

## REGISTRAR OF VOTERS

**IRA ROSENTHAL**  
Registrar of Voters

**LINDSEY McWILLIAMS**  
Assistant Registrar of Voters



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Fairfield, Ca 94533

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Dear Candidate:

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

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

Our staff has attempted to make this handbook as informative as possible and will make every effort to answer your questions. However, this handbook is a general reference guide and is not intended to be a substitute for legal advice which the Registrar of Voters office is precluded by law from offering. We strongly urge all candidates to consult private legal counsel when legal questions arise.

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

Sincerely,

SOLANO COUNTY REGISTRAR OF VOTERS

Lindsey McWilliams  
Assistant Registrar of Voters

## **SOLANO COUNTY REGISTRAR OF VOTERS MISSION STATEMENT**

### **Mission Statement**

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

### **Departmental Functions**

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

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

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

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

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## **IMPORTANT ADDRESSES AND TELEPHONE NUMBERS**

**SOLANO COUNTY REGISTRAR OF VOTERS** – *Candidate filing for local offices, schools and special districts. Vote By Mail Voting beginning October 5, 2009, Monday through Friday from 8:00 a.m. to 5:00 p.m. and from 7:00 a.m. to 8:00 p.m. on Election Day.*

**Ira J. Rosenthal, Registrar**

**Lindsey McWilliams, Assistant Registrar**

675 Texas Street, Suite 2600

Fairfield, CA 94533-6338

(707) 784-6675 or Toll Free (888) 933-VOTE (8683)

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

### **Secretary of State**

1500 11<sup>th</sup> Street, Room 495

Sacramento, CA 95814

[www.ss.ca.gov](http://www.ss.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**

428 J St., Suite 620

Sacramento, CA 95814

Advice Line: Toll Free 866-ASK-FPPC (275-3772)

or 916-322-5660

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

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

### **City Clerk Offices**

City of Benicia

Lisa M. Wolfe, City Clerk

250 East L Street

Benicia, Ca 94510

Phone: 707-746-4201

City of Fairfield

Arletta Cortright, City Clerk

1000 Webster Street

Fairfield, Ca 94533

Phone: 707-428-7400

City of Vallejo

Mary Ellsworth, City Clerk

555 Santa Clara Street

Vallejo, Ca 94590

Phone: 707-648-4527

## Neighboring Counties

Below is a list of counties with whom we share a Congressional, State Senate or State Assembly District. Solano County contains Congressional Districts 3,7,10 Assembly Districts 7 & 8, & State Senate Districts 2 & 5.

<p><b>Alameda (Congressional Dist. 10)</b>                  Dave MacDonald, Registrar of Voters                  1225 Fallon St., Rm G-1                  Oakland, CA 94612                  510-272-6933 / FAX 510-272-6982  <a href="http://www.co.alameda.ca.us/rov">www.co.alameda.ca.us/rov</a></p>	<p><b>Lake (State Senate 2)</b>                  Diane C. Fridley, Registrar of Voters                  255 N. Forbes Street                  Lakeport, CA 95453                  707-263-2372 / FAX 707-263-2742  <a href="http://www.co.lake.ca.us">www.co.lake.ca.us</a></p>
<p><b>Alpine (Congressional Dist. 3)</b>                  Barbara Howard, County Clerk                  P.O. Box 158                  Markleeville, CA 96120                  530-694-2281 / FAX 530-694-2491  <a href="http://www.alpinecountyca.com">www.alpinecountyca.com</a></p>	<p><b>Mendocino (State Senate 2)</b>                  Susan Ranochak, Assessor-County Clerk-Recorder                  501 Low Gap Rd., Rm 1020                  Ukiah, CA 95482                  707-463-4370 / FAX 707-463-4257  <a href="http://www.co.mendocino.ca.us">www.co.mendocino.ca.us</a></p>
<p><b>Amador (Congressional Dist. 3)</b>                  Sheldon D. Johnson, Clerk-Recorder                  810 Court Street                  Jackson, CA 95642                  209-223-6468 / FAX 209-223-6204  <a href="http://www.co.amador.ca.us">www.co.amador.ca.us</a></p>	<p><b>Napa (Assembly 7, State Senate Dist. 2)</b>                  John Tuteur, Assessor-Recorder-County Clerk                  P.O. Box 298                  Napa, CA 94559-0298                  707-253-4247 / FAX 707-259-8149  <a href="http://www.co.napa.ca.us">www.co.napa.ca.us</a></p>
<p><b>Calaveras (Congressional Dist. 3)</b>                  Karen Varni, Clerk-Recorder                  891 Mountain Ranch Road                  San Andreas, CA 95249                  209-754-6371 / FAX 209-754-6733  <a href="http://www.co.calaveras.ca.us">www.co.calaveras.ca.us</a></p>	<p><b>Sacramento (Cong. Dist. 3, 10, State Senate 5)</b>                  Jill Levine, Registrar of Voters                  7000 65<sup>th</sup> Street, Ste. A                  Sacramento, CA 95823-2315                  916-875-6558 / 916-876-5130  <a href="http://www.saccounty.net">www.saccounty.net</a></p>
<p><b>Contra Costa (Congressional Dist. 7, 10)</b>                  Stephen L. Weir, County Clerk/Recorder/Registrar of Voters                  555 Escobar Street / PO Box 271                  Martinez, CA 94553-1140                  925-335-7899 / FAX 925-335-7893  <a href="http://www.co.contra-costa.ca.us">www.co.contra-costa.ca.us</a></p>	<p><b>San Joaquin (State Senate 5)</b>                  Austin Erdman, Registrar of Voters                  212 N. San Joaquin Street                  P.O. Box 810                  Stockton, CA 95201                  209-468-2890 / FAX (209) 468-2889  <a href="http://www.co.san-joaquin.ca.us">www.co.san-joaquin.ca.us</a></p>
<p><b>Humboldt (State Senate 2)</b>                  Carolyn Crnich, County Clerk-Recorder-Registrar of Voters                  825 Fifth Street, 5<sup>th</sup> Floor                  Eureka, CA 95501                  707-445-7593 / FAX 707-445-7324  <a href="http://www.co.humboldt.ca.us">www.co.humboldt.ca.us</a></p>	<p><b>Sonoma (Assembly 7, State Senate 2)</b>                  Janice Atkinson, County Clerk-Recorder-Assessor-Registrar of Voters                  585 Fiscal Drive, Room 104F                  Santa Rosa, CA 95403                  707-565-1877 / FAX 707-565-1364  <a href="http://www.sonoma-county.org">www.sonoma-county.org</a></p>
	<p><b>Yolo (Assembly 8, State Senate 5)</b>                  Freddie Oakley, County Clerk-Recorder                  625 Court Street, Rm B05                  Woodland, CA 95776                  530-666-8133 / FAX 530-666-8123  <a href="http://www.yolocounty.org">www.yolocounty.org</a></p>

## **ELECTION SERVICES OFFERED**

Effective July 1, 2009

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

Voter lists may be ordered in a hard copy, CD, Zip disk and via email if the file is small enough. Candidates may order the information with or without voter history. A walking list or voter index is a type of report that is especially helpful when candidates want to campaign by walking a precinct. This type of report does not come with voter history.

Voter file orders require a set-up fee which must be paid at the time of placing your order. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.

Precinct maps of districts within Solano County are also available as are voter labels for your mailing needs.

