor: 65 – 100 signatures
 - United States Senator: 65-100 signatures
 - House of Representatives and State Legislatives office: 40 – 60 signatures
4. In order to have a write-in candidate's name on the ensuing General Election ballot, the write-in candidate must receive the highest number of votes cast for the Voter-Nominated office or the second highest number of votes cast for the office, unless there is a tie or a vacancy, or unless another candidate has been elected to the office by winning the majority of the votes. [§8605]

Signers of nomination papers for a write-in candidate shall be voters in the district or political subdivision in which the candidate is to be voted on. In addition, if the candidate is seeking a party nomination for an office, the signers shall also be

affiliated with the party whose nomination is sought. No fee or charge shall be required of a write-in candidate. [§8600-8604]

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure. (Gov. Code 82007; Elections Code §305)

Notwithstanding any other provision of law, a person may not be a write-in candidate at the general election for a voter-nominated office. (Elections Code §8606)

Judicial Incumbent Only Nominee - Petition Calling Election Required for Write-In Candidacy

In the circumstance where a judicial incumbent is the only candidate, the candidate's name shall not appear on the primary election ballot **UNLESS** there is a petition filed with the Registrar of Voters office within 10 days E-78 after the final date for filing nomination papers for the office. The petition must indicate that a write-in campaign will be conducted for the office and signed by 0.1 % of the registered voters qualified to vote with respect to the office, provided that the petition shall contain at least 100 signatures but need not contain more than 600 signatures [§8203]

If the name of the incumbent judicial candidate did not appear on the Statewide Direct Primary Election ballot, it shall not appear on the November 4, 2014 ballot, **UNLESS** there is a petition filed with the Registrar of Voters office not less than 83 days before the general election. The petition must indicate that a write-in campaign will be conducted for the office and signed by 0.1 % of the registered voters qualified to vote with respect to the office. [§8203]

INDEPENDENT CANDIDATES

Nonpartisan and Voter-Nominated Candidates

A candidate for a nonpartisan office or voter-nominated office, for which no candidate has been nominated at the primary election, may be nominated subsequent to or in lieu of a primary election pursuant to the independent nomination provisions of Part 2 of Division 8 of the Elections Code beginning at Section 8300.

STATEMENT COST AND PREPARATION

CANDIDATE STATEMENTS COSTS

Cost and Advance Payment

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 is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. [§13307(c)]

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

<i>Jurisdiction</i>	<i>District</i>	<i>Statement in English</i>	<i>Statement in Spanish, Chinese and/or Tagalog (each version)</i>
U. S. Representative	3	\$966.19	\$969.19
U. S. Representative	5	\$661.78	\$664.78
State Assembly	4	\$352.69	\$355.69
State Assembly	11	\$878.89	\$881.89
State Assembly	14	\$662.15	\$665.15
County Supervisor	3	\$468.12	\$471.12
County Supervisor	4	\$472.84	\$475.84
Superior Court Judge	County Wide	\$1,362.23	\$1,365.23
County Officials	County Wide	\$1,362.23	\$1,365.23

Estimated candidate statement charges for state candidates will be given to the candidate during the nomination process.

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 Registrar of Voters 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 the 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 Registrar of Voters 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. As with all other nomination documents, the statement of financial worth and accompanying documents are a public record.

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 UNLESS A PAYMENT SCHEDULE IS ARRANGED WITH THE REGISTRAR OF VOTERS PRIOR TO RECEIPT OF THE BILL.

CANDIDATE STATEMENT GUIDELINES

Elections Code §§ 13307-13317

Filing Information

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

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

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

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

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

Candidate Statement Viewing and 10-Day Public Examination Period

Candidates' statements are confidential until the expiration of the period for filing such statements. After the deadline has passed, there is a 10-calendar day public examination period when the documents may be reviewed. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. [§13313]

Candidates may review their statements for omissions or typographical errors made by this office, the certified 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.

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

Preparation and Format of Candidate's Statement of Qualifications

Nonpartisan candidates may file a statement of qualifications not to exceed 200 words. Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement not to exceed 250 words. Candidate statements will be printed in block format in the sample ballot. In order to ensure uniformity, please use the following guidelines when preparing your candidate's statement.

