

CANDIDATE HANDBOOK

CONSOLIDATED DISTRICT

ELECTION

NOVEMBER 3, 2015



**COUNTY OF EL DORADO
ELECTIONS DEPARTMENT
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WILLIAM E. SCHULTZ
Recorder-Clerk-Registrar of Voters

November 2015

Dear Candidate:

Welcome to the 2015 electoral process. Regardless of who wins it is hoped that this is a positive experience for you.

The Elections Department is dedicated to helping all qualified candidates get their names printed on the ballot and to ensuring that the election is fair and accurate.

Congratulations on your decision to run for office. This Candidate's Guide has been prepared to assist candidates and committees in preparing for the upcoming election. This guide does not contain all information concerning elections, but a summary of major provisions related to candidates running for office. If you wish to research the laws cited in this booklet, or other laws relating to elections, you will find the code books at local libraries or online at www.leginfo.legislature.ca.gov.

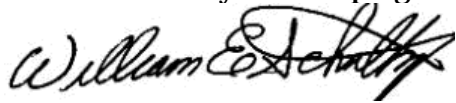
My staff has attempted to make this booklet as informative as possible and will make every effort to answer your questions. However, law precludes the Registrar of Voters or staff from answering legal questions. This booklet is not intended to be a substitute for legal advice. Candidates are strongly encouraged to consult private legal counsel when legal questions arise.

The best advice I can give to all candidates is FILE EARLY. The filing deadlines are rigid and if one waits until the last moment to file a document containing errors and omissions, one's right to appear on the ballot may be lost. Most errors can be corrected given adequate time.

The Elections Department is open from 8:00 a.m. to 5:00 p.m., Monday through Friday excluding holidays. For further information, please contact Kim Smith at (530) 621-7490.

APPOINTMENTS FOR FILING ARE AVAILABLE. ALLOW APPROXIMATELY 1 HOUR FOR FILING FOR CANDIDACY.

Best wishes on your campaign,



WILLIAM E. SCHULTZ
Recorder-Clerk-Registrar of Voters

NOTE TO CANDIDATES

The Registrar of Voters has made every attempt to provide the most current and accurate information in this Candidate Handbook. However, the information contained herein is subject to change. It is distributed with the understanding that the Registrar of Voters does not render any legal advice and that this handbook, therefore, is not a substitute for legal counsel. In the case of conflict, the law, regulation, or rule will apply.

Candidates are required to know the qualifications for the office sought. Each candidate certifies upon signing the Declaration of Candidacy, under penalty of perjury, that they meet the statutory and/or constitutional qualifications for office including, but not limited to citizenship and residency.

In accordance with the Government Code, if any due date falls on a weekend or holiday, it shall be due the next business day.

APPOINTMENTS FOR FILING ARE AVAILABLE. ALLOW APPROXIMATELY 1 HOUR FOR FILING FOR CANDIDACY.

**Kim Smith 530-621-7490
Kim.smith@edcgov.us**

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IMPORTANT ADDRESSES AND TELEPHONE NUMBERS

To Access Election Results on Election Night
County of El Dorado Registrar of Voters Website Address:

www.edcgov.us/elections

County of El Dorado
Registrar of Voters
2850 Fairlane Court – Building C, Basement
P.O. Box 678001
Placerville, CA 95667
(530) 621-7480
Fax: (530) 626-5514

Questions Regarding

General Information	(530) 621-7480
Absentee Voting	(530) 621-7480
Candidate Filing	(530) 621-7490
Campaign Disclosure	(530) 621-7490
Sample Ballot Preparation	(530) 621-7493
Precinct Officers	(530) 621-7471
Polling Places	(530) 621-7486
Mapping Information	(530) 621-7486
Purchase of Voter Data Files, etc.	(530) 621-7493
Obtaining Election Night Returns	(530) 621-7493

State of California Offices

Secretary of State/Election Division
1500 – 11th Street, 5th Floor, Sacramento, CA 95814
(916) 657-2166, TTY/TTD (800) 833-8683, Voter Hotline (800) 345-8683, Fax (916) 653-3214
www.ss.ca.gov

Secretary of State/Political Reform Division
1500 – 11th Street, Room 495, Sacramento, CA 95814
(916) 653-6224, Fax (916) 653-5045, www.ss.ca.gov

Fair Political Practices Commission
428 J Street, Suite 650, Sacramento, CA 95814
(916) 322-5660, Fax (916) 322-0886, Toll-Free (866) 275-3772
www.fppc.ca.gov

WHO YOU GONNA CALL?

In response to the many inquiries we receive regarding possible election violations or fraud, we have the following list of resources regarding whom to contact for the various types of violations. The El Dorado County Elections Department is **NOT** an enforcement agency and is therefore unable to investigate any violations. When our office receives reports of violations, we refer them to the agencies listed below:

- False or misleading campaign materials (No agency enforcement. These issues are dealt with in court);
- Violations of the Political Reform Act (Title 9 of the California Government Code at Sections 8100 through 91015), i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests: contact the Fair Political Practices Commission at www.fppc.ca.gov, 866-275-3772;
- Election fraud: contact your local district attorney, 530-621-6472, or the California Secretary of State at www.sos.ca.gov, 916-657-2166;
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act: contact your local district attorney, 530-621-6472, or the California State Attorney General at www.oag.ca.gov, 800-952-5225;
- Federal campaigns, Congress, U.S. Senate, President of the United States, etc.; contact the Federal Election Commission at www.fec.gov, 800-424-9530;
- Open meeting laws (Brown Act): contact your local district attorney, 530-621-6472, or the California State Attorney General at www.oag.ca.gov, 800-952-5225;
- Local ordinances: contact your local city attorney or district attorney, 530-621-6472;
- Vandalism or requirements concerning campaign signs: contact local city attorney or district attorney, 530-621-6742.