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

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

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

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

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

**SOLANO COUNTY REGISTRAR OF VOTERS  
FEE SCHEDULE  
EFFECTIVE JULY 1, 2009**

<b>ITEM</b>	<b>FEE</b>
<b>Stock Reports</b> (District List, Street Index, Election Results, Precinct List)	\$1 first page, \$.10 each add'l page
<b>Custom Reports</b> (Vote by Mail Voter List)	\$45 set up, plus \$.10 per page
<b>Electronic Custom Report</b>	\$45 set up, plus cost of media
<b>Electronic Voter List Report – with history</b>	\$90 set up plus cost of media
<b>Electronic Media</b> (CD, Floppy, Zip Disk)	\$2 each plus set up charge for voter list
<b>Walking List</b>	\$.50 per thousand names
<b>Certified Copy of Affidavit</b> (includes verification of voter look-up)	\$1.50
<b>Copies</b>	\$1 first page, \$.10 each add'l page
<b>Research of Records</b>	\$156 per hr plus copy costs (1/4 hr min./ \$39.00)
<b>FPPC and Campaign Statement Copies</b>	\$.10 per page
<b>FPPC and Campaign Statement Copies</b> (5 Years or Older)	\$5 retrieval fee plus \$.10 per page
<b>Vote-by-Mail Voters / Registered Voter Labels</b>	\$45 set up + \$14 per thousand
<b>Fax Long Distance</b>	\$2 first page , \$.75 each add'l page
<b>Travel Cards</b>	\$10.00
<b>Notice of Intent to Circulate Petition</b>	\$200.00
<b>Deposit to conduct Special Election</b>	\$4.00 per registered voter
<b>MAPS</b>	
All production maps excluding Fairfield/Suisun and Assembly District 8	\$21.00
Production map – Fairfield/Suisun	\$31.00
Production map – Assembly District 8	\$64.00

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

## OFFICES FOR THE NOVEMBER 3, 2009 ELECTION

<b>COUNTY BOARD OF EDUCATION</b> <i>(Education Code §1006(a))</i>			
<b>DISTRICT</b>	<b>POSITIONS</b>	<b>QUALIFICATIONS</b>	<b>HOW ELECTED</b>
<b>Solano County Board of Education Areas 3, 4, &amp; 6</b>	(3) Governing Board Members <i>(1 for each area)</i> 4 Year Term	Candidate shall be a registered voter/resident of the trustee area within the district. The county superintendent of schools, any member of his/her staff, or any employee of a school district is not eligible for a county board of education office.	Elected by Trustee Area
<b>SCHOOL DISTRICTS</b> <i>(Education Code §35107(a)(b)(1))</i>			
<b>DISTRICT</b>	<b>POSITIONS</b>	<b>QUALIFICATIONS</b>	<b>HOW ELECTED</b>
<b>Benicia Unified School District</b>	(3) Governing Board Members 4 Year Term	Candidate shall be a registered voter of the district at the time nomination papers are issued; be an elector at the time of assuming office and resident of the applicable jurisdiction during the term of office.	At Large
<b>Dixon Unified School District</b>	(3) Governing Board Members 4 Year Term		
<b>Fairfield-Suisun Unified School District</b>	(3) Governing Board Members 4 Year Term		
<b>Vallejo City Unified School District</b>	(3) Governing Board Members 4 Year Term		
<b>Vacaville Unified School District</b>	(3) Governing Board Members 4 Year Term		
<b>Travis Unified School District Areas 1 &amp; 2</b>	(3) Governing Board Members <i>(1 for Area 1 &amp; 2 for Area 2)</i> <i>(Qualify by Area, Elected at Large)</i> 4 Year Term	Candidate shall qualify by trustee area and remain a resident of the trustee area during the term of office. A person may not be an employee of a school or community college district and a governing board member at the same time.	



<b>CITIES</b>			
<b>CITY</b>	<b>POSITIONS</b>	<b>QUALIFICATIONS</b>	<b>HOW ELECTED</b>
<b>Benicia</b>	(2) Councilmembers 4 Year Term	Candidate shall be a registered voter of the applicable city at the time nomination papers are issued; be an elector at the time of assuming office and continue to be an elector and resident of the applicable city during the term of office.	At Large
	(1) Mayor (4Year Term)		
<b>Fairfield</b>	(2) Councilmembers 4 Year Term		
	(3) Councilmembers 4 Year Term	Candidate shall be a registered voter of the city for 30 days prior to the time nomination papers are issued; be an elector at the time of assuming office and continue to be an elector and resident of the applicable city during the term of office.	
<b>SPECIAL DISTRICTS</b>			
<b>DISTRICT</b>	<b>POSITIONS</b>	<b>QUALIFICATIONS</b>	<b>HOW ELECTED</b>
<b>Cordelia Fire Protection District</b>	(3) Directors 4 Year Term	Candidate shall be a registered voter residing within the district boundaries.	At Large
<b>Solano Irrigation District, Division 1 &amp; 5</b>	(2) Directors 4 year Term	Candidate shall be a registered voter residing within the district boundaries and property titleholder in the Division.	By Division
<b>Rural North Vacaville Water District</b>	(2) Directors 4 year Term	Candidate shall be a registered voter residing within the district boundaries and property titleholder in the District	At Large

**INCUMBENT OFFICERS  
2009**

<b>DISTRICT</b>	<b>OFFICE</b>	<b>INCUMBENT</b>
City of Benicia	Councilmember	Alan Schwartzman Mark Hughes
City of Fairfield	Mayor	Harry T. Price
	Councilmember	John Mraz Catherine Moy
City of Vallejo	Councilmember	Hermie Sunga Stephanie Gomes Thomas W. Bartee
<b>SCHOOL DISTRICTS</b>	<b>OFFICE</b>	<b>INCUMBENT</b>
Benicia Unified School District	Governing Board Member	Dana Dean Jeanne Steinmann Rosie Switzer
Dixon Unified School District	Governing Board Member	Amy D. Proctor Shana Levine Alan R. Hodge
Fairfield-Suisun Unified School District	Governing Board Member	Anne M. Griffin Charles B. Wood David Gaut
Travis Unified School District	Governing Board Member	Mary Jo Dickerson, Area #1 Wanona Ireland, Area #2 Harry Axhelm, Area #2
Vacaville Unified School District	Governing Board Member	Katherine Brannon William F. Hausler Theresa Buck
Vallejo City Unified School District	Governing Board Member	Daniel E. Glaze Cris Ogee Villanueva Hazel Wilson
Solano County Board of Education	Governing Board Member	John T. Galvan, Area #3 Mayrene Bates, Area #4 Douglas Ford, Area #6
<b>SPECIAL DISTRICTS</b>	<b>OFFICE</b>	<b>INCUMBENT</b>
Solano Irrigation District	Director	Robert S. Currey, Division #1 Robert Hansen, Division #5
Cordelia Fire Protection District	Director	Carl Hakennen James Frische Bob Dorsett
Rural North Vacaville Water District	Director	James Mortensen Dieter Teschke

## SOLANO COUNTY ELECTION CALENDAR November 3, 2009 Consolidated Districts Election

**We present this calendar as a general reference of milestones and target dates leading up to the election. It summarizes or paraphrases state law; we advise readers to turn to the referenced code sections or consult with their attorney for context and advice. All statutory (§) references are to the California Elections Code unless otherwise noted. You may find California Law on the Internet here: <http://www.leginfo.ca.gov/calaw.html>**

### Calendar Key

- Asterisk (\*)** The statutory date falls on a holiday or weekend and in most cases is moved to the next business day.
- E.....** Indicates Election Day
- E-.....** “E minus.” The number of days **until** the election. E-29 means 29 days **until** the election.
- E+ .....** “E plus.” The number of days **after** the election. E+29 means 29 days **after** the election.

**NOTE REGARDING DISTRICT MEASURES:** Districts contemplating measures as part of their elections should consult with their attorneys early in the process to insure timely completion of measure language (i.e., the ordinance itself and the 75-word ballot label), counsel’s impartial analysis, financial impact statement if necessary, and allow sufficient time for arguments for and against. Additionally, districts need to be aware of our internal deadlines set by our printer for official and sample ballots. As a general rule, all district activities necessary to put a measure on the ballot must be completed no later than the Board of Supervisor’s last meeting prior to E-88 (August 4, 2009).

