



## **CANDIDATE GUIDE**

# **Presidential Primary Election March 3, 2020**

Solano County Event and Government Centers

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

Tim Flanagan  
Registrar of Voters

John H. Gardner  
Assistant Registrar of Voters

## **Mission Statement**

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

## **Departmental Functions**

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

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

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

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



# SOLANO COUNTY

**TIM FLANAGAN**

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

**JOHN H. GARDNER**

Assistant Registrar of Voters  
JHGardner@solanocounty.com  
(707) 784-3366

Dear Candidate:

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

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

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

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

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

We wish you the best of luck in your endeavors.

Sincerely,

John H. Gardner  
Assistant Registrar of Voters

Michael A. Lopez  
Deputy Registrar of Voters

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

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

## Table of Contents

<b>Registrar of Voters</b> .....	<b>1</b>
<b>Departmental Functions</b> .....	<b>2</b>
<b>THIS PAGE IS LEFT BLANK INTENTIONALLY</b> .....	<b>4</b>
The purpose of this guide is to provide general information about the nomination and election process. ....	2
<b>WHAT TO EXPECT WHEN YOU FILE</b> .....	<b>3</b>
Election Services Offered .....	4
<b>SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE</b> .....	<b>5</b>
<b>THE TOP-TWO PROCESS – HOW IT WORKS</b> .....	<b>6</b>
What does this mean for the Voter? .....	6
<b>FILING FEE AND SIGNATURE REQUIREMENT</b> .....	<b>7</b>
LIST OF OFFICES AND INCUMBENTS FOR THE .....	8
<b>QUALIFICATIONS FOR ALL SOLANO COUNTY OFFICES</b> .....	<b>9</b>
Incompatibility of Offices .....	21
<b>ELIGIBILITY REQUIREMENTS FOR PUBLIC OFFICES</b> .....	<b>23</b>
General Requirements.....	23
County or District Offices in General .....	23
Prohibitions.....	23
School District Governing Board Member .....	23
<b>SIGNATURES IN-LIEU OF FILING FEE PETITIONS – OPTIONAL</b> .....	<b>24</b>
WRITE-IN PERIOD .....	29
<b>BALLOT DESIGNATION</b> .....	<b>32</b>
PLACEMENT OF NAMES ON THE BALLOT .....	38
Random Alphabet Drawing.....	38
Rotation of Names on the Ballot.....	38
<b>CANDIDATE STATEMENT GUIDELINES</b> .....	<b>39</b>
Filing Information.....	40
Preparation and Format of Candidate's Statement of Qualification.....	40
Withdrawal of statement.....	41
<b>COST OF CANDIDATE STATEMENTS</b> .....	<b>42</b>
Indigent Candidates .....	43
<b>THE PRINTED CANDIDATE'S STATEMENT</b> .....	<b>44</b>
Viewing Opportunity.....	44
How to count the words.....	45
<b>CAMPAIGN FINANCE &amp; DISCLOSURE</b> .....	<b>46</b>
Who must file? .....	47
Filing Obligations .....	48
Use of Surplus Funds .....	48
Termination.....	49
Campaign Disclosures for Federal Candidates.....	49

Summary of FPPC Forms.....	50
<b>CAMPAIGN LITERATURE .....</b>	<b>57</b>
Mass Mailing.....	57
Mass Mailing Prohibitions.....	57
SIMULATED BALLOT REQUIREMENTS .....	58
Political Advertising Requirements – Newspapers.....	59
Preparation of Vote-by-mail Ballot Applications .....	59
Political Advertising Disclaimers .....	60
TEMPORARY POLITICAL SIGNS .....	66
<b>ELECTION DAY PROHIBITIONS.....</b>	<b>69</b>
<b>REGISTRATION AND VOTE-BY-MAIL.....</b>	<b>70</b>
Registration Deadline .....	70
Election Day .....	70
Vote-by-mail Information.....	70
Application for a Vote-by-mail Ballot.....	70
Issuing Ballots .....	70
Returning a Vote-by-mail ballot .....	71
<b>BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS .....</b>	<b>71</b>
Processing Vote-by-Mail Ballots .....	72
Precinct Results .....	72
Post-Election Night .....	72
Statement of Votes Cast .....	72
Canvass / Certification.....	72
<b>FREQUENTLY ASKED QUESTIONS .....</b>	<b>74</b>
<b>APPENDIX A – MAIN CANDIDATE FORMS .....</b>	<b>77</b>
Preliminary Information Form.....	77
Candidate Authorize Another Person to Obtain/File Nomination Documents .....	78
Candidate Media Sheet.....	79
Declaration of Candidacy (Page 1) .....	102
Declaration of Candidacy (Page 2) .....	103
Candidate Statement of Qualifications .....	104
Candidate Formatting Instructions Form.....	105
<b>APPENDIX B - Election Calendar .....</b>	<b>106</b>
<b>APPENDIX C – CONTACT INFORMATION.....</b>	<b>123</b>
Solano County Registrar of Voters .....	123
Secretary of State .....	123
California Fair Political Practices Commission.....	124
Enforcement Violations:.....	124
Federal Election Commission .....	124
State Franchise Tax Board .....	124
Internal Revenue Service .....	124
Attorney General of California .....	125
Neighboring Counties.....	126
Shared Districts.....	127
City Clerks of Solano County.....	128

THIS PAGE IS LEFT BLANK INTENTIONALLY



---

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

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

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

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

---

## WHAT TO EXPECT WHEN YOU FILE

Our staff will work with you to process the necessary forms. On average, this process takes between 20-30 minutes on your first visit.

All forms must be signed in-person, unless otherwise noted. A copy of the forms can be found in Appendix A. You can help to expedite this process by partially completing the following forms before your visit:

- Candidate Preliminary Information Form
- Candidate Authorization Form (if applicable)
- Media Sheet
- Declaration of Candidacy (front side; back side to be completed in person)
- Ballot Designation Worksheet or Ballot Designation Change Request
- Candidate Statement

What to bring – the following forms/documents are necessary for you to bring:

- Payment for Filing Fees. We accept:
  - Cash
  - Check
  - Money Order
  - Cashier's Check
  - Credit Card
- Any form identified as "pre-fillable"

When completed, our staff will give you instructions on any next steps that need to be completed, plus provide copies of your filed documents. As a candidate, you should be aware of:

- Additional forms that are necessary to complete your filing
- The next calendar event that affects your candidacy
- The next scheduled campaign finance filing that is due
- Any other questions we haven't already answered for you

## **Election Services Offered**

**Effective July 1, 2019**

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

- Voter lists may be ordered in a hard copy, CD or via email only if the file is small enough. Candidates may order the information with or without voter history.
- A walking list or voter file is a type of report that is especially helpful when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
- Voter files may be ordered over the phone or in person. Any remaining charges, as with a per page cost of a hard copy order, will be paid at the time of order pick up.
- Precinct maps of districts within Solano County are also available, as are voter labels for your mailing needs.