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

THE PRINTED CANDIDATE'S STATEMENT

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

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

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

No Editing of Candidate's Statement

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

Withdrawal of Statement

The statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 p.m. of the next working day after the close of the nomination period. Any request for withdrawal of a candidate statement must be submitted in writing and signed by the candidate. [§13307]

GUIDELINES AND EXAMPLES FOR COUNTING WORDS

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

WORD(S)

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

- **Punctuation does not count.** Free

- ♦ Dictionary words
The words "I", "a", "the", "and", etc. are counted as individual words. One

- ♦ Abbreviations/Acronyms
 Examples are: *PTA, U.S.M.C.* One

- ♦ Geographical names
 Examples are: *Rio Vista, Solano County* One

- ♦ Numbers/Numerical combinations: One
 Digits (1, 10, or 100, etc.) One for each
 Spelled out (one, ten, or one hundred) One for each
 50%, 1/2, etc. One

- ♦ Numbers or letter used to identify a portion of text One
 Examples are: *(1) or (a)*

- ♦ Dates: One
 All digits (01/01/00) Two
 Words and digits (January 1, 2000)

- ♦ Characters used in place of a word or number One
 Examples are: & or #

- ♦ Hyphenated words: One
Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words
 Mother-in-law Two
 One-half

- ♦ Internet web site addresses & telephone numbers One

CAMPAIGNING

CAMPAIGN DISCLOSURE GENERAL INFORMATION

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

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

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

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

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

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

A \$10 per day late filing penalty 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. [GC § 91013]

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

The FPPC has a form for officeholders for reporting, the Candidate Intention Statement (Form 501). If you plan to be a candidate for a local office, and you intend to receive

contributions from others, or you plan to expend personal funds on your campaign, you must file a Candidate Intention Statement (Form 501) with the local filing officer **BEFORE** you solicit or receive any contributions.

In addition, if you receive contributions from others totaling \$1,000 or more for your campaign, a Statement of Organization Form 410 must be filed with the Secretary of State (and a copy to the local filing officer) within 10 days of receiving \$1,000 in contributions. During the campaign, you will have to file at least four campaign disclosure statements. [GC §84102]

Form 501 and 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. GC § 85501 prohibits a candidate's controlled committee from making an independent expenditure to support or oppose another candidate.

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

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

Who must file?

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

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

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

Filing Obligations

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

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

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

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

Use of Surplus Funds

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

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;
- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for

elective office. (The funds must be used for the party or committee's overhead expenses.)

- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys' fees for litigation which arises out of campaign or election activities. [GC §89519]

Termination

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

SUMMARY OF FORMS

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

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

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

FORM 460: Recipient Committee Campaign Statement. 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 \$1000 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 \$1000.

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

FORM 496 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 \$1000.00 or more to support or oppose a single candidate or a ballot measure must be reported as late independent expenditures.

FORM 497 24-hour Contribution Report: This form is used for

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

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

ADDRESS OF FILING LOCATIONS

Solano County Registrar of Voters

Government Center Building
675 Texas Street, Suite 2600
Fairfield, CA 94533-9937
707-784-6675
Toll Free 1-888-933-VOTE
FAX: 707-784-6678

Secretary of State

Political Reform Division

1500 11th St., 4th Floor, Room 495
P.O. Box 1467
Sacramento, CA 95814
916-653-6224

Fair Political Practices Commission (FPPC)

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

*Telephone advice is available Monday through Thursday
from 9:00 a.m. to 11:30 a.m.*

Campaign Disclosures for Federal Candidates

Provisions of the Political Reform Act do not apply to elections for federal offices, including U.S. Senate and U.S. Representative in Congress. Candidates for federal offices and committees that participate in federal campaigns are subject to federal disclosure requirements. Assistance for federal candidates and committees may be obtained from the:

Federal Election Commission

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

CALIFORNIA STATE CONTRIBUTION LIMITS

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2013-December 31, 2014)

Candidates seeking a state office and committees that make contributions to state candidates are subject to contribution limits from a single source. (Section 85301-85303.) Contributions from affiliated entities are aggregated for purposes of the limits. (Regulation 18215.1.) The chart below shows the current limits per contributor for state offices. The primary, general, special, and special run-off elections are considered separate elections. Contribution limits to candidates apply to each election. Contribution limits to officeholder and other committees apply on a calendar year basis. Contact your city or county about contribution limits for local offices.