<b>6/26/09 (E-130)</b>	<b>Notice of Consolidation – Schools</b> Deadline for county superintendent of schools to notify governing boards of a mandatory consolidation where two or more districts of any type are to hold an election in the same area on the same date. Upon consolidation, the basic unit for conducting the election shall be the elementary district. Ed. Code § 5323, § 5340
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<p><b>6/29/09 – 7/13/09 (E-127 to E-113)</b></p>	<p><b>Cities Publish Election Notice</b> The City Clerk shall publish a “Notice of Election” in the city pursuant to Gov. Code § 6061, to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term as the case may be; and (c) any measure(s) to be voted on, including a synopsis of each measure. §12101, § 12111, § 12102</p> <p>The City Clerk shall consolidate the notice of election and the notice of measure to be voted on into one notice if the measure was placed on the ballot before the notice of election is published pursuant to § 12101, § 12111(b). (If the measure is placed on the ballot after the Notice of Election is published, the Notice of Measures must be published not later than one week prior to the election. § 12111(a))</p> <p>This is a one time publication in a newspaper of general circulation. If no such newspaper is published and circulated in the city, the notice must be posted conspicuously in at least 3 public places in the city. § 12111</p>
<p><b>7/1/09 (E-125)</b></p>	<p><b>Notice of Election – Special Districts</b> The district secretary shall deliver to the county elections official a notice bearing the secretary’s signature and the district seal containing (a) the offices, if any, to be filled and the balance of an unexpired term, and (b) whether the district or the candidate is to pay for the publication of a statement of qualification. § 10509</p>
<p><b>7/1/09 (E-125)</b></p>	<p><b>Notice of Boundaries – Resident and Landowner Districts</b> The district secretary of a resident voting district shall deliver to the county elections official of each affected county a map showing the boundaries of the district and a statement indicating in which divisions a director is to be elected and whether any elective officer is to be elected at large. § 10522</p> <p>The secretary for a landowner district shall deliver to the county elections official a map or description of the boundaries of the district or divisions for which elections are to be held. § 10524</p>
<p><b>7/3/09 (E-123)</b></p>	<p><b>Specifications of the Election Order – School Districts</b> Deadline for the governing board of a school or community college district or authorized officer to deliver to the county superintendent of schools and the election official a resolution entitled “specifications of the election order,” which includes (a) the date and purpose of the election, (b) the authority for ordering it, (c) the authority for the “specifications,” and (d) the signature of the officer authorized to make the designations. Ed. Code § 5322</p>

<p><b>7/6/09 (E-120)</b></p>	<p><b>Tie Vote Procedures – County, City, School Elections</b> Suggested date by which school governing boards determine whether a tie vote shall be resolved by lot or by runoff election. Ed. Code § 5016 and § 15651 require this decision to be made “prior to conducting” the election.</p> <p>If a runoff election is to be held pursuant to Ed Code § 5016, it shall be conducted on the sixth Tuesday following the election at which the tie vote occurred.</p> <p>If a runoff is conducted pursuant to § 15651, it is to be called for any Tuesday which falls within 40–125 days after the results of the tie–vote election are certified.</p> <p><b>Tie Vote Procedures – Special Districts</b> If a tie vote occurs in a UDEL election, the winner is determined by lot. § 10551</p>
<p><b>7/6/09 (E-120)</b></p>	<p><b>Delivery of Order and Notice by School Superintendent</b> Deadline for the superintendent of schools to deliver to the elections official copies of (a) the order of election for any school or community college district election within his or her jurisdiction and (b) the formal notice of election. Ed. Code § 5324 The county superintendent shall also publish the notice of election, which shall contain the date and purpose of the election. Ed. Code § 5325 and § 5361. As an alternative to publication, the superintendent may post the notice at every school house and at 3 public places in the district. Ed. Code § 5362</p>
<p><b>7/6/09 – 8/5/09 (E-120 to E-90)</b></p>	<p><b>Notice of Election – Schools, Special Districts</b> Between these dates, the county elections official shall publish a notice of the election once in a newspaper of general circulation. The notice shall contain the date of the election, the offices for which candidates can file, the location where nomination papers are available, the deadline for filing, and the qualifications required by the principal act. § 12112</p> <p>The elections official shall immediately deliver to each school or special district a copy of all published notices. § 12112, § 12113, Ed. C. § 5363</p>
<p><b>7/13/09 (E-113)</b></p> <p><b>(Filing period runs from 7/13/09 to 08/07/09, E-113 to E-88, unless the incumbent does not file, and the period extends to 08/13/09, E-83)</b></p>	<p><b>Declaration of Candidacy / Nomination Filing</b> First day to issue Declarations of Candidacy for special districts under UDEL and for school offices, including boards of education. § 10510, § 10602, and § 10603</p> <p>First day for the City Clerk to issue Nomination Papers for municipal offices. Candidates for city office must be proposed by not less than 20 nor more than 30 voters in cities with 1,000 or more registered voters. The nomination papers must contain an affidavit of the nominee that he or she will accept the office if elected. §§ 10220–10227</p> <p>Any city nomination paper which contains an insufficient number of signatures shall not be returned to the candidate. Instead, the City Clerk shall issue a “Supplemental Petition” to be accompanied by a copy of the nomination petition, with the valid signatures noted, which the candidate may use to obtain additional signatures. § 10221</p>

<p><b>7/13/09 -8/7/09 (E-113 to E-88)</b></p>	<p><b>Candidates Statement of Qualifications</b>  Between these dates, candidates may prepare a statement of qualifications, not to exceed 200 words unless an increase to not more than 400 words is authorized by the local agency, to be included in the Voter Information Pamphlet. The statement shall not contain the candidate’s political party affiliation or membership or activity in partisan political organizations. It shall be filed and paid for at the time the Declaration of Candidacy is filed, if required by the jurisdiction. § 13307</p> <p>For candidates who wish to file candidate statements but claim indigence, see § 13309</p> <p>Candidate statements are confidential until the filing deadline expires. § 13311</p> <p>Foreign language translations are optional.</p>
<p><b>7/26/09 * (E-100)</b></p>	<p><b>Increase In Governing Board</b>  Deadline for an elementary school district with a three-member board to ask the county superintendent of schools to submit to the voters a question whether to raise the membership to five board members. Elementary school governing boards have the option of deciding on their own to increase the board to five members or asking the county superintendent to submit the question to the voters. Ed. Code §5018</p>
<p><b>7/31/09 STATUTORY DATE</b></p>	<p><b>Semi-annual Campaign Statements</b>  The last day to file semi-annual campaign statements, if required, by all candidates and committees. Period covered by statement is January 1, 2009 to June 30, 2009. Gov. Code § 82013, § 84200</p>
<p><b>8/7/09 (E-88)</b></p>	<p><b>Candidate Nomination Period Ends</b>  By 5:00 p.m. candidates must file Declaration of Candidacy or Nomination Papers. § 10220, § 10224, § 10510</p> <p>At the time of filing, candidates should receive a copy of mass mailing requirements provided for in Gov. Code § 84305.</p> <p><b>If the incumbent fails to file, this period extended to (E-83), August 12.</b>  CITY: If the number of persons nominated is fewer than the number to be filled, and no citywide contest appears on the ballot, the city shall decide whether to appoint or hold an election. § 10229, Gov. Code § 36512  DISTRICT: In the case of insufficient nominees in a district election, the supervising authority shall make appointments. § 10515</p>
<p><b>8/7/09 FINAL (E-88)</b></p>	<p><b>Resolutions of Consolidation – Final Deadline</b>  Deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the county board of supervisors with a copy to the Election Department.</p> <p><b>Earlier filing dates are encouraged to meet printing schedules.</b> §10400, §10402, §10403, Ed. Code § 5342</p>
<p><b>8/7/09 (E-88)</b></p>	<p><b>Statements of Economic Interest – Cities</b>  City candidates for offices specified in Gov. Code § 87200 must file statements of economic interests by this date. This statement is not required if the candidate filed a statement for the same jurisdiction within 60 days prior to filing nomination papers.</p>