**All transactions are nonrefundable, and there are no exchanges on ordered reports (Unless there is an error made by the ROV office).**

Before you purchase any voter information, an "application to purchase or view voter registration information" must be submitted by the applicant, and approved by an authorized staff person.

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

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

If there are any questions about the above information, contact the Registrar of Voters office or the California Secretary of state.

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

<b>REPORTS</b>	
Custom Reports/Files	Actual Costs - \$38.10 per quarter hour & supplies (no minimum charge)
Voter File - Countywide (pre-made)	\$10.00 (includes disk charge)
Vote-by-Mail Voters File Subscription	\$250.00
Walking List	\$.50 per thousand names
<b>GENERAL</b>	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies (County Standard Rate)	\$.40 first page, \$.20 each additional page
FPPC and Campaign Statement Copies	\$.10 per page
FPPC and Campaign Statement Copies (5 years or older)	\$5.00 retrieval fee plus \$.10 per page
<b>MAPS</b>	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$38.10 per quarter hour plus direct material cost
<b>ELECTION</b>	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 101% overhead
Election Cost Estimates (Cost per voter)	General Election \$5.00 Primary Election \$7.00  Stand alone mail ballot election \$10.00 Stand alone precinct election \$15.00

## THE TOP-TWO PROCESS – HOW IT WORKS

On June 8, 2010, California voters approved Proposition 14, which created the “Top-Two Open Primary Act.” The top-two took effect January 1, 2011 and created voter-nominated offices.

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. (Elections Code § 8141.5)

*Note: United States Senator, State Senator and State Assembly are the only voter-nominated offices in this presidential primary election.*

A nonpartisan office is an office in which no political party nominates a candidate. judicial, school, county and municipal offices are examples of nonpartisan offices.

### **What does this mean for the Voter?**

For voter-nominated offices, the top two vote-getters from the primary election continue on to the general election, regardless of their party preference. The candidate with the majority of votes (50% of total number cast plus one) in the general election is the winner of that race.

For nonpartisan offices, if no candidate receives a majority of the vote in the primary, then the top-two vote-getters move on to the general election.

In the general election, you may only write-in a qualified candidate’s name in a nonpartisan office only. Write-in votes are not allowed for a voter-nominated candidate at the general election.

## FILING FEE AND SIGNATURE REQUIREMENT

Office	Salary	Filing Fee (% of Salary)	Signatures needed In Lieu of Filing Fee	Nomination Signatures	Value per Signatur e
<b>Congress</b>	\$174,000	\$1,740.00 (1%)	2,000	40 - 60	\$0.87
<b>State Senate</b>	\$110,459	\$1,104.59 (1%)	2,000	40 - 60	\$0.87
<b>State Assembly</b>	\$110,459	\$1,104.59 (1%)	1,000	40 - 60	\$1.07242
<b>County Board of Supervisor</b>	\$109,935	\$1,099.351 (1%)	3,299	20 - 40	\$0.3333
<b>Superior Court Judge</b>	\$205,823	\$2,058.23 (1%)	6,175	20 - 40	\$0.3333
<b>Sacramento County BOE</b>	No Filing Fee				
<b>Central Committee</b>	No Filing Fee				

*\*Filing Fees are based upon a percentage of the salary*

**LIST OF OFFICES AND INCUMBENTS FOR THE  
MARCH 3, 2020 PRESIDENTIAL PRIMARY ELECTION**

<b>Office</b>	<b>District/ Department/ TA</b>	<b>Incumbent</b>	<b>Preference</b>
President and Vice President		Donald Trump Mike Pence	Republican
U.S. Congress	3	John Garamendi	Democrat
U.S. Congress	5	Mike Thompson	Democrat
State Senator	3	Bill Dodd	Democrat
Member, State Assembly	4	Cecilia M. Aguiar-Curry	Democrat
Member, State Assembly	11	Jim Frazier	Democrat
Member, State Assembly	14	Timothy S. Grayson	Democrat
Board of Supervisors	1	Erin Hannigan	Nonpartisan
Board of Supervisors	2	Monica Brown	Nonpartisan
Board of Supervisors	5	Skip Thomson	Nonpartisan
Superior Court Judge – Department	1	Jeffrey C. Kauffman	Nonpartisan
Superior Court Judge – Department	5	Stephanie Grogan Jones	Nonpartisan
Superior Court Judge – Department	8	Wendy G. Getty	Nonpartisan
Superior Court Judge – Department	12	Christine A. Carringer	Nonpartisan
Superior Court Judge – Department	14	Shauna L. Chastain	Nonpartisan
Superior Court Judge – Department	16	Dora Rios	Nonpartisan
Superior Court Judge – Department	17	Terrye D. Davis	Nonpartisan
Sacramento Co. Board of Education	TA 6	Heather Davis	Nonpartisan
Central Committees		Names are on file	Partisan

## QUALIFICATIONS FOR ALL SOLANO COUNTY OFFICES

Note: All offices shaded in pink are NOT a part of the March primary election.

### Partisan Office

Office	Term of Office	Term Began	Qualifications
President	4 Years	January 20, 2021	<p><b><u>PRESIDENT/VICE-PRESIDENT</u></b>                      At least 35 years old, natural-born citizen of the United States, registered voter, resident of the U.S. for at least 14 years.</p> <p>[U.S. Const., Art. II, § 1, cl. 5]</p>
Central Committee	4 Years	By their bylaws	<p><b><u>CENTRAL COMMITTEE</u></b>                      Candidates for this office must be citizens of the United States, and a registered voter of the jurisdiction qualified to vote in the central committee election when nomination papers are issued and continuously throughout the term of office. A member of the committee must remain a resident of the county, affiliated with the party, during the term of office.</p> <p>§§ 7209, 7214, 7407, 7412, 7654, 7659</p>

### Voter-Nominated Offices

Office	Term of Office	Term Begins	Qualifications
United States Senator (Not in this election)	6 Years	January 3, 2019	<p><b><u>UNITED STATES SENATOR</u></b>                      At least 30 years old, registered voter, U.S. citizen for at least 9 years, resident of the state on January 3, 2017.</p>

