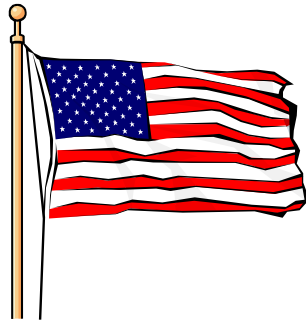


# Tehama County Primary Election June 5, 2018

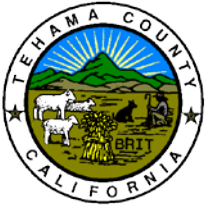


## Candidate Guide

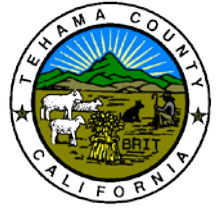
Provided by  
Jennifer A. Vise  
Tehama County Clerk-Recorder-Registrar of Voters  
P.O. Box 250, Red Bluff, CA 96080  
633 Washington Street, Room 17, Red Bluff, CA 96080

*This 2018 Tehama County Candidate Guide is intended to provide general information about the nomination an election of candidates and qualification of ballot measures, and does not have the force and effect of law, regulation or rule. It is distributed with the understanding that the County Clerk -Registrar of Voters is not rendering legal advice and, therefore, this calendar is not to be a substitute for legal counsel for the individual, organization or candidate using it. In case of conflict, the law, regulation will apply.*

*Revised December 5, 2017*



# COUNTY OF TEHAMA ELECTIONS DEPARTMENT



Dear Candidate:

We are excited to present to you, the June 5, 2018, Primary Election Candidate Guidebook!

This guidebook is especially prepared to assist you through the nomination and election process. This guidebook is not a substitute for legal counsel. The Tehama County Elections Department is not rendering legal advice herein. In case of conflict, current laws, regulations or rules apply. All references are to the California Elections Code (EC) or Government Code (GC), unless otherwise noted.

We are available and eager to assist you in your bid for public office. Please feel free to stop by our office at the address below (left) or call us at the number listed below (right), between 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays).

GOOD LUCK!!

Sincerely,

JENNIFER A. VISE  
County Clerk

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## CANDIDATE CHECKLIST – JUNE 5, 2018

Listed below is a description of the various mandatory and optional forms to be filed as part of the Candidate requirements for the upcoming 2018 Election cycle. It is the obligation of the candidate to meet all filing requirements and deadlines. All candidates are urged to file the required documents as early as possible to avoid a last minute rush, confusion or misunderstanding. Additionally, we recommend that the candidate file all documents personally.

DOCUMENT	APPLIES TO	FILING PERIOD	FILED
Candidate Intention Statement (501)	All Candidates	Before soliciting or receiving any contributions	
Statement of Organization (410)	All Candidates	Form must be filed within 10 days of receiving more than \$2000 in contributions	
Signature-In-Lieu Petition	Judicial Candidates only	Dec. 14 – Feb. 7 (E-173 to E-118)	
Signature-In-Lieu Petition	Legislative, U.S. Senate, Congressional, Board of Supervisors candidates and Local County Candidates	Dec. 14 – Feb. 22 (E-173 to E-103)	
Declaration of Intention	Judicial Candidates only	Jan. 29 – Feb. 7 (E-127 to E-118)	
Declaration of Intention extension	Anyone other than the Judicial incumbent who did not file	Feb. 8 – Feb. 13* (E-117 to E-113)	
Declaration of Candidacy	All candidates	Feb. 13* – Mar. 9 (E-113 to E-88)	
Nomination Paper	All candidates	Feb. 13* – Mar. 9 (E-113 to E-88)	
Candidate's Statement of Qualifications	Optional for Judicial, Board of Supervisor, County, Congressional and Legislative candidates <b>ONLY</b>	(Must be filed & paid for with Dec. of Candidacy)	
Nomination Document extension	Anyone other than the incumbent who did not file	Mar. 10 – Mar. 14 (E-87 to E-83)	
Campaign Disclosure Statements	Legislative, Judicial, Board of Supervisor candidates	See filing schedule starting on page 72 of the Candidate's Manual	
Code of Fair Campaign Practices	Optional for All Candidates	File with Dec. of Candidacy	
Statement of Economic Interests (Form 700)	All candidates EXCEPT candidates for U.S. Senate & Congress	File with Dec. of Candidacy	

\* The actual date falls on a weekend or holiday, so it is moved to the next business day.

## CANDIDATE FILING DOCUMENTS

All candidate filing documents are public at the time they are filed, except for Candidate’s Statements of Qualifications that become public at 5 p.m. on the first business day following the deadline to file the statements. Dates marked with an (\*) indicate that it falls on a weekend or holiday so the activity is moved to the next business day

<b>Document</b>	<p><b>Signatures-In-Lieu of Filing Fee Petition</b></p> <p>A candidate may submit a petition containing signatures of registered voters in-lieu of paying the filing fee in order to run for office. The signatures submitted may cover all, or a portion, of the filing fee.</p> <p>Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. With respect to any candidacy for partisan office, signers shall be affiliated registered voters who disclosed a preference, pursuant to Section 2151, for the party, if any, in which the nomination is proposed. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office.</p> <p>Signatures in lieu of filing fee petitions may be submitted to the elections official on an on-going basis. (Administrative Code §20533)</p> <p>The petitions must be filed with the county elections official in the county where circulated:</p> <ul style="list-style-type: none"> <li>◆ no later than 5 p.m. on February 7 (for judicial candidates filing Declarations of Intention) and <b>prior to filing a Declaration of Intention</b>, or</li> <li>◆ no later than 5 p.m. on February 22 (for all other candidates) and <b>prior to filing a Declaration of Candidacy</b> which cannot be done until the nomination signature requirement has been satisfied.</li> </ul> <p>In-lieu-filing-fee petitions shall be filed at least 30 days before the close of the nomination period. Within 10 days after receipt of a petition, the elections official shall notify the candidate of any deficiency. The candidate shall then, at the time of obtaining nomination forms, pay a pro rata portion of the filing fee to cover the deficiency.</p> <p>If the petition is circulated for an office in more than one county, the candidate shall submit the signatures to the elections official in the county in which the petition was circulated. The elections official shall, at least two days after verifying the signatures on the petition, notify the Secretary of State of the total number of valid signatures. If the number of signatures is insufficient, the Secretary of State shall notify the candidate and the elections officials of the fact. The candidate may submit the necessary number of valid signatures at least 30 days before the close of the period for circulating nomination papers. Each circulator shall meet the requirements of Section 102.</p> <p>Each candidate may submit a greater number of signatures to allow for subsequent losses due to invalidity of some signatures. The elections official shall not be required to determine the validity of a greater number of signatures than that required by this section.</p>
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	<p><b>Signatures-In-Lieu of Filing Fee Petition – (continued)</b></p> <p>If forms are issued as Signatures-In-Lieu Petitions, they must be returned by the deadlines listed above. DO NOT use the Signatures-In-Lieu Petitions for collecting nomination signatures during the Nomination Petition signature gathering period from February 13 to March 9. Candidates must obtain a Nomination petition during that period in order to collect any nomination signatures that may be needed.</p> <p><u>The names and addresses of candidates requesting Signature-In-Lieu Petitions is considered public information.</u></p> <p style="text-align: right;">(Elections Code §8105, 8106)</p>
<b>Who Files</b>	Optional for All candidates
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ February 7, 2018 – Judicial Candidates</li> <li>◆ February 22, 2018 – Legislative office, U.S. Senate, Congressional, local and Independent candidates</li> </ul>
<b>Document</b>	<p><b>Signatures-In-Lieu Toward Nomination Signatures</b></p> <p>If a candidate submits a Signatures-In-Lieu petition, the county elections official shall also count those valid signatures appearing on the petition toward the number of voter signatures required for the candidate’s Nomination Paper.</p> <p>If the Signatures-In-Lieu petition contains the requisite number of valid signatures required for the Nomination Paper, the candidate is NOT required to circulate and file a separate Nomination Paper. However, the other required documents (i.e. Declaration of Candidacy, etc.) must still be filed during the appropriate time frame.</p> <p>If the Signatures-In-Lieu petition does not contain the requisite number of valid signatures required for the Nomination Paper, the candidate must circulate and file a separate Nomination petition to be signed by qualified registered voters during the nomination period.</p> <p>In order for a signature to be considered valid and count toward the nomination signature requirement for partisan offices (President and Central Committee), the voter must be registered with the same political party as the candidate.</p> <p>The Signatures-In-Lieu Petitions and/or the Nomination Paper must be delivered to the county elections official of the county in which the signers of the petition reside. Therefore, all signers on a petition section must reside in the same county.</p> <p style="text-align: right;">(Elections Code §8020, 8022, 8040-8041, 8061-8063, 8105-8106)</p>
<b>Who files</b>	All candidates who file Signature-In-Lieu Petitions
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ February 7, 2018 – Judicial Candidates</li> <li>◆ February 22, 2018 – Legislative, U.S. Senate, Congressional and local candidates</li> </ul>

<b>Document</b>	<p><b>Declaration of Intention</b></p> <p>Candidates for judicial offices are required to file a Declaration of Intention to become a candidate prior to filing their Nomination Documents consisting of a Declaration of Candidacy and a Nomination Paper with the requisite number of signatures.</p> <p>Candidates are required to pay the NONREFUNDABLE filing fee or submit in-lieu signatures for all or a portion of the filing fee at the time of filing the Declaration of Intention.</p> <p>The Declaration of Intention must be obtained from and filed with the county elections official of the county in which the candidate is a resident.</p> <p style="text-align: right;">(Elections Code §8023)</p>
<b>Who files</b>	Judicial Candidates
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ February 7, 2018</li> <li>◆ Extended to February 17, 2018 if the incumbent does not file.</li> </ul>
<b>Document</b>	<p><b>Declaration of Candidacy</b></p> <p>The Declaration of Candidacy is the official nomination document, wherein the candidate indicates how his/her name and ballot designation is to appear on the ballot. Additionally, the candidate declares that he/she meets the statutory and/or constitutional qualifications for the office sought, and that if nominated, the candidate will accept the nomination and not withdraw.</p> <p>The Oath of Office on the Declaration of Candidacy form must be taken and signed by the candidate before a person authorized to administer oaths. The election officials and notaries public are so authorized.</p> <p>A candidate for a voter-nominated office may indicate his or her party preference, or lack of party preference, as disclosed upon the candidate's most recent statement of registration, upon his or her declaration of candidacy. If a candidate indicates his or her party preference on his or her declaration of candidacy, it shall appear on the primary and general election ballot in conjunction with his or her name. The candidate's designated party preference on the ballot shall not be changed between the primary and general election. A candidate for voter nominated office may also choose not to have the party preference disclosed upon the candidate's most recent affidavit of registration indicated upon the ballot.</p> <p>The candidate is required to execute the Declaration of Candidacy in the office of the elections official, unless a written statement is signed and dated by the candidate designating a person to receive the Declaration of Candidacy form from the elections official and deliver it to the candidate. The written statement from the candidate shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official in the county of the candidate's residence by the 88th day prior to the primary election.</p> <p style="text-align: right;">(Elections Code §8002.5(a), 8020, 8023, 8028, 8101, 8105, 8121)</p>
<b>Who files</b>	All Candidates
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ March 9, 2018</li> <li>◆ Extended to March 14, 2018 if the incumbent does not file.</li> </ul>



<p><b>Document</b></p>	<p><b>Nomination Paper</b></p> <p>A Nomination Paper must be filed by all candidates up for election on June 5, 2018. The Nomination Paper consists of a petition that must contain anywhere from 20 to 60 valid signatures depending on the office sought. The petition may be obtained and filed prior to filing the Declaration of Candidacy.</p> <p>The Nomination Paper shall be delivered to the elections official of the county in which the signer resides and is a voter.</p> <p>No more signers shall be secured for any candidate than the maximum specified beginning on page 28. If, however, through miscalculation or otherwise, more signers are secured than the maximum number, the officer with whom the nomination papers are filed shall, with the written consent of the candidate, withdraw the excess number.</p> <p>Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. With respect to any candidacy for partisan office, signers shall be affiliated registered voters who disclosed a preference, pursuant to Section 2151, for the party, if any, in which the nomination is proposed. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office.</p> <p>No signer shall, at the time of signing a certificate, have his or her name signed to any other nomination paper for any other candidate for the same office or, in case there are several places to be filled in the same office, signed to more nomination papers for candidates for that office than there are places to be filled.</p> <p>The elections official shall transmit to the Secretary of State the nomination document for each candidate for state office, United States Senator, Representative in Congress, and Member of the State Senate or State Assembly.</p> <p style="text-align: right;">(Elections Code §8020, 8041, 8062-8070, 8081)</p>
<p><b>Who files</b></p>	<p>All Candidates</p>
<p><b>Deadline</b></p>	<ul style="list-style-type: none"> <li>◆ March 9, 2018</li> <li>◆ Extended to March 14, 2018 if the incumbent does not file.</li> </ul>
<p><b>Document</b></p>	<p><b>Candidate's Statement of Qualifications</b></p> <p>A statement by the candidate describing his or her education and qualifications to be printed in the Voter's Information Pamphlet section of the county Sample Ballot. The statement must be paid for at the time of filing the Declaration of Candidacy unless the district has agreed to pay for the statement. Or, in the case of Legislative candidates filing outside their home county, the deadline is March 9, 2018. The statement may be withdrawn by 5 p.m. on the first business day following the filing deadline. See detailed instructions beginning on page 52.</p> <p style="text-align: right;">(Elections Code §13307)</p>
<p><b>Who files</b></p>	<p>Optional for Judicial, Board of Supervisor, County and Congressional candidates. Statement is printed in the County Voter Pamphlet.</p> <p>Candidates for Legislative Office who agree to adhere to the spending limitations of Prop. 34 may file a statement for printing in the County Voter Pamphlet.</p>

<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ March 9, 2018</li> <li>◆ Extended to March 14, 2018 if the incumbent does not file.</li> </ul>
<b>Document</b>	<p><b>Candidate Intention &amp; Campaign Disclosure Forms</b></p> <p>Periodic statements disclosing contributions made to and expenditures made by the candidate or committee. Must be filed at least once and possibly several times during an election cycle if more than \$2,000 is being raised or spent. See page 70.</p> <p style="text-align: right;">(Government Code §84200, 84218)</p>
<b>Who files</b>	Legislative, Judicial & County Supervisor
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ See June filing schedule on page 72.</li> </ul>
<b>Document</b>	<p><b>Code of Fair Campaign Practices</b></p> <p>May be voluntarily subscribed to by candidates for public office. See page 61.</p> <p style="text-align: right;">(Elections Code §20400-20444)</p>
<b>Who files</b>	Optional for all candidates
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ March 9, 2018</li> <li>◆ Extended to March 14, 2018 if the incumbent does not file</li> </ul>
<b>Document</b>	<p><b>Statement of Economic Interests (Form 700)</b></p> <p>When candidates file their Declaration of Candidacy for the June primary, they must also file statements of economic interests disclosing their investments, interests in real property, and any income received during the preceding 12 months.</p> <p>The statement is not required if the candidate has filed such a statement within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">(Gov. Code §87200, 87201, 87302.3, 87500)</p>
<b>Who files</b>	All candidates EXCEPT U.S. Senate, Congress & Central Committee
<b>Deadline</b>	<ul style="list-style-type: none"> <li>◆ March 9, 2018</li> <li>◆ Extended to March 14, 2018 if the incumbent does not file.</li> </ul>

## June 05, 2018 PRIMARY ELECTION CALENDAR

Calendar Notes: All Code Sections are Elections Code unless otherwise noted. Below the dates, “E” stands for Election Day, followed by the number of days prior to (-) or after (+) the Election.