QUICK REFERENCE CALENDAR

Consolidated District Election
November 3, 2015

Candidate Filing Dates

July 1, 2015	<u>Deliver Notice of Election and District Map Boundaries</u>
July 13 – August 7, 2015	<u>Filing Period</u>
August 7, 2015 @ 5:00 pm	<u>Last Day to Withdraw Declaration of Candidacy</u>
August 8 – August 17, 2015	<u>Public Exam of Candidate Statements</u>
August 8, 2015	<u>Last day to Withdraw Candidate Statement</u>
August 12, 2015	<u>Extension Period for Declaration of Candidacy</u> If incumbent does not file, the filing period is extended for all other candidates.
August 13, 2015	<u>Last Day to Withdraw Candidate Statements (extension)</u>
August 13 – August 22, 2015	<u>Public Exam for Extension</u>
September 7 – October 20, 2015	<u>Nomination Period for Write-In Candidates</u>

AN APPOINTMENT FOR THE FILING PERIOD IS HIGHLY RECOMMENDED.

***PLEASE CONTACT KIM SMITH FOR SCHEDULING. ALLOW APPROXIMATELY 1 HOUR
Kim Smith 530-621-7490 or kim.smith@edcgov.us***



**UNIFORM DISTRICT ELECTION LAW (UDEL)
NOVEMBER 3, 2015**

CANDIDATE CALENDAR

The information contained in this calendar is the research and opinions of the County of El Dorado Elections' staff. Any questions regarding legal interpretations contained herein should be reviewed with the appropriate public counsel.

DATE	RESPONSIBLE PARTY	DESCRIPTION
July 1 (125)	District Secretary	<p>DELIVER NOTICE OF ELECTION AND MAP OF DISTRICT (E.C. §§ 10509, 10522)</p> <p>A notice containing the elective offices to be filled is due and specify, if any are for unexpired terms to the Registrar of Voters. The notice shall include whether the district or candidate will pay for the Candidate Statement, bear the secretary's signature and the district seal. The District Secretary shall also deliver a map showing the current boundaries of the district and divisions, if any. The District Secretary should also notify the Registrar of Voters if the District will be placing a measure on the ballot.</p>
July 6 – August 5 (120 – 90)	Registrar of Voters/ District Secretary	<p>PUBLISH NOTICE OF ELECTION (E.C. §§ 12112, 12113)</p> <p>Publish a single Notice of Election between these dates containing the following:</p> <ul style="list-style-type: none"> ✓ Date of Election ✓ Name of each office for which candidates may file ✓ Qualifications required for each office ✓ Location where Declaration of Candidacy may be obtained ✓ Date and time after which no Declaration of Candidacy may be accepted for filing ✓ Office in which completed declarations are to be filed ✓ Statement that appointment(s) to office will be made if there are insufficient nominees and no petition is filed requesting the election be held
July 13 – August 7 (113 – 88)	Candidates/ Registrar of Voters/ District Secretary	<p>OBTAIN AND FILE DECLARATION OF CANDIDACY (E.C. §§ 10510, 13107, 13107.3)</p> <p>Between these dates a candidate may obtain and file a Declaration of Candidacy with the Registrar of Voters. The ballot designation worksheet must be filed at the same time as the Declaration of Candidacy.</p> <p>The Registrar of Voters will issue the Declaration of Candidacy.</p> <p>A Declaration of Candidacy may not be withdrawn after 5 p.m. on August 7.</p>

DATE	RESPONSIBLE PARTY	DESCRIPTION
July 13 – August 7 (113 – 88)	Candidates/ Registrar of Voters	<p>CANDIDATE STATEMENT (E.C. §§ 10540, 13307, 13309, 13311, 18351)</p> <p>Candidates may file a candidate statement with the Registrar of Voters no later than 5 p.m. on August 7. Candidate statements are confidential until the deadline for filing has passed.</p>
August 8 – 17 (87-78)		<p>PUBLIC EXAM OF CANDIDATE STATEMENTS (E.C. § 13313)</p> <p>During this 10-day period the Registrar of voters will make candidates' statements available for public examination.</p>
July 13 – August 7 (113-88)	Candidates/ Registrar of Voters	<p>STATEMENT OF ECONOMIC INTEREST (G.C. §§ 87200 et seq., 87300 et seq.)</p> <p>A Statement of Economic Interests must be filed for all candidates with the Registrar of Voters by the close of the nomination period.</p>
July 13 – August 7 (113-88)	Candidates/ Registrar of Voters	<p>CODE OF FAIR CAMPAIGN PRACTICES (E.C. § 20400 et seq.)</p> <p>Candidates are issued the Code of Fair Campaign Practices at the same time nomination papers are issued. Filing is voluntary and may be filed any time prior to the election; and, is available for public inspection until 30 days after the election.</p>
AUGUST 7 (88)	Candidates/ Registrar of Voters	<p>LAST DAY TO FILE DECLARATION OF CANDIDACY OR WITHDRAW CANDIDACY (E.C. § 10510)</p> <p>Last day for candidates to file their Declarations of Candidacy and Candidate Statements with the Registrar of Voters no later than 5 p.m. (unless there is an extension of the nomination period). Last day to withdraw candidacy unless there is an extension.</p>
August 8 (87)	Candidates/ Registrar of Voters	<p>LAST DAY TO WITHDRAW CANDIDATE STATEMENT (E.C. § 13307)</p> <p>Last day to withdraw candidate statement, unless there is an extension of the nomination period. Withdrawal of candidate statement must be in writing.</p>
August 12 (83)	Candidates/ Registrar of Voters/ District	<p>EXTENSION OF NOMINATION PERIOD (E.C. §§ 10510, 10516)</p> <p>If the incumbent does not file by 5 p.m. on the last day of the nomination period (August 7), any eligible person, other than the incumbent, shall have until 5 p.m. on August 12 to file a Declaration of Candidacy. The nomination extension does not apply where there is no incumbent to be elected. If this section is applicable, a candidate may withdraw his or her Declaration of Candidacy up until 5 p.m. on August 12. Candidates may file a candidate statement with the Registrar of Voters no later than 5 p.m.</p>
August 13 (82)		<p>LAST DAY TO WITHDRAW CANDIDATE STATEMENT (EXTENSION) (E.C. §§ 10516, 13307)</p> <p>In the event there is an extension of the nomination period, candidates may have until 5 p.m. on August 13 to withdraw their candidate statement. Withdrawal must be in writing.</p>
August 13 – 22 (82-73)		<p>PUBLIC EXAM FOR EXTENSION (E.C. § 13313)</p> <p>During this 10-day period the Registrar of Voters will make candidates' statements available for public examination.</p>