			[U.S. Const., Art. I, § 3; 20 <sup>th</sup> Amend., § 1]
Governor (Not in this election)	4 Years 2 Term Limit (for a total of 8 Years)	January 7, 2019	<b><u>GOVERNOR</u></b> An elector and citizen of the United States and a resident of this State for 5 years immediately preceding the Governor's election.  [U.S. Const., Art. X, § 2]
Lieutenant Governor (Not in this election)	4 Years 2 Term Limit (for a total of 8 Years)	January 7, 2019	<b><u>LIEUTENANT GOVERNOR</u></b> An elector and citizen of the United States and a resident of this State for 5 years immediately preceding the Governor's election.  [U.S. Const., Art. X, § 2]
U.S Representative in Congress	2 Years	January 3, 2021 Noon	<b><u>U.S. REPRESENTATIVE IN CONGRESS</u></b> At least 25 years old, registered voter, U.S. citizen for at least 7 years, resident of the state on January 3, 2017.  [U.S. Const., Art. I, § 3; 20 <sup>th</sup> Amend., § 1]
Attorney General (Not in this election)	4 Years (2 Term Limit For a total of 8 Years)	January 7, 2019	<b><u>ATTORNEY GENERAL</u></b> U. S. Citizen; A Registered voter at the time nomination papers are issued. Shall have been admitted to practice before the Supreme Court of the state for at least 5 years immediately preceding the election. [EC §201; Art. V. Sec. 2 &11 CA Const.; Gov. Code §12503]
Controller (Not in this election)	4 Years (2 Term Limit For a total of 8 Years)	January 7, 2019	<b><u>CONTROLLER</u></b> U. S. Citizen; A registered voter at the time nomination papers are issued.

			[EC §201; Art. V. Sec. 2 & 11 CA Const.]
Insurance Commissioner (Not in this election)	4 Years (2 Term Limit For a total of 8 Years)	January 7, 2019	<b><u>INSURANCE COMMISSIONER</u></b> U. S. Citizen; A registered voter at the time nomination papers are issued. During tenure in office, may not be an officer, agent or employee of an insurer or directly or indirectly interested in any insurer or licensee under the Calif. Insurance Code, except as a policyholder or by virtue of relationship by blood or marriage to any person interested in any insurer or licensee.  [Elec. Code §201 Ins. Code §§ 12900, 12901]
Secretary of state (Not in this election)	4 Years 2 Term Limit (for a total of 8 Years)	January 7, 2019	<b><u>SECRETARY OF STATE</u></b> U. S. Citizen; A registered voter at the time nomination papers are issued. [EC §201; Art. V. Sec. 2 & 11 CA Const.]
State Senator	4 years  2 Term Limit (for a total of 8 Years)	December 7, 2020	<b><u>STATE SENATOR</u></b> U.S. citizen, registered voter in the district at the time nomination papers are issued.  [Elec. Code §§ 20, 201; CA Const., Art. IV, § 2]
Member of the Assembly	2 Years  3 Term Limit (for a total of 6 Years)	December 7, 2020	<b><u>MEMBER OF THE ASSEMBLY</u></b> U.S. citizen, registered voter in the district at the time nomination papers are issued.  [Elec. Code §§ 20, 201; CA Const., Art. IV, § 2c]

## Nonpartisan Offices

Office	Term of Office	Term Begin(s)	Qualifications
Superintendent of Public Instruction (Not in this election)	4 Years	January 7, 2019	<p><b><u>SUPERINTENDENT OF PUBLIC INSTRUCTION</u></b>            U.S. citizen, registered voter in the district at the time nomination papers are issued.            Art. IX, § 2 CA Const.</p>
County Board of Supervisor	4 Years	January 4, 2021	<p><b><u>COUNTY BOARD OF SUPERVISOR</u></b>            U.S. citizen, registered voter of the district which the candidate seeks to represent for at least 30 days preceding the deadline for filing Nomination documents for the office. Must reside in the district during incumbency.</p> <p>[Gov. Code §§ 24001, 24200, 25041]</p>
Superior Court Judge	6 Years	January 4, 2021	<p><b><u>SUPERIOR COURT JUDGE</u></b>            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.</p> <p>[Elec. Code §§ 13, 13.5, 201; Gov. Code §§ 24001, 24200; CA Const., Art. VI, §§ 15 &amp; 16]</p>
Assessor/Recorder (Not in this election)	4 Years	January 4, 2018	<p><b><u>ASSESSOR/RECORDER</u></b>            A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are</p>

			<p>issued. [§201; GC §24001]</p> <p>(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.</p> <p>(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 within 30 days of election or appointment.</p> <p>(c) This section shall not apply to any person holding the office of assessor on January 1, 1997.</p> <p><b><u>DOCUMENTATION REQUIRED.</u></b> [§§13, 13.5]</p> <p>[GC §24002.5]</p>
<p>Auditor-Controller (Not in this election)</p>	<p>4 Years</p>	<p>January 4, 2018</p>	<p><b><u>AUDITOR-CONTROLLER</u></b></p> <p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]</p> <p>Must meet at least <b>one</b> of the following criteria:</p> <p>(a) Possess a valid certificate issued by the California</p>

			<p>Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.</p> <p>(b) Possess a baccalaureate degree from an accredited university, college, or other four-year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5081.1 of the Business and Professions Code, and has served within the last five years in a senior fiscal management position in a county, city, or other public agency, a private firm, or a nonprofit organization, dealing with similar fiscal responsibilities, for a continuous period of not less than three years.</p> <p>(c) Possess a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.</p> <p>(d) Have served as county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years. [GC §26945]</p>
--	--	--	--

			<u>DOCUMENTATION REQUIRED.</u> [§§13, 13.5]
District Attorney (Not in this election)	4 Years	January 4, 2018	<p><b><u>DISTRICT ATTORNEY</u></b></p> <p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]</p> <p>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. [GC §24002]</p> <p><u>DOCUMENTATION REQUIRED.</u> [§§13, 13.5]</p>
Sheriff/Coroner (Not in this election)	4 Years	January 4, 2018	<p><b><u>SHERIFF/CORONER</u></b></p> <p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]</p> <p>Must meet <b>one</b> of the following criteria:</p> <ul style="list-style-type: none"> <li>(1) An active or inactive advanced certificate issued by the Commission on Peace Officer Standards and Training.</li> <li>(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</li> </ul>