<p style="text-align: center;"><b>December 2017 To January 31, 2018</b></p> <p style="text-align: center;"><b>EARLY</b></p>	<p><b>Resolution Calling Election and Consolidating with the June Election – Adopted by Jurisdictions.</b></p> <p>Before January 31<sup>st</sup>, if special districts, school districts, cities or the county are going to submit a measure and/or contests/candidates to the voters at the June 5, 2018 election, the governing boards are encouraged to adopt this month, a resolution to call the election and consolidate the measure with the June 5, 2018 election.</p> <p>Resolutions calling an election of ballot measures must be accompanied by ballot measure text, if any, and the ballot question of 75 words or less. <span style="float: right;">§10403, 13247</span></p>
<p><b>Dec. 14 – Feb. 7</b></p> <p><b>(E-173 to E-118)</b></p>	<p><b>Signatures In-Lieu of Filing Fee – Judicial Candidates.</b></p> <p>Between these dates, candidates for the above offices may obtain Signatures In-Lieu of filing fee petition forms from the County Election Official or the Secretary of State for circulating petitions to secure Signatures In-Lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for office.</p> <p style="text-align: right;">§8061, 8105, 8106</p> <p>The Signature In-Lieu Petition must be filed by February 7, 2018. The Elections Department will notify the candidate of any deficiency within 10 days of filing.</p>
<p><b>Dec. 14 – Feb. 7</b></p> <p><b>(E-173 to E-118)</b></p>	<p><b>Signatures In-Lieu of Filing Fee - U.S. Senate, Congressional, County Candidates, Partisan and Independent Legislative Candidates</b></p> <p>Between these dates, candidates for the above offices may obtain Signatures In-Lieu of filing fee petition forms from the County Election Official or the Secretary of State for circulating petitions to secure Signatures In-Lieu of paying all or part of the filing fee. Signatures may also be applied to the nomination signature requirements for office.</p> <p style="text-align: right;">§8061, 8105, 8106</p> <p>The Signature In-Lieu Petition must be filed by February 7, 2018. The Elections Department will notify the candidate of any deficiency within 10 days of filing.</p>
<p><b>Dec. 29</b></p> <p><b>(E-158)</b></p>	<p><b>Secretary of State to Prepare Notice of Offices on Primary Ballot</b></p> <p>At least 158 days before the primary election, the Secretary of State shall prepare and transmit to each County Election’s Official a notice designating all the offices, <u>except</u> those of County Officers and Judges, for which candidates are to be nominated. <span style="float: right;">§12103</span></p>
<p><b>Jan. 2</b></p> <p><b>(E-154)</b></p>	<p><b>Registration in New Party</b></p> <p>The last day any person may register to vote and declare intention to affiliate with a particular party in order to qualify that party to participate in the June 5, 2018 election candidate nominating process. <span style="float: right;">§5100(b)</span></p>

<p><b>Jan. 2 – Jan. 22*</b>  <b>(E-154 to E-135)</b></p>	<p><b>Report of Registration – 154 day Report</b></p> <p>During this period, each County Elections Official shall prepare and send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county and by each political subdivision.</p> <p style="text-align: right;">§2187(a), (c), (d)(1)</p>
<p><b>Jan. 15</b></p>	<p><b>County Holiday</b></p> <p>Office Closed</p>
<p><b>Jan. 22*</b>  <b>(E-135)</b></p>	<p><b>New Party Qualification</b></p> <p>Last Day for the Secretary of State to determine whether a new political party has qualified either by registration or by filing a petition.</p> <p style="text-align: right;">§5100 (b) &amp;(c)</p>
<p><b>Jan. 31</b>  <b>Date Fixed by Law</b></p>	<p><b>County Central Committees</b></p> <p>By this date, the County Elections Official shall compute the number of members of the Central Committees to be elected in each Supervisorial District.</p> <p style="text-align: right;">§7226, 7421</p>
<p><b>Jan. 31</b></p>	<p><b>Semiannual Campaign Statement</b></p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees. For period covering July 1, 2017, to Dec. 31, 2017, due by Jan 31, 2018*.</p>
<p><b>Jan. 29 – Feb. 7</b>  <b>(E-127 to E-118)</b></p>	<p><b>Declaration of Intention – Judicial Offices</b></p> <p>Between these dates, candidates for judicial offices must file their Declaration of Intention with the Tehama County Elections Office. Candidates must pay the entire filing fee at this time represented by money, signatures in lieu of filing fee or any prorated combination of money and signatures. The filing fee is non-refundable.</p> <p style="text-align: right;">§8023</p>
<p><b>Jan. 29 – Feb. 13*</b>  <b>(E-127 to E-113)</b></p>	<p><b>Cities Publish Election Notice</b></p> <p>Between these dates, any city that is consolidating an election with the June primary will publish a Notice of Election one time in a newspaper of general circulation stating:</p> <ul style="list-style-type: none"> <li>• The date and polling hours of the election</li> <li>• Any offices to be filled and any measure to be voted on, including a synopsis of each measure.</li> </ul> <p style="text-align: right;">§12101, 12111</p>
<p><b>Feb. 5 – Mar. 7</b>  <b>(E- 120 to E-90)</b></p>	<p><b>Notice of Election</b></p> <p>Between these dates the County Elections Official, as a matter of policy, will publish a Notice of Election containing the date of the election, the offices to be filled, where nomination papers are available, and the deadline for filing Declarations of Candidacy.</p> <p>Notice of central counting place may be combined with this notice.</p> <p style="text-align: right;">§12109</p>

<p><b>Feb. 12</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>Feb. 19</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>Feb. 13* to Mar. 9</b> <b>(E-113 to E-88)</b></p>	<p><b>Candidate Nomination Period</b> Candidate filing period. Persons, who want to run for any office on the ballot, including incumbents running for re-election, must file Candidate Nomination Documents during this time period. Forms are obtained from and filed with the Elections Department. § 8020, 10510, 13311</p>
<p><b>Feb. 13* to Mar. 9</b> <b>(E-113 to E-88)</b></p>	<p><b>Candidate’s Statement of Qualifications—Judicial, County &amp; State Legislative Candidates</b> Between these dates, candidates for Judicial, County &amp; State Legislative offices may prepare a statement of qualifications, not to exceed 200 words, to be included in the Voter’s Information Pamphlet. The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but may be withdrawn up until 5 p.m. on March 14<sup>th</sup> if the contest closes on the 11<sup>th</sup> or March 17<sup>th</sup> if the contest closes on the 16<sup>th</sup> after the extension period. § 13307</p>
<p><b>Feb. 13* to Mar. 9</b> <b>( E-113 to E-88)</b></p>	<p><b>Statement of Economic Interests – All Candidates Except U.S. Senate and Congress</b> Between these dates, candidates filing their Declaration of Candidacy for the June Primary must also file Statements of Economic Interests disclosing their investments, interest in real property, and any income received during the past 12 months. The statement is not required if the candidate has filed such a statement within the past 60 days for the same jurisdiction. Gov. Code §87200, 87201, 87500</p>
<p><b>Mar 9</b> <b>FINAL</b></p>	<p><b>Last Day to Submit Resolutions of Consolidation</b> Final deadline for the governing body of a district, city, school or other political subdivision which requests consolidation of a local election for candidates and/or measures to file the request with the County Elections Department. <b>Earlier filing dates are encouraged in order to meet printing schedules and to place on the Board of Supervisors Agenda.</b> §10401, 10402</p>
<p><b>Mar. 9 to Apr. 16</b> <b>(E-88 to E-50)</b></p>	<p><b>Notification of Mail Ballot Precinct</b> Last day for the County Elections Official to determine that there are 250 or fewer persons registered to vote in any precinct. The County Elections Official may then mail to each voter a vote-by-mail ballot along with a statement that there will be no polling place for the primary election. §3005</p>
<p><b>Mar. 10* – Mar. 14</b> <b>(E-87 to E-83)</b></p>	<p><b>Extension of Nomination Period</b> Extension period for anyone other than the incumbent to file a Declaration of Candidacy and Nomination Petition if the incumbent did not file by March 9. This provision does not apply if there is no incumbent eligible to be elected. §8022, 8024, 8204</p>
<p><b>Mar. 15 (11 a.m.)</b> <b>(E-82)</b></p>	<p><b>Randomized Alphabet Drawing</b> The Secretary of State shall conduct the randomized alphabet drawing to determine the order in which the candidates will appear on the primary election ballot. §13112b</p>

<p><b>Mar. 7 – June 5</b></p>	<p><b>Supplemental Independent Expenditure Report</b>  File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made in connection with another candidate or ballot measure being voted on the June 5 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received.</p> <p style="text-align: right;">Gov. Code §84203.5</p>
<p><b>Mar. 29 (E-68)</b></p>	<p><b>Certified List of Candidates – Federal and State Offices</b>  Last day for the Secretary of State to send to each Elections Official a list showing the name, party affiliation, and ballot designation of every person who has been nominated as a candidate for public office and is entitled to receive votes within the county at the primary election.</p> <p style="text-align: right;">§8148</p>
<p><b>April 6– April 16 (E-60 to E-50)</b></p>	<p><b>Report of Registration – 60-day County Report</b>  During this period, County Elections Officials shall send to the Secretary of State a summary statement of the number of persons registered by party in their counties and in each political subdivision thereof as of April 6, 2018</p> <p style="text-align: right;">§2187</p>
<p><b>Apr. 26</b></p>	<p><b>First Pre-Election Statement</b>  Last day to file campaign statements for candidates and committees covering the period from January 1, 2018 to April 21, 2018, due April 26, 2018.</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.7(a)</p>
<p><b>April 9 – May 22 (E-57 to E-14)</b></p>	<p><b>Statement of Write-in Candidacy and Nomination Papers</b>  During this period write-in candidates must file their Statement of Write-in Candidacy and Nomination Papers with the County Elections Official.</p> <p style="text-align: right;">§8601</p>
<p><b>April 26 – May 15 (E-40 to E-21)</b></p>	<p><b>State Voter Information Guide Mailing</b>  Between these dates the Secretary of State shall mail state ballot pamphlets to all households in which voters were registered by Friday, April 6, 2018.</p> <p style="text-align: right;">§9094</p>
<p><b>April 26 to May 15 (E-40 to E-21)</b></p>	<p><b>Counties Mail Sample Ballots / State Ballot Pamphlet Mailing</b>  Between these dates the County Elections Official shall mail a Sample Ballot and polling place notice to each registered voter.</p> <p style="text-align: right;">§13300</p>
<p><b>May 7 (E-29)</b></p>	<p><b>Establish Precinct Boards and Polling Places</b>  Last day for the County Elections Department to appoint board members and polling places and provide a copy to each County Central Committee and make a copy available to the public.</p> <p style="text-align: right;">§12286, 12318</p>
<p><b>May 7 (E-29)</b></p>	<p><b>Last Day to Register to Vote to Ensure Receipt of Sample Ballot</b>  Voter registration cards received by this date will be added to the rolls and the voters will receive a Sample Ballot booklet prepared by the County Elections Official. The voters who submit cards after this date may not receive a Sample Ballot booklet, only a notice advising the late registrant that he/she will not receive a Sample Ballot and Voter's Information Pamphlet.</p> <p style="text-align: right;">§9094, 13303</p>

<p><b>May 7 – May 30</b> <b>(E-29 to E-7)</b></p>	<p><b>Vote-by-Mail Ballot Application Period</b></p> <p>Between these dates voters may apply and receive an absentee ballot from the Elections Division office. Under certain conditions voters may appear in the Elections Office and obtain a Vote-by-Mail ballot after May 30, 2018.</p> <p style="text-align: right;">§3001, 3003</p>
<p><b>May 21</b> <b>(E-15)</b></p>	<p><b>15-Day Voter Registration</b></p> <p>A properly executed affidavit of registration shall be deemed effective upon receipt of the affidavit by the county elections official if received on or before the 15<sup>th</sup> day before an election to be held in the registrant's precinct and if any of the following apply:</p> <ol style="list-style-type: none"> <li>1) The affidavit is postmarked on or before the 15<sup>th</sup> day before the election and received by mail by the County Elections Official.</li> <li>2) The affidavit is submitted to the Department of Motor Vehicles or accepted by any other public agency designated as a voter registration agency pursuant to the federal National Voter Registration Act of 1993 (52 U.S.C. Sec. 20501 et seq.) on or before the election.</li> <li>3) The affidavit is delivered to the county elections official by means other than those described in paragraphs (1) and (2) on or before the 15<sup>th</sup> day before the election.</li> <li>4) The affidavit is submitted electronically on the Internet Web site of the Secretary of State pursuant to Section 2196 on or before the 15<sup>th</sup> day before the election.</li> </ol> <p style="text-align: right;">§2102</p>
<p><b>May 22 – May 30</b> <b>(E-14 to E-7)</b></p>	<p><b>New Citizens Registration Period</b></p> <p>Registration for new citizens shall begin the 14<sup>th</sup> day prior to an election and end on the seventh day prior to election day. A new citizen registering to vote after the close of registration shall provide the County Elections Official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a regular ballot.</p> <p style="text-align: right;">§331, 3500, 3501</p>
<p><b>May 22</b> <b>(E-14)</b></p>	<p><b>Last Day to File for Write-In Candidacy</b></p> <p>Deadline to file declarations of write-in candidacy.</p> <p style="text-align: right;">§8600 et seq.</p>
<p><b>May 24</b> <b>(E-12)</b></p>	<p><b>Second Pre-Election Statement</b></p> <p>The last day to file campaign statements for candidates and committees covering the period from April 22, 2018, to May 19, 2018, due May 24, 2018.</p> <p style="text-align: right;">Gov. Code §84200.5, 84200.7</p>
<p><b>No Later than May 26</b> <b>(E-10)</b></p>	<p><b>Notice of Central Counting Place</b></p> <p>Last day for County Elections Official to publish the notice that the primary election ballots will be counted at a specified public place. The notice shall be published one time in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§12109</p>
<p><b>May 28</b></p>	<p><b>County Holiday</b> Office Closed</p>
<p><b>May 30</b> <b>(E-7)</b></p>	<p><b>Post Polling Places and Precinct Board Members</b></p> <p>Not less than one week before the election, the County Elections Official shall post the list of polling places and precinct board members.</p> <p style="text-align: right;">§12105-12108, Gov. Code §6061</p>

<p><b>May 30- June 5</b> <b>(E-6 to Election Day)</b></p>	<p><b>Vote-by-Mail Ballots – Late Conditions</b></p> <p>Voters unable to go to the polls because of illness or disability or because they will be absent from their precinct on election day, may come to the Elections Department and receive an absentee 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 polling place in the county.</p> <p style="text-align: right;">§3021</p>
<p><b>JUNE 5</b> <b>(E)</b></p>	<p><b>PRIMARY ELECTION DAY</b></p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§1000, 14212</p>
<p><b>June 6 – July 5</b> <b>(E+1 to E+30)</b></p>	<p><b>Official Canvass</b></p> <p>The official canvass of votes cast to be completed during this time.</p> <p style="text-align: right;">§15300-15376</p>
<p><b>July 4</b></p>	<p><b>County Holiday</b></p> <p>Office Closed</p>
<p><b>July 5</b> <b>(E+30)</b></p>	<p><b>Statement of Vote to Board of Supervisors – Certificates of Election Prepared</b></p> <p>The Elections Official shall prepare a certified statement of the results of the election and submit it to the Board of Supervisors prior to this date.</p> <p>The Board of Supervisors shall declare the nominees or winners for each office and the results of each measure under its jurisdiction. The County Elections Official shall make and deliver to each person elected a Certificate of Election.</p> <p style="text-align: right;">§15372, 15400-15401</p>
<p><b>July 5</b> <b>(E+30)</b></p>	<p><b>Nonpartisan Candidates Elected if Majority Vote Received</b></p> <p>Any candidate for a nonpartisan office, who at a primary election receives a majority of the votes cast, shall be elected to that office.</p> <p style="text-align: right;">§8140</p>
<p><b>July 5</b> <b>(E+30)</b></p>	<p><b>No Candidate Elected to Nonpartisan Office</b></p> <p>If no candidate has been elected to a nonpartisan office where only one person may be elected, then the two candidates who received the highest number of votes cast for nomination to that office shall appear on the November ballot. §8141</p> <p>In the case of a tie vote, both candidates will appear on the November ballot. In no case shall the candidates determine the tie by lot.</p> <p style="text-align: right;">§8142</p>



<p><b>5 days after canvass</b></p>	<p><b>Recount May Be Requested</b></p> <p>Within five (5) days after the completion of the official canvass, any voter may request a recount by filing a written request with the Elections Official and specifying that candidates and/or measures are to be recounted.</p> <p>The request may specify the order of the precincts for the recount, and the petitioning voter shall, before commencement of each day's recount, deposit such sum as the official requires covering costs (approximately \$500.00 per day).</p> <p>"Completion of the Canvass" shall be presumed to be the time when the Elections Official signs the certified Statement of Vote.</p> <p style="text-align: right;">§15620 – 15634</p>
<p><b>Varies between 10 days to 6 months following the certification of the vote</b></p>	<p><b>Contesting Election</b></p> <p>Any elector of a county, city, or of any political subdivision of either may contest any election held therein for any of the following grounds:</p> <ul style="list-style-type: none"> <li>a) That the precinct board or any member thereof was guilty of malconduct.</li> <li>b) That the person who has been declared elected to an office was not, at the time of the election, eligible to that office.</li> <li>c) That the defendant has given to any elector or member of a precinct board any bribe or reward, or has offered any bribe or reward for the purpose of procuring his election, or has committed any other offense against the elective franchise defined in Division18 (commencing with Section 18000).</li> <li>d) That illegal votes were cast.</li> <li>e) That eligible voters who attempted to vote in accordance with the laws of the state were denied their right to vote.</li> <li>f) That the precinct board in conducting the election or in canvassing the returns, made errors sufficient to change the result of the election as to any person who has been declared elected.</li> <li>g) That there was an error in the vote-counting programs or summation of ballot counts.</li> </ul> <p style="text-align: right;">§16100</p> <p>The contestant shall verify the statement of contest, as provided by Section 446 of the Code of Civil Procedure, and shall file it within the following times after the declaration of the result of the election by the body canvassing the returns thereof:</p> <ul style="list-style-type: none"> <li>a) In cases other than cases of a tie, where the contest is brought on any of the grounds mentioned in subdivision (c) of Section16100, six months.</li> <li>b) In all cases of tie, 20 days.</li> <li>c) In cases involving presidential electors, 10 days.</li> <li>d) In all other cases, 30 days.</li> </ul> <p style="text-align: right;">§16401</p>
<p><b>July 6 (E+31)</b></p>	<p><b>Statement of Vote to Secretary of State</b></p> <p>No later than this date the Elections Official shall send one copy of the Statement of Vote to the Secretary of State.</p> <p style="text-align: right;">§15375</p>

<p><b>July 13</b> <b>(E+38)</b></p>	<p><b>Certificates of Election or Nomination to be prepared</b></p> <p>The County Elections Official will prepare certificates of election for each member elected to a central committee or county council as well as certificates of nomination for each candidate nominated for nonpartisan offices voted for wholly within one county.</p> <p style="text-align: right;">§8145, 8146</p>
<p><b>Period Following Election</b></p>	<p><b>Document Retention</b></p> <p>Nomination documents and Signatures In-Lieu of filing fee petitions (if applicable) shall be held during the term of office for which they were filed and for four years after the expiration of the term. They may be destroyed as soon as practicable thereafter provided no legal action or proceeding is pending.</p> <p>Since the June 5, 2018 election has federal offices on the ballot, precinct supplies and voted ballots must be preserved for 22 months following the election. If no legal action is pending at the time, the documents may be destroyed or recycled. Unused ballots may be destroyed or recycled after the June 5, 2018 election.</p> <p>Initiative, referendum and recall petitions must be preserved for eight months following certification of the election for which the petition qualified or eight months after final examination of the petition by the clerk. If no legal action or proceeding is then pending, the petitions may be destroyed as soon as practicable.</p> <p style="text-align: right;">Elections Code Division 17, commencing with §17000</p>
<p><b>July 31</b></p>	<p><b>Semiannual Campaign Statement</b></p> <p>Last day to file semiannual campaign statements, if required, by all candidates and committees. For period covering May 20, 2018, to June 30, 2018, due by July 31, 2018.</p> <p style="text-align: right;">Gov. Code §84200, 84218</p>

**\*Since the actual deadline falls on a holiday or weekend, the deadline is moved to this date, the next business day.**

**TEHAMA COUNTY  
ELECTIONS DEPARTMENT  
OFFICE HOURS AND HOLIDAY SCHEDULE**

The Tehama County Elections Department is open to assist the public 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday, except on the holidays listed below.

