



**SOLANO  
COUNTY**

**CENTRAL COMMITTEE  
CANDIDATE GUIDE**

**Primary Election  
March 3, 2020**



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

Tim P. Flanagan  
Registrar of Voters

John H. Gardner  
Assistant Registrar of Voters

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## **Mission Statement**

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

## **Departmental Functions**

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

There are five established election dates over a two-year election cycle. Elections are scheduled in Solano County in 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.

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# SOLANO COUNTY

REGISTRAR OF VOTERS

**TIM P. FLANAGAN**

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

**JOHN H. GARDNER**

Assistant 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

## IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

### Solano County Registrar of Voters

Tim Flanagan  
Registrar of Voters

John H. Gardner  
Assistant Registrar of Voters

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

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

Fax: 707-784-6678

Email: ROVCandidateServices@solanocounty.com

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

- Candidate Nomination Period for local and nonpartisan offices begins November 11, 2019\*
- Vote-by-Mail voting period begins February 3, 2020 and continues to 8:00 p.m. on election day

\*The legal date falls on the weekend when our office is closed. The deadline moves forward to the next business day.

### Secretary of State

1500 11<sup>th</sup> Street, 5<sup>th</sup> floor  
Sacramento, CA 95814

[www.sos.ca.gov](http://www.sos.ca.gov)

Elections Division Phone: (916) 657-2166

Political Reform Division Phone: (916) 653-6224

- Committee Identification Numbers
- Termination of Committees

### Fair Political Practices Commission

1102 Q Street, Suite 3000  
Sacramento, CA 95811

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

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

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

Enforcement Violations: Toll Free (866) 275-3772 (press 1)

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

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

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

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

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

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

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## ELECTION SERVICES OFFERED

*Effective July 1, 2019*

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 a FTP site.
- A walking list provides names and addresses of voters in a selected district and is used when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
- Production and customized maps.

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

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

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

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

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

**SOLANO COUNTY REGISTRAR OF VOTERS  
FEE SCHEDULE  
EFFECTIVE JULY 1, 2019 - JUNE 30, 2020**

<b>REPORTS</b>	
Custom Reports/Files	Actual Costs - \$38.10 per quarter hour & supplies (no minimum charge)
Voter File - Countywide (pre-made)	\$10.00 (includes disk charge)
Vote-by-Mail Voters File Subscription	\$250.00
Walking List	\$.50 per thousand names
<b>GENERAL</b>	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies (County Standard Rate)	\$.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
<b>MAPS</b>	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$38.10 per quarter hour plus direct material cost
<b>ELECTION</b>	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 101% 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 March 3, 2020

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

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

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

#### Calendar Key

- An **asterisk (\*)** next to the date indicates that the legal date falls on a holiday or weekend when our office is closed. The deadline moves forward to 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, March 3, 2020. 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><b>September 27 to December 6, 2019</b></p> <p><b>(E-158 – E-88)</b></p>	<p>CANDIDATE NOMINATION PERIOD – CENTRAL COMMITTEES</p> <p>Candidates running for Central Committee may file nomination forms with the County election 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), 8100, 8105, 10407</p>
<p><b>October 1, 2019</b></p> <p><b>(E-154)</b></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><b>October 1 to October 20, 2019</b></p> <p><b>(E-154 to E-135)</b></p>	<p>REPORT OF REGISTRATION – 154-DAY REPORT</p> <p>During this period, each county election 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><b>October 5 to December 26, 2019</b></p> <p><b>(E-150 to E-68)</b></p>	<p>ANNOUNCEMENT OF SELECTED PRESIDENTIAL CANDIDATES – DEMOCRATIC PARTY</p> <p>During this period, the Secretary of State shall publish a list of the selected candidates that he intends to place on the ballot at the Presidential Primary election. After the announcement, the secretary may add candidates to the list but not delete any candidate whose name appears on the announced list.</p> <p style="text-align: right;">§§ 6041, 6043</p>
<p><b>October 7, 2019</b></p> <p><b>(E-148)</b></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>