Contribution Limits to State Candidates Per Election

Candidate or Officeholder	Contributor Sources		Political Party
	Person (individual, business entity, committee/PAC)	Small Contributor Committee (see definition on page 2)	
Senate and Assembly	\$4,100	\$8,200	No Limit
CalPERS/CalSTRS	\$4,100	\$8,200	No Limit
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$6,800	\$13,600	No Limit
Governor	\$27,200	\$27,200	No Limit

Contributions to Other State Committees Per Calendar Year

Committee	Contributor Sources
	Person (individual, business entity, committee/PAC)
Committee (Not Political Party) that Contributes to State Candidates (PAC)	\$6,800
Political Party Account for State Candidates	\$34,000
Small Contributor Committee	\$200
Committee Account NOT for State Candidates (Ballot Measure, PAC, Political Party)	No Limit*

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

Contributions to State Officeholder Committees Per Calendar Year

Committee	Contributor Sources	
	Any Source (Person, Small Contributor Committee or Political Party)	Aggregate From All Sources
Senate and Assembly	\$3,400	\$56,500
CalPERS/CalSTRS	\$3,400	\$56,500
Lt. Governor, Secretary of State, Attorney General, Treasurer, Controller, Supt. of Public Instruction, Insurance Commissioner, and Board of Equalization	\$5,700	\$113,000
Governor	\$22,600	\$226,000

www.fppc.ca.gov
 1.866.275.3772 or 916.322.5600
 FPPC TAD • 007-Dec-2012 • Page 1 of 2
advice@fppc.ca.gov

California Fair Political Practices Commission

California State Contribution Limits

(Effective January 1, 2013-December 31, 2014)

The contribution limits are effective for elections held between January 1, 2013 and December 31, 2014. These limits do not apply to contributions made to elections in previous years. Such contributions are subject to the limits in place for that year - see previous charts.

Legal Defense Funds

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

Recall Elections

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

Ballot Measure Committees

Contributions to ballot measure committees controlled by a candidate for elective state office are not limited.

Contributions from State Candidates and Officeholders

A state candidate or state officeholder may not contribute more than \$4,100 to a committee controlled by another state candidate or state officeholder (including a state or local election committee, legal defense fund, officeholder account, recall committee, or ballot measure committee). This limit applies on a per election basis and includes, in the aggregate, contributions made from the candidate's or officeholder's personal funds and from campaign funds. (Section 85305; Regulation 18535.)

Communications Identifying State Candidates

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

1. Clearly identifies a state candidate; but
2. Does not expressly advocate the election or defeat of the candidate; and
3. Is disseminated, broadcast, or otherwise published within 45 days of an election, may not receive a contribution from any single source of more than \$34,000

in a calendar year if the communication is made at the behest of the candidate featured in the communication. (Section 85310.)

Officeholder Committees

Officeholder contributions must be cumulated (in full) with any other contributions from the same contributor(s) for any other future elective state office for which the officeholder maintains a controlled committee during the term of office in which the contribution is received. Contributions to candidates for future elections and to their officeholder account are cumulated for purposes of contribution limits. (Regulation 18531.62.)

Contributions from State Lobbyists

A state lobbyist may not contribute to a state officeholder's or candidate's committee if the lobbyist is registered to lobby the agency of the elected officer or the agency to which the candidate is seeking election. The lobbyist also may not contribute to a local committee controlled by any such state candidate. (Section 85702; Regulation 18572.)

Local Elections

Many cities and counties have local contribution limits and other election rules. "Local Campaign Ordinances" are listed on the FPPC's website. Check with your city or county about contribution limits for local elections.

Definitions

Person: An individual, proprietorship, firm, partnership, joint venture, syndicate, business trust, company, corporation, limited liability company, association, committee, and any other organization or group of persons acting in concert. (Section 82047.)

Small Contributor Committee: Any committee that meets all of the following criteria:

- (a) The committee has been in existence for at least six months.
- (b) The committee receives contributions from 100 or more persons.
- (c) No one person has contributed to the committee more than \$200 per calendar year.
- (d) The committee makes contributions to five or more candidates. (Section 85203; Regulation 18503.)