**All Tehama County offices are closed to observe the following holidays:**

**2018**

New Year's Day	January 1
Martin Luther King Day	January 15
Lincoln's Birthday	February 12
President's Day	February 19
Memorial Day	May 28
Independence Day	July 4
Labor Day	September 3
Columbus Day	October 8
Veterans Day	November 12
Thanksgiving Day	November 22 & 23
Christmas Day	December 25

## Offices on Ballot for Primary Election

### Candidate Documentation

E. C. 13.5

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

(2) The provision of “documentation”, for the purposes of compliance with the requirements of paragraph (1), may include the submission of either an original, as defined in Section 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code.

### OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE PRIMARY ELECTION (Elected County-wide)

<b>VOTER-NOMINATED OFFICES</b>					
<b>Office</b>	<b>Incumbent</b>	<b>Jurisdiction</b>	<b>Term</b>	<b>Begins</b>	<b>Qualifications</b>
Governor		Statewide	4 years	Jan 7, 2019	
Lieutenant Governor		Statewide	4 years	Jan 7, 2019	
Secretary of State		Statewide	4 years	Jan 7, 2019	
State Controller		Statewide	4 years	Jan 7, 2019	
State Treasurer		Statewide	4 years	Jan 7, 2019	

Attorney General		Statewide	4 years	Jan 7, 2019	
Insurance Commissioner		Statewide	4 years	Jan 7, 2019	
State Board of Equalization		2 <sup>nd</sup> District	4 years	Jan 7, 2019 (noon)	
U.S. Representative in Congress	Doug LaMalfa	1st District	2 years	Jan 7, 2019 (noon)	At least 25 years old, registered voter, U.S. citizen for at least 7 years, resident of the state when elected. (U.S. Const., Art. 1, §2)
State Senate	Jim Nielsen	4 <sup>th</sup> District	4 years	Jan 7, 2019	Every candidate shall: A. Be a U.S. citizen. (Cal. Const., art. IV, § 2(c)) B. Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. § 2012 C. Not have served two terms in the State Senate since November 6, 1990, if a candidate for State Senate; not have served three terms in the State Assembly since November 6, 1990, if a candidate for State Assembly. (Cal. Const., art. IV, § 2(a))
State Assembly	James Gallagher	3rd District	2 years	Jan 7, 2019	Every candidate shall: A. Be a U.S. citizen. (Cal. Const., art. IV, § 2(c)) B. Be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. § 2012 C. Not have served two terms in the State Senate since November 6, 1990, if a candidate for State Senate; not have served three terms in the State Assembly since November 6, 1990, if a candidate for State Assembly. (Cal. Const., art. IV, § 2(a))

**NONPARTISAN**

<b>Office</b>	<b>Incumbent</b>	<b>Jurisdiction</b>	<b>Term</b>	<b>Begins</b>	<b>Qualifications</b>
State Superintendent of Public Instruction		Statewide	4 years	Jan 7, 2019	
Supervisor	Dennis Garton	District 3	4 years	Jan 7, 2019	In all other cases each member shall have been a registered voter of the district which he seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office of supervisor, and shall reside in the district during his incumbency. Govt. Code Section 25041
Supervisor	Robert Williams	District 4	4 years	Jan 7, 2019	
Superior Court Judge	Matt McGlynn	Office 1	6 years	Jan 7, 2019	U.S. citizen, registered voter of the state, member of the State Bar for 10 years or have served as a judge of a California court of record for 10 years immediately preceding the election. (Elec. Code §13, 13.5, CA Const., Art. VI, §15 & 16) <b>*Documentation Required.</b>
Superior Court Judge	Laura Woods	Office 2	6 years	Jan 7, 2019	
Governing Board member - Board of Education	Amanda Harter	District 2	4 years	July 1, 2018	Must be an Elector of the Trustee area which he/she represents and shall be elected by the electors of the trustee area as set forth in Education Code section 1000
Governing Board member - Board of Education	Pam Begrin	District 3	4 years	July 1, 2018	Must be an Elector of the Trustee area which he/she represents and shall be elected by the electors of the trustee area as set forth in Education Code section 1000
Governing Board member - Board of Education	Carolyn Steffan	District 5	4 years	July 1, 2018	Must be an Elector of the Trustee area which he/she represents and shall be elected by the electors of the trustee area as set forth in Education Code section 1000
<b>Offices elected countywide to a 4 year term beginning at noon January 7, 2019</b>					
County Superintendent of Schools	Rich DuVarney	Countywide	The County Superintendent of Schools shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. (a) All county superintendents of schools in counties within classes (1) to (8), inclusive, shall possess a valid certification document authorizing administrative services. (b) For purposes of this section, the possession of a valid elementary administrative credential and a valid secondary administrative credential are equivalent to the possession of a valid general		

			<p>administrative credential. Elections Code 13.5;Govt. Code Section 24001 and Education Code Section 1208 <b>*Documentation required.</b></p>
Auditor/Controller	LeRoy Anderson	Countywide	<p>The Auditor shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. Govt. Code Section 24001</p>
Assessor	Dale Stroud	Countywide	<p>The Assessor shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. (a) A person may not exercise the powers and duties of the office of assessor unless he or she holds a valid appraiser's certificate issued by the State Board of Equalization pursuant to Article 8 (commencing with Section 670) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code. (b) Notwithstanding subdivision (a), a duly elected or appointed person may exercise the powers and duties of assessor, for a period not to exceed one year, if he or she acquires a temporary appraiser's certificate from the State Board of Equalization no later than 30 days after taking office. (c) This section does not apply to any person holding the office of assessor on January 1, 1997. Elections Code 13.5; Govt. Code Section 24001 and 24002.5</p>
Clerk & Recorder	Jennifer A. Vise	Countywide	<p>The Clerk &amp; Recorder shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person. Govt. Code Section 24001</p>
District Attorney	Gregg Cohen	Countywide	<p>The District Attorney shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued. (a) A person is not eligible to the office of district attorney unless he has been admitted to practice in the Supreme Court of the State. Elections Code 13.5; Govt. Code Section 24001 and 24002 <b>*Documentation required.</b></p>
Sheriff & Coroner	Dave Hencratt	Countywide	<p>The Sheriff shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person.  (a) No person is eligible to become a candidate for the office of sheriff in any county unless, at the time of the final filing date for election, he or she meets one of the following criteria: (1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training. (2) One year of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a master's degree from an accredited college or university. (3) Two years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a bachelor's degree from an accredited college or university. (4) Three years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses an associate in arts</p>

			<p>or associate in science degree, or the equivalent, from an accredited college. (5) Four years of full-time, salaried law enforcement experience within the provisions of Section 830.1 or 830.2 of the Penal Code at least a portion of which shall have been accomplished within five years prior to the date of filing, and possesses a high school diploma or the equivalent.</p> <p>(b) All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for candidates seeking election or appointment of the office of sheriff. Elections Code 13.5; Govt. Code Section 24001 and 24004.3</p> <p><b>*Documentation required.</b></p>
Treasurer/Tax Collector	Dana Hollmer	Countywide	<p>The Treasurer/Tax Collector shall be a registered voter and otherwise qualified to vote for that office at the time nomination papers are issued to the person.</p> <p>(a) No person shall be eligible for election or appointment to the office of county treasurer, county tax collector, or county treasurer-tax collector of Tehama County unless that person meets at least one of the following criteria:</p> <p>(1) The person has served in a senior financial management position in a county, city, or other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.</p> <p>(2) The person possesses a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing or finance.</p> <p>(3) The person possesses a valid certificate issued by the California Board of Accountancy pursuant to Chapter 1 (commencing with Section 5000) or Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.</p> <p>(4) The person possesses a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing or finance.</p> <p>(5) The person possesses a valid certificate issued by the Treasury Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing or finance.</p> <p>(b) This section shall only apply to any person duly elected or appointed as a county treasurer, county tax collector, or county treasurer-tax collector on or after January 1, 1998.</p> <p>Elections Code 13.5; Govt. Code Section 24001 and 27000.7</p> <p><b>*Documentation required.</b></p>

**\*DOCUMENTATION WHICH IS CONSIDERED ACCEPTABLE PURSUANT TO SECTION 13.5 (a)(1) FOR ESTABLISHING THE QUALIFICATIONS FOR CANDIDATES FOR THE ABOVE-LISTED OFFICES INCLUDES, BUT IS NOT LIMITED TO:**

- |                                       |                         |
|---------------------------------------|-------------------------|
| Certificates                          | Diplomas                |
| Declarations under penalty of perjury | Official Correspondence |



Documentation may include the submission of either an original, as defined in Sec. 255 of the Evidence Code, or a duplicate, as defined in Section 260 of the Evidence Code. For your ready reference, those code sections appear below:

**Evidence Code Section 255:**

"Original" means the writing itself or any counterpart intended to have the same effect by a person executing or issuing it. An "original" of a photograph includes the negative or any print therefrom. If data are stored in a computer or similar device, any printout or other output readable by sight, shown to reflect the data accurately, is an "original."

**Evidence Code Section 260:**

A "duplicate" is a counterpart produced by the same impression as the original, or from the same matrix, or by means of photography, including enlargements and miniatures, or by mechanical or electronic rerecording, or by chemical reproduction, or by other equivalent technique which accurately reproduces the original.

## **Residence and Domicile**

In order to qualify for most offices, a candidate must be a registered voter of the district or division thereof. The following code sections will assist in determining residence.

**Elections Code §349. Residence and Domicile**

“Residence” for voting purposes means a person’s domicile. The domicile of a person is that place in which his or her habitation is fixed, wherein the person has the intention of remaining, and to which, whenever he or she is absent, the person has the intention of returning. At a given time, a person may have only one domicile. The residence of a person is that place in which the person’s habitation is fixed for some period of time, but wherein he or she does not have the intention of remaining. At a given time, a person may have more than one residence. (Added by Stats. 1994)

**Elections Code §2020. Term of domicile**

The term of domicile is computed by including the day on which the person's domicile commenced and by excluding the day of the election. (Added by Stats. 1994)

**Elections Code §2021. Person away for temporary purposes**

A person who leaves his or her home to go into another state or precinct in this state for temporary purposes merely, with the intention of returning, does not lose his or her domicile.

A person does not gain a domicile in any precinct into which he or she comes for temporary purposes merely, without the intention of making that precinct his or her home. (Added by Stats. 1994)

**Elections Code §2022. Move to another state**

If a person moves to another state with the intention of making it his or her domicile, the voter loses his or her domicile in this state. (Added by Stats. 1994)

**Elections Code §2023. Move to another state**

If a person moves to another state as a place of permanent residence, with the intention of remaining there for an indefinite time, he or she loses his or her domicile in this state, notwithstanding that he or she intends to return at some future time. (Added by Stats. 1994)

**Elections Code §2024. Intention and fact or removal**

The mere intention to acquire a new domicile, without the fact of removal avails nothing, neither does the fact of removal without the intention. (Added by Stats. 1994)

**Elections Code §2025. Employment in the service of the United States; Navigation; Institution**

A person does not gain or lose a domicile solely by reason of his or her presence or absence from a place while employed in the service of the United States or of this state, nor while engaged in navigation, nor while a student of any institution of learning, nor while kept in an almshouse, asylum or prison. This section shall not be construed to prevent a student at an institution of learning from qualifying as an elector in the locality where he or she domiciles while attending that institution, when in fact the student has abandoned his or her former domicile. (Added by Stats. 1994)

**Elections Code §2026. Domicile of Legislative Member or Congressional Representative**

The domicile of a Member of the Legislature or a Representative in the Congress of the United States shall be conclusively presumed to be at the residence address indicated on that person's currently filed affidavit of registration. (Added by Stats. 1994)

**Elections Code §2027. Domicile of family; residence in trailer**

The place where a person's family is domiciled is his or her domicile unless it is a place for temporary establishment for his or her family or for transient objects. Residence in a trailer or vehicle or at any public camp or camping ground may constitute a domicile for voting purposes if the registrant complies with the other requirements of this article. (Added by Stats. 1994)

**Elections Code §2028. Place of family and business**

If a person has a family fixed in one place, and he or she does business in another, the former is his or her place of domicile, but any person having a family, who has taken up an abode with the intention of remaining and whose family does not so reside with him or her, is a domiciliary where he or she has so taken up the abode. (Added by Stats. 1994)

**Elections Code §2029. Domicile of spouse**

The domicile of one spouse shall not be presumed to be that of the other, but shall be determined independently in accordance with this article. (Added by Stats. 1994)

**Elections Code §2030. Marriage to a person employed in the service of the United States**

A domiciliary of this state who marries a person employed temporarily in this state in the service of the United States government, may elect to retain his or her domicile for the purpose of qualifying as an elector only, except that his or her domicile in this state shall terminate if the domiciliary qualifies as an elector in any other state or any territory. (Added by Stats. 1994)

**Elections Code §2031. Homeowner's property tax exemption; renter's tax credit; driver's license**

If a person has more than one residence and that person maintains a homeowner's property tax exemption on the dwelling of one of the residences pursuant to Section 218 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the homeowner's property tax exemption is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles.

If a person has more than one residence and that person claims a renter's tax credit for one of the residences pursuant to Section 17053.5 of the Revenue and Taxation Code, there shall be a rebuttable presumption that the residence subject to the renter's tax credit is that person's domicile. However, this presumption shall not apply in the event any other residence is listed as the person's current residence address on any driver's license, identification card, or vehicle registration issued to that person by, and on file with, the Department of Motor Vehicles. This section shall not be applicable to state or federal elected officials. (Added by Stats. 1994)

**Elections Code §2032. More than one residence**

Except as provided in this article, if a person has more than one residence and that person has not physically resided at any one of the residences within the immediate preceding year, there shall be a rebuttable presumption that those residences in which he or she has not so resided within the immediate preceding year are merely residences as defined in subdivision (c) of Section 349 and not his or her domicile. (Added by Stats. 1994)

**Elections Code §2033. Change of house number**

Whenever the house number or the mailing address of a voter has been changed and the voter's domicile is the same, the public agency authorizing the change shall notify the county elections official in writing of the change and the county elections official shall make the change on the voter's affidavit of registration and a new affidavit shall not be required. (Added by Stats. 1994)

**Elections Code §2034. Domicile in more than one precinct**

A person domiciled in a house or apartment lying in more than one precinct shall be registered as domiciled in the precinct designated by the county elections official on the basis of the street address or other precinct the county elections official considers appropriate unless the person requests, either by letter or in person at the office of the county elections official, that he or she wishes to be domiciled for registration purposes in another precinct in which his or her house or apartment lies. In order to fulfill the requirements of this section, the letter of request shall include the name, signature, and residence address of the requester. (Added by Stats. 1994)

**Elections Code §2035. Voter residence change 14 days prior to an election**

A person duly registered as a voter in any precinct in California who removes therefrom within 14 days prior to an election shall, for the purpose of that election, be entitled to vote in the precinct from which the person so removed until the close of the polls on the date of that election. (Amended by Stats. 2000)

**COURT CASES**

Voter Registration and Establishment of Domicile. *Walters v. Weed* (1988) AKA "UCSC Student Voting Case." 45 Cal.3d.1

In this California Supreme Court decision, the court held that voters who have moved, but have not established a new domicile, may vote in the precinct of their former domicile even though they have no intention of returning to live there.

Homeless Person's Right to Register to Vote. *Collier v. Menzel* (1985). AKA "Fig Tree Case." 176 Cal. App.3d 24

In this Court of Appeal decision, the court held that a homeless person may register at a location deemed by the voter to be a dwelling place or place of habitation for that voter. A mailing address needs to be provided in order for the voter to receive election materials.

## 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.oag.ca.gov](http://www.oag.ca.gov). 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.

## FILING FEES

### **When Filing Fee is Paid**

Candidates for Judicial offices must pay the filing fee at the time they file their Declaration of Intention. Candidates for all other offices are required to pay the filing fee at the time they pick up their Declaration of Candidacy and Nomination Petition. (Elections Code §8105)

### **Where Filing Fee is Paid and To Whom It Is Payable**

**STATE SENATE/ASSEMBLY/CONGRESS:** Checks are made payable to the “Secretary of State.” Counties will forward the fee to the Secretary of State.