DATE	RESPONSIBLE PARTY	DESCRIPTION
August	Registrar of Voters / District Secretary	<p>NOTICE OF WHETHER ELECTION WILL BE HELD (E.C. § 10515)</p> <p>If there are insufficient nominees for the offices to be filled, and a petition requesting the election be held has not been presented to the officer conducting the election, then the election shall not be held.</p> <p>The Registrar of Voters shall request the Board of Supervisors to appoint the qualified candidate(s) to such office. If there are no candidates, the Board shall appoint a qualified person to each office. Persons appointed shall qualify, and serve as if elected.</p>
* Sept. 7- Oct. 20 (57 -14)	Candidates/ Registrar of Voters	<p>NOMINATION PERIOD FOR WRITE-IN CANDIDATES (E.C. §§ 8600, 8601 et seq.)</p> <p>Nomination papers for write-in candidacy will be available beginning September 7 and must be filed with the Registrar of Voters no later than 5 p.m. on October 20.</p>
September *20 - 24 (44 – 40)	Candidates/ Committees/ Registrar of Voters	<p>FILING PERIOD FOR FIRST PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</p> <p>Filing period for 1st pre-election campaign statement covers transactions through September 19. Statements must be sent by personal delivery or first class mail.</p>
October * 18 – 22 (16-12)	Candidates/ Committees/ Registrar of Voters	<p>FILING PERIOD FOR SECOND PRE-ELECTION CAMPAIGN DISCLOSURE STATEMENT (G.C. §§ 84200.5, 84200.8)</p> <p>Filing period for 2nd pre-election campaign statement covers transactions through October 17. Statements must be sent by personal delivery or guaranteed overnight delivery.</p>
January 1 – 31	Candidates/ Committees/ Registrar of Voters	<p>FILING PERIOD FOR SEMI-ANNUAL CAMPAIGN DISCLOSURE STATEMENT (G.C. § 84200)</p> <p>Statement covers transactions through December 31. Statements must be sent by personal delivery or first class mail.</p>

* Holiday or weekend – begin on next business day.

Revised 02/06/2015

**Fair Political Practices Commission
Filing Schedule for
Candidates and Controlled Committees for Local Office
Being Voted on November 3, 2015**

Deadline	Period	Form	Notes
Jul 31, 2015 <i>Semi-Annual</i>	1/1/15 – 6/30/15	460 <u>470</u>	<ul style="list-style-type: none"> ▪ Form 460: All committees must file Form 460. ▪ Form 470: Candidates who filed candidacy papers on or before June 30, who do not have open committees, and who will not raise or spend \$1,000 or more in 2015, file Form 470.
Within 24 Hours <i>Contribution Reports</i>	8/5/15 – 11/2/15	497	<ul style="list-style-type: none"> ▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source. ▪ File if a contribution of \$1,000 or more is made in the aggregate to <i>another</i> candidate or measure being voted upon November 3, 2015. ▪ The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. ▪ File personal delivery, e-mail, guaranteed overnight service, fax or online.
Sep 24, 2015 <i>Pre-Election</i>	7/1/15 – 9/19/15	460 <u>470</u>	<ul style="list-style-type: none"> ▪ Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
Oct 22, 2015 <i>Pre-Election</i>	9/20/15 – 10/17/15	460	<ul style="list-style-type: none"> ▪ All committees must file Form 460. ▪ File by personal delivery, guaranteed overnight service or online.
Feb 1, 2016 <i>Semi-Annual</i>	thru – 12/31/15	460	<ul style="list-style-type: none"> ▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2015. ▪ The January 31, 2016, deadline falls on Sunday, so the deadline is extended to the next business day.

- **Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- **Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report is not required if a local agency requires online filing pursuant to a local ordinance.
- **Form 501:** All candidates must file Form 501 (Candidate Intention Statement) before soliciting/receiving contributions.
- **Form 460:** Candidates who have raised/spent \$1,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$1,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$1,000 in 2015 may file Form 470. This report is not required if a Form 470 was filed by July 31. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.

- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Form 497 – 24-Hour Contribution Report:** File if a contribution of \$1,000 or more is made in connection with a candidate or measure being voted upon in another city, county or state special election, or **made to a political party committee** 90 days before a state special election in 2015.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the Campaign link.
- Committees making independent expenditures to support or oppose other candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **465:** This form is due on applicable pre-election /semi-annual deadlines in connection with the candidate or ballot measure election.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.
- As of August 2014, legislation is pending that may change the filing schedule.

INCOMPATIBILITY OF OFFICES

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

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

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

The state of California Attorney General's Office has issued many opinions of particular compatibility questions.

Here are six examples of incompatible offices:

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

If you have a question about whether two public offices which you hold or seek to hold would be considered incompatible, contact the Attorney General's office at (916) 324-5437 or visit their website, www.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, or phone toll free 1-866-275-3772.

E.C. 8003. This chapter does not prohibit the independent nomination of candidates under Part 2 (commencing with Section 8300), subject to the following limitations:

(a) A candidate whose name has been on the ballot as a candidate of a party at the direct primary and who has been defeated for that party nomination is ineligible for nomination as an independent candidate. He is also ineligible as a candidate named by a party central committee to fill a vacancy on the ballot for a general election.

(b) No person may file nomination papers for a party nomination and an independent nomination for the same office, or for more than one office at the same election.

CANDIDATE QUALIFICATION INFORMATION

Anyone seeking to hold office must meet certain qualifications. While there are minimum requirements that apply to every office, some offices may require additional qualifications. Candidates are responsible for determining whether or not they are eligible to hold public office. The Elections Department will provide information regarding the qualifications to hold specific offices to interested individuals and will verify the candidates' qualifications to the best of our ability.

General Qualifications to Run for and Hold Public Office:

Age/Citizenship

A person is incapable of holding a civil office if at the time of his/her election or appointment he/she is not 18 years of age and a citizen of the state. [Gov. Code Sec. 1020]

Registered Voter/District Resident

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

GUIDELINES IN SELECTING BALLOT DESIGNATION

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

ACCEPTABLE DESIGNATIONS

1. A principal profession, vocation, or occupation is the primary job or work one does which is the means of livelihood or production of income, as opposed to a hobby or avocation. Some persons may work at more than one profession, vocation, or occupation. Exceptions may apply for persons retired or unemployed by choice or by circumstance. No designation, which connotes a status, is acceptable.

2. A candidate may use either his or her current principal profession, vocation, or occupation, regardless of the amount of time in which the candidate has engaged in such or, in the alternative, any principal profession, vocation, or occupation in which the candidate was engaged over the course of the previous calendar year, even though it may no longer be one in which the candidate is currently engaged.

In choosing between an alternative, the candidate must ask himself or herself: "What is my primary job right now?" and "What was my primary job last year?" Either job, if otherwise proper, based on the statutory criteria, may be used as a ballot designation. For purposes of this section, the "calendar year immediately preceding the filing of nomination papers" is defined as that year beginning January 1 immediately preceding the year in which nomination papers for the office are allowed to be filed.

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

Multiple designations are usually acceptable, provided that the three-word limitation is met. The word "retired" may be allowed, but it must precede the word(s) which it modifies and may not be abbreviated. "Retired Policeman" is acceptable, but "Policeman, Retired" is not.

GUIDELINES IN SELECTING BALLOT DESIGNATION Continued

Retired is defined as having given up one's work, business, career, etc. especially because of advance age. Generally, a retired status may be allowed if the candidate can demonstrate retirement. The following are examples of evidence supporting retired status:

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

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

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

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

Certain requested designations may connote a status which also suggests an evaluation; for example, "Patriot" or "Presidential Appointee". These are unacceptable designations.

Examples of unacceptable status claims include: "taxpayer", "citizen", "patriot", "renter", and "presidential appointee".

For your reference, Elections Code §13107 regarding ballot designation requirements follows this page.

BALLOT DESIGNATION REQUIREMENTS

Elections Code 13107.

(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".

BALLOT DESIGNATION REQUIREMENTS

Continued

- (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.

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

(f) In all cases, the words so used shall be printed in 8-point Roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

(g) Whenever a foreign language translation of a candidate's designation is required under the Voting Rights Act of 1965 (42 U.S.C. Sec. 1971), as amended, to appear on the ballot in addition to the English language version, it shall be as short as possible, as consistent as is practicable with this section, and shall employ abbreviations and initials wherever possible in order to avoid undue length.