Political Party Committee: The state central committee or county central committee of an organization that meets the requirements for recognition as a political party under Elections Code Section 5100. (Section 85205.)

www.fppc.ca.gov
1.866.275.3772 or 916.322.5660
FPPC TAD • 007-Dec-2012 • Page 2 of 2
advice@fppc.ca.gov

California Fair Political Practices Commission
Voluntary Expenditure Ceilings for State Candidates

(For Elections held on or after January 1, 2013)

State candidates may voluntarily accept expenditure limits for elections. They must declare on the Candidate Intention Statement (Form 501) whether they accept the voluntary expenditure ceiling established for each election. Candidates who accept the ceiling are designated in either the state ballot pamphlet (statewide candidates) or the voter information portion of the sample ballot (Senate and Assembly candidates) and may purchase space to place a 250-word statement there.

Voluntary Expenditure Ceilings for State Candidates

Office	Primary/Special Election	General/Special Runoff Election
Assembly	\$544,000	\$953,000
Senate	\$817,000	\$1,225,000
Board of Equalization	\$1,361,000	\$2,041,000
Lt. Governor, Attorney General, Insurance Commissioner, Controller, Secretary of State, Supt. of Public Instruction, Treasurer	\$5,444,000	\$8,166,000
Governor	\$8,166,000	\$13,610,000
CalPERS/CalSTRS (Section 85400)	N/A	N/A

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1.866.275.3772 or 916.322.5660
FPPC TAD - 007-Dec-2012 - Page 1 of 1
advice@fppc.ca.gov

FPPC FILING DEADLINES

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on June 3, 2014

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 31, 2014 <i>Semi-Annual</i>	thru – 12/31/13	460 470	<ul style="list-style-type: none"> An individual who filed candidacy papers in 2013 must file Form 460 or Form 470 to disclose activity for that year.
Within 24 Hours <i>Contribution Reports</i>	3/5/14 – 6/2/14	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or measure being voted upon June 3, 2014, or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File personal delivery, guaranteed overnight service, fax or online.
Mar 24, 2014 <i>Pre-Election</i>	1/1/14 – 3/17/14	460 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below). The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.
May 22, 2014 <i>Pre-Election</i>	3/18/14 – 5/17/14	460	<ul style="list-style-type: none"> All committees must file Form 460. File by personal delivery, guaranteed overnight service or online.
Jul 31, 2014 <i>Semi-Annual</i>	5/18/14 – 6/30/14	460	<ul style="list-style-type: none"> All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2014.

- Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.
- Candidate - Form 460 or 470:** Use Form 470 if less than \$1,000 is raised/spent in calendar years 2013 or 2014. Use Form 460 if \$1,000 or more is raised/spent in 2014 and also file Form 410, Statement of Organization. Note: All candidates must file Form 501 before soliciting contributions.
- County Central Committee Candidates:** A campaign statement is not required (even the Form 470) of an individual seeking election to a county central committee office as long as the candidate does not receive contributions of \$1,000 or more or make expenditures of \$1,000 or more.
- Form 470:** Candidates who do not have a committee and do not raise/spend \$1,000 in 2014 may file Form 470 on paper once a year on or before March 24, 2014. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement must be filed.
- Officeholders whose salaries are less than \$200/month and judges:** These officials who are not listed on the ballot are not required to file the semi-annual statements if no contributions were received or expenditures made during the period.

Fair Political Practices Commission

- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates. However, a committee may make independent expenditures in connection with a ballot measure. Disclosure reports include:
 - **462:** A verification form must be emailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **465:** This form is due on applicable pre-election/semi-annual deadlines in connection with the ballot measure election.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the ballot measure election filing schedule.

**Fair Political Practices Commission
Filing Schedule for
State Candidate Controlled Committees
June 3, 2014 Ballot**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 31, 2014 <i>Semi-Annual</i>	thru – 12/31/13	460	<ul style="list-style-type: none"> All committees must file this report.
Within 10 Business Days <i>\$5,000 Report</i>	Ongoing until 3/5/14	497	<ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received. E-File only – no paper copy. File any time other than the 90-day election cycle.
Within 24 Hours <i>Election Cycle Reports</i>	3/5/14 – 6/3/14	497	<ul style="list-style-type: none"> E-File only – no paper copy. File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more is made in the aggregate in connection with a state or local candidate being voted on the June 3rd ballot or to a political party committee. The recipient of an in-kind contribution must file a contribution report within 48 hours from the time the in-kind or non-monetary contribution is received.
Mar 24, 2014 <i>Pre-Election</i>	1/1/14 – 3/17/14	460	<ul style="list-style-type: none"> All committees must file this report. The March 22 deadline falls on Saturday, so the deadline is extended to the next business day.
May 22, 2014 <i>Pre-Election</i>	3/18/14 – 5/17/14	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Jul 31, 2014 <i>Semi-Annual</i>	5/18/14 – 6/30/14	460	<ul style="list-style-type: none"> All committees must file this report.