<p><b>8/7/08–8/27/09</b> <b>(E–88 to E–68)</b></p>	<p><b>Death of a Candidate – General Provisions</b> If during this period the election official determines a candidate who qualified for the ballot has died, the deceased candidates name shall not be printed on the ballot. §10529, Ed. Code § 5329 If a candidate dies <i>after</i> the 68<sup>th</sup> day before the election, his or her name remains on the ballot. If the deceased candidate wins, the vacancy in the office shall be treated as if that candidate had died after taking office. §15402</p>
<p><b>8/7/09–8/27/09</b> <b>(E–88 to E–68)</b></p>	<p><b>Death of a Candidate – Special Provisions</b> If an incumbent and only one challenger file for nonpartisan office and either one dies between E–88 and E–68, the nomination period is reopened. § 8027 If the incumbent or the sole challenger dies after the 68<sup>th</sup> day, a special election must be called within 14 days after the death. § 8026</p>
<p><b>8/7/09</b> <b>FINAL</b> <b>(E–88)</b></p>	<p><b>Deadline for Filing Tax Rate Statement for Bond Measures</b> Last day to file tax rate statement for any bond measure appearing on the November ballot. §9401</p>
<p><b>8/8/09–</b> <b>8/12/09*</b> <b>(E–87 to E–83)</b></p>	<p><b>Candidate Nominations – <u>Extension Period</u></b> If an Incumbent fails to file by 5:00 p.m. on August 12, 2009, the nomination period is extended until E–83. §10225, §10516, §10604</p>
<p><b>8/8/09*</b> <b>(E–87)</b></p>	<p><b>Candidate Statement Withdrawal</b> Candidate may withdraw, but not change, a filed candidate statement for a non–partisan office up to 5:00 p.m. on the next business day following the close of the nomination period. §13307 (a) (3)</p>
<p><b>8/11/09</b> <b>(E–84)</b></p>	<p><b>Board of Supervisors Calls District Election</b> If the governing body of any special district fails to call or take any steps necessary to hold a regular election to elect board members, the Board of Supervisors may call a special election to be held not later than 90 days after it was called. § 10004</p>
<p><b>8/12/09</b> <b>(E–83) by 5:00</b> <b>p.m.</b></p>	<p><b>Candidate Nominations– Extension Period Ends</b> Last day for candidates to file during the extension period. §10225, §10516</p>
<p><b>8/12/09</b> <b>(E–83)</b></p>	<p><b>Insufficient Nominees – Schools and Special Districts</b> If by 5:00 p.m. on the 83<sup>rd</sup> day prior to the election there are insufficient nominees, the supervising authority shall make the appointment unless a petition is filed by this date to request that the election be held. §10515, Ed. Code §5326, §5328, §5328.5</p>
<p><b>8/13/09</b> <b>(E–82)</b></p>	<p><b>Candidate Statement Withdrawal</b> By this date, a candidate may withdraw, but not change, a candidate statement filed during the Extension Period. §13307(a)(3)</p>
<p><b>8/13/09</b> <b>@ 11:00 a.m.</b> <b>(E–82)</b></p>	<p><b>Random Alphabet Drawings</b> Secretary of State draws random alphabet to determine order of candidates on the ballot for offices. §13112(6)(e)</p>

<b>8/17/09</b> <b>FINAL</b> <b>(E-78)</b>	<b>Arguments Due for Ballot Measures</b> Deadline to submit arguments for or against ballot measures. Notice of the date fixed shall be published by the elections official pursuant to Gov. Code § 6061. Arguments may be changed or withdrawn by the proponents until and including the final filing date. § 9163, § 9316
<b>8/20/08</b> <b>(E-75)</b>	<b>Insufficient Nominees – Cities</b> Deadline for city council to make appointment where no nominees or insufficient nominees have filed for city office. §10229(a) (See item at E-83 days)
<b>8/27/09</b> <b>FINAL</b> <b>(E-68)</b>	<b>Rebuttal Arguments and Analyses Due for Ballot Measures</b> Deadline for authors to submit rebuttal arguments. Argument authors may authorize in writing any other person or persons to prepare, submit or sign the rebuttal arguments. § 9167, § 9317 County counsel to submit analyses (§ 9160, § 9313) for county and school/special district measures; City attorney to submit analyses of city measures. § 9280 County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analyses of measures. § 9160
<b>9/7/09 *</b> <b>(E-57)</b>	<b>First Day of Write-in Nominations</b> First day of write-in candidates to obtain and file nomination papers. § 8601 No filing fee or charge shall be required of a write-in candidate except in the case of city elections. § 8604, § 10228
<b>9/24/09 -</b> <b>10/13/09</b> <b>(E-40 to E-21)</b>	<b>Sample Ballots</b> During this period, the county election official shall mail sample ballot booklets prepared in connection with the November 3, Consolidated Districts Election. §13303
<b>9/24/09</b> <b>(E-40)</b>	<b>First Pre-Elections Campaign Disclosure Statement</b> First pre-election campaign disclosure statement is due. The forms can be personally delivered or sent by 1 <sup>st</sup> class mail.
<b>10/5/09</b> <b>(E-29)</b>	<b>Vote by Mail Voting Period Begins</b> Vote by mail voting period opens for the November 3, 2009 Consolidated Districts Election. § 3001
<b>10/19/09</b> <b>(E-15)</b>	<b>Close of Voter Registration</b> Last day to register to vote for the November 3, 2009 election. § 2107
<b>10/20/09</b> <b>(E-14)</b>	<b>Write-in Declarations for Office</b> Deadline for candidates to file declarations of write-in candidacy. Write-in declarations shall have the same requirements, i.e., if sponsors are required, etc., as formal filings of declarations of candidacy and nomination. § 13, § 8600
<b>10/22/09</b> <b>(E-12)</b>	<b>Second Pre-Election Campaign Disclosure Statement</b> Second pre-election campaign disclosure statement is due. The forms can be personally delivered or sent by guaranteed overnight delivery.
<b>10/24/09*</b> <b>(E-10)</b>	<b>Cities Publish List of Nominees</b> City election official shall publish a list of the names of nominees, in the order in which they appear on the ballot, not later than one week before the election. §12110



<p><b>10/24/09</b> <b>(E-10)</b></p>	<p><b>Cities to Publish Notice of Measures on Ballot</b> If a measure has been placed on the ballot after the Notice of Election has been published (§§ 12101, 12111(b)), the city elections official shall publish a synopsis of the measures at least one time not later than one week prior to the election in a newspaper of general circulation in the city. § 12111(a)</p>
<p><b>10/24/09*</b> <b>(E-10)</b></p>	<p><b>Notice of Central Counting Place</b> If ballots are to be tallied at a central counting place, the election official shall publish a notice specifying the location in a newspaper of general circulation. § 12109</p>
<p><b>10/18/09-11/2/09</b> <b>(E-6 to E-1)</b></p>	<p><b>Late Contributions and Independent Expenditure Reports</b> Late contributions and Independent Expenditures of \$1000 or more must be filed within 24 hours of activity. The forms can be filed in person, by guaranteed overnight delivery or by fax. Gov. Code § 84203, § 84204</p>
<p><b>10/27/09</b> <b>(E-7)</b></p>	<p><b>Vote By Mail Application Period Ends</b> Last day for the county election official to receive by mail any voter's request for a vote-by-mail ballot be sent to them. § 3001</p>
<p><b>10/28/09-11/03/09</b> <b>(E-(E-6 to E))</b></p>	<p><b>Vote By Mail – Late Conditions</b> Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the Elections Department and receive a vote by mail ballot over the counter. Voters may designate, in writing, a representative to bring the absentee ballot to them. The voter may either personally or through the authorized representative return the ballot to the Elections Department or any polling place in the county. It shall not be returned by mail. § 3021</p>
<p><b>11/2/09</b> <b>(E-1)</b></p>	<p><b>Appointments – School Districts, County Board of Education</b> Before making the appointment where no one has been nominated, the governing board must publish one time in a newspaper of general circulation published in the district, a notice of its intention to appoint and the procedures for applying for the office. Ed. Code §§ 5326-5328.5</p>
<p><b>11/3/09</b> <b>(E)</b></p>	<p><b>**ELECTION DAY**</b> <b>Polls open from 7:00 a.m. to 8:00 p.m.</b></p>
<p><b>11/5/09</b> <b>(E+2)</b></p>	<p><b>Official Canvass</b> By this date, county election officials must begin the official canvass of the precinct returns. § 1530</p>
<p><b>12/1/09</b> <b>(E+28)</b></p>	<p><b>Official Canvass Ends</b> No later than this date, the county elections official must complete the canvass, certify its results and submit the results to the Board of Supervisors. §15372</p>

## **ELIGIBILITY REQUIREMENTS AND TERMS OF OFFICE FOR PUBLIC OFFICES**

### **General Qualifications**

The California Elections Code requires all candidates for public office in California to be registered voters and otherwise qualified to vote for the office they are seeking at the time their nomination documents are issued. The Constitutional requirements to be a registered voter are that a person must be a United States citizen, at least 18 years of age, not in prison or on parole for the conviction of a felony, and not determined by a court of law to be mentally incompetent.