**SUPERIOR COURT JUDGE/BOARD OF SUPERVISORS:** Checks are made payable to the “County Clerk.” (Elections Code §8103, 8104)

## **How Filing Fees are Paid**

**Amount of Filing Fee** -Filing fees are shown in the table beginning on page 30. The filing fee is a percentage of the annual salary for the office. No filing fee is required of offices with no fixed compensation or annual salary of \$2,500 or less. Write-in candidates are not required to pay filing fees. (Elections Code §8103, 8104, 8604)

**The filing fee is not refundable.** If, for any reason, the candidate fails to qualify, the filing fee is forfeited. (Elections Code §8105)

**THE FILING FEE MAY BE PAID IN CASH.** Filing fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the campaign committee. (Gov. Code § 85200).

Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payer. (Gov. Code § 84300)

**Returned Checks** – If the filing fee is paid with a personal check that is returned without payment, the county Elections Department will notify the candidate by telephone. The candidate must make payment by money order or cashier's check by 5 p.m. on the next business day. Failure to do so will invalidate the individual's candidacy, and the candidate's name will not appear on the ballot.

## **Signatures In-Lieu of Filing Fee**

**The Petition Alternative** –The law provides an alternative to paying the filing fee in money. Candidates may collect signatures of voters to cover the entire cost of the filing fee or some portion thereof. See the tables on the following pages for the number of signatures and the value of each. In addition, read the “Guidelines to Gathering Signatures” in this manual prior to obtaining a signature.

If the petition is found to contain fewer valid signatures than the face number, the candidate must make up the deficiency before the close of the nomination period by submitting a supplemental Signatures-In-Lieu petition or by paying the balance of the filing fees in money. (Elections Code §8106)

**Obtaining the Petition Form** – A 2-page master petition form will be available from the Elections Department beginning January 2, 2018. The form will be issued directly to the candidate or to someone bearing written authorization from the candidate. There is no charge for the master form; however, the candidate will be responsible for duplicating as many copies as he/she needs. The two pages should be duplicated front to back to prohibit the two pages from being separated. (Elections Code § 8106)

The Elections Department will maintain a list of persons who have applied for Signatures-In-Lieu petitions. **This will be considered public information** in the event of inquiries from the media or others.

## AMOUNT OF FILING FEE & SIGNATURES REQUIRED

All Candidates (Except write-in candidates):

For a list of additional State offices, please contact our office (530) 527-8190 OR go to the SOS website <http://www.sos.ca.gov/elections/upcoming-elections/statewide-direct-primary-june-5-2018/qualifications-running-office/>

Office	Salary	Filing Fe	Sig-In-Lieu	Value/Sig	Sponsors
U.S. Senate	\$174,000	\$3,480 (2%)	7,000	\$0.497143	65-100
U.S. Congress (1 <sup>st</sup> District)	\$174,000	\$1,740 (1%)	2,000	\$0.87	40-60
State Assembly (3 <sup>rd</sup> District)	\$107,242	\$1,072.42 (1%)	1,000	\$1.07242	40-60

### Non Partisan/County Offices:

Pursuant to E. C. § 8106(a)(4): If the number of registered voters in the district in which he/she seeks nomination is 2,000 or more, a candidate may submit a petition containing three signatures of registered voters for each dollar of the filing fee, or 7 percent of the total of registered voters in the district in which he/she seeks nomination, whichever is less.

The number of Signatures-in-lieu needed to cover the filing fee for candidates running for county supervisor is based on the formula of \$.33 per signature, while the number of signatures-in-lieu required for candidates running for Superior Court Judge and other county offices is based on 7% of the total number of registered voters in the district.

Office	Salary	Filing Fee (1% of salary)	Reg. Voters	Sig-In-Lieu	Value of each signature	Nomination Signatures
Supervisor, District 3	\$12,540	\$125.40	6,319	377	.332	20 to 40
Supervisor, District 4	\$12,540	\$125.40	5,571	377	.332	20 to 40
Superior Court Judge	\$200,042	\$2,000.42	32,054	2,244	.891	20 to 40
County Superintendent of Schools	\$164,536	\$1,645.36	32,054	2,244	.733	20 to 40
Auditor/Controller	\$115,053	\$1,150.53	32,054	2,244	.512	20 to 40
Assessor	\$112,251	\$1,122.51	32,054	2,244	.50	20 to 40
Clerk & Recorder	\$101,820	\$1,018.20	32,054	2,244	.453	20 to 40
District Attorney	\$139,858	\$1,398.58	32,054	2,244	.623	20 to 40
Sheriff & Coroner	\$132,640	\$1,326.40	32,054	2,244	.591	20 to 40
Treasurer/Tax Collector	\$117,106	\$1,171.06	32,054	2,244	.521	20 to 40
Governing Board Member, Board of Education	No Filing Fee Required					20 to 40

**The above stated fees are established pursuant to Elections Code 8106 and subject to change; check with Elections Department to verify. 530-527-8190**

## **SIGNATURE GATHERING GUIDELINES**

### **(Read before obtaining signatures)**

Circulators (whether the candidate or another person) perform the important duty of obtaining signatures of properly registered voters for the In-Lieu Petition and/or Nomination Paper. If the signatures are not obtained properly and in accordance with the law, the candidate's right to be placed on the ballot could be questioned. All candidates should try to obtain the required number of signatures as soon as possible in order for their nomination papers to be returned to the Elections Department for examination and filing or certification to the Secretary of State, as the case may be.

#### **Petition Circulator Information**

Anyone who is circulating a Signatures-In-Lieu Petition or Nomination Paper must be a registered voter of the jurisdiction in which the candidate is seeking nomination.

Circulators shall be voters in the district or political subdivision in which the candidate is to be voted on and shall serve only in that district or political subdivision. (Elections Code § 8066)

A candidate for any office may obtain signatures to and sign his/her own nomination petition or signatures in-lieu petition. His/her signature will be given the same effect as that of any other qualified signer. The candidate may circulate the petitions throughout the jurisdiction regardless of his/her county of residence. (Elections Code §106)

**Affidavit of Circulator (Elections Code §104):** All petition circulators must complete, in his/her own hand:

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

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

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

The circulator shall certify to the content of the declaration as to its truth and correctness, under penalty of perjury under the laws of the State of California, with the signature of his or her name at length, including given name, middle name or initial, or initial and middle name. The circulator shall state the date and the place of execution on the declaration immediately preceding his or her signature.

## **Qualified Signers**

Only a person who is a registered qualified voter at the time he/she signs the nomination petition or signatures in-lieu petition is entitled to sign it. Each voter shall, at the time of signing the petition or paper, to personally affix his or her signature, printed name and place of residence, giving street and number, and if no street or number exists, then a designation of the place of residence which will enable the location to be readily ascertained. (Elections Code §100)

**Nomination Paper:** Signers shall be voters in the district or political subdivision in which the candidate is to be voted on. With respect to any candidacy for partisan office, signers shall be affiliated registered voters who disclosed a preference, pursuant to Section 2151, for the party, if any, in which the nomination is proposed. Signers need not be registered voters who disclosed a preference for any party when signing candidacy papers for a candidate seeking nomination to a voter-nominated office. (Elections Code § 8068)

**Signature-In-Lieu Petition:** Any registered voter may sign an In-Lieu petition for any candidate for whom he or she is eligible to vote.

## **So, who is a voter eligible to vote for?**

### ***Presidential Primary Election:***

If you are a voter who has declined to provide a political party preference (formerly known as a "decline to state" voter), you may be able to vote for a Presidential candidate of a specific party in the upcoming Presidential Primary Election (**when applicable**). Each political party has the option of allowing people who register to vote without stating a political party preference to vote in their primary election.

Political parties have until 135 days prior to an election to notify the Secretary of State whether they will allow voters who have declined to provide a political party preference to vote the ballot of that individual party.

If you wish to vote in the primary election of a political party that allows voters who have not stated a political party preference to vote in their primary, simply ask your county elections office or ask a poll worker at your polling place for a ballot from that political party. You may not request more than one party's ballot.

If you do not request such a ballot, you will be given a nonpartisan ballot, containing only the names of candidates for local offices and measures if any, to be voted upon at the primary presidential election.

### ***Top Two Candidates Open Primary Act and Voter-Nominated Offices***

On June 8, 2010, California voters approved Proposition 14, which created the Top Two Candidates Open Primary Act.

Except for the office of U.S. President and county central committee offices, offices that used to be known as "partisan offices" (e.g., state constitutional offices, U.S. Congress, and state legislative offices) are now known as "voter-nominated" offices.

Under the Top Two Candidates Open Primary Act, all candidates running in a **primary** election, regardless of their party preference, will appear on a single Primary Election ballot and voters can vote



for any candidate. The top two overall vote-getters – not the top vote-getter from each qualified party and anyone using the independent nomination process – will move on to the General Election.

Candidates for voter-nominated office can choose whether to list their party preference on the Primary and General Election ballots. Political parties can no longer formally nominate candidates for voter-nominated offices, so a candidate who finishes in the top two at the Primary Election and advances to the General Election is not the official nominee of any party for the office.

Call the Elections Department at 530-527-8190 or 1-866-289-5307 or visit our website at [www.co.tehama.ca.us](http://www.co.tehama.ca.us) for a list of parties that have adopted rules authorizing a person who has declined to state a party affiliation to vote the ballot of that political party for the June 5, 2018 Primary Election.

## **Applying Signatures-In-Lieu Towards Nomination Signature Requirement**

Candidates may apply their in-lieu signatures toward the number of signatures required on their Nomination Paper in accordance with Section 8061. Candidates are required to file a written request with the elections official to apply any valid signatures-in-lieu toward the nomination signature requirement.

However, signatures-in-lieu may only count toward the nomination signature requirement if the signer is registered with the same political party as the candidate. (Elections Code §8106(d))

## **Circulating Within 100 Feet of a Polling Place**

Signatures to a Nomination Paper or any other petition shall not be obtained within 100 feet of any election booth or polling place. (Elections Code §18370)

## **Voters May Sign Only One Paper; Exceptions**

No signer shall, at the time of signing the petition, have his or her name signed to any other Nomination Paper for any other candidate for the same office. Or, in case there are several places to be filled in the same office, signed to more Nomination Papers for candidates for that office than there are places to be filled. (Elections Code §8069)

## **Validation of Signatures**

The following guidelines will be used when validating signatures on nomination petitions or signature-in-lieu of filing fee petitions.

A signature is **INVALID** if the signer:

- ◆ is not registered to vote;
- ◆ provides a signature on the petition that does not compare to the signature on the voter's affidavit of registration;
- ◆ does not reside in the appropriate district;
- ◆ uses a P.O. Box number for residence;
- ◆ uses a mail drop number for residence address;
- ◆ provides an address that is different from the voter's residence address on the affidavit of registration on record;
- ◆ prints his or her name for the signature, unless registered as such;
- ◆ lists her name as Mrs. John Jones;
- ◆ uses ditto marks for an address;
- ◆ authorizes Power of Attorney to sign on his or her behalf.

## **DECLARATION OF CANDIDACY – BALLOT NAME**

The ballot name is the way the candidate's name will appear on the ballot and may be designated in any of the following ways:

- ◆ First, middle and last names
- ◆ Initials only and last name
- ◆ A nickname may be included but must be in parentheses or quotation marks
- ◆ A familiar or common short version of the first name such as "Bill" for William or "Becky" for Rebecca, etc.

A candidate may use a nickname in addition to his legal name provided his candidacy has been declared under such name on the declaration of candidacy. (A.G. Ops. 50-87, 5/27/80)

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following:

- (a) Marriage.
- (b) Decree of any court of competent jurisdiction.

Elections Code Section 13104

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

Elections Code Section 13106

## **NAME & BALLOT DESIGNATION**

### **Name on Ballot**

The candidate states on the Declaration of Candidacy how his/her name should appear on the ballot. This should be recognizable as the name under which the candidate is registered, though the two need

not be identical. (Example: A candidate registered as “Jonathan William Smith” may use such variations as “John W. Smith,” “John Smith,” or “J. William (Bud) Smith.”)

If a candidate changes his or her name within one year of any election, the new name shall not appear upon the ballot unless the change was made by either of the following: (a) Marriage; or (b) Decree of any court of competent jurisdiction. (Elections Code §13104)

### **Ballot Designation - Legislative Requirements**

The ballot designation is the word or group of words that will appear on the ballot under the candidate's name, designating the principal profession, vocation, or occupation of the candidate.

Elections Code Section 13107, 13107.3 (Statutes of 2010) and 13107.5 governs the ballot designation that a candidate may use. All candidates (except candidates for Justice of the State Supreme Court or Court of Appeal) may choose a ballot designation to appear immediately under their name on the ballot. Each candidate who submits a ballot designation shall file, in addition to the nomination documents filed pursuant to §8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate. The Ballot Designation Worksheet is obtained from the Elections Department.

The ballot designation must be chosen from one of the four categories below:

- 1) **Elective Office:** 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 a vote of the people, or to which he or she was appointed, in the case of a superior court judge.
- 2) **Incumbent:** The word “incumbent” if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people, or, in the case of a superior court judge, was appointed to that office.
- 3) **3-word Profession/Occupation/Vocation:** No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.
- 4) **Appointed Incumbent:** The phrase “appointed incumbent” may be used if:
  - a) the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for the election to the same office, or,
  - b) if the candidate is a candidate for election to the same office or to some other office, the word “appointed” and the title of the office.

In either instance, the candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.” However, the phrase “appointed incumbent”

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

**Community Volunteer:** A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and 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 for purposes of this section.

### **Titles or Degrees Prohibited**

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

### **Unacceptable Designations**

Pursuant to Elections Code §13107(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 that is prohibited by law.

### **Rejected Ballot Designations**

If, upon checking the Declaration of Candidacy, and the ballot designation worksheet, the election official finds the designation to be in violation of any of the restrictions set forth in §13107, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

The candidate shall, within three (3) days, excluding Saturday and Sunday, and state holidays, 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 a designation that complies with subdivision (a).

In the event the candidate fails to provide an alternate designation, no designation shall appear after the candidate's name.

### **Ballot Designation May Not be Changed After Filing**

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

### **Ballot Designation in Both Primary and General Elections**

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. (EC §13107(e))

### **No Ballot Designation**

A candidate who does not want a ballot designation should indicate this in the space provided for ballot designation on the Declaration of Candidacy, or the space may be left blank. If no designation is given, it will be assumed that none is desired.

### **Ballot Designation Worksheet**

A ballot designation worksheet must be completed at the time of filing. Election Code 13107.3 states:

- (a) Each candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file, in addition to the nomination documents filed pursuant to Section 8020, a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.
- (b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.
- (c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

## **SECRETARY OF STATE BALLOT DESIGNATION REGULATIONS**

Chapter 7. Ballot Designations  
§ 20710. General Provisions.

(a) The regulatory purpose of this Chapter is to ensure the accurate designation of the candidate upon the ballot in order that an informed electorate may intelligently elect one of the candidates.

(b) The Secretary of State shall, at all times, apply and interpret the provisions of Elections Code § 13107 and the regulations included in this Chapter in a manner consistent with the regulatory purpose of this Chapter.

(c) Candidates are not required to use a ballot designation pursuant to Elections Code § 13107, subdivision (a), and may opt to leave the space for such a designation on the ballot blank. In order to notify the elections official as to whether he or she will use a ballot designation or will opt to leave the ballot designation space blank, the candidate must initial the appropriate box on the Declaration of Candidacy or otherwise so indicate on the Declaration of Candidacy.

(d) Pursuant to Elections Code § 13107, subdivision (a), a candidate may submit a proposed ballot designation pursuant to any one of the four provisions specified in Elections Code § 13107, subdivision (a), subparts (1) through (4), applicable to that candidate. The candidate shall be free to select from which of the applicable four subparts he or she is submitting his or her proposed ballot designation.

(e) The regulations set forth in this Chapter shall apply only to elections held for offices for which elections returns are certified by the Secretary of State of the State of California.

(f) Whenever, the word “should” is used in this Chapter, it is recommended, not mandatory.  
Note: Authority: Section 12172.5, Government Code Reference: Section 13107, Elections Code

#### § 20711. Ballot Designation Worksheet.

(a) In order to facilitate review of a candidate's proposed ballot designation by the Secretary of State pursuant to Elections Code § 13107, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the Secretary of State. Secretary of State Ballot Designation Regulations Operative December 21, 2009 2

(b) All Ballot Designation Worksheets filed with the Office of the Secretary of State or the county elections officials pursuant to this section shall be public records and shall be available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, Fifth Floor, 1500 11th Street, Sacramento, California 95814, or at the office of the applicable county elections official.

(c) The Secretary of State shall provide a master copy or copies of the Ballot Designation Worksheet to all elections officials responsible for providing and accepting the nomination documents for candidates in elections for offices certified by the Secretary of State. The Ballot Designation Worksheet shall request that the candidate proposing the ballot designation provide the following information:

(1) The candidate's name, home, business and mailing addresses, telephone numbers, email address, if available, and fax number;

(2) A designation of the office for which the candidate is seeking election;

(3) The name, home, business and mailing addresses, telephone numbers, e-mail address, if available, and fax number of the attorney representing the candidate or for any other person to be contacted in the event the Secretary of State requires further information regarding the proposed ballot designation;

(4) The proposed ballot designation submitted by the candidate;

(5) The candidate may submit one or more proposed alternate ballot designations ranked in order of the candidate's preference;

(6) A brief statement identifying the factual basis upon which the candidate claims the proposed ballot designation and each proposed alternate ballot designation, including the following:

(A) If the candidate holds elected office and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently occupies and may attach a copy of his or her Certificate of Election;

(B) If the candidate is a judicial officer and is submitting his or her proposed ballot designation pursuant to Elections Code § 13107, subdivisions (a)(1) or (a)(2), the candidate shall indicate the elective office he or she currently holds and may attach either (A) a copy of his or her Certificate of Election or (B) a copy of his or her commission or certificate of appointment, issued at the time the candidate was appointed to the judicial office which he or she currently occupies;

(C) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(3), the candidate shall indicate: Secretary of State Ballot Designation Regulations Operative December 21, 2009 3

(i) The title of the position or positions which he or she claims supports the proposed ballot designation;

(ii) The dates during which the candidate held such position;

(iii) A description of the work he or she performs in the position;

(iv) The name of the candidate's business or employer;

(v) The name and telephone number of a person or persons who could verify such information; and

(vi) A statement that the professions, vocations or occupations relied upon to support the proposed ballot designation constitute the primary, main or leading professions, vocations or occupations of the candidate, in accordance with the definition of the term "principal" as set forth at § 20714, subdivision (b).