			<p>master's degree from an accredited college or university.</p> <p>(3) Two years 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.</p> <p>(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 or associate in science degree, or the equivalent, from an accredited college.</p> <p>(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. [GC §24004.3]</p> <p>All persons holding the office of sheriff on January 1, 1989 shall be deemed to have met all qualifications required for</p>
--	--	--	--

			<p>candidates seeking election or appointment to the office of sheriff.</p> <p><u>DOCUMENTATION REQUIRED.</u> [§§13, 13.5]</p>
<p>Superintendent of Schools (Not in this election)</p>	<p>4 Years</p>	<p>January 4, 2018</p>	<p><b><u>SUPERINTENDENT OF PUBLIC INSTRUCTION</u></b></p> <p>A. Citizen of the United States, resident of California and qualified to vote for that office at the time Nomination Papers are issued. [ §201; GC §24001]</p> <p>B. Not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes. [§20]</p> <p>C. Not have served two terms in the office sought since November 6, 1990. [Cal. Const., art. IX, §2]</p> <p><u>DOCUMENTATION REQUIRED.</u> [§§13, 13.5; Ed. Code §§1205-1208]</p>
<p>Treasurer/Tax Collector County Clerk (Not in this election)</p>	<p>4 Years</p>	<p>January 4, 2018</p>	<p><b><u>TREASURER/TAX COLLECTOR/COUNTY CLERK</u></b></p> <p>A registered voter of the county or district in which the duties of the office are to be exercised at the time Nomination Papers are issued. [§201; GC §24001]</p> <p>Must meet <b>one</b> of the following criteria:</p> <p>(1) The person has served in a</p>

			<p>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) of 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</p>
--	--	--	---

			<p>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. [GC §27000.7]</p> <p><u>DOCUMENTATION REQUIRED.</u> [§§13, 13.5]</p>
<b>Schools, Community College Districts</b>	<b>Area</b>	<b>Term</b>	<b>Qualifications</b>
School Board Member Unified School District	At-Large	First Friday in December  4 Years	<p><b><u>SCHOOL BOARD MEMBER UNIFIED SCHOOL DISTRICT</u></b></p> <p>Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, and a registered voter, [Edu. Code § 35107(a)]</p> <p>An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. [Edu. Code § 35107(b)]</p>
Benicia Unified School (Not in this election)			
Davis Joint Unified School (Not in this election)			
Dixon Unified School (Not in this election)			
Vacaville Unified School (Not in this election)			
Vallejo Unified School (Not in this election)			
<b>Unified School Districts with Trustee Areas</b>	<b>Area</b>	<b>Term</b>	<b>Qualifications</b>

Fairfield-Suisun Unified School District (Not in this election)	1, 2, 3, 4, 5, 6	First Friday in December	<b><u>SCHOOL BOARD MEMBER UNIFIED SCHOOL DISTRICT</u></b> A candidate must be a registered voter of the school district residing within the trustee area. [Edu. Code§ 5030, 72103]
River Delta Unified School District (Not in this election)	1, 2, 3, 4, 5	4 Years	
Travis Unified School District (Not in this election)	1, 2		
Winters Joint Unified School District (Not in this election)	1, 2, 3, 4, 5		
<b>Community College Districts</b>	TA	First Friday in November Succeeding Election	<b><u>COMMUNITY COLLEGE DISTRICT GOVERNING BOARD MEMBER</u></b> A candidate must be a registered voter of the school district residing within the trustee area. [Edu. Code§ 5030, 72103]
Los Rios Community College (Not in this election)	4	4 Year Term	
San Joaquin Delta Community College (Not in this election)	1, 2, 3 4, 5, 6		
Solano Community College (Not in this election)	1, 2, 3, 4, 5, 6		
<b>County Board of Education</b>	TA	July 1, 2020	<b><u>COUNTY BOARD OF EDUCATION GOVERNING BOARD MEMBER</u></b> A candidate for a school district having trustee areas must be a resident of the trustee area from which he/she is a candidate. [Edu. §§ 5030, 35107]
Sac. Co. Board of Education	6	4 Year Term	
Solano Co. Board of Education (Not in this election)	1, 2, 3, 4, 5, 6		
Yolo Co. Board of Education (Not in this election)	2 & 5		
<b>Special Districts</b>	<b>Area</b>	<b>Term</b>	<b>Qualifications</b>
Cordelia Fire Protection District (Not in this election)	At-Large	First Friday in December succeeding election  4 Year Term	<b><u>SPECIAL DISTRICTS DIRECTOR</u></b>  Must be a registered voter and resident of the district. [Health & Safety Code § 13841]

		<b>IRRIGATION DISTRICTS</b>	
Maine Prairie Water District (Not in this election)	At-Large	First Friday in December succeeding election  4 Year Term	<b>DIRECTOR</b> A candidate shall be a registered voter residing within the district boundaries and property titleholder in the Division. [Water Code §§ 21100, 21551/ CA Cons. Art. 11.4]
Rural North Vacaville Water District (Not in this election)	At-Large		A registered voter of the district. [Water Code § 30500]
Solano Irrigation District (Not in this election)	Quality by Division		A registered voter of the division within the district. [Water Code § 30735]

NOTE: *All offices shaded with pink are NOT in the upcoming March primary election.*

## 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.caaq.state.ca.us](http://www.caaq.state.ca.us). For further information about conflict of interest or incompatibility of offices, contact the Fair Political Practices Commission's website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or phone toll free 1-866-275-3772.

## ELIGIBILITY REQUIREMENTS FOR PUBLIC OFFICES

### General Requirements

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

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

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

### County or District Offices in General

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

### Prohibitions

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

### School District Governing Board Member

Any person who is 18 years of age or older, a citizen of the state, a resident of the school district, a registered voter, and who is not disqualified by the constitution or laws of the state from holding a civil office, is eligible to be elected or appointed a member of a governing board of a school district. [Education Code § 35107(a)]

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

## SIGNATURES IN-LIEU OF FILING FEE PETITIONS – OPTIONAL

### Filing Period for Signatures In-Lieu of Filing Fee

**All Offices - including Judicial Candidates:** September 12<sup>th</sup> through November 6<sup>th</sup>

In-lieu filing fee petitions may be circulated for securing signatures-in-lieu of paying for all, or part, of the filing fee for the office being sought. Petitions may not be filed at the secretary of state's office.

### Petition Signer Qualifications

Party Nominated Candidates – A signer shall be a registered voter of the candidate's jurisdiction and of the same party as the candidate.

Voter-Nominated Candidates – Any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition.

[Elections Code § 8106(b)]

Nonpartisan Candidates – Any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition.

