



**SOLANO
COUNTY**

**CENTRAL COMMITTEE
CANDIDATE GUIDE**

**Primary Election
June 7, 2016**



Solano County Events Center

Registrar of Voters
County Administration Center
675 Texas Street, Suite 2600 Fairfield, CA 94533
707-784-6675
www.solanocounty.com/elections

Ira J. Rosenthal
Registrar of Voters

John H. Gardner
Assistant Registrar of Voters

Mission Statement

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

Departmental Functions

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

Solano County has three scheduled election dates over a two-year election period. Elections in Solano County are scheduled in June and November of the even years and in August of the odd year. Initiative, referendum, recall and school bond elections are not limited to the regular election dates.

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

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



SOLANO COUNTY

REGISTRAR OF VOTERS

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Dear Candidate:

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

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

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

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

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

We wish you the best of luck in your endeavors.

Sincerely,

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

John H. Gardner
Assistant Registrar of Voters

Willette Lee
Elections Coordinator

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Contact Information

Solano County Registrar of Voters

Address: 675 Texas Street, Suite 2600
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Phone: 707-784-6675
888-933-8683

Fax: 707-784-6678

Email: elections@solanocounty.com

For Candidate Services

Email: ROVCandidateServices@solanocounty.com

Secretary of State - Elections Division

Address: 1500 11th Street, 5th Floor
Sacramento, CA 95814

Phone: 916-657-2166

TTY/TDD: 800-833-8683

Fax: 916-653-3214

Voter Hotline: 800-345-8683

California Fair Political Practices Commission (FPPC)

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

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

Email: advice@fppc.ca.gov

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

Table of Contents

| | |
|--|----|
| ELECTION SERVICES OFFERED | 1 |
| FEE SCHEDULE..... | 2 |
| ELECTION CALENDAR..... | 3 |
| ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES... | 11 |
| CENTRAL COMMITTEE QUALIFICATIONS | 12 |
| Number of Central Committee Members to be Elected | 13 |
| Nomination Signatures Required | 14 |
| Filing Dates..... | 14 |
| Filing Fee..... | 14 |
| Required forms | 14 |
| NOMINATION FORMS | 15 |
| BALLOT DESIGNATION..... | 18 |
| Guidelines..... | 20 |
| Change of Ballot Designation | 22 |
| REGISTRATION AND VOTE-BY-MAIL..... | 23 |
| Registration Deadline | 23 |
| Election Day..... | 23 |
| Vote-by-Mail Information | 23 |
| Application for a Vote-By-Mail Ballot..... | 23 |
| Issuing Ballots..... | 23 |
| Returning a Vote-By-Mail ballot..... | 24 |
| BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS | 25 |
| Processing Vote-By-Mail Ballots..... | 25 |
| Precinct Results..... | 26 |
| Post-Election Night | 26 |
| Statement of Votes Cast | 26 |
| Canvass / Certification | 26 |
| FREQUENTLY ASKED QUESTIONS | 27 |

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

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

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

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

ELECTION SERVICES OFFERED

Effective July 1, 2015

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

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

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

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

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

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

If there are any questions please contact our office or the Secretary of State’s office.

FEE SCHEDULE

Effective JULY 1, 2015 - JUNE 30, 2016

Approved BOS 4/28/15

| REPORTS | |
|---------------------------------------|---|
| Custom Reports/Files | Actual Costs - \$2.36 per minute (no minimum charge) |
| Voter File - Countywide (pre-made) | \$10.00 (includes disk charge) |
| Vote-by-Mail Voters File Subscription | \$232.00 |
| Walking List | \$.50 per thousand names |

| GENERAL | |
|---|---|
| Certified Copy of Affidavit (Includes verification of voter look-up) | \$1.50 |
| Copies (County Standard Rate) | \$.40 first page, \$.20 each additional page |
| FPPC and Campaign Statement Copies | \$.10 per page |
| FPPC and Campaign Statement Copies (5 years or older) | \$5.00 retrieval fee plus \$.10 per page |
| Research of Records | \$35 per 1/4 hour plus copy costs (1/4 hour minimum = \$35.00) |

| MAPS | |
|--|---|
| All production maps excluding Fairfield/Suisun | \$100.00 |
| Production Map - Fairfield/Suisun | \$250.00 |
| Custom Maps | \$35 per 1/4 hour plus direct material cost |

| ELECTION | |
|--|---|
| Deposit to conduct Special Election | \$4.00 per registered voter |
| Notice of Intent to Circulate Petition | \$200.00 |
| Staff Time Billable Hourly Rate - Election Support | Employee weighted hourly rate + 115% overhead |
| Election Cost Estimates (Cost per voter) | General Election \$5.00 Primary Election \$7.00 Stand alone mail ballot election \$10.00 Stand alone precinct election \$15.00 |