(D) If the candidate submits a ballot designation pursuant to Elections Code § 13107, subdivision (a)(4), the candidate shall indicate the date on which he or she was appointed to the office for which he or she is an appointed incumbent.

(d) The candidate may attach or append any supporting documents or other exhibits to his or her Ballot Designation Worksheet which he or she believes support his or her proposed ballot designation. Such attached documents or other exhibits shall be deemed to be incorporated by reference as part of the candidate's Ballot Designation Worksheet and shall be considered as such by the Secretary of State.

(e) If a candidate requests a change of his or her ballot designation pursuant to Elections Code § 13107(e), that request shall be accompanied by a Ballot Designation Worksheet.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107, 13107.3, Elections Code.

§ 20712. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(1).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1), shall be subject to the following provisions:

(a) In the case of candidates holding elective city, county, district, state, or federal office, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents.

(b) In the case of judicial officers, the candidate's ballot designation shall be the elective office which the candidate holds at the time of filing the nomination documents. Secretary of State Ballot Designation Regulations Operative December 21, 2009 4

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(1).

(d) Proposed ballot designations indicating a position of legislative leadership or leadership in another elected body, such as "Majority Leader of the California Senate," "Minority Leader of the California State Assembly," "Speaker of the California State Assembly," "President Pro Tempore of the California State Senate," "City of Orange Mayor Pro Tem," and the like, are not elective offices described in Elections Code § 13107, subdivision (a)(1). Such ballot designations are improper, pursuant to Elections Code § 13107, subdivision (a)(1). They may, however, subject to the three-word limit, be considered under the provisions of § 13107(a)(3). Examples of acceptable ballot designations under this section include, but are not limited to, "Assembly Minority Leader," "California Assembly Speaker," and "Mayor Pro Tem."

(e) Proposed ballot designations indicating that the candidate is a member of the state or county central committee of a political party, or an officer of a state or county central committee of a political party, are improper, as such positions do not constitute elective county or state offices as specified in Elections Code § 13107, subdivision (a)(1).

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

§ 20713. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(2). Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), shall be subject to the following provisions:

(a) A proposed ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(2), is limited "incumbent," as that term is defined in Elections Code § 13107, subdivision (a)(2).

(b) The term "incumbent" must be used as a noun. It shall not be used in conjunction with any other words, including any accompanying adjectives or modifiers, and must stand alone. A candidate qualified to use this designation pursuant to Elections Code § 13107, subdivision (a)(2), shall be entitled to use the ballot designation "Incumbent."

(c) The word "incumbent" is strictly limited for use in ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(2), and may not be used as an adjective in any other ballot designation.



Note: Authority: Section 12172.5, Government Code Reference: Section 13107, Elections Code § 20714. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(3).

Proposed ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(3), shall be subject to the following provisions:

(a) The terms "profession," "vocation," or "occupation," as those terms are used in Elections Code § 13107, subdivision (a)(3), are defined as follows:

(1) "Profession" means a field of employment requiring special education or skill and requiring knowledge of a particular discipline. The labor and skill involved in a profession is predominantly mental or intellectual, rather than physical or manual. Recognized professions generally include, but are not limited to, law, medicine, education, engineering, accountancy, and journalism. Examples of an acceptable designation of a "profession," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "attorney," "physician," "accountant," "architect," and "teacher."

(2) "Vocation" means a trade, a religious calling, or the work upon which a person, in most but not all cases, relies for his or her livelihood and spends a major portion of his or her time. As defined, vocations may include, but are not limited to, religious ministry, child rearing, homemaking, elderly and dependent care, and engaging in trades such as carpentry, cabinetmaking, plumbing, and the like. Examples of an acceptable designation of a "vocation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "minister," "priest," "mother," "father," "homemaker," "dependent care provider," "carpenter," "plumber," "electrician," and "cabinetmaker."

(3) "Occupation" means the employment in which one regularly engages or follows as the means of making a livelihood. Examples of an acceptable designation of an "occupation," as defined in Elections Code § 13107, subdivision (a)(3), include, but are not limited to, "rancher," "restaurateur," "retail salesperson," "manual laborer," "construction worker," "computer manufacturing executive," "military pilot," "secretary," and "police officer."

(b) "Principal," as that term is used in Elections Code § 13107, subdivision (a)(3), means a substantial involvement of time and effort such that the activity is one of the primary, main or leading professional, vocational or occupational endeavors of the candidate. The term "principal" precludes any activity which does not entail a significant involvement on the part of the candidate. Involvement which is only nominal, pro forma, or titular in character does not meet the requirements of the statute.

(1) If a candidate is licensed by the State of California to engage in a profession, vocation or occupation, the candidate is entitled to consider it one of his or her "principal" professions, vocations or occupations if (i) the candidate has maintained his or her license current as of the date he or she filed his or nomination documents by complying with all applicable requirements of the respective licensure, including the payment of all applicable Secretary of State Ballot Designation Regulations Operative December 21, 2009 6 license fees and (ii) the status of the candidate's license is active at the time he or she filed his or her nomination documents.

(2) A candidate who holds a professional, vocational or occupational license issued by the State of California may not claim such profession, vocation or occupation as one of his or her "principal" professions, vocations or occupations if (i) the candidate's licensure status is "inactive" at the time the

candidate files his or her nomination document, or (ii) the candidate's license has been suspended or revoked by the agency issuing the license at the time the candidate files his or her nomination documents.

(c) In order for a ballot designation submitted pursuant to Elections Code § 13107, subdivision (a)(3), to be deemed acceptable by the Secretary of State, it must accurately state the candidate's principal professions, vocations or occupations, as those terms are defined in subdivisions (a) and (b) herein. Each proposed principal profession, vocation or occupation submitted by the candidate must be factually accurate, descriptive of the candidate's principal profession, vocation or occupation, must be neither confusing nor misleading, and must be in full and complete compliance with Elections Code § 13107 and the regulations in this Chapter.

(d) If the candidate is engaged in a profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate's proposed ballot designation is entitled to consist of the candidate's current principal professions, vocations and occupations. In the event the candidate does not have a current principal profession, vocation or occupation at the time he or she files his or her nomination documents, the candidate may use a ballot designation consisting of his or her principal professions, vocations or occupations, which the candidate was principally engaged in during the calendar year immediately preceding the filing of the candidate's nomination papers.

(e) A candidate may engage in multiple principal professions, vocations or occupations. Accordingly, the candidate may designate multiple principal professions, vocations or occupations. If a candidate proposes a ballot designation including multiple principal professions, vocations or occupations, the proposed ballot designation must comply with the following provisions:

(1) The proposed ballot designation must comply with the three-word limitation specified in Elections Code § 13107, subdivision (a)(3), and as implemented pursuant to subdivision (f) herein.

(2) Each such proposed profession, vocation or occupation shall be separately considered by the Secretary of State and must independently qualify as a "principal" profession, vocation or occupation, as that term is defined pursuant to subdivision (b) herein.

(3) When multiple professions, vocations or occupations are proposed as a ballot designation, they shall be separated by a slash ("/"). An example of an acceptable designation would be "Legislator/Rancher/Physician." Secretary of State Ballot Designation Regulations Operative December 21, 2009 7

(f) Pursuant to Elections Code § 13107, subdivision (a)(3), the candidate's ballot designation shall be limited to not more than three (3) words. The following rules shall govern the application of the three-word limitation:

(1) The proposed ballot designation shall be grammatically correct, generic, and all words must be spelled correctly.

(2) Punctuation shall be limited to the use of a comma (e.g., District Attorney, Los Angeles County) and a slash (e.g., Legislator/Rancher/Physician), pursuant to subdivision (e) of this section. A hyphen may be used if, and only if, the use of a hyphen is called for in the spelling of a word as it appears in a

standard reference dictionary of the English language, which was published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted.

(3) All California geographical names shall be considered to be one word and shall be limited to the names of cities, counties and states. The names of special districts and political subdivisions are not "geographical names," as that term is used in Elections Code § 13107, subdivision (a)(3). If the candidate desires, the geographical name may be used in the form of "City of . . .," "County of . . .," or "City and County of . . ." Examples of geographical names considered to be one word include Tehama County, Los Angeles County and County of Sacramento. Examples of designations containing a special district or political subdivision that are not geographical names include "Butte County Rural Fire District Captain," "Huntington Beach Unified School District President," and "South Bay Irrigation District Director."

(4) An acronym shall be counted as one word.

(g) A candidate who chooses to include the name of his or her elective office with another profession, vocation, or occupation may do so pursuant to Elections Code section 13107(a)(3), but that ballot designation shall be limited to no more than three words. Examples of acceptable designations under this section include "State Senator/Rancher," "California Assemblywoman/Attorney," "County Supervisor/Teacher," and "State Controller/Businessman." Examples of unacceptable designations under this section include "Assemblyman, 57th District/Educator," "California State Senator/Architect," "Placer County Supervisor/Business Owner," and "Member, Board of Equalization/Banker."

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 9, 13107, Elections Code.

§ 20714.5. "Community Volunteer."

(a) "Community Volunteer" means a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

(1) A charitable, educational, or religious organization as defined by the United States Internal Revenue Code section 501(c)(3);

(2) A governmental agency; or

(3) An educational institution.

(b) The activity or service must constitute substantial involvement of the candidate's time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate within the meaning of subdivisions (a) and (b) of section 20714 of this Chapter.

Note: Authority cited: Section 12172.5, Government Code; Section 13107.5(b), Elections Code. Reference: Sections 13107 and 13107.5, Elections Code; Section 501(c)(3), United States Internal Revenue Code.

§ 20715. Proposed Ballot Designations Submitted Pursuant to Elections Code § 13107, Subdivision (a)(4).

(a) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of 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. The candidate may not use the unmodified word “incumbent” or any words designating the office unmodified by the word “appointed.”

(b) Pursuant to Elections Code § 13107, subdivision (a)(4), a candidate may propose a ballot designation consisting of the word “appointed” in conjunction with the elective office, if the candidate is a candidate for election to the same office or to some other office. The candidate may not use any words designating the office unmodified by the word “appointed.”

(c) There shall be no word count limitation applicable to ballot designations submitted pursuant to Elections Code § 13107, subdivision (a)(4).

Note: Authority: Section 12172.5, Government Code Reference: Section 13107, Elections Code § 20716. Unacceptable Ballot Designations.

(a) The Secretary of State shall reject as unacceptable any proposed ballot designation which fails to comply with Elections Code § 13107, subdivision (a); is prohibited pursuant to Elections Code § 13107, subdivision (b); is misleading; or is otherwise improper pursuant to the regulations set forth in this Chapter.

(b) The following types of activities are distinguished from professions, vocations and occupations and are not acceptable as ballot designations pursuant to Elections Code § 13107, subdivision (a)(3):

(1) Avocations: An avocation is a casual or occasional activity, diversion or hobby pursued principally for enjoyment and in addition to the candidate's principal profession, vocation or occupation. Avocations may include, but are not limited to, hobbies, social activities, volunteer work (except as set forth in Section 20714.5 of this Chapter), and matters pursued as an amateur.

(2) Pro Forma Professions, Vocations and Occupations: Pro forma professions, vocations or occupations are positions held by the candidate which consume little or none of the candidate's time and which, by their nature, are voluntary or for which the candidate is not compensated, except as set forth in Section 20714.5 of this Chapter. Pro forma professions, vocations and occupations may include, but are not limited to, such pursuits as honorary peace officer, honorary chairperson, honorary professor, goodwill ambassador, official host or hostess and the like.

(3) Statuses: A status is a state, condition, social position or legal relation of the candidate to another person, persons or the community as a whole. A status is generic in nature and generally fails to identify with any particular specificity the manner by which the candidate earns his or her livelihood or spends the substantial majority of his or her time. Examples of a status include, but are not limited to, veteran, proponent, reformer, scholar, founder, philosopher, philanthropist, activist, patriot, taxpayer, concerned citizen, husband, wife, and the like.

(c) Pursuant to Elections Code § 13107, subdivision (b)(1), the Secretary of State shall reject as unacceptable any proposed ballot designation which would mislead voters. In making this

determination, the Secretary of State shall determine whether there is a substantial likelihood that a reasonably prudent voter would be misled as to the candidate's principal profession, vocation or occupation by the candidate's proposed ballot designation. The determination shall take into account the plain meaning of the words constituting the proposed ballot designation and the factual accuracy of the proposed ballot designation based upon supporting documents or other evidence submitted by the candidate in support of the proposed ballot designation, pursuant to §§ 20711 and 20717 of this Chapter. Secretary of State Ballot Designation Regulations Operative December 21, 2009 10

d) A ballot designation may not comprise or include commercial identification information, such as a trademark, service mark, trade name, or the specific name of a business, partnership, corporation, company, foundation, or organization. Examples of an improper use of commercial identification information include, but are not limited to, "Acme Company President," "Universal Widget Inventor," "Director, Smith Foundation," "UCLA Professor," and the like.

(e) Pursuant to Elections Code § 13107, subdivision (b)(2), the Secretary of State shall reject as unacceptable any proposed ballot designation which would suggest an evaluation of the candidate's qualifications, honesty, integrity, leadership abilities or character. Any laudatory or derogatory adjectives which would suggest an evaluation of the candidate's qualifications shall not be permitted. Such impermissible adjectives include, but are not limited to, "senior," "emeritus," "specialist," "magnate," "outstanding," "leading," "expert," "virtuous," "eminent," "best," "exalted," "prominent," "famous," "respected," "honored," "honest," "dishonest," "corrupt," "lazy," and the like.

(f) Pursuant to Elections Code § 13107, subdivision (b)(3), the Secretary of State shall reject as unacceptable any proposed ballot designation which abbreviates the word "retired" or places it following any word or words which it modifies. Examples of impermissible designations include "Ret. Army General," "Major USAF, Retired" and "City Attorney, Retired."

(g) Pursuant to Elections Code § 13107, subdivision (b)(4), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or prefix to indicate a prior profession, vocation, occupation or elected, appointed or judicial office previously held by the candidate. Such impermissible words or prefixes include, but are not limited to, "Ex-," "former," "past," and "erstwhile." Examples of impermissible designations include "Former Congressman," "Ex-Senator," and "Former Educator."

(h)(1) Subject to the provisions of Elections Code § 13107, subdivision (b)(4), use of the word "retired" in a ballot designation is generally limited for use by individuals who have permanently given up their chosen principal profession, vocation or occupation.

(2) In evaluating a proposed ballot designation including the word "retired," the Secretary of State will consider the following factors in making a determination as to the propriety of the use of the term "retired":

(A) Prior to retiring from his or her principal profession, vocation or occupation, the candidate worked in such profession, vocation or occupation for more than 5 years;

(B) The candidate is collecting, or eligible to collect, retirement benefits or other type of vested pension;

(C) The candidate has reached at least the age of 55 years; Secretary of State Ballot Designation Regulations Operative December 21, 2009 11

(D) The candidate voluntarily left his or her last professional, vocational or occupational position; and,

(E) The candidate's retirement benefits are providing him or her with a principal source of income.

(3) If a candidate is requesting a ballot designation that he or she is a retired public official, the candidate must have previously voluntarily retired from public office, not have been involuntarily removed from office, not have been recalled by voters, and not have surrendered the office to seek another office or failed to win reelection to the office. If such a candidate did not voluntarily retire from public office, he or she may not use the word "retired" in his or her ballot designation.

(4) A candidate may not use the word "retired" in his or her ballot designation if that candidate possesses another more recent, intervening principal profession, vocation, or occupation.

(i) Pursuant to Elections Code § 13107, subdivision (b)(5), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses the name of any political party, whether or not it has qualified for recognized ballot status.

(j) Pursuant to Elections Code § 13107, subdivision (b)(6), the Secretary of State shall reject as unacceptable any proposed ballot designation which uses a word or words referring to a racial, religious, or ethnic group.

(1) The Secretary of State shall reject as unacceptable any ballot designation which expressly contains or implies any ethnic or racial slurs or ethnically or racially derogatory language.

(2) If the candidate is a member of the clergy, the candidate may not make reference to his or her specific denomination. However, the candidate may use his or her clerical title as a ballot designation (e.g., "Rabbi," "Pastor," "Minister," "Priest," "Bishop," "Deacon," "Monk," "Nun," "Imam," etc.)

(k) Pursuant to Elections Code § 13107, subdivision (b)(7), the Secretary of State shall reject as unacceptable any proposed ballot designation which refers to any activity prohibited by law. Unlawful activity includes any activities, conduct, professions, vocations, or occupations prohibited by state or federal law.

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

§ 20717. Requests for Supporting Documentation.

In addition to the Ballot Designation Worksheet required to be filed with the Secretary of State pursuant to Elections Code § 13107.3 and § 20711 of this Chapter, the Secretary of State may request that a candidate submit additional supporting documentation or other evidence to support the proposed ballot designation.