[Elections Code § 8106(b)]

If a voter signs more candidates' petitions than there are offices to be filled, the voter's signature is valid and will be counted only on those petitions which, when taken in the order they are filed, do not exceed the number of offices to be filled.

[Elections Code § 8069]

Each signer of the petition must write his or her signature and shall include his or her printed name and place of residence; (i.e. street name and house number) in the presence of the circulator.

### Multi-County Office

Candidates running for multi-county offices should contact all participating jurisdictions to find out if they will accept other counties petition in-lieu forms. Solano County will accept another county's petition as long as the document is double-sided and the declaration of circulator is completely filled out.

### **General Information Regarding Filing of Signatures In-Lieu Petitions**

Forms may be obtained from our office at 675 Texas Street, Suite 2600, Fairfield, CA. Our hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. Petitions will be available beginning on Thursday, September 12, 2019.

The Registrar of Voters office will provide the master form and copies to each candidate to obtain the necessary signatures in-lieu and/or nomination petition signatures. The candidate may choose to apply petitionatures towards the required number of nomination signatures for the office sought. The candidate will duplicate the master form at his or her expense for the purpose of circulating additional signatures in-lieu. **The master form must be duplicated exactly as provided** (i.e. a two-sided copy).

There is no provision in law permitting petition forms and signatures **for nomination purposes only** to be obtained prior to the nomination period. Signatures obtained and filed in-lieu of filing fees may be counted towards the signature requirements for nomination papers.

### **Signatures-In-Lieu of Filing Fee Used for Nomination Petition requirement**

If a candidate submits a petition in-lieu of filing fee (signatures), the elections official shall count all valid signatures appearing on the petition towards the number of voters required to sign a nomination paper. If a petition in-lieu contains a requisite number of valid signatures, the candidate shall not be required to file nomination petitions, but may request the Registrar of Voters to accept the petition in-lieu instead of filing nomination petitions. If the in-lieu petition does not contain the requisite number of valid signatures, the candidate shall be entitled to file, within the time period allowed for filing nomination papers, a nomination paper in order to obtain the requisite number of valid signatures. The portion of the filing fee that is not covered by the signatures must be paid in full before the declaration of intention or declaration of candidacy and Nomination Petition may be filed. [Elections Code §§ 8041, 8061, 8062, 8106]

### **Petition Circulator Qualifications**

Each circulator of a signature in-lieu petition shall be 18 years of age or older and shall complete and sign the attached Affidavit of Circulator to the petition, which conforms to the new circulator requirements set forth in Senate Bill (SB) 213 effective January 1, 2014 which amends Elections Code §§102, 104, 8041, 8106.

All petition sections are to be circulated and filed in the county in which the signatures were obtained. All signers of a petition section (page) must be registered in the same

county. If a petition is circulated in multiple counties, different petition sections (pages) must be used in each county of circulation. [Elections Code § 8106(b) (4)]

The affidavit of circulator on the back of each petition must be completed in the circulator's own handwriting, even when the circulator is the candidate. The election's office will not accept petitions when the affidavit of circulator is not filled out completely.

Please Note: The deficiency period for supplemental signatures has been eliminated as set forth in Assembly Bill (AB) 469 which became effective October 15, 2017.

# **SUMMARY OF NOMINATION FORMS**

## **Declaration of Candidacy**

All candidates for public office in California are required to file a Declaration of Candidacy. This is the official form used by a candidate to declare him or herself a candidate for public office. The form contains information regarding the way the candidate's name shall appear on the official ballot and the candidate's ballot designation.

The Declaration of Candidacy shall be obtained from, and delivered to, the county elections official of the county in which the candidate resides as a voter. The Declaration of Candidacy must be executed in the office of the election official unless the candidate, in a written statement, signed and dated by the candidate, designates a third party to obtain the Declaration from the county elections official and deliver it to the candidate. Such written statement shall state that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered no later than 5:00 p.m. on the final day of filing.

[Elections Code §§ 8020, 8028(b), 8040, 8100, 8105]

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 "Robert Don Smith" may use such variations as "Robert D. Smith," "Robert Smith," or "R. Don (Joe) Smith.")

## **Nomination Petition**

Candidates for public office must file a Nomination Petition containing the signatures of registered voters who are qualified to vote for the office. The Nomination Petition must be double sided and the affidavit of circulator completed in circulator's own handwriting. Each section of the Nomination Petition must be delivered to the county elections official of the county in which the signer resides as a voter, no later than 5:00 p.m. on the final day of the nomination period (December 6, 2019).

**For Party Nominated offices**, the signer must be a resident of the jurisdiction and registered with the same party as the candidate for whom the petition is being circulated.

**For Voter-Nominated and Nonpartisan offices**, any registered voter within the candidate's jurisdiction, regardless of party preference, is eligible to sign the petition.

[Elections Code § 8106(b)]

The candidate may appoint persons to circulate the nomination paper. The circulator must be at least 18 years of age.

### **Code of Fair Campaign Practices (Voluntary)**

This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the county elections official is required to give the individual a copy of the Code of Fair Campaign Practices. The form is filed with the candidate's nomination documents and is open for public inspection. In no event shall a candidate for public office be required to subscribe to or endorse the code. [Elections Code §§ 20440, 20442, 20444]

### **Statement of Economic Interest**

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

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

[Government Code §§ 87200, 87300, 87500]

### **Nonrefundable Filing Fees**

The nomination forms shall be distributed to all candidates upon payment of the filing fee; however, signature-in-lieu petitions are available without first paying the filing fee. **All filing fees received by the Secretary of State and county elections officials are nonrefundable.** Candidates should make sure they meet the qualifications for office before paying the filing fee; the filing fee is not refundable.

[Elections Code § 8105]

### **Extension of Declaration of Candidacy Period**

If an incumbent fails to return his Declaration of Candidacy by the last day prescribed for the close of the nomination period (5:00 p.m., December 6, 2019), the nomination period will be extended for five (5) days (until 5:00 p.m., December 11, 2019). During this extended period, persons other than the incumbent may file Declaration of Candidacy

papers for the office. The extension period does not apply to those offices for which there is no incumbent or where there is a vacancy. [Elections Code §§ 8022, 8024, 8100]

### **Withdrawal of Candidacy**

No candidate whose Declaration of Candidacy has been filed for any Primary Election may withdraw as a candidate at that Primary Election. [Elections Code § 8800]

### **WRITE-IN PERIOD**

This is the period when all candidates who would like to be on the ballot as a write-in candidate may fill out and leave their statements of write-in candidacy and nomination papers with the county elections official. The write-in period for the March Primary Election is between January 6, 2020 and February 18, 2020. Each candidate must circulate nomination papers for signatures within the jurisdiction between these dates and leave them for examination with the county elections official of the county in which the signers reside.