ELECTION CALENDAR

Central Committee Calendar Presidential Primary Election June 7, 2016



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

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

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

Calendar Key

- An **asterisk (*)** next to the date indicates that the legal date falls on a holiday or weekend when our office is closed. The date listed is the next business day.
- **Two asterisks (**)** next to the date indicates that the legal date falls on a holiday or weekend when our office is closed BUT the deadline **will not** move.
- **"E"** stands for Election Day, June 7, 2016. The minus sign and the number after **(E -)** indicates the number of days before the election. The plus sign and the number after **(E +)** indicate the number of days after the election.

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

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

Thank you for your cooperation.

| | |
|---|---|
| <p>January 4* to Mar 11, 2016</p> <p>(E-158 – E-88)</p> | <p>Candidate Nomination Period – Central Committees</p> <p>Candidates running for Central Committee may file nomination forms with the County Elections Official during this period. No candidate may file for more than one office at a time.</p> <p style="text-align: right;">§§ 8020 (b)(c), 10510</p> |
| <p>January 5, 2016</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 join with a certain party in order to qualify that party to participate in the Primary Election candidate nominating process.</p> <p style="text-align: right;">§§ 2187(d)(1), 5100(b)</p> |
| <p>January 5 to January 25, 2016*</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.</p> <p style="text-align: right;">§ 2187(a)(d)(1)</p> |
| <p>January 11, 2016</p> <p>(E-148)</p> | <p>Governor’s Proclamation</p> <p>On or before this date, the Governor shall issue a Proclamation calling for a Presidential Primary Election.</p> <p style="text-align: right;">§ 12000</p> |
| <p>January 25, 2016</p> <p>(E-135)</p> | <p>Parties to Adopt Rule for Unaffiliated Voters</p> <p>Last day for a political party to notify the Secretary of State in writing that it has adopted a party rule that authorizes a voter who is not affiliated with a qualified political party to vote the ballot of that political party at the June Primary election.</p> <p style="text-align: right;">§ 13102(c)</p> |

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| <p>January 25, 2016* (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.</p> <p style="text-align: right;">§ 5100(b)(c)</p> |
| <p>February 1, 2016*</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, 2015 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 Election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p> |
| <p>February 3, 2016 (E-125)</p> | <p>Secretary of State to Prepare Notice Designating Qualified Political Parties</p> <p>At least 125 days before the direct primary election, the Secretary of State shall prepare and transmit to each county election official a notice designating the political parties qualified to participate in the primary.</p> <p style="text-align: right;">§ 12103</p> |
| <p>February 25, 2016 (E-103)</p> | <p>Last day to turn in Signatures-in-Lieu Petitions to the County</p> <p>This is the last day for voter-nominated candidates to turn in their petitions. Within 10 days after receipt of the petitions, the county elections official will notify the candidate of any deficiency.</p> <p style="text-align: right;">§§ 8105, 8106(b)(3)</p> |
| <p>March 7, 2016 (E-93)</p> | <p>Last day the county will Determine the Sufficiency of Signatures-in-Lieu Petitions</p> <p>Within 10 days after receipt of a petition, the county elections official will notify all candidates of any deficiency. Candidates have until the close of the nomination period to submit supplemental petitions or pay the prorated fee.</p> <p style="text-align: right;">§§ 8105, 8106(b)(3)</p> |

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| <p>March 11, 2016 (E-88) @ 5:00 p.m. FINAL</p> | <p>Last Day for the Candidate Nomination Period – Central Committees</p> <p>This is the last day that candidates running for Central Committee may file nomination forms with the County Elections Official.</p> <p style="text-align: right;">§§ 8020 (b)(c), 10510</p> <p>Note There is no Nomination Extension Period for Central Committees. County Central Committee and County Councils do not have an extension for filing because the elections code does not specifically allow it as it does for all other offices.</p> |
| <p>March 11, 2016 (E-88)</p> | <p>Signatures in Lieu of Filing Fees – Supplemental Petition 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 shortage in the filing fee payment.</p> <p style="text-align: right;">§ 8106(b)(3)</p> |
| <p>March 16, 2016 (E-83)</p> | <p>Party Endorsement List</p> <p>Last day for a qualified political party to submit a list of all candidates for voter-nominated office. This is a list of all candidates who will appear on a ballot (in the county in question) who have been endorsed by the political party.</p> <p style="text-align: right;">§ 13302 (b)</p> |
| <p>March 17, 2016 @ 11:00 a.m. (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.</p> <p>The county elections official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly.</p> <p style="text-align: right;">§ 13112</p> |