Additional Reports

Notes	<ul style="list-style-type: none"> E-Filers only: Payments of \$5,000 or more in connection with a state ballot measure will require filing the 496/497. See form instructions. Form 511: Committees that make payments of \$5,000 or more to an individual to appear in a ballot measure advertisement must file Form 511, as a paper report - E-Filers also file online. Form E-530: Committees that make a payment of \$50,000 or more for an issue advocacy advertisement must file Form E-530 <i>online only</i>, no paper copy required.
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Fair Political Practices Commission

- **Local Elections and Political Parties:** 24-hour independent expenditure or contribution reports (Forms 496 & 497) must be filed if independent expenditures or contributions totaling \$1,000 or more are made during the 90-day period prior to an election. Unlike state candidates/measures receiving contributions, the deadline closes June 2, 2013. Consult the filing schedule for the election.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling \$25,000 or more since January 1, 2000.
- **Form 460:** All state committees must file paper reports. An E-Filer also files an online/electronic report.
- **Form 496/497:** All reports filed online only.
- **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.
- **Paper Reports:** All paper filings are filed by personal delivery or first class mail unless otherwise noted.
- **Where to File:** State committees file reports with the Secretary of State. Only candidate controlled committees that are not E-Filers file paper copies with the election official at the candidate's county of domicile.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour independent expenditure reports (Form 496) or to those 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. A \$10 per day late fine may be assessed on both the paper and electronic report resulting in a \$20/day fine.
- **Candidate Controlled Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election.
- **Contribution Limits:** Refer to the contribution limit chart on the FPPC website.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the [Campaign](#) link.
- **Independent Expenditures:** A candidate or officeholder controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates. However, a committee may make independent expenditures in connection with a ballot measure. Disclosure reports include:
 - **462:** A verification form must be emailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **465:** This form is due on applicable pre-election/semi-annual deadlines in connection with the ballot measure election.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the ballot measure election filing schedule.

CAMPAIGN LITERATURE

Mass Mailing

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

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

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

“Mass mailing” means 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. [GC §82041.5]

GC §84305 provides as follows:

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate 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. [GC §89001]

Political Advertising Requirements – Newspapers

Any paid political advertisement that refers to an election or to any candidate for state or local elective office and that is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type of lettering at least half as large as the type or lettering of the advertisement or in 10-point roman type (whichever is larger), the words “Paid Political Advertisement.” The words shall be set apart from any other printed matter. As used in this section, “paid political advertisement” shall mean and shall be limited to, published statements paid for by advertisers for purposes of supporting or defeating any person who has filed for an elective state or local office. [§20008]

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.

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.

ELECTION DAY PROHIBITIONS

Electioneering Near Polling Place [§18370]

No person, on Election Day shall, within 100 feet of a polling place, a satellite location under Section 3018, or an elections official's office:

- (a) Circulate an initiative, referendum, recall, or nomination petition or any other petition.
- (b) Solicit a vote or speak to a voter on the subject of marking his ballot.
- (c) Place a sign related to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- (d) Do any electioneering as defined by Section 319.5.

As used in this section "100 feet of a polling place, a satellite location under Section 3018, or an elections official's office" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

Electioneering During Vote-By-Mail Voting [§18371]

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, 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.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor to preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or by any other provision of law.

Solicitation Dissuading Persons from Voting [§18541]

- (a) No person shall, with the intent of dissuading another person from voting, within 100 feet of a polling place, do any of the following:
 - (1) Solicit a vote or speak to a voter on the subject of marking his or her ballot.
 - (2) Place a sign relating to voters' qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
 - (3) Photograph, video record, or otherwise record a voter entering or exiting a polling place.
- (b) Any violation of this section is punishable by imprisonment in a county jail for

not more than 12 months, or in the state prison. Any person who conspires to violate this section is guilty of a felony.