*There is no party affiliation requirement for signers of write-in nomination petitions in the general election.*

NOTE: A person may not file as a write-in candidate at the general election for a voter-nominated office. [Elections Code § 8606]

Candidates must file their forms for write-in candidacy with the elections department in order to be a qualified write-in candidate. They will need to fill out and submit the following documents:

1. A statement of write-in candidacy including:
  - Candidate's name
  - Residence address
  - Declaration stating that he or she is a write-in candidate
  - 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
  - Date of election
  - The candidate's complete voter registration and party affiliation/preference history for the last 10 years or for as long as he or she has been eligible to vote in California (voter-nominated office only)

2. The required number of signatures for the office on the nomination papers (if applicable).

Signers of nomination papers for a write-in candidate must be voters in the district or political subdivisions in which the candidate is to be voted on. There will be no fee or charge for write-in candidates.

[Elections Code §§ 8600–8604, 15342]

Write-in candidates are required to meet the same statutory and constitutional requirements as all others on the ballot.

[Elections Code § 8600]

### **Disclosure Requirements**

Write-in candidates are subject to the same requirements as other candidates with regard to disclosure of economic interests and campaign disclosure.

[Government Code § 82007; Elections Code § 305]

If you participate in the primary election and decide to run as a qualified write-in candidate and your name is written on a ballot for an office at the Presidential Primary Election then you may not participate as a qualified write-in candidate for that office at the general election held in November, unless one of the following is applicable:

- a) At the Presidential Primary Election, he or she received, for a partisan office, votes equal in number to 1 percent of all votes cast for that office at the last general election at which the office was filled. In the case of an office that has not appeared on the ballot since its creation, the requisite number of votes shall equal 1 percent of the number of all votes cast for the office that had the least number of votes in the most recent general election in the jurisdiction in which the write-in candidate is seeking office.
- b) At the Presidential Primary Election, he or she received, the highest number of votes cast for that office or the second highest number of votes cast for a voter-nominated office, except as provided by subdivision (b) of Section 8142 or Section 8807 of the Elections Code.

[Elections Code § 8605]

### **Tally of write-in votes**

Write-in votes will be counted and certified only for qualified write-in candidates who file the required forms with the Registrar of Voters no later than **14** days prior to Election Day (February 18, 2020). Any name written upon a ballot for a qualified write-in candidate, including a reasonable facsimile of the spelling of the name, shall be counted for the office, if it is written in the blank space provided and voted as specified. The write-

in space will appear on the ballot directly below the list of candidates for that office. Use a pen to write-in the name of the candidate and mark the oval next to the write-in candidate's name. No write-in vote will be counted unless the voting space next to the write-in space is marked as directed by the voting instructions.

[Elections Code § 15342]

**Please Note:** The Registrar of Voters will provide polling places with a list of the qualified write-in candidates. The list will also be available on our website.

## BALLOT DESIGNATION

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

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

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

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

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

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

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

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

[Elections Code § 13106]

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

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

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

- (a) If the candidate is an official or employee of a city, the name of the city shall appear preceded by the words "City of."
- (b) If the candidate is an official or employee of a county, the name of the county shall appear preceded by the words "County of."
- (c) If the candidate is an official or employee of a city and county, the name of the city and county shall appear preceded by the words "City and County."
- (d) If the candidate performs quasi-judicial functions for a governmental agency, the full name of the agency shall be included.

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

The word count for ballot designations are as follows:

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

## **Guidelines**

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

### Acceptable Designations

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

defined as that year beginning January 1 immediately preceding the year in which nomination documents for the office are allowed to be filed.

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

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

The following are examples of evidence supporting retired status:

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

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

#### Unacceptable Designations

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

Ballot designations suggesting an evaluation of a candidate such as **"Best \_\_\_\_\_," "Exalted \_\_\_\_\_," "Prominent \_\_\_\_\_," "Advocate," "Activist," "Reformer," "Pro-"** and **"Anti-"** anything conveying a philosophy, or words connoting a status are

unacceptable designations. Statements of philosophy belong in campaign ads and literature, not as ballot designations.

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

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

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

#### Use of “Community Volunteer”

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

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

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

#### **Change of Ballot Designation**

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

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

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

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

### **Random Alphabet Drawing**

At 11:00 a.m. on the 82nd day before the election (December 12, 2019), the Secretary of state's office pulls each letter of the alphabet at random according to the procedure specified in Elections Code §13112 and compiles a randomized alphabet. The Registrar of Voters conducts its own random alphabet drawing to determine the order of candidates on ballot for multi-county state legislative districts. The randomized alphabet is used in the same manner as the conventional alphabet in determining the order of all candidates' names in all elections. It is used statewide for the placement of names on the ballot, except as otherwise specified.

### **Rotation of Names on the Ballot**

#### Candidates for Statewide Offices

Candidates for offices voted on throughout the state are placed on the ballot in the random order in the First State Assembly District. In the next district, the candidates listed first move to the bottom of the list and all other candidate move up one position. This rotation continues through all 80 State Assembly Districts.

#### Candidates for Congress

Candidates are placed on the ballot in the random order in the lowest numbered State Assembly District within the Congressional District. The candidates' names are rotated in the same way as described above but only by the State Assembly Districts within the Congressional or State Board of Equalization District.

#### Candidates for Countywide Offices

Candidates for countywide offices are placed on the ballot in random order and rotated by Supervisorial Districts within the county.

#### Candidates for State Senate and Member of the Assembly in Districts that Cross County Lines

Candidates are placed on the ballot in a random order drawn by the Registrar of Voters Office within each county.

#### Candidates running for other offices

Candidates are placed on the ballot in the Secretary of State's random order and are not rotated.

## CANDIDATE STATEMENT GUIDELINES

The statement contains the candidate's name and a description of his or her education and qualifications. The age and occupation of the candidate is optional. The occupation is not limited to three words and may be more descriptive than the ballot designation. **The text of the statement shall not exceed 200 words for local candidates and 250 words for state candidates.** Word count standards shall be pursuant to Elections Code Section 9.

Under the provision of Proposition 34 adopted by the voters in November of 2000, all candidates for state legislative office who agree to abide by voluntary spending limits are afforded the opportunity to purchase space in the county ballot pamphlet.