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| <p>March 31, 2016 (E-68)</p> | <p>Certified List of Candidates and Rotation List</p> <p>Last day for the Secretary of State to prepare and send to each County Elections Official a certified list of candidates showing the name of every person eligible to receive votes within the county.</p> <p style="text-align: right;">§§ 8120, 8125</p> |
| <p>March 31, 2016 (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.</p> <p style="text-align: right;">§§ 8809, 8810</p> |
| <p>April 8 to April 23, 2016 (E-60 to E-45)</p> | <p>Military or Overseas Voter Ballot Applications</p> <p>County Election Officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election.</p> <p style="text-align: right;">§§ 300(b), 3105(b)(1)</p> |
| <p>April 11 to May 24, 2016 (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 nomination papers and Statement of Write-in Candidacy with the county elections official.</p> <p style="text-align: right;">§ 8601</p> |
| <p>April 28, 2016 (E-40)</p> <p>By Statute</p> | <p>First Pre-Election Statement (FPPC)</p> <p>Last day to file campaign statements for candidates and committees covering the period January 1, 2016 to April 23, 2016.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please refer to www.fppc.ca.gov</p> <p>Note: County Central Committee Members and Candidates</p> <p>An elected member of, or a candidate for election to, a county central committee of a qualified political party who receives contributions of less than two thousand dollars (\$2,000) and who makes expenditures of less than two thousand dollars (\$2,000) in a calendar year shall not be required to file any campaign statements required by this title.</p> |

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| <p>April 28 to May 17, 2016 (E-40 to E-21)</p> | <p>State Voter Information Guide Mailing</p> <p>Between these dates the Secretary of State shall mail State Voter Information Guide to registered voters.</p> <p style="text-align: right;">§ 9094</p> |
| <p>April 28 to May 28, 2016** (E-40 to E-10)</p> | <p>Counties Mail County Voter Information Guide and Sample Ballots</p> <p>Between these dates the county elections official shall mail a County Information Guide and Sample Ballot and polling place notice to each registered voter.</p> <p style="text-align: right;">§§ 13300, 13303</p> |
| <p>May 9, 2016 (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.</p> <p style="text-align: right;">§§ 9094(a), 13303</p> |
| <p>May 9, to May 31, 2016 (E-29 to E-7)</p> | <p>Vote-by-Mail Voting Period</p> <p>Vote-by-Mail period for the 2016 Primary Election.</p> <p style="text-align: right;">§§ 3001, 3003</p> |
| <p>May 23, 2016 (E-15)</p> | <p>Close of Voter Registration</p> <p>Last day to register to vote for the Primary Election. The Voter Registration Form must be either mailed (postmarked by this date) or delivered to the county elections official by this date.</p> <p>Last day for military or overseas voters to register to vote and request a vote-by-mail ballot.</p> <p>Note: A request for a vote by mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§§ 300(b), 2102, 2107, 3102</p> |

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| <p>May 23, 2016 (E-15)</p> | <p>Processing Vote-by-Mail Ballots</p> <p>Processing of Vote-By-Mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close.</p> <p style="text-align: right;">§ 15101(b)</p> |
| <p>May 26, 2016 (E-12)</p> <p>By Statute</p> | <p>Second Pre-Election Statement</p> <p>The last day to file campaign statements for candidates and committees covering the period from April 24, 2016 to May 21, 2016.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please Refer to www.fppc.ca.gov</p> <p>Note: County Central Committee Members and Candidates</p> <p>An elected member of, or a candidate for election to, a county central committee of a qualified political party who receives contributions of less than two thousand dollars (\$2,000) and who makes expenditures of less than two thousand dollars (\$2,000) in a calendar year shall not be required to file any campaign statements required by this title.</p> |
| <p>May 31, 2016 (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.</p> <p style="text-align: right;">§ 3001</p> |
| <p>June 1 to June 7, 2016 (E-6 to E-1)</p> | <p>Vote-by-Mail – Late Conditions</p> <p>Voter unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may:</p> <ul style="list-style-type: none"> • Come to the County Elections department and receive a vote by mail ballot over the counter. • Voters may designate, in writing, a representative to bring the vote by mail ballot to them. • The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county. <p style="text-align: right;">§ 3021</p> |