CANDIDATE STATEMENT COSTS
 Consolidated District Election
 November 3, 2015

District	Number of Registered Voters	Candidate Statement Costs (200 Words)	
		English	Spanish
		Gold Oak Union School District	4,832
Pioneer Union School District	3,372	\$260	\$356
Placerville Union School District	8,344	\$335	\$431
Meeks Bay Fire Protection District	550	\$215	\$311
Rescue Fire Protection District	4,334	\$275	\$371
Arroyo Vista CSD	123	\$215	\$311
Audubon Hills CSD	213	\$215	\$311
Connie Lane CSD	75	\$215	\$311
Cosumnes River CSD	204	\$215	\$311
East China Hill CSD	108	\$215	\$311
Fallen Leaf Lake CSD	101	\$215	\$311
Golden West CSD	739	\$215	\$311
Grizzly Flats CSD	524	\$215	\$311
Hickok Road CSD	95	\$215	\$311
Hillwood CSD	247	\$215	\$311
Holiday Lake CSD	123	\$215	\$311
Knolls Property Owners CSD	54	\$215	\$311
Lakeview CSD	139	\$215	\$311
Marble Mountain CSD	122	\$215	\$311
Mortara Circle CSD	61	\$215	\$311
Nashville Trail CSD	92	\$215	\$311
Rising Hill Road CSD	220	\$215	\$311
Showcase Ranches CSD	180	\$215	\$311
Sierra Oaks CSD	74	\$215	\$311
West El Largo CSD	33	\$215	\$311
Kirkwood Meadows Public Utility District (Alpine) - Dist II	-	\$215	\$311
McKinney Water District V	17	\$215	\$311
Cameron Park Airport District I	178	\$215	\$311
Tahoe Paradise Resort Improvement District V	2,776	\$245	\$341

The amounts quoted are based on a 200-word statement.

The number of registered voters within the district of the office being sought largely determines the cost of the candidate's statement.

Please make check payable to El Dorado County Elections Department.

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

Filing Period:
(E-57 – E-14)

November Consolidated District Election
September 7, 2015 – October 20, 2015

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, the party nomination which he or she seeks, if running in a partisan primary election, the date of the election, a certification of the candidate's complete voter registration and party affiliation/preference history for the preceding 10 years, or for as long as he or she has been eligible to vote in the state if less than 10 years, if running for a voter-nominated office.
- 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 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)

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

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. 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, 77.1, 8203)

PREPARATION OF CANDIDATE STATEMENT

All statements must be submitted on, or attached to, the form provided by the county elections official. In order to insure uniformity of candidates' statements, the candidates must prepare the statement as follows:

- Typed, upper and lower case, and double-spaced in block paragraph style, no indentations, with spacing in between;
- Do not use any unusual spacing, bolding, underscoring, bullets, circles, stars, dots, italics, tables, lists or any other unusual punctuation or signs on the statement;
- Proof read statement thoroughly for errors in spelling, punctuation and grammar. Statements will be printed exactly as submitted. *Errors will not be corrected;*
- Confine statement to 200 words or less;
- Do not include any party affiliations;
- Do not include membership or activity in partisan political organizations;
- No statement shall contain any demonstrably false, slanderous or libelous statements nor any obscene or profane language, statements or insinuations;
- Statements 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 office or to another candidate's qualifications, character or activities.

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.

In the case where a candidate submits a statement that is not in conformance with the guidelines provided, such statement will be reformatted and set in uniform type by the elections official. The elections official is not responsible for the correct typesetting of statements which must be reformatted.

Statements will be printed in the Voter Information Pamphlet portion of the Sample Ballot in the order determined by the random alphabet draw pursuant to EC §13112.

NOTE: EC §18351 - Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

Guidelines for Determining Word Count – Listed below are the guidelines pursuant to EC §9 for determining the number of words submitted on any document (such as candidate statements) which is limited by statute:

- Punctuation is not counted;
- Each word shall be counted as one word except as specified in this section;
- All proper nouns, including geographical names, shall be considered as one word; for example, "City and County of San Francisco" shall be counted as one word;
- Each abbreviation for a word, phrase or expression shall be counted as one word;
- Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words;
- Dates consisting of a combination of words and digits shall be counted as two words. However, dates consisting only of a combination of digits shall be counted as one word;
- Any number consisting of a digit or digits shall be considered one word. Any number spelled as "one" shall be considered as a separate word or words. "One" shall be counted as one word whereas "one hundred" shall be counted as two words. "100" shall be counted as one word;
- Telephone numbers shall be counted as one word;
- Internet web site addresses shall be counted as one word.

Confidentiality of Statement – Notwithstanding the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code), the statements filed pursuant to Section 13307 shall remain confidential until the expiration of the filing deadline. (EC §13311)

Challenge of Contents – Candidates' statements of qualifications are available for viewing after the deadline for filing nomination papers has passed. There is then a ten (10) day public examination period whereby the documents may be reviewed and copies purchased. During this 10 calendar day examination period any voter of the affected jurisdiction may take legal action to challenge the contents of the candidate's statement pursuant to EC §13313.

For your reference, Elections Code §13307 regarding candidate statements follows this page.

**Elections Code
13307.**

- (a) (1) Each candidate for nonpartisan elective office in any local agency, including any city, county, city and county, or district, may prepare a candidate's statement on an appropriate form provided by the elections official. The statement may include the name, age and occupation of the candidate and a brief description, of no more than 200 words, of the candidate's education and qualifications expressed by the candidate himself or herself. However, the governing body of the local agency may authorize an increase in the limitations on words for the statement from 200 to 400 words. The statement shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations.
- (2) The statement authorized by this subdivision shall be filed in the office of the elections official when the candidate's nomination papers are returned for filing, if it is for a primary election, or for an election for offices for which there is no primary. The statement shall be filed in the office of the elections official no later than the 88th day before the election, if it is for an election for which nomination papers are not required to be filed. If a runoff election or general election occurs within 88 days of the primary or first election, the statement shall be filed with the elections official by the third day following the governing body's declaration of the results from the primary or first election.
- (3) Except as provided in Section 13309, the statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period.
- (b) The elections official shall send to each voter, together with the sample ballot, a voter's pamphlet which contains the written statements of each candidate that is prepared pursuant to this section. The statement of each candidate shall be printed in type of uniform size and darkness, and with uniform spacing. The elections official shall provide a Spanish translation to those candidates who wish to have one, and shall select a person to provide that translation from the list of approved Spanish language translators and interpreters of the superior court of the county or from an institution accredited by the Western Association of Schools and Colleges.
- (c) The local agency may estimate the total cost of printing, handling, translating, and mailing the candidate's statements filed pursuant to this section, including costs incurred as a result of complying with the federal Voting Rights Act of 1965, as amended. The local agency may require each candidate filing a statement to pay in advance to the local agency his or her estimated pro rata share as a condition of having his or her statement included in the voter's pamphlet. In the event the estimated payment is required, the receipt for the payment shall include a written notice that the estimate is just an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. Accordingly, the elections official is not bound by the estimate and may, on a pro rata basis, bill the candidate for additional actual expense or refund any excess paid depending on the final actual cost. In the event of underpayment, the elections official may require the candidate to pay the balance of the cost incurred. In the event of overpayment, the elections official shall prorate the excess amount among the candidates and refund the excess amount paid within 30 days of the election.