Candidate's statement may make no reference to another candidate. Candidate's statement submitted 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. No statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

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]

All statements must be submitted via **CD, email or USB/flash drive**. If you must submit the statement in hard copy form, there will be a separate \$25.00 charge for retyping. In the case of a multi-county jurisdiction, statements must be formatted pursuant to the guidelines provided by each county in which the candidate wishes to submit a statement, as well as pay a separate fee as determined by each county. Statements not submitted in the appropriate format will be reformatted by the Registrar of Voters office. The Registrar of Voters office bears no responsibility for the correct typesetting of statements that must be reformatted.

Candidates filing statements in Solano County may request translations of his or her statement into Spanish and/or Tagalog each for an additional cost.

## Filing Information

Candidates' statements shall be filed in the office of the election official of each county when the candidate's nomination papers are returned for filing, which is not later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election, or in the event the nomination period has been extended, until 5:00 p.m. on the 83<sup>rd</sup> day prior to the election. Candidates' statements are confidential until the expiration of the period for filing such statements. Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88<sup>th</sup> or 83<sup>rd</sup> day prior to the election, whichever is applicable. ***Statements may not be changed after filing.***

***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.*

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

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

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

**Nonpartisan candidates may file a statement of qualifications not to exceed 200 words.** Candidates for State Senate and State Assembly who have adopted and have not exceeded the voluntary expenditure limits pursuant to Proposition 34 are eligible to file a statement not to exceed 250 words. Candidate statements will be printed in block format in the sample ballot. In order to ensure uniformity, please use the following guidelines when preparing your candidate's statement.

- Candidate Statements must be typed in **block** format, and submitted to our office on a CD, by e-mail or on a USB/flash drive. This saves us valuable time. If you

must, a typed statement may be submitted, however; there will be a charge of \$25.00 for us to retype it to properly prepare it for the printer.

- Use upper and lower case letters as shown on the sample candidate statement of this book. Typeface of statement must be of uniform size and darkness.
- **Do not use** ... bullets, \*\*\* stars, tables, lists, or other material requiring indentation.  
Words, which are underlined, **boldfaced type**, ALL CAPITAL LETTERS, or *italics*, are prohibited.
- Statements shall be written in the **first person** (i.e. "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's own personal background and qualifications. Each statement shall be accompanied by a declaration executed under penalty of perjury declaring that the information contained therein is true and correct.
- Statements shall not, in any way, make reference to other candidates for office or to another candidate's qualifications, character or activities. Moreover, no statement shall contain any demonstrably false, slanderous or libelous statements or any obscene or profane language.

### **NO EDITING OF COPY BY THE REGISTRAR OF VOTERS OFFICE**

The Registrar's office does not edit the material, and candidates should **not** expect errors in spelling, punctuation, or grammar to be corrected. Since the statement cannot be changed after it is submitted, it is especially important for candidates to take the time to prepare and proofread their statements carefully. If the word count exceeds the stated limit, candidates will be requested to omit, NOT CHANGE, words from the submitted statement to keep the count within the maximum allowable number of words.

### **Withdrawal of statement**

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

## COST OF CANDIDATE STATEMENTS

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

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

[Elections Code § 13307(c)]

Jurisdiction	District	English	Spanish*	Tagalog*
<b>U. S. Representative</b>	3	\$ 1,220.37	\$ 1,260.37	\$ 1,272.37
<b>U. S. Representative</b>	5	\$ 730.28	\$ 770.28	\$ 782.28
<b>State Senate</b>	3	\$ 1,855.65	\$ 1,895.65	\$ 1,907.65
<b>State Assembly</b>	4	\$ 232.96	\$ 272.96	\$ 284.96
<b>State Assembly</b>	11	\$ 1,082.32	\$ 1,122.32	\$ 1,134.32
<b>State Assembly</b>	14	\$ 730.36	\$ 770.36	\$ 782.36
<b>County Supervisor</b>	1	\$ 435.56	\$ 475.56	\$ 487.56
<b>County Supervisor</b>	2	\$ 484.41	\$ 524.41	\$ 536.41
<b>County Supervisor</b>	5	\$ 482.80	\$ 522.80	\$ 534.80
<b>Superior Court Judge</b>	–	\$ 1,855.65	\$ 1,895.65	\$ 1,907.65
<b>Sac. County BOE</b>	TA 6	\$ 146.73	\$ 186.73	\$ 198.73
<b>Sac. County BOE (400 words)</b>	TA 6	\$ 198.47	\$ 278.47	\$ 302.47

\*Cost for translated candidate statements

Please note: Solano County will no longer translate candidate statements to Chinese...

## Indigent Candidates

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

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

[Elections Code § 13309]

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

## THE PRINTED CANDIDATE'S STATEMENT

Below is an example of a formatted Candidate's Statement of Qualifications, as it would appear in the Voter's Information Pamphlet. This example is set in Block Format.

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

### Viewing Opportunity

Candidate statements are available for viewing after the deadline for filing has passed. There is a 10-calendar day public examination period when the documents may be reviewed. During this 10-calendar day review period, any voter of the affected jurisdiction may take legal action in Superior Court to challenge the contents of the statement.  
[Elections Code § 13313]

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

## How to count the words

(Pursuant to Elections Code § 9)

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

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

Description	Number of Words
<ul style="list-style-type: none"> <li>◆ The <b>title</b> and <b>signatures</b> of arguments, rebuttals and analyses are not counted, only the text is counted. The 75-word ballot question is counted, but the chosen letter is not. The candidate's name, age, occupation and office title is not counted.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ Punctuation marks do not count.</li> </ul>	
<ul style="list-style-type: none"> <li>◆ <b>Dictionary words</b> The words "I", "a", "the", "and", etc. are counted as individual words.</li> </ul>	One
<ul style="list-style-type: none"> <li>◆ <b>Abbreviations/Acronyms</b> Examples are: <i>PTA, U.S.M.C.</i></li> </ul>	One
<ul style="list-style-type: none"> <li>◆ <b>Proper Nouns &amp; Geographical names</b> Examples are: <i>Rio Vista, Solano County and Travis Unified School District</i></li> </ul>	One
<ul style="list-style-type: none"> <li>◆ <b>Numbers/Numerical combinations</b> <ul style="list-style-type: none"> <li>◆ Digits (1, 10, or 100, etc.)</li> <li>◆ Spelled out (one, ten, or one hundred)</li> <li>◆ 50%, 1/2, etc.</li> <li>◆ Five hundred</li> </ul> </li> </ul>	One for each One for each One Two
<ul style="list-style-type: none"> <li>◆ <b>Numbers or letter used to identify a portion of text</b> Examples are: <i>(1) or (a)</i></li> </ul>	One
<ul style="list-style-type: none"> <li>◆ <b>Dates</b> <ul style="list-style-type: none"> <li>• All digits (01/01/00)</li> <li>• Words and digits (January 1, 2000)</li> </ul> </li> </ul>	One Two
<ul style="list-style-type: none"> <li>◆ <b>Characters used in place of a word or number</b> Examples are: &amp; or #</li> </ul>	One
<ul style="list-style-type: none"> <li>◆ <b>Hyphenated words</b></li> </ul>	
<p>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</p> <ul style="list-style-type: none"> <li>◆ Mother-in-law</li> <li>◆ One-half</li> </ul>	One Two
<ul style="list-style-type: none"> <li>◆ <b>Internet web site addresses &amp; telephone numbers</b></li> </ul>	One

**Please note:** These guidelines are for computing the word count. The Registrar of Voters will make final determination.