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|---|---|
| <p>June 7, 2016 (E-0)</p> | <p>Primary Election Day</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§§ 1000, 14212</p> |
| <p>June 7 to June 10, 2016 (E-0 to E+3)</p> | <p>Receiving of Vote-by-Mail Ballots</p> <p>During this period, ballots that are being delivered to the polling place must be received by 8:00 p.m. on Election Day.</p> <p>Ballots that are mailed must be postmarked on or before June 7, 2016 and must be received by our office no later than June 10, 2016.</p> <p style="text-align: right;">§§ 3017, 3020</p> |
| <p>June 9, 2016 (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.</p> <p style="text-align: right;">§ 15301</p> |
| <p>July 7, 2016 (E+30)</p> | <p>Completion of the Official Canvass by Elections Office</p> <p>The Official Canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§ 15372</p> |

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ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES

For ALL Offices

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

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

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

County or District Offices in General

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

Prohibitions

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

CENTRAL COMMITTEE QUALIFICATIONS

Central committee members are elected at each presidential primary election and serve until their successors are elected and qualify.

[Elections Code §§ 7225, 7420, 7670, 7750]

Signers shall be voters of the district or political subdivision in which the candidate is to be voted on and shall be affiliated with the party in which the nomination is proposed.

[Elections Code § 8068]

No declaration of candidacy for membership on a county central committee shall be filed by a candidate unless (1) at the time of presentation of the declaration and continuously for not less than three months immediately prior to that time, or for as long as he has been eligible to register to vote in the state, the candidate is shown by his affidavit of registration to be affiliated with the political party the nomination of which he seeks, and (2) the candidate has not been registered as affiliated with a qualified political party other than that political party the nomination of which he or she seeks within 12 months.

[Elections Code § 8001 (a)]

Notwithstanding subdivision (a), a county central committee, subject to the bylaws of the state central committee, may establish the length of time that a candidate for membership on that committee must be shown by his or her affidavit of registration to be affiliated with the political party of that committee, and may establish the length of time that a candidate for membership on that committee must not have been registered as affiliated with a qualified political party other than the political party of that committee.

[Elections Code § 8001 (c)]

American Independent, Democratic, and Republican Parties

Nomination Petitions for American Independent, Democratic, and Republican Party Central Committee candidates may contain the name of only one candidate seeking election to the office.

Candidates for this office must be citizens of the United States, and a registered voter of the jurisdiction, qualified to vote in the central committee election when nomination papers are issued and continuously throughout the term of office. A member of the committee must remain a resident of the county and affiliated with the party during the term of office.

[Elections Code §§ 7209, 7214, 7407, 7412, 7654, 7659]

Libertarian and Peace and Freedom Parties

Nomination papers for Libertarian and Peace and Freedom Central Committee may include the names of up to **three** candidates for member of central committees, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. However, in no case shall the number of candidates having their names on a sponsor's certificate exceed the number of members of central committees to be elected. [Elections Code § 7777]

Green Party

Nomination Papers for Green Party County Council may include the names of up to **seven** candidates for county council, and the signatures on the petitions shall be counted toward the sponsor requirement of each and every candidate whose name is listed on the certificate. [Pursuant to Green Party rules]

Number of Central Committee Members to be Elected

| Party | Supervisorial District | | | | |
|----------------------|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| American Independent | <i>Will not be participating in this election</i> | | | | |
| Democratic | 5 | 5 | 4 | 4 | 5 |
| Republican | 2 | 4 | 4 | 6 | 6 |
| Green County Council | At Large 7 total | | | | |
| Libertarian | At Large 7 total | | | | |
| Peace and Freedom | At Large 7 total | | | | |

Note: The Democratic, Republican and American Independent Party County Central Committee are elected by Supervisorial District and all other party committees in Solano County are elected at large.