- (d) Nothing in this section shall be deemed to make any statement or the authors 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.
- (e) Before the nominating period opens, the local agency for that election shall determine whether a charge shall be levied against that candidate for the candidate's statement sent to each voter. This decision shall not be revoked or modified after the seventh day prior to the opening of the nominating period. A written statement of the regulations with respect to charges for handling, packaging, and mailing shall be provided to each candidate or his or her representative at the time he or she picks up the nomination papers.
- (f) For purposes of this section and Section 13310, the board of supervisors shall be deemed the governing body of judicial elections.

**Elections Code
13308.**

In addition to the restrictions set forth in Section 13307, any candidate's statement submitted pursuant to Section 13307 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 that 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.

COMBINED CANDIDATE / ANNUAL STATEMENT

Incumbents seeking re-election during the first six months of 2015 may combine their candidate and annual filing obligations. To do so, both the candidate statement box and the annual statement box on the cover page must be checked and the statement must be filed when filing the Declaration of Candidacy.

A Statement of Economic Interests Instruction Manual and necessary forms will be provided to all applicable candidates. Those candidates who indicate that, as incumbents, they have filed a statement within the past 60 days (checking both the candidate statement box and the annual statement box on the cover page) will be requested to sign an exemption form.

The Registrar of Voters' Office is the filing official for Statements of Economic Interests in conjunction with candidacy for specified elective offices only. Assuming office statements, annual statements, and leaving office Statements of Economic Interests are filed with the filing officer of the applicable jurisdiction, i.e., local offices with the County Registrar of Voters.

CANDIDATES: IMPORTANT THINGS TO REMEMBER

Information Provided by the FPPC

***BEWARE** – The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures.*

1. **BE INFORMED** - Study the FPPC Campaign Disclosure Manuals (Campaign Disclosure Manual 1 – Information for State Candidates, Their Controlled Committees, and Primarily Formed Committees for State Candidates or Campaign Disclosure Manual 2 – Information for Local Candidates, Superior Court Judges, Their Controlled Committees, and Primarily Formed Committees for Local Candidates). Local candidates also should ask their election official about any local campaign restrictions. (El Dorado County has no campaign restriction)
2. **BEFORE RAISING OR SPENDING ANY MONEY** - File Form 501 (Candidate Intention). Then open a campaign bank account. Once \$1,000 is raised or spent get an identification number by filing Form 410.
3. **MARK YOUR CALENDAR** - Know the due dates for campaign statements and file on time.
4. **KEEP GOOD RECORDS** - Maintain details on contributions and expenditures of \$25 or more. Refer to recordkeeping guidelines in your campaign disclosure manual.
5. **\$100 OR MORE IN CASH?** - Never accept or spend \$100 or more in cash.
6. **USING PERSONAL FUNDS FOR CAMPAIGN EXPENSES** - All personal funds of the candidate must first be deposited in the campaign bank account, except for filing fee/ballot statement fee.
7. **REPORT LATE CONTRIBUTIONS** - If \$1,000 or more is received from one contributor , disclose receipt within 24 hours, even if the contribution is from your personal funds.
8. **ITEMIZE CONTRIBUTORS** - For contributions of \$100 or more, including loans and in-kind contributions, you must disclose the contributor's name, address, occupation and employer.
9. **IF AN AGENT OR CAMPAIGN CONSULTANT BUYS GOODS OR SERVICES FOR THE CAMPAIGN** - Itemize expenditures of \$500 or more made by the agent or consultant.
10. **IDENTIFY CANDIDATE/COMMITTEE ON MAILINGS** - Include your name and campaign address in at least 6-point type on the outside of all mass mailings (more than 200 pieces). Your committee's name may be used if it includes your name. If your name is not part of the committee's name, you may use just your name, or both your name and the name of the committee.
11. **NO PERSONAL USE OF CAMPAIGN FUNDS** - Use campaign funds only for political, legislative, or governmental purposes.
12. **BE MORE INFORMED** - Attend a campaign workshop in your area. Contact your filing officer or the FPPC if you have any questions.

COMMITTEE TREASURERS

Information Provided by the FPPC

Every Recipient Committee Must Have a Treasurer

Under California's Political Reform Act, a person or organization that receives contributions totaling \$1,000 or more in a calendar year to support or oppose state or local candidates or ballot measures qualifies as a "recipient committee" and must have a treasurer. No contributions may be accepted and no expenditures may be made without a treasurer.