(a) Time is of the essence regarding all matters pertaining to the review of proposed ballot designations submitted by candidates for public office. Failure to promptly submit requested supporting materials will preclude consideration of such materials in and the rendering of a final decision on the candidate's proposed ballot designation.

(b) The Secretary of State will communicate, whenever possible, with the candidate in the most expeditious manner, including, but not limited to, telephone, facsimile transmission and electronic mail at the number or address provided by the candidate. When the candidate does not have reasonable access to a facsimile machine or electronic mail, the Secretary of State will transmit written communication to the candidate by means of overnight express delivery to the address provided by the candidate.

(c) The candidate shall have the burden of establishing that the proposed ballot designation that he or she has submitted is accurate and complies with all provisions of Elections Code § 13107 and this Chapter.

Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107, 13107.3, Elections Code.

#### § 20718. Communication of Decisions Regarding Ballot Designations.

(a) If a candidate's proposed ballot designation has been rejected, an official copy of the decision of the Secretary of State will be made in writing and transmitted directly to the candidate by registered or certified mail, return receipt requested, to the address provided by the candidate. The Secretary of State shall also provide a copy to the elections official in the candidate's county of residence and to the elections official of each county within the political subdivision. Copies may also be made available to all other candidates in the race.

(b) At the request of the candidate, the Secretary of State will transmit a copy of the decision of the Secretary of State regarding the candidate's proposed ballot designation by facsimile transmission or e-mail to the facsimile number or e-mail address listed on the candidate's Ballot Designation Worksheet.

(c) All written decisions of the Secretary of State regarding ballot designations are public records and are available for inspection and copying at the public counter of the Elections Division of the Office of the Secretary of State, 1500 11th Street, Fifth Floor, Sacramento, California 95814. Secretary of State Ballot Designation Regulations Operative December 21, 2009 13

Note: Authority cited: Section 12172.5, Government Code. Reference: Section 13107, Elections Code.

#### § 20719. Service of Legal Process Regarding Ballot Designations.

(a) In the event a candidate or other interested party files a petition for the issuance of an extraordinary writ with the court or other legal action pertaining to a candidate's ballot designation, the summons and any other legal process should be served upon the Chief Counsel to the Secretary of State, 1500 11th Street, Sixth Floor, Sacramento, California 95814. The Chief Counsel may designate a Deputy Secretary of State to accept service of process on behalf of the Secretary of State.

(b) Telephone notice pertaining to any ex parte applications filed with the court by any candidate or other interested party should be directed to the attention of the Chief Counsel to the Secretary of State at (916) 653-7244. Counsel for all parties to such ex parte matters are admonished that waivers of the Secretary of State's right to timely notice and the right to personally appear at the ex parte hearing will be granted in writing and only in limited instances.

(c) The Secretary of State shall provide a copy of any legal actions in subdivision (a) or (b) above to the elections official in the county of the candidate's residence and any other county in the district.

(d) The Secretary of State shall be named as a respondent in any legal action pertaining to a ballot designation for a candidate described in Elections Code § 15375, except for a candidate for judge of the superior court. Note: Authority cited: Section 12172.5, Government Code. Reference: Sections 13107, 13314, Elections Code.

**§ 13107, Subdivision (a)(1).**

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

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

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

(3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word. Hyphenated words that appear in any generally available standard reference dictionary, published in the United States at any time within the 10 calendar years immediately preceding the election for which the words are counted, shall be considered as one word. Each part of all other hyphenated words shall be counted as a separate word.

(4) The phrase "appointed incumbent" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "appointed" and the title of the office. In either instance, the candidate may not use the unmodified word "incumbent" or any words designating the office unmodified by the word "appointed." However, the phrase "appointed incumbent" shall not be required of a candidate who seeks reelection to an office which he or she holds and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to Sections 5326 and 5328 of the Education Code or Section 7228, 7423, 7673, 10229, or 10515 of this code.

(b) Neither the Secretary of State nor any other elections official shall accept a designation of which any of the following would be true:

(1) It would mislead the voter.

(2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.

(3) It abbreviates the word "retired" or places it following any word or words which it modifies.



(4) It uses a word or prefix, such as "former" or "ex-," which means a prior status. The only exception is the use of the word "retired."

(5) It uses the name of any political party, whether or not it has qualified for the ballot.

(6) It uses a word or words referring to a racial, religious, or ethnic group.

(7) It refers to any activity prohibited by law.

(c) If, upon checking the nomination documents and the ballot designation worksheet described in Section 13107.3, the elections official finds the designation to be in violation of any of the restrictions set forth in this section, the elections official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address provided on the candidate's ballot designation worksheet.

(1) The candidate shall, within three days, excluding Saturday, Sunday, and state holidays, from the date he or she receives notice by registered or certified mail, or from the date the candidate receives actual notice of the violation, whichever occurs first, appear before the elections official or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide a designation that complies with subdivision (a).

(2) In the event the candidate fails to provide a designation that complies with subdivision (a) within the three-day period specified in paragraph (1), no designation shall appear after the candidate's name.

(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). The elections official shall maintain a copy of the ballot designation worksheet for each candidate that appears on the ballot in the county for the same period of time as applied to nomination documents pursuant to Section 17100. Rev 7/24/14 4

(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.

For your reference, Elections Code section 13107.3 is reproduced below:

13107.3.

(a) A candidate who submits a ballot designation pursuant to subdivision (a) of Section 13107 shall file a ballot designation worksheet that supports the use of that ballot designation by the candidate, in a format prescribed by the Secretary of State.

(b) The ballot designation worksheet shall be filed with the elections official at the same time that the candidate files his or her declaration of candidacy.

(c) In the event that a candidate fails to file a ballot designation worksheet in accordance with subdivision (a), no designation shall appear under the candidate's name on the ballot.

For your reference, Elections Code section 13107.5 is reproduced below:

13107.5.

(a) A candidate's ballot designation as "community volunteer" shall constitute a valid principal vocation or occupation for purposes of subdivision (a) of Section 13107, if not otherwise in violation of any of the restrictions set forth in that section, and 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. (b) The Secretary of State shall by regulation define what constitutes a community volunteer for purposes of this section.

## **WRITE-IN CANDIDACY** **(Elections Code § 8600 – 8606)**

**Filing Period:**                      **June Primary Election: April 9 – May 22**  
**November General Election: Sept. 10 – Oct. 23**

### **Write-In Procedure**

Persons who did not file a Declaration of Candidacy and fulfill their nomination requirements to place their name on the ballot may run for office as a write-in candidate. Write-in votes will be counted and certified in the Statement of Vote only for qualified write-in candidates who file the required forms with the Elections Department no later than 14 days prior to Election Day. The Elections Department will forward the forms to the Secretary of State in the case of offices that must be certified by the Secretary of State.

Voters may write-in any person they wish for any office regardless of whether the person has qualified or not. However, the votes will only be tabulated for qualified write-in candidates.

To qualify as a write-in candidate, a person must file with the Elections Department the following documents:

- A **“Statement of Write-in Candidacy”** which shall contain the candidate's name, residence address, a declaration stating that he or she is a write-in candidate, the title of the office for which he or she is running, candidate’s 10-year political party preference history; and the date of the election.
- A **“Nomination Paper”** with the requisite number of sponsor signatures required for the office sought.

Signers of nomination papers for write-in candidates shall be voters in the district or political subdivision in which the candidate is to be voted on. **No filing fee or charge shall be required of a write-in candidate.**

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

The Elections Department will provide polling places with a list of **qualified write-in candidates**.

### **Offices Omitted From Ballot**

Prospective write-in candidates should note that write-in candidacy is possible only if the office appears on the ballot. The following offices will be omitted from the ballot if the number of persons qualifying for the ballot does not exceed the number of places to be filled: Superior Court Judges (if only the incumbent files) and County Central Committees and County Councils. There is provision in the law, however, to require that the offices be placed on the ballot by means of a petition procedure. (Elections Code §7228, 7423, 7673, 8203; Ed. Code §5326)

### **Additional Requirements for Partisan Offices**

In order to be nominated at the Presidential Primary Election, the write-in candidate must receive the highest number of votes cast for this office or the second highest number of votes cast for this office, unless there is a tie or a vacancy, or unless another candidate has been elected to the office by winning a majority of the votes. (Elections Code §§ 8142, 8605, 8807)

There are also minimum vote requirements for the election of write-in candidates to County Central Committees. (Elections Code §§ 5005, 8605, 15460, 15470, 15480, 15490)

## **INDEPENDENT CANDIDATES**

The June primary includes partisan contests where voters will nominate a candidate from qualified political parties to appear on the November General Election run-off ballot.

The Independent Nomination provisions of Part 2 of Division 8 of the Elections Code, beginning at Section 8300, provide a method for the nomination of non-partisan candidates to partisan public offices. There is no limitation to the number of independent candidates who can be nominated and placed on the ballot at the general election, provided each meets the legal requirements.

### **General Information**

To be eligible as an independent candidate at the general election, the candidate:

1. Cannot have filed as a partisan candidate at the primary election and have been defeated for the party's nomination at that primary election; and

The number of signatures of qualified registered voters that must appear on the Nomination Papers of persons seeking an independent candidacy is based on the previous general election's registration figures. Depending on the office sought, Nomination Papers require either one or three percent of the number of registered voters in the election jurisdiction as of October 27, 2010 (Elections Code §8400).

**Filing periods for independent candidates running for U. S. Senate, Congress or State Legislature are:**

Dec. 14 – Feb. 22, 2018 (E- 173 to E-103)	Signatures-in-lieu (see below)
March 7, 2018* (E-93)	Elections official to notify the candidate of the number of signatures-in-lieu submitted that were invalid.
Jan. 8 – March 9, 2018 (E-148 to E-88)	Declaration of Candidacy and Nomination Papers. Candidates who filed signatures-in-lieu and are eligible to file supplemental signatures to cover the deficiency must do so before the close of the nomination period. Candidates may either submit signatures or pay a prorated fee to cover the deficiency. (Elec. Code §8403)

### **Number of Nomination Signatures Required to Place Independent Candidate on the June 5, 2018 Primary Election Ballot**

<b>Office</b>	<b>Nomination Signatures</b>
U.S. Senate	65-100
U.S. Congress	40-60
3 <sup>rd</sup> Assembly	40-60

## **CANDIDATE STATEMENT OF QUALIFICATIONS**

### **CANDIDATE STATEMENTS FOR JUDICIAL OFFICES**

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 by a candidate for judicial office shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for judicial office or to another candidate's qualifications, character, or activities. The elections official shall not cause to be printed or circulated any statement that the elections official determines is not so limited or that includes any reference prohibited by this section. (Elections Code §13308)

### **OVERVIEW**

- ◆ Each candidate for nonpartisan elective office in any local agency, including any city, county, or district as well as candidates for state legislative office who qualify under Proposition 34 may prepare a Candidate's Statement of Qualifications.
- ◆ Candidates running for the US House of Representatives may buy space in the voter information portion of the county sample ballot.
- ◆ All candidates eligible to file a statement must file a “*CANDIDATE STATEMENT OF QUALIFICATIONS*” indicating if a statement will be filed or not.
- ◆ The Candidate's Statement is designed to acquaint voters with the candidate's qualifications for the office he or she is seeking.

- ◆ The Statement is incorporated into the Voter’s Information Pamphlet pages of the Sample Ballot produced by the Tehama County Elections Department and mailed to all registered voters in the district eligible to vote for that particular candidate.

## CANDIDATE’S STATEMENT WHERE AND WHEN TO FILE

<b>PERIOD FOR FILING:</b>	<b>February 13 – March 9 by 5 p.m.</b> The statement must be paid for and filed with the Declaration of Candidacy. §13307(a)(2)
<b>EXTENDED PERIOD:</b>	If the Nomination filing period is extended, then all persons, other than the incumbent, have until <b>March 14 by 5 p.m.</b> in which to file their Candidate’s Statement along with their Declaration of Candidacy.
<b>WHERE:</b>	County Clerk/Elections Department, 633 Washington Street, Room 17, Red Bluff, CA 96080, 530-527-8190. Regular office hours – 8 a.m. to 5 p.m., Monday through Friday. Candidate’s Statements cannot be filed by FAX pursuant to Secretary of State Guidelines.
<b>CONTENTS:</b>	The statement contains the candidate’s: <ul style="list-style-type: none"> <li><input type="checkbox"/> name</li> <li><input type="checkbox"/> age (optional)</li> <li><input type="checkbox"/> occupation (optional), and</li> <li><input type="checkbox"/> a brief description of no more than 200 words of the candidate’s education and qualifications expressed by the candidate.</li> </ul> <p style="text-align: right;">§13307(a)(1)</p>
<b>RESTRICTIONS:</b>	The candidate’s statement shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. §13307(a)(1)
<b>CONFIDENTIALITY:</b>	Statements remain confidential until 5 p.m. on the last day to file. §13311
<b>WITHDRAWAL:</b>	Statements may not be changed but may be withdrawn no later than 5 p.m. on <b>March 9</b> . If there is an extended filing time, no later than 5 p.m. on <b>March 14</b> . §13307(a)(3)
<b>PAYMENT:</b>	Cost for printing a candidate's statement in the Voter’s Information Pamphlet shall be paid at the time of filing the statement with the Declaration of Candidacy. Checks are made payable to the County Clerk. §13307(c)

# CANDIDATE'S STATEMENT

## Content, Size & Format

### CONTENT

- ◆ Be accurate. **Documents will be printed as submitted. SPELLING, PUNCTUATION, AND GRAMMATICAL ERRORS WILL NOT BE CORRECTED BY THE ELECTIONS DEPARTMENT.**
- ◆ Please **TYPE** your candidate statement. **DO NOT USE ALL CAPS.** Statements will be rejected if they are typed in all capital letters or if the statement is not readable. Candidates may type their statement on the form provided by the Elections Department (see sample on page 59) or type it on their own paper.
- ◆ In addition to filing hard copy, statements also submitted in a readable electronic format. If there is a discrepancy between the content of the hard copy and the content in the electronic format, **the hard copy content will prevail.**
- ◆ Candidates for nonpartisan offices shall not include the party affiliation of the candidate nor membership or activity in partisan political organizations. (§13307(a)(1))
- ◆ Statements for judicial offices may not make reference to other candidates for judicial office or to another candidate's qualifications, character, or activities. (§13308)
- ◆ No statement shall contain any demonstrably false, slanderous or libelous statements (§13307(d)).
- ◆ The heading includes the candidate's name and office sought, followed by a line for the candidate's occupation and age (if provided). These are standardized headings and are included in the quarter page space provided. The words, however, do not count toward the number of words allowed for the statement.
- ◆ Subheadings and deviations from the standardized heading will not be accepted.
- ◆ The **“Occupation”** field in the Candidate's Statement is NOT governed by the laws and regulations pertaining to the ballot designation that appears underneath the candidate's name on the ballot. Therefore, it may be different from the candidate's ballot designation. However, if its length extends beyond one line, words appearing on the second line will be counted toward the 200-word maximum.

### SIZE

- ◆ Candidates for Superior Court Judge, County Offices and County Supervisor are limited to **200 words.**
- ◆ Candidates for State Senate and State Assembly are limited to **250 words.**
- ◆ See guidelines on "How to Count Words" on page 60.

## FORMAT

- ◆ All text will be formatted flush left – no indents will be allowed.
- ◆ Statements are printed in the Voter’s Information Pamphlet in type of uniform size, darkness and spacing.
- ◆ **Bolding**, CAPITALIZING, underlining, bullets, *italics* and centering text are not permitted. If the statement contains any bolding, capitalizing (other than abbreviations or acronyms), underlining, bullets, *italics* and centering of text, the text will be converted to normal text without these attributes.

## THE PRINTED CANDIDATE’S STATEMENT

**Below is a sample of a 200-word Candidate’s Statement of Qualifications, as it will appear in the Voter’s Information Pamphlet.**

<p>Statement of <b>CHRIS CANDIDATE</b>, Candidate for County Supervisor, 4<sup>th</sup> District County of Tehama</p> <p><b>Occupation:</b> Teacher <b>Age:</b> 42</p> <p>I can bring to the office a diversity of viewpoints and experience. Born and raised in the Red Bluff Area, with my family still farming, I can appreciate the concerns of the environmentalist. On the other hand, having been in business since my undergraduate days at UCSC, and with my experience in the rental and real estate fields, I appreciate the practical housing requirements of our community. My credentials include: Graduate of local high schools, UCSC graduate with a B.S. and MBA; US Air Force sergeant; Married and parent of 2; Small Business owner; Homeowner. In addition, I have either served or am serving in the following clubs and organizations: Rotary; Chamber of Commerce; Sierra Club; PTA; Arts Council; Rock the Vote; and League of Women Voters. 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.</p> <p><a href="http://www.voteforChris.com">www.voteforChris.com</a></p>	<p><b>The Spanish translation would appear here for candidates who request and purchase a Spanish translation of their Candidate’s Statement. Or, this space would be used for other Candidates running for the same office. Candidate statements will appear in the same order as the candidates’ names appear on the ballot.</b></p>
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## **COST OF PRINTING CANDIDATE'S STATEMENTS**

The Elections Department encourages candidates to submit their statements on a CD or send via e-mail to [mparkinson@co.tehama.ca.us](mailto:mparkinson@co.tehama.ca.us)

- ONE signed hard copy must be filed by the deadline.
- Format all text flush left and save within the file.

**PAYMENT:** The statement may be paid for by check made payable to the County Clerk or cash if the candidate is using personal funds and will not be reimbursed through the committee. The fee shall be paid at the time candidates file their Declarations of Candidacy if the candidate wants to have a statement printed in the Voter's Information Pamphlet.