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<p><b>October 20, 2019*</b> <b>(E-135)</b></p>	<p><b>PARTIES TO ADOPT RULE FOR UNAFFILIATED VOTERS</b></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 March Primary election.</p> <p style="text-align: right;">§ 13102(c)</p>
<p><b>October 20, 2019*</b> <b>(E-135)</b></p>	<p><b>SECRETARY OF STATE ANNOUNCES NEWLY QUALIFIED PARTY</b></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><b>October 30, 2019</b> <b>(E-125)</b></p>	<p><b>SECRETARY OF STATE TO PREPARE NOTICE DESIGNATING QUALIFIED POLITICAL PARTIES</b></p> <p>At least 125 days before the 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><b>November 4, 2019</b> <b>(E-120)</b></p>	<p><b>ANNOUNCEMENT OF SELECTED PRESIDENTIAL CANDIDATES – AMERICAN INDEPENDENT, GREEN, LIBERTARIAN, PEACE AND FREEDOM AND REPUBLICAN</b></p> <p>During this period, the Secretary of State shall publish a list of the selected candidates that he intends to place on the ballot at the primary election. After the announcement, the secretary may add candidates to the list but not delete any candidate whose name appears on the announced list.</p> <p style="text-align: right;">§§ 6340-6342, 6520-6522, 6720-6724, 6852</p>

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<p><b>December 6, 2019</b> <b>(E-88)</b> <b>@ 5:00 p.m.</b> <b>FINAL</b></p>	<p>LAST DAY FOR THE CANDIDATE NOMINATION PERIOD – CENTRAL COMMITTEES OR COUNTY COUNCIL</p> <p>This is the last day that candidates running for Central Committee may file nomination forms with the County election official.</p> <p style="text-align: right;">§§ 8020 (b)(c), 10510</p> <p>Note: <i>There is no Nomination Extension Period for Central Committees.</i></p> <p>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><b>December 11, 2019</b> <b>(E-83)</b></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><b>December 12, 2019</b> <b>@ 11:00 a.m.</b> <b>(E-82)</b></p>	<p>RANDOMIZED ALPHABET DRAWING</p> <p>Secretary of State draws a random alphabet to determine the order of candidates on the ballot for offices.</p> <p>The county election official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly.</p> <p style="text-align: right;">§ 13112</p>
<p><b>December 21, 2019</b> <b>(E-73)</b></p>	<p>NUMBER TO BE ELECTED – CENTRAL COMMITTEE, DEMOCRATIC AND REPUBLICAN PARTIES</p> <p>Last day to determine whether the number of Democratic and Republican County Central Committee candidates who have filed for office exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, and the Board of Supervisors shall declare elected the candidates who have been nominated.</p> <p style="text-align: right;">§§ 7228, 7423, 7673</p>

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<p><b>December 21, 2019</b> <b>(E-73)</b></p>	<p>NUMBER TO BE ELECTED – CENTRAL COMMITTEE, PEACE AND FREEDOM PARTY</p> <p>Last day to determine whether the number of Peace and Freedom central committee candidates who have filed for office exceeds the number to be elected. If not, the designation of the office or the candidates shall not be included on the ballot, and the Board of Supervisors shall declare elected the candidates who have been nominated.</p> <p style="text-align: right;">§ 8121</p>
<p><b>December 26, 2019</b> <b>(E-68)</b></p>	<p>WITHDRAWAL OF PRESIDENTIAL CANDIDATE – DEMOCRATIC, REPUBLICAN, AMERICAN INDEPENDENT, GREEN, LIBERTARIAN, AND PEACE AND FREEDOM PARTIES</p> <p>Last day a selected or unselected presidential candidate may file an affidavit by 5:00 p.m. on this day with the Secretary of State in order to have his or her name withdrawn from the primary election ballot.</p> <p style="text-align: right;">§§ 6042, 6342, 6522, 6724, 6853</p>
<p><b>December 26, 2019</b> <b>(E-68)</b></p>	<p>CERTIFIED LIST OF CANDIDATES AND ROTATION LIST</p> <p>Last day for the Secretary of State to prepare and send to each County election 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, 6180</p>
<p><b>December 26, 2019</b> <b>(E-68)</b></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><b>January 3 to January 18, 2020</b> <b>(E-60 to E-45)</b></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>

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<p><b>January 6, 2020 to February 14, 2020</b></p> <p><b>(E-57 to E-18)</b></p>	<p>STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</p> <p>Between these dates, write-in candidates must file their nomination papers and Statement of Write-in Candidacy with the county election official.</p> <p style="text-align: right;">§ 8601</p>
<p><b>January 23, 2020</b></p> <p><b>(E-40)</b></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, 2020 to January 18, 2020.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p> <p>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><b>January 23 to February 11, 2020</b></p> <p><b>(E-40 to E-21)</b></p>	<p>STATE VOTER INFORMATION GUIDE MAILING</p> <p>Between these dates the Secretary of State shall mail State Voter Information Guide to registered voters.</p> <p style="text-align: right;">§ 9094</p>
<p><b>January 23 to February 22, 2020</b></p> <p><b>(E-40 to E-10)</b></p>	<p>COUNTY VOTER INFORMATION GUIDE MAILING</p> <p>Between these dates the county election official shall mail a County voter information guide and polling place notice to each registered voter.</p> <p style="text-align: right;">§§ 13300, 13303</p>