Beyond these general qualifications, some offices require more specific qualifications, and proof that candidates meet these qualifications.

Candidates should be aware of laws which impose residency requirements on many elected positions. The Secretary of State has previously opined that some residency requirements may not be enforceable; these opinions are not binding authority, but are advisory in nature. Candidates should consult with their own legal counsel if questions exist as to the residency requirements.

### **General Requirements**

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

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

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

### **County or District Offices in General**

“...A person is not eligible to hold 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 documents are issued to the person or at the time of the appointment of the person. The board of supervisors or any other legally constituted appointing authority in a county or district may, if it finds that the best interests of the county or district will be served, waive the requirements of this section for an appointed county or district office.” Government Code § 24001

## **Prohibitions**

Neither a candidate nor members of a candidate's household are eligible to serve as precinct officials or to provide polling place facilities for any election at which the candidate's name appears on the ballot.

## **School District Governing Board Member**

Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the Constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district.

A person may not be an employee of the school district and a governing board member at the same time. Education Code § 35107(b)

## **Board of Education**

Must be a registered voter/resident of the district. Education Code §1000

Personnel of the county superintendent of schools or a school district are not eligible for county board of education office. Education Code §1006

A candidate for a school district having trustee areas must be a resident of the trustee area from which he/she is a candidate. Education Code § 5030

Elected members take office on the last Friday in November subsequent to their election. Education Code §1007

**Travis Unified School District** Governing Board Members must be registered voters residing within the trustee area of the district boundaries and are elected at large.

**Solano County Board of Education** Governing Board Members are elected by trustee area and must be registered voters residing within the trustee area of the district boundaries.

## **Special Districts**

Must be a registered voter and resident of the district

## **Irrigation Districts**

District candidate shall be a registered voter residing within the district boundaries and property titleholder in the Division. Water Code § 21100, § 21551, Calif. Cons. Art. II.4

## **Fire District**

District candidate shall be a registered voter residing within the district boundaries.

## INCOMPATIBILITY OF OFFICES

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

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

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

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

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

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at (916) 324-5437 or visit their website, [www.caag.state.ca.us](http://www.caag.state.ca.us). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov), or phone toll free 1-866-275-3772.

## **NOMINATION PROCESS GENERAL GUIDELINES**

### **Place of Execution of Declaration of Candidacy**

The law provides that the Declaration of Candidacy must be executed by the candidate in the election official's office and may not be removed from that office. However, the candidate may choose to designate a person to receive a Declaration of Candidacy form for them provided they send a dated, written statement indicating the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the office of the elections official by the close of the filing period (5:00 p.m., August 7, 2009). This statement is kept on file in the office of the elections official. Elections Code § 8028

The Declaration of Candidacy filing period begins on July 13, 2009 and ends at 5:00 p.m. on Friday, August 7, 2009.

Candidates must meet the qualifications for the office. They must complete the Declaration of Candidacy and file it with the elections official. Candidates may pay for and submit a Statement of Qualifications to be printed in the Voter's Information Pamphlet. Additionally, they may choose to complete the Code of Fair Campaign Practices provided by the Fair Political Practices Commission (included in packet).

### **Extension Period**

If an incumbent fails to return his or her Declaration of Candidacy by the close of the nomination period (5:00 p.m., August 7, 2009), the nomination period will be extended for five (5) days. During this extended period, persons other than the incumbent may file a Declaration of Candidacy for the office.

### **Write-in Candidacy**

Between September 7, 2009 and October 20, 2009, every person who desires to be a write-in candidate and is otherwise qualified to run for the office and have his or her name, counted for a particular office shall file the following:

- (1) A statement of write-in candidacy that contains the following information:
  - (1) Candidate's name.
  - (2) Residence Address.
  - (3) A declaration stating that he or she is running.
  - (4) The title of the office for which he or she is running.
  - (5) The date of the election.
- (2) The requisite number of signatures on the nomination papers, if any, for that office. The signers of nomination petitions for write-in candidate shall be voters in the district or political subdivision in which the candidate is to be voted on. No fee or charge shall be required of a write-in candidate, except in the case of a city office. Contact the appropriate City Clerk for fees.

## CANDIDATE FILING 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 documents, or any other paper indicating an intention to be a candidate for public office, the county elections official is required to give him or her 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. In no event shall a candidate for public office be required to subscribe to or endorse the code. Election Code § 20440, §20442 & §20444

**DECLARATION OF CANDIDACY:** All candidates for public office in California are required to file a **Declaration of Candidacy**. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation. The **Declaration of Candidacy** shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The **Declaration of Candidacy** must be executed in the office of the election official unless the candidate, in a written statement signed and dated by the candidate, designates a third party to obtain the **Declaration** from the county elections official and deliver it to the candidate. Such written statement shall declare that the candidate is aware the **Declaration of Candidacy** must be properly executed and delivered no later than 5:00 p.m. on the final day of filing. Election Code § 8020, § 8028(b), § 8040, § 8100, § 8105

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

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

## SCHOOLS AND SPECIAL DISTRICTS

Declarations of candidacy for school and special district offices will be available at the **Solano County Registrar of Voters**, 675 Texas Street, Suite 2600, Fairfield, CA 94533 between the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday. There is no filing fee.

<b>7/13/09</b>	<b>Filing Period begins</b> for Declaration of Candidacy and candidate statement of qualifications.
<b>8/7/09 by 5:00 p.m.</b>	<p><b>Deadline to File</b> Declarations of candidacy and optional candidate's statement of qualifications must be filed with the Registrar of Voters not later than 5:00 p.m. on August 7, 2009.</p> <p><b>Deadline to Withdraw</b> No Candidate shall withdraw his/her Declaration of Candidacy after 5:00 p.m. on August 8*, 2009</p>
<b>8/8/07 to 8/12/09 5:00 p.m.</b>	<p><b>Extension period if incumbent does not file</b> If a Declaration of Candidacy for an incumbent are not filed by 5:00 p.m. on the 88<sup>th</sup> day (August 7, 2009) the filing period is extended until 5:00 p.m. on the 83<sup>rd</sup> day (August 12, 2009). During this period, persons other than the incumbent may file Declaration of Candidacy papers in this office. The extension period does not apply to appointed incumbents.</p>
<b>08/12/09</b>	<p><b>Insufficient Nominees</b> If by 5:00 p.m. on the 83<sup>rd</sup> day prior to the election there are insufficient nominees, the supervising authority shall make the appointment unless a petition is filed by this date to request that the election be held.</p>
<b>Refer to FPPC filing schedule</b>	<p><b>CAMPAIGN STATEMENT FORMS</b>  <b>501 Candidate Statement of Intention</b>  <b>410 Statement of Organization</b> (<i>within 10 days of receiving \$1,000</i>)  <b>460 Long Form Disclosure Statement</b> (<i>Over \$1,000</i>)  <b>470 Short Form Disclosure Statement</b> (<i>Under \$1,000</i>)</p>

**CANDIDATES FOR CITY OFFICES FILE WITH THE CITY CLERK**

Please confirm office hours with City Clerk Offices

**City of Benicia**

Office of the City Clerk  
 Lisa Wolfe, City Clerk  
 250 East "L" Street  
 Benicia, CA 94510  
 (707) 746-4201

**City of Vallejo**

Office of the City Clerk  
 Mary Ellsworth, Acting City Clerk  
 555 Santa Clara Street  
 Vallejo, CA 94590  
 (707) 648-4527

**City of Fairfield**

Office of the City Clerk  
 Arletta Cortright, City Clerk  
 1000 Webster Street  
 Fairfield, CA 94533  
 (707) 428-7400