If the Candidate's Statement is withdrawn by 5 p.m. on March 9th (or by March 14th if there is an extension) the fee will be refunded in full.

**PRINTING IN SPANISH:** Tehama County is not required to print statements in Spanish; therefore, any candidate wishing their statement to be printed in Spanish in Tehama County's Voter Information Pamphlet needs to speak to Election staff to inquire about the cost. A facsimile copy of the ballot with the ballot measures and ballot instructions printed in Spanish will be available at each polling place on Election Day and upon request by voters at no additional expense to the candidate. (§14201)

### **OVERLAPPING DISTRICTS**

***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.

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

***It is strongly recommended that the candidate file the statement personally.*** If the statement is filed by someone other than the candidate, that person should have the authority to make corrections or deletions to the statement in the event that errors or an excess number of words are detected prior to filing the statement. Statements received by mail prior to the deadline will be filed provided that they meet the statutory requirements and county policies regarding candidates' statements. Statements may not be changed after filing.



**COST**

The advance charges are estimated costs for the candidate’s statement. The actual cost of the candidate statement could be more or less than the required deposit depending on the number of candidate’s statements printed for the candidate’s race.

In the event of underpayment, the elections official will require the candidate to pay the balance of the cost incurred upon receipt of the billing. In the event of overpayment, the elections official shall pro rate the excess share among the candidates paying estimated costs and refund the excess amount paid by the candidates within 30 days of the election.

**PUBLIC EXAMINATION**

Candidates’ statements are available for public examination in the county election official’s office 10 days prior to submission for printing. During this period any voter of the jurisdiction in which the election is to be held, or the county election official, may seek a writ of mandate or an injunction requiring any or all of the material in the statement to be amended or deleted. Venue for such a proceeding shall be the county in which the statement is filed. If the statement is filed in more than one county, the writ or injunction must be sought in each county in which amendments or deletions to the statement are sought. (§13313)

Notwithstanding the above guidelines, nothing should be deemed to make any statement or author thereof free or exempt from any civil or criminal action or penalty because of any false, slanderous or libelous statements offered for printing or contained in the Voter’s Pamphlet

**Deposits Required for Candidate’s Statement**

<b>Registered Voters within Election Jurisdiction</b>	<b>Amount of Deposit Required</b>
<b>Non-countywide contests*</b>	<b>\$500.00</b>
<b>Countywide contests*</b>	<b>\$750.00</b>
<b>GC 85601 – State Offices Accepting Campaign Limits*</b>	<b>\$800.00</b>
<b>*Spanish translations and printing are available for an additional fee – Check with Election Official.</b>	

❖ **Costs to the candidate could easily be higher or lower than the deposit. Candidates will be billed or refunded the difference accordingly.**

**NOTE:** EC 18351 provides that any candidate for a local nonpartisan office in an election who prepares a candidate statement and knowingly makes a false statement of a material fact with the intent to mislead the voters is punishable by a fine not to exceed \$1,000.

## INDIGENT CANDIDATES

**Indigent Candidates** – If a candidate alleges to be indigent and unable to pay in advance the requisite fee for submitting a voluntary candidate’s statement, the candidate shall submit to the elections official, a statement of financial worth to be used in determining whether or not he/she is eligible to submit a candidate’s statement without payment of the fee in advance. The statement of financial worth shall be submitted by the candidate together with his/her candidate statement at the same time nomination papers are filed.

“Statement of Financial Worth” forms are available from the elections official and will be furnished upon request. Necessary data, which will need to be provided, includes candidate’s employer, income, real estate holdings, tangible personal property and financial obligations.

The candidate is to certify the contents of the statement as to its truth and correctness under penalty of perjury.

If it is determined that the candidate is non-indigent, the candidate shall, within three days of notification, be required to withdraw the candidate statement or pay the requisite estimated costs. The elections official is not obligated to print and mail the statement if payment is not received. If the candidate is found indigent, the elections official shall print and mail the statement without advance payment (EC 13309(d) (e))

Notwithstanding the above, the candidate will be billed and expected to pay his/her pro rate share of the cost of the printing of the candidate statement after the election. **Remember as with all other nomination documents, the “Statement of Financial Worth” is a public record.**

## CANDIDATE STATEMENT RUNOFF OR GENERAL ELECTION

**Candidate Statement – Runoff or General Election** – After certification of the Primary Election results, any nonpartisan runoff candidate required to appear on the General Election ballot will be notified in writing regarding the printing of candidates’ statements in the General Election sample ballot. (EC 13307(a)(2))

Those candidates who will appear in a runoff election may:

- ◆ Withdraw the candidates’ statement and not utilize any statement for the runoff election; or
- ◆ Utilize the same candidate’s statement; or
- ◆ Submit a new candidate’s statement for inclusion in the General Election sample ballot/voter pamphlet. Any such statement is required to be filed not later than 88 days before the runoff election.

**Advance payment of estimated costs for printing/mailing of candidates’ statements will be required.**

**CANDIDATE STATEMENT OF QUALIFICATIONS**  
*(Elections Code §13307, 13308)*

Candidate for the office of \_\_\_\_\_  
*(title of office sought)*

of the \_\_\_\_\_  
*(Name of local agency, city, county or district)*

at the Primary \_\_\_\_\_ to be held June 5, 2018 \_\_\_\_\_

**Notice to the candidate:** This statement may include your age, occupation and a brief description of not more than 200 words of your education and qualifications. This form must be in upper and lower case type as well as be double-spaced. It is important that you check your statement carefully before filing as spelling, punctuation and grammar will not be corrected. Please refer to the "Candidate's Guide for the County of Tehama" for further detailed instructions.

**I submit the following statement:**

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

Age: \_\_\_\_\_  
*(Optional)*

Occupation: \_\_\_\_\_  
*(Optional)*

Education and Qualifications: *(Statement and word count begin here)*

SAMPLE

Initial

I do not wish to have a statement printed in the voter pamphlet.

Initial

I wish to have my statement translated and printed in Spanish in addition to English, with the understanding that I will pay the actual cost incurred.

Initial

I agree to pay, upon billing, any additional cost involved in the printing and handling of the submitted statement if actual costs exceed the deposit and understand that a refund will be made if the deposit exceeds the cost. I certify under penalty of perjury that the candidate statement submitted is true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_ Place of Signing \_\_\_\_\_

## **HOW TO COUNT WORDS**

(Pursuant to Elections Code Section 9)

This section shall not apply to counting words for ballot designations.

### **Each word is counted as one word except:**

**PUNCTUATION:** Punctuation is not counted.

**TITLES:** Words used in the title of the document, such as "Argument in Favor of Measure A" are not counted.

**CITIES/COUNTIES:** All geographical names shall be counted as one word. Areas that have political boundaries with an elected or appointed board are considered geographic areas by this office. For example, "County of Tehama" and "Antelope School District" shall each be counted as one word.

**ABBREVIATIONS:** Each abbreviation for a word, phrase, or expression shall be counted as one word.

**HYPHENATIONS:** 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 a separate word.

**DATES:** Dates consisting of a combination of words and digits shall be counted as two words. Dates consisting of only a combination of digits shall be counted as one word. January 1, 2018 shall be counted as two words, whereas 1/1/18 shall be counted as one word.

**NUMBERS:** Any number consisting of a digit or digits shall be considered as one word. Any number that is spelled shall be considered as a separate word. "100" shall be counted as one word, whereas "one hundred" shall be counted as two words.

**PHONE & INTERNET:** Website addresses and telephone numbers are one word.

**PERCENT, ETC.:** It is department policy to count numbers consisting of a digit or digits used with a dollar sign (\$), cent sign (¢), percentage sign (%), or number sign (#) as one word.

# **CODE OF FAIR CAMPAIGN PRACTICES**

## **Intent of Legislature**

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions. EC20400

## **Subscription to the Code**

At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee. EC20440

The text of the code shall read, as follows:

**“Code of Fair Campaign Practices”**

(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties that merit this criticism.

(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate's actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group that resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics that I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Public Record**

Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection. EC 20443

**Endorsement**

In no event shall a candidate for public office be required to subscribe to or endorse the code. EC 20444

## Top Two Primary Information

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act”.

Prior to the “Top-Two Open Primary Act”, candidates running for partisan office appeared only on their own party ballot. The top vote-getter from each qualified political party and any candidates who qualified using the independent nomination process would then move on to the General Election.

Now, under the “Top-Two Open Primary Act”, all candidates running, regardless of their party preference, will appear on a single combined ballot, and voters can vote for any candidate from any political party. The “Top-Two Open Primary Act” would not affect the election of President (except parties that allow cross-over voters) and County Central Committees, which are still party specific contests.

The “Top-Two Open Primary Act” requires that only the two candidates for voter-nominated offices who receive the highest and second-highest number of votes cast at the primary shall appear on the ballot as candidates at the ensuing General Election. (EC8141.5)

The “Top-Two Primary Act” changes the way elections are conducted for all statewide offices including:

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

The “Top-Two Primary Act” would not affect the election of President (except parties that allow cross-over voters) and Central Committees, which are party-nominated. Non-partisan offices such as Judges, schools, special districts, municipalities and the Superintendent of Public Instruction would remain open to all eligible voters.

### Quick facts about the “Top-Two Primary Act”

What does this mean for the Voter?

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

### There are 3 types of candidate contests

#### 1) **Party-Nominated (Formerly known as Partisan)**

Party-Nominated offices are contests in which the nominee is selected by the political party. Only registered voters in that political party can vote for that party’s candidate on the ballot.

Who can vote: *Only voters registered with the same party preference as the candidate.* (Except parties who allow non-partisans to cross-over and join their primary).

Offices of: *U.S. President and County Central Committees.*

Who advances to the general: *Presidential contest only, the top vote-getters in each party.*

**2) Voter-Nominated**

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

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

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

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

**3) Non-Partisan**

A Non-Partisan office is an office in which no political party nominates a candidate. Judicial, school, county and municipal offices are examples of non-partisan offices.

Who can vote: *All voters, regardless of party preference*

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

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

**How does this affect write-in candidates?**

- You may write in a qualified write-in candidate's name on the ballot in a Primary Election contest.
- In the General Election, you may only write-in a qualified candidates name in a Party-Nominated contest. Write-in votes are not allowed in a voter-nominated general election.



# MEASURES

## **State Measures:**

If a measure receives affirmative votes on a majority of all ballots cast for that measure, it is deemed approved by the voters. An initiative measure approved by a majority votes takes effect the day after the election unless the measure provide otherwise. If provisions of two or more measures approved at the same election conflict, those of the measure receiving the highest affirmative vote prevail.

The Legislature may amend or repeal initiative statutes by another statute that becomes effective only when approved by the electors unless the initiative statute permits amendment or repeal without their approval. (Reference California Constitution, Article II, Section 10)

## **County or Local Measures:**

If a majority of the voters voting on a proposed county or local ordinance vote in its favor, the ordinance shall become a valid and binding ordinance of the county or district. The ordinance shall be considered as adopted upon the date the vote is declared by the board of supervisors, and shall go into effect 10 days after that date. (EC 9122, 9320)

## **Bond Measures or Impositions of Special Taxes:**

Cities, counties and special districts may, by a two-thirds vote of the qualified electors of such districts, impose special taxes on such districts, except ad valorem taxes on real property or a transaction tax or sales tax on the sale of real property within such city, county or special district. (Reference: California Constitution, Article XIII A, Section 4)

## COUNTY CENTRAL COMMITTEES

**Insufficient or No Nominees for Democratic, Republican and American Independent Parties.** (EC 7228, 7211, 7423, 7409, 7673, 7656)

In the case of sufficient nominees (One person for one position), the title of the office and the name(s) of the nominated candidate(s) will not appear on the ballot, but instead such candidate shall be declared elected. Provisions for placing an unopposed candidate's name on the ballot is contained in EC 7228 (Democratic), EC 7423 (Republican) and EC 7673 (American Independent); i.e., petition indicating a write-in campaign will conducted, signed by 25 registered voters affiliated with the party involved, must be filed with the elections official not later than the 68<sup>th</sup> day prior to the election.

### **Condition for Election of Candidate**

A candidate for committee member shall not be declared elected unless he or she has received votes equal in number to the minimum number of signatures to the nomination paper which would have been required to place his or her name on the direct primary ballot as a candidate for member of a committee. (EC 15460, 15480)

### **Insufficient or No Nominees – Green, Libertarian, Natural Law, Peace and Freedom and Reform Parties**

The name of each qualified candidate shall appear on the ballot if he or she:

- Has filed a nomination paper signed in the candidate's behalf by voters of the central committee election district in which he or she is a candidate.
- Has qualified to have his or her name printed in the direct primary election ballot as a candidate for a partisan office. (EC 7772)

The number of candidates for member of central committees to be elected in each central committee election district who receive the highest number of votes shall be declared elected. The names and votes of all nominees for partisan public office qualified for central committee membership pursuant to Section 7755 shall be excluded for the list of candidates for member of central committees and disregarded in the determination of the candidates with the highest number of votes.

No write-in candidate for member of central committees shall be declared elected, however, unless that candidate has received a number of votes equal to or greater than 2 percent of the number of party members voting in the central committee election district at the direct primary, or 20 votes, whichever is less. (EC 15490)

### **Extended Filing Period**

There shall be **no extended filing period** for candidates for county central committees.

# CAMPAIGN LITERATURE

## **Mass Mailing**

Definition of Mass Mailing: means over two hundred (200) substantially similar pieces of mail, but does not include a form letter or other mail which is sent in response to an unsolicited request, letter, or other inquiry. (GC 82041.5)

**Mass Mailing Requirements:** Government Code 84305 provides as follows:

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

(b) If the sender of the mass mailing is a single candidate or committee, the name, street address, and city of the candidate or committee need only be shown on the outside of each piece of mail.

(c) If the sender of a mass mailing is a controlled committee, the name of the person controlling the committee shall be included in addition to the information required by subdivision (a).

**Mass Mailing Prohibitions:** (GC 89001) provides as follows:

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

**Mass Mailing Penal Provisions:** (PC 18303)

Every person who violates Section 84305 of the Government Code relating to mass mailing is subject to the penal provisions set forth in Chapter 11 (commencing with Section 91000) of Title 9 of the Government Code.

## **Political Advertising Requirements – Newspapers**

Any paid political advertisement which refers to an election or to any candidate for state or local elective office which is contained in or distributed with a newspaper shall bear on each surface or page thereof, in type or lettering at least half as large as the type or lettering of the advertisement or in 10-point type, whichever is larger, the words “Paid Political Advertisement”. Such 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.

# **SIMULATED BALLOT REQUIREMENTS**

(EC 20009)

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

## **"NOTICE TO VOTERS"**

(Required by Law)

"This is not an official ballot or an official sample ballot prepared by the county elections official or the Secretary of State.

"This is an unofficial, marked ballot prepared by \_\_\_\_ (insert 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.

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor. (EC 18301)

## **Truth in Endorsements Law**

EC 20000, et seq. Provides additional information regarding restrictions on endorsements, representation requirements, etc. A copy of the code is available for viewing at the Tehama County Elections Department, 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 the voter where his or her polling place is located. It is not only confusing to the voters, but invariably some polling places changes occur in the last few days before an election. In the past, candidates have mailed or distributed campaign literature telling voters to go to the wrong polling place. We are sure you can understand the problems this causes for the voters and the Elections Staff as well as the candidate.

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for that voter in an official precinct polling list

that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.  
(EC 18302)

## **OUTDOOR POLITICAL ADVERTISING AND POLITICAL ACTIVITIES**

### **Political Signs – State /requirements/Guidelines: (Reference: Business & Professional Code 5405-3)**

The California Department of Transportation, Outdoor Advertising Branch, has specific guidelines and responsibilities pertaining to political signs placed within their areas of jurisdiction. For information, call (916) 654-6413 or refer to the handout included in your candidate materials.

**Public Utility Commission:** It is against regulations to post signs on any utility poles.

### **County Requirements/Guidelines:**

#### **Posters**

**Purpose** - The purpose of this chapter is to protect the people of the county, the county highways and rights-of-way against the nuisance of promiscuous placing of posters which are detrimental to the public health, safety and welfare.

**Definition** - The term “poster” as used in this chapter, shall mean any written, painted, or printed matter of any kind or form or reproduction thereof which contains a message or information of any kind which is attached to any fence, posts, pole, tree, bridge, or any other structure.

**Prohibited Acts** - (A) It shall be a misdemeanor to place or cause to be placed any poster upon rights-of-way of county highways or any other county property in violation of this chapter. (B) It shall be a misdemeanor for any person to place or cause to be placed any poster on private property without first obtaining the permission of the owner or person entitled to possession thereof.

**Exempt Instances** – Nothing in this chapter shall be construed to prohibit placing of posters where directed or expressly permitted by the law and regulations of the United States Government, State, Order of Court, or pursuant to the provisions of this chapter.

**Board of Supervisors May Regulate** – The board of supervisors may formulate regulations for the guidance of the county engineer and road commissioner or any other person designated by the board of supervisors to grant permission to place posters on county property.

**County Engineer and Road Commissioner may issue permit** - The county engineer and road commissioner may issue a permit to place a poster on the county right-of-way providing said poster is not a poster advocating or opposing the election of any candidate for public office or advocating or opposing any proposition to be acted upon by the voters at an election.