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<p><b>January 31, 2020</b></p> <p><b>By Statute</b></p> <p><b>(E-32)</b></p>	<p>SEMI-ANNUAL CAMPAIGN STATEMENT</p> <p>Last day to file semi-annual campaign disclosure statements for the period ending December 31, 2019 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><b>February 3, 2020</b></p> <p><b>(E-29)</b></p>	<p>LAST DAY TO REGISTER TO VOTE TO RECEIVE A VOTER INFORMATION GUIDE BY MAIL</p> <p>A voter information guide shall be mailed to each person who has registered to vote at least 29 days before the election.</p> <p style="text-align: right;">§§ 9094(a), 13303</p>
<p><b>February 3, to February 25, 2020</b></p> <p><b>(E-29 to E-7)</b></p>	<p>VOTE-BY-MAIL VOTING PERIOD</p> <p>Vote-by-mail period for the 2020 primary election.</p> <p style="text-align: right;">§§ 3001, 3003</p>
<p><b>February 17, 2020</b></p> <p><b>(E-15)</b></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 election 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.</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), 321, 2102, 2170, 3102, 3102 (b)(e), 3206</p>
<p><b>February 18, 2020</b></p> <p><b>(E-14)</b></p>	<p>PROCESSING VOTE-BY-MAIL BALLOTS</p> <p>Processing of vote-by-mail ballots may commence on the 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)(c)</p>

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<p><b>February 20, 2020</b></p> <p><b>(E-12)</b></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 January 19, 2020 to February 15, 2020.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please Refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p> <p>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><b>February 25, 2020</b></p> <p><b>(E-7)</b></p>	<p>VOTE-BY-MAIL BALLOT APPLICATION</p> <p>Last day for the County election 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><b>February 26, March 2, 2020</b></p> <p><b>(E-6 to E-1)</b></p>	<p>VOTE-BY-MAIL – LATE CONDITIONS</p> <p>Between these dates, any voter may request in writing a vote-by-mail ballot if, because of specified conditions, he or she will be unable to go to the polls to vote.</p> <p>A written request is not necessary if the vote-by-mail ballot is voted in the office of the county elections official at the time of the request.</p> <p>The voter may designate any authorized representative to receive the ballot and return the voted ballot.</p> <p style="text-align: right;">§ 3021</p>
<p><b>March 3, 2020</b></p> <p><b>(E-0)</b></p>	<p>PRESIDENTIAL 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>

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<p><b>March 3, March 6, 2020</b></p> <p><b>(E-0 to E+3)</b></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 either:</p> <ul style="list-style-type: none"> <li>▪ postmarked on or before March 3, 2020 or is time stamped or date stamped by a bona fide private mail delivery company on or before election or</li> <li>▪ 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 election official upon receipt of the vote-by-mail ballot from the U. S. Postal Service or a bona fide private mail delivery company and is signed and dated on or before election day.</li> </ul> <p style="text-align: right;">§§ 3017, 3020</p>
<p><b>March 5, 2020</b></p> <p><b>(E+2)</b></p>	<p>OFFICIAL CANVASS OF THE RETURNS</p> <p>The Official Canvass of returns shall commence no later than the first Thursday following the election.</p> <p style="text-align: right;">§ 15301</p>
<p><b>March 11, 2020</b></p> <p><b>(E+8)</b></p>	<p>UNSIGNED VOTE-BY-MAIL ENVELOPE</p> <p>Last day for a voter who did not sign the vote-by-mail ballot identification envelope to either sign the identification envelope at the office of the county election official or complete and submit an “unsigned ballot statement” in person, by mail, or by email.</p> <p style="text-align: right;">§3019</p>
<p><b>April 2, 2020</b></p> <p><b>(E+30)</b></p>	<p>COMPLETION OF THE OFFICIAL CANVASS BY ELECTIONS OFFICE</p> <p>The Official Canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§ 15372</p>

\* The legal date falls on a holiday or weekend when our office is closed. The deadline moves forward to the next business day.