- (c) For purposes of this section, 100 feet means a distance of 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

Offering/Accepting Rewards for Voting

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

[Fed Law -42; U.S.C. 1973i(c), 18; U.S.C. 597. 608(b)]

Exit Polling

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

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

TEMPORARY POLITICAL SIGNS

State Requirements Regarding Political Signs

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

County Code Regarding Campaign Signs

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

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

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

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



Dear Candidate or Committee Member:

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

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a 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, or be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment 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

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: ____ June ____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

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

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

SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

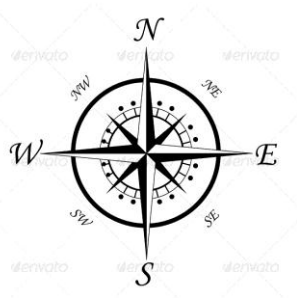
Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001

CALTRANS DISTRICTS AND DISTRICT OFFICES



CALTRANS DISTRICTS OFFICE AND MAILING INFORMATION

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



STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

1120 N. STREET
P.O. BOX 942873
SACRAMENTO, CA 94273-0001
PHONE: 916-654-5266

REGISTRATION AND CANVASS

REGISTRATION AND ELECTION PROCEDURES

FOR THE JUNE 3, 2014 STATEWIDE DIRECT PRIMARY ELECTION

Registration Deadline

May 19, 2014 is the last day to register to vote for the June 3, 2014 election.

Election Day

On Election Day, 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 May 5th, 2014

Application for a Vote-By-Mail Ballot

Beginning May 5th through May 27th, voters can apply for their vote-by-mail ballots by mail or in person at the Registrar of Voters' office. The application form is available from:

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

Phone applications are not permitted.

Issuing Ballots

Ballots for permanent vote-by-mail voters will be mailed 29 days before the election. Regular vote-by-mail ballots will be mailed approximately 24 hours after receipt of the request for a vote-by-mail ballot.

The last day to request a vote-by-mail ballot is May 27, 2014.

Beginning May 28, 2014 vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voters. If the voter is unable to come to our office to pick up their vote-by-mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter, designating the authorized representative by name.

Returning a Vote-By-Mail ballot

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

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

The ballot, must however, be received before the close of the polls on Election Day.

**Vote-By-Mail ballots issued between May 29th and May 27th
may not be returned by mail.**

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

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

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

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

BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

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

www.solanocounty.com/elections

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

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

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

Processing Vote-By-Mail Ballots

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

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

After the polls close AT 8:00 p.m. the precinct officers must complete poll closing procedures required by law, and deliver the ballots, supplies and ballot cartridges to their return center. This process takes approximately 1.5 hours in a major election. Precinct results will be available 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 web page at the Internet address 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 28 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally required manual recount of the votes cast for all candidates and measures on the ballot in 1 % of the voting precincts. This manual process verifies 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. [§§ 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 Primary Election after 5:00 p.m. on the last day of the nomination period on March 7th, or March 12th, in the case of an extension.

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

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

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

The nomination period closes at 5:00 p.m. on March 7, 2014, but if an incumbent does not file, the nomination period for that particular office is extended until March 12th, 2014. A list of local office candidates will be available after the close of nominations. The certified list from the Secretary of State's office will be available March 27, 2014.

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

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

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

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

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

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

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

The candidate in person must pick up all forms or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the election official of the county of the candidate's residence by the 88th day prior to the statewide direct primary election, which in this case is March 7, 2014. That statement shall be retained by the elections official.

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

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

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

B. The signature of the candidate, as well as other data, is required on many documents required in the nomination process. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person.

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

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

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

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

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

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

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

12. I am a candidate for Judge of the Superior Court, must I file a Declaration of Intention and when is the filing period?

Yes, every candidate for Judge of the Superior Court, incumbent or not, must file a Declaration of Intention. The Declaration of Intention filing period is January 27, 2014 through February 5, 2014. All incumbents must file by February 5, 2014. For any seat in which the incumbent does not file for by February 5, 2014, there will be a five calendar day extension period for anyone except the incumbent to file.

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

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

14. 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.