<p><b>07/13/09</b></p>	<p><b>Filing Period Begins</b>                  Between these dates Nomination Papers for municipal offices are available with the appropriate city clerk. Candidates for city office must be proposed by not less than 20 or more than 30 registered voters. The Nomination Papers must contain an affidavit of the nominee that he or she will accept the office if elected. Contact City Clerk regarding filing fee.</p> <p><b>Circulators of Nomination Petitions</b>                  A candidate may circulate his or her own nomination petitions, or he or she may appoint a circulator. Circulators of nomination petitions must be registered voters of the district in which they seek signatures, and may obtain signatures only from registered voters residing within the district.</p>
<p><b>8/7/09 5:00 p.m.</b></p>	<p><b>Last Day to File</b>                  Municipal candidates must file by 5:00 p.m. with the City Clerk; (a) Nomination papers/Declaration of Candidacy (b) Statement of Economic Interest Form (c) 200 word Candidate's Statement of Qualifications-<i>Optional</i> (d) Code of Fair Campaign Practices-<i>Optional</i></p> <p><b>Last Day to Withdraw Nomination</b>                  No candidate shall withdraw his or her nomination papers after 5:00 p.m. on August 10<sup>th</sup>.</p>



<b>8/8/09*</b>	<b>Last Day to Withdraw Candidate's Statement of Qualifications</b> By 5:00 p.m. this date a candidate may withdraw, but not change, his/her candidate statement of qualifications.
<b>8/8/09* to 8/12/09 5:00 p.m.</b>	<b>Nomination Extension Period</b> If an incumbent fails to file by 5:00 p.m. on August 7 <sup>th</sup> the nomination period is extended until August 12 <sup>th</sup> at 5:00 p.m.
<b>8/13/09 5:00 p.m.</b>	<b>Last Day to Withdraw Candidate's Statement</b> By 5:00 p.m. on this date, a candidate may withdraw, but not change a candidate statement filed during the extension period.
<b>9/7/09 to 10/20/09</b>	<b>"Write-in" Nomination Period</b> Between these dates write-in candidates may obtain and file papers. Write-in declarations shall have the same requirements, i.e., if sponsors are required, etc., as formal filings of declarations of candidacy and nomination. Contact the City Clerk regarding filing fees.
<b>Refer to FPPC filing schedule</b>	<b>CAMPAIGN STATEMENT FORMS</b> <b>501 Candidate Statement of Intention</b> <b>410 Statement of Organization</b> ( <i>within 10 days of receiving \$1,000</i> ) <b>460 Long Form Disclosure Statement</b> ( <i>Over \$1,000</i> ) <b>470 Short Form Disclosure Statement</b> ( <i>Under \$1,000</i> )

(\*) The statutory date falls on a holiday or weekend and in most cases is moved to the next business day.

## 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.

The ballot designation that a candidate may use is governed by Elections Code §13107, which states the following:

- (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, pursuant to Education Code § 5326 and § 5328 or Elections Code § 7228, § 7423, § 7673, § 10229 § 10515.

- (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.  
§13106

## **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. Election Code §13107.5, California Code of Regulations §§ 20710-20719

### **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).**

## **PLACEMENT OF NAMES ON THE BALLOT**

The order in which candidates' names shall be placed on the ballot is specified in Elections Code §§13111, 13112. Elections Code §13109 specifies the order of precedence of offices on the ballot.

### **Random Alphabet Drawing**

At 11:00 a.m. on the 82nd day before the election (August 13, 2009), the Secretary of State's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

### **Rotation of Names on the Ballot-Local Offices**

**Candidate names are placed on the ballot in the order of the Secretary of State's random alphabet drawing and are not rotated.**

**CANDIDATE'S STATEMENT OF QUALIFICATION  
NON PARTISAN OFFICES:  
City Officials and School Board Members  
California Elections Code §§ 13307-13317**

**Filing Information**

Candidates for city offices file all documents, including the candidate's statement, with the appropriate City Clerk.

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

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

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

For candidates filing with the Registrar of Voters, we require a deposit for the estimated cost of printing the statement at the time of filing the statement. If the actual cost of printing the statement exceeds the deposited amount, the candidate will be invoiced for the remainder of the cost. If the actual cost of printing the statement is less than the deposited amount, the candidate will receive a refund of the overpayment.

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

**Candidate Statement Viewing and 10- Day Public Examination Period**

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



Candidates may review their statements for omissions or typographical errors made by this office, the certified translator, and/or the printers. If the candidate believes there is a translation error, the translated statement will be sent back to the certified translator for review and a **final determination**. During the viewing period, candidates are not allowed to change any errors or formatting **they** may have made when preparing their statement.

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

### **Preparation and Format of Candidate's Statement of Qualification**

Candidate statements will be printed in block format in the sample ballot. To ensure uniformity, please use the following guidelines when preparing your candidate statement.

- Statements must be typed in **block** format on a form approved by the Registrar of Voters. It is permissible to attach the statement to the form provided. The top and bottom portions of the form, however, must be completed in full. If the statement is done on a separate sheet of paper, "see attached" must be written on the candidate statement form. The separate sheet of paper with the typed statement must also be signed by the candidate and submitted in triplicate. Use upper and lower case letters. Typeface of statement must be of uniform size and darkness.
- **Do not use** ... bullets, \*\*\* stars, tables, lists, or other material requiring indentation. Words which are underlined, **boldfaced type**, ALL CAPITAL LETTERS, or *italics*, are prohibited.
- Statements should be no more than six (6) paragraphs. If requesting Spanish – statement should be no more than four (4) paragraphs.
- Statements shall be written in the first person (i.e., "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

## THE PRINTED CANDIDATE'S STATEMENT

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

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

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

### **No Editing of Candidate's Statement**

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

### **Withdrawal of Statement**

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

## **Cost and Advance Payment**

Candidate statement costs are based on typesetting, printing, translating and distribution. Payment is required at the time the statement is filed.

The candidate statement cost is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the number of candidates filing statements and actual printing costs. Accordingly, the Solano County Registrar of Voters may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. Elections Code §13307(c).

<b>JURISDICTION</b>	<b>English</b>	<b>Spanish**</b>
City of Benicia	\$ 412.85	\$ 653.85
City of Fairfield	730.76	971.76
City of Vallejo	843.87	1,084.87
Benicia Unified School District	413.29	654.29
Dixon Unified School District	324.77	565.77
Fairfield-Suisun Unified School District ***	879.56	1,120.56
Travis Unified School District Areas 1 & 2	317.89	558.89
Vacaville Unified School District	677.52	918.52
Vallejo City Unified School District	858.39	1099.39
Solano County Board of Education, Area 3	535.80	776.80
Solano County Board of Education, Area 4	477.90	718.90
Solano County Board of Education, Area 6	553.87	794.87
Rural North Vacaville Water District	117.48	358.48
Solano Irrigation District 1,5	437.50	678.50
Cordelia Fire Protection District	232.78	473.78

\*\*Cost of Spanish statement is in addition to the cost of the English Statement.

\*\*\*Candidate statement fees listed above represent Solano County only. Please contact the Registrar of Voters for candidate statement fees for other counties within the district.

## **Indigent Candidates**

If a candidate claims to be indigent and unable to pay for the candidate statement in advance, he or she must submit proof of indigence to the elections official at the time that the statement is filed. Proof includes a statement of financial worth and the candidate's most recent Federal income tax returns. The statement of financial worth includes candidate's employer, income, real estate holdings, tangible personal property, and financial obligations. The candidate must certify the statement as true and correct under penalty of perjury, under the laws of the State of California.

If the elections official determines that the candidate is indigent, his or her statement will be printed and mailed without advance payment. If the Registrar of Voters determines that the candidate is not indigent, he or she must pay the required fee or withdraw the statement within three days of notification. The Registrar of Voters is not obligated to print and mail the statement if payment is not received. As with all other nomination documents, the statement of financial worth and accompanying documents are a public record.