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

## **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]

Petition 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]

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**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 candidate whose name is listed on the certificate. 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 candidate whose name is listed on the certificate. [Pursuant to green party rules]

**Number of Central Committee Members to be Elected<sup>1</sup>**

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

**American Independent**

Not later than 125 days (October 30, 2019) before the presidential 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 (October 20, 2019) before the presidential primary election, shall notify the secretary of state whether 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]

<sup>1</sup> *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.*

<sup>2</sup> *The Solano County Registrar of Voters Office received notification that the party will not be participating in this election.*

<sup>3</sup> *The Solano County Registrar of Voters Office did not receive notification that the party will be participating in this election.*

**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**

<b>Elected by Supervisorial District</b>	
American Independent	
Democratic	20 - 40
Republican	20 - 40

<b>Elected at Large</b>	
Green County Council	19
Libertarian	
Peace and Freedom	19

**Filing Dates**

The filing period for nomination documents starts on September 27, 2019 and ends on December 6, 2019. 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
- Candidate Intention Statement and Campaign Disclosure Forms
  - Forms 501 & 410 (optional)
  - Forms 470 or 460 (optional)

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## 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 election 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 election official:

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

The forms shall be available on the 158<sup>th</sup> 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 88<sup>th</sup> 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 election 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 election 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 (December 6, 2019).

[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](http://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.*

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**Candidate Statement**

Not applicable for 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 election 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.
  - (2) The word "**incumbent**" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people
  - (3) **No more than three words** designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
  - (4) The phrase "**appointed incumbent**" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "**appointed**" and the title of the office. In either instance, the candidate may not use the unmodified word "**incumbent**" or any words designating the office unmodified by the word "**appointed.**" However, the phrase "**appointed incumbent**" shall not be required of a candidate who seeks reelection to an office, which he

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

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

- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code § 13207 and § 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements. No title or degree shall appear on the same line on a ballot as a candidate's name, either before or after the candidate's name, in the case of any election to any office.
- [Elections Code § 13106]

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

- (1) Words designating the city, county, district, state, or federal office held by the candidate at the time of filing the nomination documents.
- (2) The word "**incumbent**" if the candidate is a candidate for the same office he or she holds at the time of filing the nomination papers.
- (3) **No more than three words** designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
- (4) For a candidate for judicial office who is an active member of the State Bar employed by a city, county, district, state, or by the United States, the designation shall appear as one of the following:
  - (a) Words designating the actual job title, as defined by statute, charter or other governing instrument.
  - (b) One of the following ballot designations: "Attorney", "Attorney at Law," "Lawyer", or "Counselor at Law." The designations "Attorney" and "Lawyer" may be used in combination with one other current principal profession, vocation, or occupation of the candidate, during the calendar year immediately preceding the filing of nomination documents.

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

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

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

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

The word count for ballot designations are as follows:

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

### **Guidelines**

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

### Acceptable Designations

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

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

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

The following are examples of evidence supporting retired status:

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

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

### Unacceptable Designations

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

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

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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

February 17, 2020\* is the last day to register to vote for the March 3, 2020 primary election.

### Election Day

Election day is Tuesday, March 3, 2020. 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 February 3, 2020.

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

Registered voters can sign up to vote by mail by:

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

The last day to request a vote-by-mail ballot is February 25, 2020.

### Issuing Ballots

Our office will start to mail ballots to permanent vote-by-mail voters on February 3, 2020. Voters who are not permanent vote-by-mail voters and who request a vote-by-mail ballot prior to 5:00 p.m. February 25, 2020 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. February 25, 2020 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

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authorize someone else to do so. The authorized person must provide a completed application or 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.

### **Returning a Vote-By-Mail ballot**

A vote-by-mail voter who was issued a ballot between the 29th day and the 7<sup>th</sup> 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 an authorized representative to return his or her ballot 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 election 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 election 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 election 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 February 26<sup>th</sup> and March 2<sup>nd</sup> 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](http://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](http://www.solanocounty.com/elections)
- Via telephone at 707-784-6675 or Toll-Free 1-888-933-VOTE (8683)

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

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

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

California elections code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election.

[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.

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**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. 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 election 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 December 6, 2019. This also applies in the case of an extension, which ends December 11, 2019.

**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 December 6th but if an incumbent does not file, the nomination period for that particular office is extended until December 11<sup>th</sup>. 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 December 26, 2019.

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

The candidate may 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 primary election, which in this case is December 6<sup>th</sup>. That statement shall be retained by the county election official.

\* The legal date falls on a holiday or weekend when our office is closed. The deadline moves forward to the next business day.

**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 two-fold:

- 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](http://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 or 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 any authorized representative to do so.

\* The legal date falls on a holiday or weekend when our office is closed. The deadline moves forward to the next business day.