The treasurer is responsible for:

- Filing the Committee's statement of organization (Form 419) and termination of the committee;
- Establishing and maintaining a recordkeeping system that ensures the committee complies with the Act's disclosure requirements;
- Verifying and signing the committee's campaign statements and filing them on time;
- Correcting inaccuracies or omission that may occur.

Anyone may act as a committee treasurer. A candidate may serve as his or her own committee treasurer. However, no individual should accept the position of committee treasurer as a mere figurehead. If errors or omissions occur in a committee's recordkeeping and reporting, the treasurer will often be a named party in any resulting enforcement action and may be held personally liable. A committee may appoint one assistant treasurer on its statement of organization to act in place of the treasurer if he or she is unavailable.

To adequately perform his or her duties, a committee treasurer must have a basic understanding of the law and the treasurer's responsibilities.

Treasurer's Responsibilities

Registration

A recipient committee must register under the Act by filing a statement of organization (Form 410) within 10 days of receiving contributions totaling \$1,000 in a calendar year. The committee treasurer must sign the form and see that it is filed on time.

On the Form 410, the committee provides basic information about the committee (such as its name, address, and principal officers) and identifies the individual who will act as the committee's treasurer. If any of the information on the statement of organization changes, the treasurer must file an amendment within 10 days.

If a committee qualifies during the 16 days before an election, or if certain information about the committee (e.g., the name of the committee, the committee treasurer) changes during that period, an amendment to the statement of organization must be filed within 24 hours.

Recordkeeping and Reporting

The treasurer is responsible for the timely and accurate filing of campaign disclosure reports with the appropriate state and/or local filing officers. To accomplish this, the treasurer must see that complete and accurate records of receipts and expenditures are maintained from the very beginning of the committee's operations.

The treasurer is required to maintain the records personally or monitor committee support staff or others that actually perform the recordkeeping duties. The treasurer must also prepare the campaign statements personally or carefully review the campaign statements and records prepared by others. If required information is missing, it is the treasurer's responsibility to obtain it. The treasurer must also monitor compliance with the Act's restrictions on cash contributions, cash expenditures, and with federal and local campaign laws.

All reports and statements must be signed by the treasurer or assistant treasurer.

Candidate Controlled Committee

A candidate or officeholder who controls a committee must make sure the treasurer is adequately performing his or her required duties. If the candidate or officeholder knows or has reason to know the treasurer is not performing adequately, he or she must replace the treasurer or bring the treasurer's performance up to required standards. A controlling candidate or officeholder must sign the committee's campaign statements, verifying that the treasurer has used all reasonable diligence in preparing them.

For Detailed Recordkeeping and Reporting Requirements

- To assist treasurers, the following information is available from the FPPC;
- The Political Reform Act, contained in the California Government Code, Sections 81000-91014. Campaign Disclosure is contained in Chapter 4, Sections 84101-84309;
- Commission regulations are contained in Title 2, Division 6 of the California Code of Regulations.
 - Regulation 18401 (Required Recordkeeping)
 - Regulation 18426.1 (Assistant Treasurer)
 - Regulation 18427 (Duties of Candidates and Treasurers)

.Filing is the Responsibility of the Candidate and/or Committee

It is the responsibility of candidates and/or committees to be aware of and to file the required campaign disclosure statements in a correct and timely manner.

Multiple Committee Filing Requirements

Whenever a candidate or officeholder has more than one committee, whether the committees are formed for the same office, or a different office in the same jurisdiction, all committees must file statements each time a committee statement is due.

Whenever an elected officeholder in one jurisdiction runs for an elected office in another jurisdiction, the officeholder and all committees he/she controls must file campaign disclosure statements with the filing officer in the jurisdiction in which the officeholder holds office **AND** in which the officeholder is seeking office.

Additional Notes:

- **Primarily formed Ballot Measure Committees:** Prior to the semi-annual period in which the measure(s) supported or opposed is being voted on, committees must file quarterly campaign statements in addition to semi-annual statements. Following the election, quarterly statements may also be required. Contact the FPPC for specific information;
- **Form 470:** Candidates that did not have a committee or raise/spend \$1000 in 2013, may file Form 470 on March 22, 2014. Form 470 cannot be filed for other deadlines if the candidate has a committee or has raised/spent \$1000 or more in 2014. After filing a Form 470, if the candidate raises/spends \$1000 or more in 2014, see *Campaign Manual 2*, Chapter 4 for additional required filings;
- **Candidates:** Contact the FPPC for revised reporting deadlines in the event of a runoff election. After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is maintained;
- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, filing deadlines may not be extended. Late statements are subject to a \$10 per day late fine;
- All statements are public documents. Paper reports may be mailed by first class mail unless otherwise noted;
- Local jurisdictions may impose contribution limits and additional filing requirements; (El Dorado County has no contribution limits)
- Refer to the appropriate campaign disclosure manuals for information on where to file statements.

Be sure to check the FPPC web site (www.fppc.ca.gov) for current updated information.

HOW TO GET HELP FROM THE FPPC

Assistance by Telephone
Call Toll-Free 1-866-ASK-FPPC (1-866-275-3772)
Enforcement Complaints
1-866-275-3772

Assistance by Mail
Fair Political Practices Commission 428 J Street, Suite 620
Assistance by Fax
1-916-322-0886

The FPPC staff is available by telephone Monday through Thursday to provide assistance to anyone who has reporting or other requirements under the Political Reform Act (the "Act").