**This indigence provision does not waive the payment of a candidate statement fee. It only delays payment of the fee until after the election. Total fee is due and payable upon receipt of the bill.**

**See Next Page for Word Count Guidelines.**

## GUIDELINES AND EXAMPLES FOR COUNTING WORDS

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

**WORD(S)**

- The title and signatures are not counted, only the text is counted.
- Punctuation does not count. Free
- Dictionary words  
*The words "I", "a", "the", "and", etc. are counted as individual words.* One
- Abbreviations/Acronyms One  
*Examples are: PTA, U.S.M.C.*
- Geographical names One  
*Examples are: Rio Vista  
Solano County  
Fairfield-Suisun Unified School District*
- Numbers/Numerical combinations: One  
  - Digits (1,10, or 100, etc.) One for each
  - Spelled out (one, ten, or one hundred) One for each
  - 50%, ½, etc. One
- Numbers or letter used to identify a portion of text One  
*Examples are: (1) or (a)*
- Dates: One  
  - All digits (01/01/00) One
  - Words and digits (January 1, 2000) Two
- Characters used in place of a word or number One  
*Examples are: & or #*
- Hyphenated words: One  
*Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words.*
  - Mother-in-law One
  - One-half Two
- Internet web site addresses and telephone numbers One

## CAMPAIGN DISCLOSURE GENERAL INFORMATION

The Fair Political Practices Commission (FPPC) has introduced new forms in order to simplify the filing of campaign statements. Those who are already familiar with the filing of campaign statements should read carefully and take note of the introduction of new forms and the revision of older forms.

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

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

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

All statements filed are a matter of public record. They may be inspected at the office of the Solano County Registrar of Voters by anyone, and copies may be purchased at one dollar (\$1.00) for the first page plus ten cents (\$0.10) per page. Government Code §81008

A \$10 per day late filing penalty will be assessed for a statement filed after the prescribed deadline. The **First Pre-Election** statement, which can be personally delivered or mailed by first-class is considered filed on the date of the postmark. Certified mail is recommended but not required. The **Second Pre-Election Statement** must be sent by guaranteed overnight mail or delivered by the candidate or committee. Government Code § 91013

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

The FPPC has a form for officeholders for reporting, the Candidate Intention Statement (Form 501). If you plan to be a candidate for a local office, and you intend to receive contributions from others, or you plan to expend personal funds\* on your campaign, you must file a Candidate Intention Statement (Form 501) with the local filing officer **BEFORE** you solicit or receive any contributions.

In addition, if you receive contributions from others totaling \$1,000 or more for your campaign, a Statement of Organization Form 410 must be filed with the Secretary of State (and a copy to the local filing officer) within 10 days of receiving \$1,000 in contributions. Government Code § 84102

Form 501 and establishment of a campaign bank account are not required if you do not solicit or receive contributions from others, and the only expenditures will be your personal funds for a filing fee and/or statement of qualifications that will appear in the voter ballot pamphlet.

\*Excluding personal funds used to pay filing fee and/or fee for statement of qualifications in the ballot pamphlet.

A 24 hour filing is required when a candidate receives a late contribution. This must be filed and delivered to the office of the Solano County Registrar of Voters by personal delivery, telegram, guaranteed overnight service, or by fax. Government Code § 85501 prohibits a candidate's controlled committee from making an independent expenditure to support or oppose another candidate.

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

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

Within 10 days of receiving \$1,000 in contributions, a Statement of Organization (Form 410) must be filed with the Secretary of State and a copy to the local filing officer. This will establish your committee and give you an identifying number. To terminate a committee, the termination section on the Form 410, Statement of Organization must be completed and filed with the Secretary of State and local filing officer.

During the campaign, you will have to file at least four campaign disclosure statements.

### **Who must file?**

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

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

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

### **Filing Obligations**

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

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

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

Questions regarding filing obligations should be addressed to the Fair Political Practices Commission (FPPC) Toll-free advice line: 1-866-ASK-FPPC (1-866-275-3772)

### **Use of Surplus Funds**

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

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate’s immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;
- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee’s overhead expenses.)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys’ fees for litigation which arises out of campaign or election activities. Government Code § 89519



## **Termination**

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

## **SUMMARY OF FORMS**

**FORM 410: Statement of Organization.** Individuals or groups organizing a committee use Form 410.

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

**FORM 410 Statement of Organization Termination.** To terminate a committee, the termination section must be completed.

**FORM 460: Recipient Committee Campaign Statement.** Is for use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees. An amendment box is provided to identify amended filings.

**FORM 465: Supplemental Independent Expenditure Report.** Officeholders, candidates or committees who make independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate, a single ballot measure, or the qualification of a single ballot measure file this form.

**FORM 470: Candidate and Officeholder Campaign Statement–Short Form.** Candidates and officeholders who spend less than \$1,000 for the calendar year file the Form 470. If the Form 470 is filed with the declaration of candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$1,000.

**FORM 470 (SUPPLEMENT): Supplemental Candidate and Officeholder Campaign Statement.** An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions, loans, and the candidate's personal funds) totaling \$1,000 or more or makes expenditures totaling \$1,000 or more prior to the election, is required to a 470 Supplement. The supplement must be sent within 48-hours of receiving contributions totaling \$1,000, more, or making expenditures of

**FORM 470 (SUPPLEMENT):** Continued

\$1,000 or more. The original 470 Supplement shall be sent to the Secretary of State; a copy to the local filing officer; and a copy to each candidate contending for the same office. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$1,000 or more were received or made. Once a Supplemental Form 470 Supplement is filed, the candidate or officeholder will be required to file a Form 460.

**FORM 495: Supplemental Pre-election Campaign Statement.** Recipient committees that make contributions totaling \$10,000 or more in connection with an election for which the committee is not required to file regular pre-election reports.

**FORM 497: Late Contribution Report.** A late contribution is a monetary or nonmonetary contribution, including a loan that totals \$1,000 or more from a single source that is made to or received by a candidate, a controlled committee, or ballot measure committee during the 16 days before the election. This must be filed by personal deliver, guaranteed overnight mail, fax or telegram within 24 hours. Regular mail may not be used.

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

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

**ADDRESS OF FILING LOCATIONS**

**Solano County Registrar of Voters**

675 Texas Street, Suite 2600  
Fairfield, CA 94533  
(707)-784-6675  
Toll Free 1-888-933-VOTE  
FAX: 707-784-6678

**Secretary of State**

Political Reform Division  
1500 11<sup>th</sup> St, 4<sup>th</sup> Floor  
Sacramento, CA 95814  
916-653-6224

**Fair Political Practices Commission (FPPC)**

428 J Street, Suite 620  
Sacramento CA 95812-0807  
916-322-5660  
Advice Line: 1-866-ASK-FPPC (1-866-275-3772)  
Internet: [www.fppc.ca.gov](http://www.fppc.ca.gov)

Candidates for Local Office  
Committees Primarily Formed to Support/Oppose Local Candidates  
Committees Primarily Formed to Support/Oppose Local Measures

**November 3, 2009 Election Filing Schedule**

<i>Filing Deadline</i>	<i>Type of Statement</i>	<i>Period Covered by Statement<sup>1/</sup></i>	<i>Method of Delivery</i>
July 31, 2009	Semi-Annual	1/ - 6/30/09	Personal Delivery First Class Mail
September 24, 2009	Pre-Election	1/ - 9/19/09	Personal Delivery First Class Mail
October 22, 2009	Pre-Election	9/20/09 - 10/17/09	Personal Delivery Guaranteed Overnight Service
Within 24 Hours	Late Contributions <sup>2/</sup> and Independent Expenditures of \$1,000 or More <sup>3/</sup>	10/18/09 - 11/2/09	Personal Delivery Guaranteed Overnight Service Fax
February 1, 2010 <sup>4/</sup>	Semi-Annual	10/18/09 - 12/31/09	Personal Delivery First Class Mail

**Footnotes:**

<sup>1/</sup> **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.

<sup>2/</sup> **Late Non-Monetary Contributions:** The recipient of a late in-kind contribution must file a late contribution report within 48 hours from the time the in-kind contribution is received.

<sup>3/</sup> **Prohibition on Candidate Independent Expenditures:** A controlled committee may not make independent expenditures to support or oppose candidates and may not contribute to another committee for the purpose of making independent expenditures to support or oppose other candidates.

<sup>4/</sup> **Extended Deadlines:** Because the January 31 filing deadline falls on Sunday, this filing deadline is extended to February 1.

- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained.
- **Late Statements:** Except for deadlines that fall on a Saturday, Sunday, or official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public documents.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- State committees making contributions or independent expenditures in connection with local elections should contact the FPPC for reporting requirements.
- **Primarily Formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information.

Disclosure manuals and other information on campaign reporting can be found on the FPPC website at ([www.fppc.ca.gov](http://www.fppc.ca.gov)). Be sure to check the website for up-to-date information.