American Independent – *Will not be participating in this election*

Not later than 125 days (February 3, 2016) before the June Primary Election, the Secretary of State will compute the number of County Central Committee members to be allotted in each county. [Elections Code § 7671]

Peace and Freedom

The state party chairperson, no later than the 135th day (January 24, 2016) before the presidential primary election, shall notify the Secretary of State whether or not a county central committee election will be held. In the event that a county central committee election is not held, a county central committee will be convened pursuant to rules adopted by the party. [Elections Code § 7770]

Green, Libertarian and Peace and Freedom

The number of nomination signatures required varies according to the total number of

registered voters in the party in each election district. The established total number of signatures required will represent 2% of the total registration of the party in each election district, or at least 20 signatures and not more than 30 signatures, whichever is the lesser number. [Elections Code § 7776]

Nomination Signatures Required

| Elected by Supervisorial District | |
|-----------------------------------|---------|
| American Independent | 20 - 40 |
| Democratic | 20 - 40 |
| Republican | 20 - 40 |

| Elected at Large | |
|----------------------|----|
| Green County Council | 17 |
| Libertarian | 25 |
| Peace and Freedom | 11 |

Filing Dates

The filing period for nomination documents start on **January 4, 2016** and ends on **March 11, 2016**. There is no extension period for the County Central Committee.

Filing Fee

There is no filing fee for Central Committee candidates.

Required forms

All candidates must file:

- Code of Fair Campaign Practices (optional)
- Nomination Petitions
- Ballot Designation Worksheet
- Declaration of Candidacy
- Statement of Economic Interests – Form 700
- Campaign Statement – Forms 501 & 410 (optional)
- Campaign Statement – Form 470 or 460 (optional)

NOMINATION FORMS

Code of Fair Campaign Practices (Voluntary)

This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the county elections official is required to give the individual a copy of the **Code of Fair Campaign Practices** and a copy of the provisions of Chapter 5, Division 20 of the Elections Code. The form is filed with the candidate's nomination documents and is open for public inspection. [Elections Code § 20440]

Ballot Designation Worksheet

The ballot designation worksheet supports the use of the ballot designation by the candidate. The worksheet must be filed at the same time the candidate files their Declaration of Candidacy. [Elections Code § 13107.3]

Nomination of Petition

No candidate's name shall be printed on the ballot to be used at the primary election unless the following nomination documents are delivered for filing to the county elections official:

1. Declaration of candidacy.
2. Nomination papers signed by signers.

The forms shall be available on the 158th day prior to the primary election for a candidate for membership on a county central committee, and shall be delivered no later than 5:00 p.m. on the 88th day prior to the primary election.

[Elections Code § 8020]

A candidate for any office may obtain signatures to and sign his/her own nomination petition. The candidate's signature shall be given the same effect as that of any other qualified signer.

[Elections Code § 106]

Affidavit of Circulator [Elections Code § 104]

All petition circulators must complete, in his / her own hand:

1. The printed name of the circulator.
2. The residence address of the circulator, giving street and number, or if no street or number exists, adequate designation of residence so that the location may be readily ascertained.
3. The dates between which all the signatures to the petition or paper were obtained.

Each declaration submitted pursuant to this section shall also set forth the following:

1. That the circulator circulated that section and witnessed the appended signatures being written.
2. That according to the best information and belief of the circulator, each signature is the genuine signature of the person whose name it purports to be.
3. That the circulator is 18 years of age or older.

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 himself 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 (March 11, 2016). [Elections Code §§ 8020, 8028(b), 8040, 8100]

Exemption from filing campaign disclosure forms

A county central committee of a qualified political party who receives contributions of less than \$2000 and who makes expenditures of less than \$2000 in a calendar year is exempt from the requirements to file specified campaign statements.

[Gov. Code § 84207]

Candidate Intention Statement (Form 501) & Campaign Disclosure Forms (Forms 410, 460, 470)

Periodic statements disclosing contributions made to and expenditures made by the candidate or committee must be filed at least once and possibly several times during an election cycle if more than \$2,000 is being raised or spent. If candidates plan on raising or spending more than \$2,000, contact the Fair Political Practice Commission www.fppc.ca.gov or 1-866-ASK-FPPC (1-866-275-3772) or the Elections Department prior to raising or spending any funds. Instructional manuals are available and there are forms that must be filed in accordance with a set schedule.[Gov. Code §§ 84200, 84218]

Please Note: Our office cannot advise you on filling out any Campaign Disclosure form(s). Contact the FPPC at 866-275-3772 for free, qualified advice.

Candidate Statement

Not applicable for County Central Committee candidates. Only candidates for **nonpartisan** elective office in any local agency, including any city, county, or district, may prepare a candidate's statement on an appropriate form provided by the county elections official.

[Elections Code § 13307]

BALLOT DESIGNATION

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

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

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

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

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
 - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.
 - (2) The word "**incumbent**" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination documents, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.
 - (4) The phrase "**appointed incumbent**" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "**appointed**" and the title of the office. In either instance, the candidate may not use the unmodified word "**incumbent**" or any word designating the office unmodified by the word "**appointed.**" However,

the phrase “**appointed incumbent**” shall not be required of a candidate who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election.