On Monday thru Thursday from 9:00 a.m. to 11:30 a.m. Call **1-866-ASK-FPPC (1-866-275-3772** a toll-free number) to speak to a political reform consultant in the Technical Assistance Division.

Important Notes Regarding Telephone and Written Advice:

- The FPPC provides telephone and written assistance only to persons and organizations that have duties under or are regulated by the Act (or their authorized representatives), and does not provide "third party" advice. If you believe that someone has violated the Act and you wish to report it, contact the Enforcement Division at 1-800-561-1861;
- The FPPC cannot provide assistance concerning laws other than the Political Reform Act (e.g., the Elections Code, the Brown Act, Federal or local laws).

CODE OF FAIR CAMPAIGN PRACTICES
(ELECTIONS CODE § 20440)

There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold in order that, after vigorously contested but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

THEREFORE:

- (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.

MASS MAILING

Mass mailing; requirements (Govt. Code §84305)

Each candidate filing a Declaration of Candidacy is to be apprised of Government Code §84305, which is produced here for your information:

- 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 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 definition (Govt. Code §82041.5)

"Mass Mailing" means over two hundred substantially similar pieces of mail, but does not include a form letter or other mail that is sent in response to an unsolicited request, letter or other inquiry.

Mass mailing by incumbents (Govt. Code §89001)

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

CAMPAIGN LITERATURE

Use of Seal in Campaign Literature (Elections Code §18304)

- (a) Any person who uses or allows to be used any reproduction of facsimile of the seal or the county of the seal of a local government agency in any campaign literature or mass mailing, as defined in Section 82041.5 of the Government Code, with intent to deceive the voters, is guilty of a misdemeanor.
- (b) For purposes of this section, the use of a reproduction or facsimile of a seal in a manner that creates a misleading, erroneous, or false impression that the document is authorized by a public official is evidence of intent to deceive.
- (c) For purpose of this section, the term "local government agency" means a school district, special or other district, or any other board, commission, or agency of local jurisdiction.

CANDIDATE AND VENDOR SERVICES

Candidate and vendor services are available through the Elections Department. All requests must be made in writing and must include a completed Voter Registration Information Application Form (see attached) and ID. It maybe necessary to allow ten (10) working days for the completion of your order.

VOTER REGISTRATION LISTS

Description

Listing of registered voter information including name, residential and mailing address, party, phone number, precinct, etc.

Selection criteria

District, Precinct, Voting History.

Sequence

Alphabetical, Home Precinct/Alpha, Home Precinct/Street (Walking List).

Fee

\$15.00 per 1000 or any increment of 1000.

ABSENTEE VOTER LISTS

Description

Listing of voters who have applied for absentee ballots.

Selection criteria

Election specific by district, consolidated precinct, party, ballot type, ballot return status, issue date range.

Sequence

Alphabetical.

Fee

\$15.00 per 1000 or any increment of 1000

VOTER DATABASE PC COMPACT DISK

Description

Database of voter information on cd including name, residential and mailing address, party, phone number, date of birth, precinct, etc.

Selection criteria

Registered voters by district, precinct, voting history, party, absentee ballot application, etc.

Sequence

N/A

Fee

\$25.00 minimum order \$50.00 per hour processing time, Master file \$150.00.

OTHER DATABASE PC COMPACT DISK

Description

Other database files and text files are available on cd. They include district/precinct detail, master street index, supplemental voter history, etc. Please inquire for special needs.

Selection criteria

N/A

Sequence

N/A

Fee

\$25.00 minimum order \$50.00 per hour processing time.

SPECIAL PRICE

The El Dorado County Registrar of Voters shall supply no more than two (2) printed lists of voters to any person, candidate, committee or organization who qualifies under California Election Code 2184. Said list(s) will be provided at a cost of \$0.50 per 1000 names or any increment of 1000.

REPORTS

Description

Computer generated reports include election consolidation, district/precinct, polling places, absentee statistics, etc.

Selection criteria

Some reports are election specific others are not.

Sequence

N/A

Fee

\$1.00 per page, xerox reproductions \$0.10 per page.

MAILING LABELS

Description

Self adhesive continuous feed mailing labels printed with voter name and addressing information. Carrier route label runs include pre sort reports and tray tags.

Selection criteria

Registered voters by district, precinct, consolidated precinct, voting history, household, party, etc.

Sequence

Postal carrier route pre-sort (small runs may not pre sort).

Fee

\$25.00 per 1000 or any increment of 1000.

ELECTION NIGHT RESULTS

WHERE:

Voting results are compiled at the Election Department:
2850 Fairlane Court
Placerville, CA 95667

SEMI-OFFICIAL RESULTS:

Once the last ballot is counted, a Semi-Official Election Summary Report will be available from the County Clerk/Elections Department. It will also be posted on our web site.

CONTACT:

William E. Schultz, Recorder-Clerk-Registrar of Voters
Linda Webster, Assistant Registrar of Voters

WEB PAGE:

Please visit our web site at
www.edcgov.us/elections

FINAL RESULTS:

The official canvass of ballots will begin no later than Thursday, November 4th. The law provides 30 days to complete the canvass and certify the votes. Please call to verify when the final count will occur.

VOTE-BY-MAIL RESULTS:

Released soon after 8 p.m.

ELECTION RETURNS:

Telephones will be staffed until all the ballots are counted election night for callers to phone in and obtain results.

CALL 530-621-7480

Results will also be posted on our web site at www.edcgov.us/elections