## **CAMPAIGN LITERATURE**

### **Mass Mailing**

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

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

Government Code § 84305 provides as follows:

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

### **Mass Mailing Prohibitions**

No newsletter or other mass mailing shall be sent at public expense.  
Government Code § 89001

### **Political Advertising Requirements—Newspapers**

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

## **Simulated Ballot Requirements**

Elections Code § 20009 provides as follows:

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

### **“NOTICE TO VOTERS**

*(Required by Law)*

This is not an official ballot or any official sample ballot prepared by the county elections official, or the Secretary of State.” This is an unofficial, marked ballot prepared by

**(insert name and address of the person or organization responsible for preparation thereof).”**

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

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

## **Truth in Endorsements Law**

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

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

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

## ELECTIONEERING NEAR POLLING PLACE

Elections Code §18370

No person, on Election Day shall, within 100 feet of a polling place:

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

As used in this section "100 feet of a polling place" means a distance 100 feet from the room or rooms in which voters are signing the roster and casting ballots.

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

### **Exit Polling**

Court decisions (*National Broadcasting Co, Inc et al vs. Cleland, et al No. 88-320 M.D. Ga., March 1, 1988*) and (*The Daily Herald Co. v Munro No. 84-4005 9<sup>th</sup> Circuit, November 2, 1984*) indicated that the 100 foot limit was not justified when applied to exit polling.

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

# TEMPORARY POLITICAL SIGNS

## **State Requirements**

Section 5405.3 of the Business and Professions Code exempts the placing of temporary political signs from the normal outdoor advertising display requirements. Pages 45-46 contain information from the Department of Transportation with a form entitled "Statement of Responsibility for Temporary Political Signs". If you intend to place a political sign near a freeway please read these two pages carefully. If you have questions, it is recommended that you call the phone number in the following letter for advice.

## **County Code Regarding Campaign Signs**

Sec. 28.66.070(2) **Campaign Signs.** Campaign signs are allowed without a sign permit provided that the signs:

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

Cities may have their own ordinances pertaining to the placement of campaign signs within their jurisdiction. It is recommended that you contact the City Clerk's office prior to the placement of any political signage within their jurisdiction.

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

Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you. Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from normal outdoor advertising display requirements.

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a schedule election.
- B. Is placed not sooner than 90 days prior to the schedule election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

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

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

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

Should you have any questions, comments or need additional information, please call (916) 657-9327.

Enclosure



**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM

**STATEMENT OF RESPONSIBILITY FOR TEMPORARY  
POLITICAL SIGNS**

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

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

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

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

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

**RESPONSIBLE PARTY:**

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

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

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

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

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

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

\_\_\_\_\_  
DATE

**Mail Statement of Responsibility to:**

Division of Traffic Operation\  
Outdoor Advertising Program  
P.O. Box 942874, MS-36  
Sacramento, CA 94274-000

**REGISTRATION AND OTHER INFORMATION  
PERTAINING TO THE  
NOVEMBER 3, 2009 CONSOLIDATED DISTRICTS ELECTION**

**Registration Deadline**

October 19, 2009 is the last day to register to vote for the November 3, 2009 election.

**Election Day**

On Election Day, the polls will be open from 7:00 a.m. to 8:00 p.m.

**Vote By Mail Voter Information**

The vote by mail voting period begins 29 days prior to the election: October 5.

**Application for a Vote By Mail Ballot**

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

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

Phone applications are not permitted.

**Issuing Ballots**

Ballots for permanent vote by mail voters will be mailed approximately 29 days before the election. Regular vote by mail ballots will be mailed approximately 24 hours after receipt of the Request for Vote by Mail Ballot. The last day to request a vote by mail ballot by mail is October 27, 2009.

Beginning October 5, vote by mail ballots can only be issued in the office of the Solano County Registrar of Voters. If the voter is unable to come to our office to pick up their vote by mail ballot he/she may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter, designating the authorized representative by name.

## **Returning vote by mail ballot**

A vote by mail voter who was issued a ballot between the 29<sup>th</sup> 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 because of illness or other physical disability, is unable to return the ballot, may designate his or her spouse, child, parent, grandparent, grandchild, brother, sister, or a person residing in the same household as the vote by mail voter to return the ballot to the Solano County Registrar of Voters or to any polling place in Solano County on Election Day.

Vote by mail ballots issued between October 28th and November 3rd may not be returned by mail.

## **PREPARATION OF VOTE BY MAIL BALLOT APPLICATIONS BY CANDIDATES OR CAMPAIGNS**

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

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

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

## **BALLOT COUNTING AND CANVASS RESULTS**

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

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

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

Headquarters for public and media viewing of election night returns will be at the Solano County Registrar of Voters Office, 675 Texas Street, Suite 2600, Fairfield.

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

The Registrar of Voters begins processing vote by mail ballots seven (7) days before the election, October 27, 2009. Processing of vote by mail ballots, including opening ballot envelopes, is open to the public. The vote count is not released until after 8:00 p.m. on Election Day. Election Code § 15100

Vote by mail ballots turned in at the polls will be counted during the official canvass to allow time for checking signatures.

### **Precinct Results**

The polls close at 8:00 p.m. After the polls close, the precinct officers must complete poll closing procedures required by law, and deliver the ballots, supplies and ballot cartridges to their return center. This process takes several hours in a major election. The first precinct results are usually available before 10:00 p.m.

### **Post Election Night**

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

### **Official Canvass of the Election Returns**

We will begin the official canvass of returns no later than Thursday, November 5, 2009.

## FREQUENTLY ASKED QUESTIONS

### **What if I change my mind about being a candidate after filing nomination documents?**

You may not withdraw as a candidate after 5:00 p.m. on the last day of the nomination period on August 7th, or August 12<sup>th</sup>, in the case of an extension.

### **Can I charge with a credit card to pay my filing fee, purchase voter materials, or pay my candidate statement fee?**

NO. Cash, checks, cashiers checks or money orders are acceptable forms of payment. Checks or money orders are to be made payable to the Solano County Registrar of Voters.

### **How soon will a list of qualified candidates be available after the close of nomination?**

A list of qualified candidates will be available the next business day after the close of nomination or August 10, 2009. In the case of an extension the list would be available the day after the close of nominations or August 13, 2009.

### **Can I change or correct the wording or spelling on my candidate statement after submission?**

NO, you may not. Review your candidate statement carefully for content, grammar spelling and format before submitting. You will not be allowed make changes after submission.

### **If I submit a voluntary candidate statement and I change my mind, may I withdraw the statement and receive a refund?**

The candidate statement may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 P.M. of the next working day after the close of the nomination period. After this period your statement cannot be withdrawn, nor a refund given.

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

To request a refund of the prepaid candidate statement fee, you must submit a letter in writing to the Registrar or Voters by 5:00 P.M. on the next working day after the close of the nomination period. Elections Code § 13307(3)

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

You may choose to designate a person to receive the nomination documents. However, you must submit a dated, written statement indicating that you are aware that the Declaration of Candidacy must be properly executed and delivered to the office of the elections official by the close of the filing period (5:00 p.m., August 7, 2009). This statement is kept on file in the office of the elections official.

### **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 documents for a candidate. However, candidates are urged to file in person. Here's why:

- A. The oath of affirmation must be administered by a member of the staff of the Registrar of Voters, an authorized public official, or a notary public. It is much easier for a candidate to file the nomination documents in person and have the oath administered at the time he or she files; and
- B. The signature of the candidate, as well as other data, is required on many documents required in the nomination process. If, through an oversight, the nomination documents are incomplete, the problem can easily be rectified when a candidate files in person.
- C. Incomplete documents cannot be rectified after the close of nominations.

If a candidate wishes his or her agent to file for them, they must present another letter of authorization. If the candidate wishes to mail the nomination documents, the papers must be received in our office by 5:00 p.m. on the close of nominations, regardless of the postmark.

### **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.

### **Can I obtain election night results or polling places on the Internet?**

Yes, you may obtain the information from the Registrar of Voters' website at [www.solanocounty.com/elections](http://www.solanocounty.com/elections), which displays up-to-the-minute results.

### **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.