- (b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
 - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
 - (3) It abbreviates the word “**retired**” or places it following any word or words which it modifies.
 - (4) It uses a word or prefix, such as “**former**” or “**ex-**,” which means a prior status. The only exception is the use of the word “retired.”
 - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
 - (6) It uses a word or words referring to a racial, religious, or ethnic group.
 - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate’s nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
 - (2) In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate’s name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code §13207 and §13211, the

elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements. No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office.

- (g) When a foreign language translation of a candidate's designation is required to appear on the ballot it shall be as short as possible. [Elections Code § 13107]

Guidelines

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

Acceptable Designations

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

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

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

The following are examples of evidence supporting retired status:

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

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

Unacceptable Designations

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

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

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

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

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

Use of “Community Volunteer”

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

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

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

Change of Ballot Designation

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

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

REGISTRATION AND VOTE-BY-MAIL

Registration Deadline

May 23, 2016 is the last day to register to vote for the June 7, 2016 Presidential Primary Election.

Election Day

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

Vote-by-Mail Information

The vote-by-mail voting period begins May 9, 2016.

Application for a Vote-By-Mail Ballot

Registered voters can sign up to vote by mail by:

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

The last day to request a vote-by-mail ballot is **May 31, 2016**.

Issuing Ballots

Our office will start to mail ballots to permanent vote-by-mail voters on May 9, 2016. Voters who are not permanent vote-by-mail voters **AND** who request a vote-by-mail ballot **prior to 5:00 p.m. May 31, 2016** will have their ballot mailed approximately 24 hours after receipt of the request. Any request for a vote-by-mail ballot received by our office after 5:00 p.m. May 31, 2016 will not be processed. Voters may still come in to request a ballot at our office, or they can vote at their polling place on Election Day.

If the voter is unable to come to our office to pick up their vote-by-mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter. The statement must designate the

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

Beginning June 1, 2016, vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voter. Any authorized representative may pick up a ballot for another member of their household who is unable to come in for themselves.

Returning a Vote-By-Mail ballot

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

Please Note:

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

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

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

Vote-By-Mail ballots issued between June 1st and June 7th should not be returned by mail. To be counted, they will need to be dropped off in person. Drop-off sites for vote-by-mail ballots will be established and listed on the Registrar of Voters' website at www.solanocounty.com/elections. [Elections Code §§ 3017, 3020]

BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

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

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

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

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

Processing Vote-By-Mail Ballots

California State Elections Code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election, which will be May 23, 2016.

[Elections Code § 15101.]

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

Precinct Results

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

Post-Election Night

Semi-final election results will be available between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters on the day after the election and on the Registrar of Voters website.

Statement of Votes Cast

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

Canvass / Certification

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

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

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

FREQUENTLY ASKED QUESTIONS

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

You may not withdraw as a candidate in a Primary Election after 5:00 p.m. on the last day of the nomination period on March 11, 2016. This also applies in the case of an extension, which ends March 16, 2016.

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

Yes. You can also pay by cash or checks. Checks are to be made payable to the Registrar of Voters.

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

The nomination period closes at 5:00 p.m. on March 11, 2016, but if an incumbent does not file, the nomination period for that particular office is extended until March 16, 2016. A list of local office candidates will be available after the close of nominations. The certified list from the Secretary of State's office will be available by March 31, 2016.

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

The candidate must pick up all forms in person or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the election official of the county of the candidate's residence by 5:00 p.m. on the 88th day prior to the statewide direct primary election, which in this case is March 11, 2016. That statement shall be retained by the county elections official.

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

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

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

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

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

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

7) Can I get election night results online?

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

8) 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.

9) Do nomination petition signers need to be registered with the same political party I am registered with?

Yes, signers must be voters of the district or political subdivision in which the candidate is to be voted on and must be affiliated with the party in which the nomination is proposed. A candidate may sign his/her own nomination petition. The candidate's signature shall be given the same effect as that of any other qualified signer.

[Elections Code §§ 106, 8068]

10) 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.

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

If the voter is unable to come to our office to pick up their vote-by-mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter. The statement must designate the authorized representative by name and that he/she is given permission to pick up their vote-by-mail ballot.

If a vote-by-mail voter is unable to return the ballot they may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the vote-by-mail voter to return the ballot to our office or to any polling place in Solano County on Election Day.