**Violation** – A violation of this chapter shall be a misdemeanor.

## Cities within Tehama County

Tehama County has within its boundaries, 3 cities – City of Corning, City of Red Bluff and the City of Tehama. Each city may have ordinances pertaining to the placement of political signs within their individual boundaries. It is, therefore, recommended that candidates and/or committees contact the city involved prior to the placement of any political signs. Following is a list of the cities within Tehama County:

City of Red Bluff  
555 Washington St  
Red Bluff, CA 96080  
530 527-2605

City of Corning  
794 Third St  
Corning, CA 96021  
530 824-7033

City of Tehama  
250 Cavalier Dr  
Tehama, CA 96090  
530 384-1501

### Subdivisions:

Some residential subdivisions have homeowners association and stringent requirements concerning outdoor advertising.

## CAMPAIGN DISCLOSURE

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure and petition circulation committees to file campaign disclosure statements disclosing contributions received and expenditures made.

**Campaign Disclosure Forms** – Campaign disclosure forms and information manuals are available at the County Clerk – Elections Division or online at [www.fppc.ca.gov](http://www.fppc.ca.gov). Before accepting any contributions or making expenditures toward a campaign, it is vital that you contact the elections official to obtain the correct forms required by law for reporting campaign contributions and expenditures. Failure to file could lead to fines and/or civil or criminal penalties.

### Form 410 – Statement of Organization Recipient Committee

A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

The term “contribution” includes monetary payments, loans and non-monetary goods or services.

The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted toward qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the statement of qualifications to appear in the ballot pamphlet are not counted toward the \$2,000 threshold.

The Form 410 must be filed within 10 days of receiving \$2,000 in contributions.

All recipient committees must file disclosure statements until the termination requirements are met and the Form 410 Termination has been filed.

**Form 501** – A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, including personal funds used for the election.

**Exception:** This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or statement of qualifications in the ballot pamphlet.

- \* Form 501 must be filed before you solicit or receive contributions from others or you make expenditures from personal funds on behalf of your candidacy.

**Form 460 – Recipient Committee Campaign Statement**

This form will be filed by Candidates, Officeholders and Their Controlled Committees.

The form will be used to meet Candidate, Officeholder and Committees filing obligations as shown in the filing schedule that is given in this guidebook.

**Form 470** – Candidates who anticipate spending less than \$2,000 during the entire calendar year, exclusive of the costs of the filing fee and/or candidate statement (if paid from personal funds), and will not receive contributions totaling more than \$2,000, may reduce their filing obligations by filing a Form 470 (Candidate and Officerholder Campaign Statement – Short Form). No further campaign disclosure statement need be filed for this election unless the candidate expends more than \$2,000 or begins accepting contributions.

**Campaign Expenditures from a Candidate’s Personal Funds** – All money intended for use in the campaign, including personal funds, must be deposited into a campaign bank account. All Campaign expenditures for the specific office must be made from the specified bank account. The funds in the account may not be used in connection with any other office sought.

**Late Contribution and/or Late Independent Expenditure Reports** – Any candidate or committee that receives a late contribution or makes a late independent expenditure of an aggregated total of \$1,000 or more from a single source within the 16 days prior to the election must file Form 496 or Form 497. This report may be filed in person, by fax, telegram, mailgram or guaranteed overnight mail through the U.S. Postal Service by must be filed within 24 hours or receiving the contribution or making the expenditure.

**Additional Information** – For additional detailed information relating to California reporting requirements of the Political Reform Act of 1974, as amended, see Government Code Section 81000 through 91015 or contact the Fair Political Practices Commission at (1-866-275-3772).

**Federal Offices** – Due to the requirements of the Federal Election Campaign Act (as amended), candidates for federal office should contact the Federal Election Commission for additional information at 999 E St, NW, Washington, D.C. 20463, or by calling the toll-free number 1-800-424-9530 and request a copy of the Act, related regulations and instruction manuals giving filing requirements for reporting campaign contributions and the forms on which to file.

## Filing Schedule for June 5<sup>th</sup> 2018 Election

Filing Deadline	Type of Statement	Period Covered
January 31, 2018	Semi-Annual	July 1 - Dec 31, 2017
April 26, 2018	First Pre-Election	Jan 1 - April 21, 2018
May 24, 2018	Second Pre-Election	April 22 - May 19, 2018
Within 24 Hours	Late Contribution	March 7 - June 5, 2018
July 31, 2018	Semi-Annual	May 20 - June 30, 2018

It is the responsibility of the candidate and/or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. As a courtesy, the Tehama County Elections Department may mail reminder notices to candidates and committees who, based on nomination documents, appear to have a campaign disclosure filing obligation.

If a candidate and/or committee with campaign disclosure obligations and requirements fail to file within the deadlines stated in the filing schedule, the non-receipt of a reminder notice may not be utilized (or rationalized) as the reason for late or non-filing. ***Filing by the deadline as prescribed by law, is the responsibility of the candidate or committee.***

**Government Code Section 91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statement starting the day after the filing deadline.**

Unless otherwise specified in this calendar, 5:00 p.m. is the last hour for a candidate to complete an action on behalf of his or her candidacy.

## VOTER FILE INFORMATION

### Confidential Voter File

Pursuant to Elections Code Sections 2187(g), 2188 and 2194, voter registration information is available to persons or groups for election, scholarly, journalistic or political purposes, or governmental purposes, as determined by the Secretary of State. Each written request to view, purchase, or use voter registration information must be submitted in person and with identification on an application available at the Santa Cruz County Elections Department.

### Permissible Usage

The California Code of Regulations, Division 7, Article 1, Section 19003, specifies permissible uses for any data obtained from voter registration files.

Permissible usage includes, but is not limited to:

- ◆ Using registration information for purposes of communicating with others in connection with any election;
- ◆ Sending communications, including but not limited to, mailings which campaign for or against any candidate or ballot measure in any election;



- ◆ Sending communications, including but not limited to, mailings by or in behalf of any political party; provided however, that the content of such communications shall be devoted to news and opinions of candidates, elections, political party developments and related matters;
- ◆ Sending communications, including but not limited to, mailings, incidental to the circulation or support of, or opposition to any recall, initiative, or referendum petition;
- ◆ Sending of newsletters or bulletins by any elected public official, political party or candidate for public office;
- ◆ Conducting any survey of voters in connection with any election campaign;
- ◆ Conducting any survey of opinions of voters by any government agency, political party, elected official or political candidate for election or governmental purposes;
- ◆ Conducting an audit of voter registration lists for the purposes of detecting voter registration fraud;
- ◆ Soliciting contributions or services as part of any election campaign on behalf of any candidate for public office or any political party or in support of or opposition to any ballot measure;
- ◆ Any official use by any local, state, or federal governmental agency.

### **Prohibited Usage**

Prohibited usage includes:

- ◆ Any communication or other use solely or partially for any commercial purpose;
- ◆ Solicitation of contributions or services for any purpose other than on behalf of a candidate or political party or in support or opposition of a ballot measure;
- ◆ Conducting any survey of opinions of voters other than those permitted by Section 19003.

### **California Elections Code §18109 states:**

"(a) It is a misdemeanor for any person in possession of information obtained pursuant to Article 5 (commencing with Section 2180) of Chapter 2 of Division 2, or Section 6254.4 of the Government Code, knowingly to use or permit the use of all or any part of that information for any purpose other than as permitted by law.

(b) It is a misdemeanor for any person knowingly to acquire possession or use of voter registration information referred to in subdivision (a) without first complying with Section 2188."

### **Application to Purchase Voter Registration Information for Tehama County**

An application to purchase lists, reports, tapes, diskettes or labels is available at the Tehama County Elections Department. Information furnished on the application is subject to approval and verification. There is a deposit required upon approval of this application. The following is a fee schedule of what is available and the cost for such services.

**FEE SCHEDULE**  
**TEHAMA COUNTY CLERK/RECORDER – ELECTIONS DIVISION**  
(Fees are current at the time of printing; please call the Elections Department to verify)

<b>Photocopies</b>	<b>.50</b>
<b>Certified Copy of Affidavit of Registration</b> Each Affidavit (upon showing picture I.D.)	<b>1.50</b>
<b>Copies of Campaign Disclosure or Statement of Economic Interests</b> Per Page (cost set by F.P.P.C. regulations)	<b>.10</b>
<b>Statement of Vote</b>	
Entire Document	<b>25.00</b>
Partial purchase charged by regular photocopy charge	<b>.50 per page</b>
<b>Computer Generated Printouts</b> \$15.00 set up plus \$1.00 per thousand	<b>\$16.00 minimum</b>
<b>Computer Generated Mailing Labels</b> \$15.00 set up plus \$20.00 per thousand	<b>\$35.00 minimum</b>
<b>Computer Generated CD &amp; Diskettes</b>	<b>\$125.00</b>
<b>Maps</b>	<b>\$4.00 each</b>
City of Red Bluff                      Precincts City of Corning                        Supervisorial, School District	

## VOTE-BY-MAIL BALLOT INFORMATION

**Policy for Distribution of Vote-by-Mail Applications by Candidates or Campaign Organizations -**  
The following policy is applicable to any individual or group distributing applications for Vote-by-Mail ballots in Tehama County:

**1) Uniform format required to be used:**

- ◆ Any individual, group, or organization that knowingly distributes any application for a vote by mail ballot that does not conform to Chapter 1 (commencing with Section 3000) of Division 3 is guilty of a misdemeanor (EC 18402)
- ◆ Any person, including candidates and members of campaign organizations, can distribute applications for vote by mail ballots as long as the application meets the requirements of EC 3007 as to its contents. The name of any organization which authorizes the distribution of the applications shall be on the applications.
- ◆ Upon request, a camera-ready proof of a vote by mail ballot application for an election will be provided. The application contains all information required by law.

**2) Information which may be Pre-Printed on the Application Form:**

- ◆ The name of the applicant. This must be the name of the voter as it appears on the affidavit of registration.
- ◆ The address of the applicant. This also must be the address as indicated by the voter on the affidavit of registration.

**3) The following information may not be preprinted on the application form, but must be completed by the applicant;**

- ◆ Mailing address: The address, to which the actual absentee ballot shall be sent, if different than the residence address, may not be preprinted. This information must be completed by the applicant.
  - ◆ Signature: The applicant must sign the application for an absentee ballot.
- 4) **Statement required:** Any application which is preprinted must contain the following statement: “You have the right to mail or deliver this application directly to the local elections official of the county in which you reside.”
  - 5) **Distributor Information:** The name, address and telephone number of the individual, group or organization distributing the application must be printed on the application form.
  - 6) **Return of Applications:** Any individual, group or organization that distributes applications for vote by mail voter ballots and receives completed application forms from the voter shall return the forms to the appropriate elections official within 36 hours of receiving them, or by the deadline for return of vote by mail voter ballot applications, whichever is earlier. *Failure to return complete applications in a timely manner to the appropriate elections official is a misdemeanor.* (EC 18576)
  - 7) **Applications must be non-forwardable:** Any vote by mail voter ballot application which is mailed to a voter by an individual, group or organization shall be non-forwardable.
  - 8) **Vote-by-Mail ballots may not be sent to campaign address:** The mailing address to which a vote by mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters or candidate’s residence. Candidates, as well as their families and other household members, are, of course, exempted from this prohibition, and may receive their own vote by mail ballots at the candidate’s residence address.

## NOVEMBER 6, 2018 CONSOLIDATED GENERAL ELECTION

### Offices to Appear on Ballot:

Offices up for election that will appear on the November 6, 2018 Consolidated General Election ballot include any run-off candidates from the June 5, 2018 Primary Election, all Tehama County school district governing board members, special districts (i.e. irrigation districts, hospital districts, community service districts, etc.) and city offices.

All of these candidates, except run-off candidates and candidates for city offices, are required to file a declaration of candidacy with the Tehama County Elections Department. Candidates for city offices are required to file with the appropriate city clerk and should contact those offices for the correct candidate filing information.

### Brief Calendar of Events – November 6, 2018 Consolidated General Election:

<b>7/16/2018 – 8/10/2018 (E-113 to E-88)</b>	<b>Declaration of Candidacy</b> period for qualified candidates seeking offices that are up for election on the November 6, 2018 ballot (does not include run-off races from the Primary Election).
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<b>7/31/2018 (E-98)</b>	Last day a <b>run-off candidate may change his or her ballot designation</b> in writing, from the one previously used on the primary ballot.
<b>8/10/2018 (E-88)</b>	Last day a run-off candidate may request a candidate's statement to be printed in the General Election Sample Ballot. The candidate may use the same statement as used in the Primary Election sample ballot or may submit a new one. A deposit is required at this time.
<b>8/15/2018 (E-83)</b>	Last day of the <b>extension of candidate filing period</b> . If for any reason, the incumbent fails to file his or her declaration of candidacy by 5:00 p.m. on August 10, any qualified candidates, excluding the incumbent, have until 5:00 p.m. on this date to file a declaration of candidacy.
<b>9/10/2018 – 10/23/2018 (E-57 to E-14)</b>	<b>Write-in candidates</b> may file a statement of write-in candidacy and nomination papers.
<b>10/22/2018</b>	<b>Registration Closes</b>
<b>10/08/18 - 10/30/2018</b>	<b>Vote-by-Mail Voter Application</b> – Between these dates, any registered voter may apply for a vote-by-mail voter's ballot
<b>Nov 6, 2018</b>	<b>Election Day</b>

### Filing Fees

Candidate filing fees or nomination signatures are not required of candidates for elective offices for which no fixed compensation is payable, or for which the annual salary is \$2,500 or less. This includes all school districts governing boards and special district boards within Tehama County. For information regarding candidate qualifications and required filing fees for elective city offices, candidates must contact the appropriate city clerk.

### Campaign Disclosure Schedule

Campaign disclosure requirements for the November General Election are the same as for the Primary Election. The following filing schedule will apply for the November 6, 2018 Election.

<b>Filing Deadline</b>	<b>Type of Statement</b>	<b>Period Covered</b>
July 31, 2018	Semi-Annual	Jan. 1, - June 30, 2018
Sept 27, 2018	First Pre-Election	July 1, - Sept 22, 2018
Oct 25, 2018	Second Pre-Election	Sept 23, - Oct 20, 2018
Within 24 Hours	Late Contribution	Aug 8, - Nov 6, 2018
Jan 31, 2019	Semi-Annual	Oct 21, - Dec 31, 2018

Candidates should remember that it is their responsibility to be aware of filing deadlines and to file the required statements in a correct and timely manner. As a courtesy, the Tehama County Elections Department may mail reminder notices to candidates who, based on nomination documents, appear to have campaign disclosure filing obligations.

If a candidate or committee with campaign disclosure obligations and requirements fails to file within the deadlines prescribed by law, the non-receipt of a reminder notice may not be utilized (or rationalized) as the reason for late or non-filing of campaign disclosure statements.

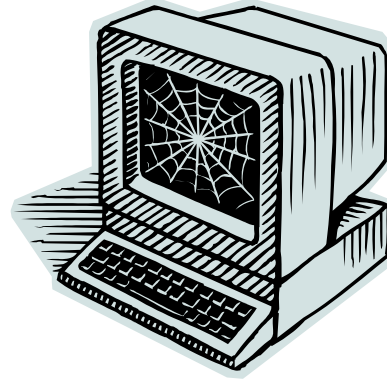
Violations of the campaign disclosure laws may result in criminal prosecution by the State Attorney General or the County District Attorney or civil action by the Fair Political Practices Commission, the District Attorney or a private citizen. (GC 91000 et seq.)

**Government Code Section 91013 provides for a late filing fine of \$10 per day, starting the day after the filing deadline, for the late filing of any campaign disclosure statement.**

## Useful and Important Addresses, Phone Numbers and Web Sites

Name and Address	Phone Number	Fax Number	Web Site Address
Tehama County Elections 633 Washington Street, Rm 17 PO Box 250 Red Bluff, CA 96080	530-527-8190	530-527-1140	<a href="http://www.co.tehama.ca.us">http://www.co.tehama.ca.us</a>
Secretary of State's Office 1500 11 <sup>th</sup> Street, 5 <sup>th</sup> Floor Sacramento, CA 95814	916-657-2166	916-653-3214	<a href="http://www.sos.ca.gov">http://www.sos.ca.gov</a>
Fair Political Practices Commission 1102 Q Street, Suite 3000 Sacramento, CA 95811	1-866-275-3772		<a href="http://www.fppc.ca.gov">http://www.fppc.ca.gov</a>
Federal Election Commission 999 E St NW Washington, DC 20463	202-694-1100	1-800-424-9530	<a href="http://www.fec.gov">http://www.fec.gov</a>
City of Corning 794 Third Street Corning, CA 96021	530-824-7020	530-824-6379	<a href="http://www.corning.org">http://www.corning.org</a>
City of Red Bluff 555 Washington Street Red Bluff, CA 96080	530-527-2605	530-529-6878	<a href="http://www.ci.red-bluff.ca.us">http://www.ci.red-bluff.ca.us</a>
City of Tehama City Hall PO Box 126 Tehama, CA 96090	530-384-2406	530-384-1625	
Division of Traffic Operations Outdoor Advertising Program P.O. Box 942874, MS-36 Sacramento, CA 94274-0001	530-741-4226		<a href="http://www.dot.ca.gov/oda/political_signs.htm">http://www.dot.ca.gov/oda/political_signs.htm</a>

# Visit us on the Web



<http://www.co.tehama.ca.us>

**Election Night Results  
Will be posted after 8:30 P.M.**

## **Other Information Available:**

**Vote-by-Mail Voting Information**

**Vote-by-Mail Voter Application**

**Ballot Status Lookup**

**Poll Locator**

**Disabled Voter Access**

**Fair Political Practices Commission**

**Register to Vote / Registration Information**

**Secretary of State**

**Upcoming Election Information**

**Links to Other County Departments**

**Links to Cities of Corning and Red Bluff**