## CAMPAIGN FINANCE & DISCLOSURE

**Please note:** This section is not comprehensive and does not detail all filing requirements and obligations. For current comprehensive information, consult the appropriate FPPC manual or contact the FPPC directly.

### Background

The Fair Political Practices Commission (FPPC) has introduced new forms in order to simplify the filing of campaign statements. The legal requirements of the Political Reform Act are contained in sections 81000 through 91015 of the Government Code. Assistance and information on completing campaign statements is provided by the Technical Assistance Division of the FPPC at 916-322-5660 or 866-275-3772. Those who are already familiar with the filing of campaign statements should read carefully and take note of the introduction of new forms and the revision of older forms.

All candidates for state or local offices and all committees supporting or opposing state or local candidates or ballot measures are subject to the campaign disclosure requirements of the California Political Reform Act of 1974.

[ Government Code §§ 81000 *et seq.*]

The FPPC Information Manual and forms are available online at [www.fppc.ca.gov](http://www.fppc.ca.gov) and at our office. A candidate should obtain a manual as early as possible into his/her campaign and make certain that the candidate, the committee treasurer, and other personnel involved in the financial side of the campaign are fully aware of their responsibilities under the law.

[ Government Code §§ 81010, 83113]

**Please note:** The Registrar of Voters staff **cannot** advise you on filling out any FPPC form. Contact the FPPC's toll free number for free, qualified advice at 866-275-3772.

All statements filed are a matter of public record. They may be inspected at our office by anyone and copies may be purchased at ten cents (\$0.10) per page. There may be a \$5.00 retrieval fee for documents 5 years or older.

[Government Code § 81008]

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

[Government Code § 91013]

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

[ Government Code § 91000]

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

In addition, if you receive contributions from others totaling \$2,000 or more for your campaign, a Statement of Organization Form 410 must be filed with the Secretary of state (and a copy to the local filing officer) within 10 days of receiving \$2,000 in contributions. During the campaign, you will have to file at least four campaign disclosure statements. [Government Code § 84102]

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

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

A candidate must establish separate committees for each campaign account for which \$2,000 or more has been received. A Statement of Organization (Form 410) must be filed with the Secretary of state and a copy to the local filing officer for each committee.

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

## **Who must file?**

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

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

- Candidates for state and local elective office.

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

## **Filing Obligations**

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

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

Please refer to the campaign disclosure manual for where to file the various Campaign Statements. The Secretary of state will only consider waiver of fines based upon specified "good cause" reasons for late filings. Acceptable "good cause" reasons involve situations beyond a filer's control (for example, incapacitating physical illness and natural disasters). The rules for fine waivers are very specific and limited.

## **Use of Surplus Funds**

Campaign funds held by a candidate or officeholder become "surplus" on the closing date for the post-election filing period if defeated in an election, or the date of leaving office, whichever occurs last, unless the funds have been re-designated for a future election prior to that date.

Surplus funds may be spent only in the following manner:

- Payment of outstanding campaign debts;
- Refunding to contributors on a pro-rata basis;
- Donations to a bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, provided no substantial part of the proceeds will have a material financial effect on the candidate, on any member of the candidate's immediate family (spouse and children under age 18 who are claimed as deductions for tax purposes), or the campaign treasurer;

- Contributions to a political party or committee, as long as the funds are not used to make contributions in support of or opposition to a candidate for elective office. (The funds must be used for the party or committee's overhead expenses)
- Contributions to support or oppose any candidate for federal office, any candidate for elective office in a state other than California, or any ballot measure; or
- Payment for professional services or attorneys' fees for litigation which arises out of campaign or election activities.

[Government Code § 89519]

## **Termination**

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

**Please note:** Questions regarding filing obligations should be addressed with the FPPC. You can reach them toll free at 1-866-ask-FPPC (1-866-275-3772).

## **Campaign Disclosures for Federal Candidates**

Provisions of the Political Reform Act do not apply to elections for federal offices, including United States Senate and United States Representative. Candidates for federal offices and committees that participate in federal campaigns are subject to federal disclosure requirements.

Assistance for federal candidates and committees may be obtained from the:

Federal Election Commission  
1050 First Street, NE.  
Washington, D.C. 20463  
800-424-9530

## **Summary of FPPC Forms**

### **Form 501: Candidate Intention**

Any candidate for state or local offices in California must file this Form with the elections official before soliciting or receiving campaign contributions (including loans and use of personal funds).

### **Form 410: Statement of Organization**

Individuals or groups organizing a committee must file a Form 410 with the Secretary of state and a copy with the Registrar of Voters within 10 Days of receiving \$2,000.00.

### **Form 410: Statement of Organization (Amendment)**

An amendment of the Statement of Organization must be filed with the Secretary of state and local filing officer within 10 days from the date of any change to the information contained on the Form 410.

### **Form 460: Recipient Committee Campaign Statement**

It is for use by **ALL** recipient committees, including Candidates, Officeholders, and their Controlled Committees. An amendment box is provided to identify amended filings.

### **Form 470: Candidate and Officeholder Campaign Statement - Short Form**

Candidates and officeholders who spend less than \$1000 for the calendar year file the Form 470. If the Form 470 is filed with the Declaration of Candidacy, or before the first pre-election filing deadline, no additional campaign statement needs to be filed in connection with the election so long as total receipts and expenditures remain less than \$2,000.

### **Form 470 (Supplement): Supplemental Candidate and Officeholder Campaign Statement**

An officeholder/candidate who has filed Form 470 in connection with an election and subsequently receives contributions, loans, and the candidate's personal funds totaling \$2,000 or more or makes expenditures totaling \$2,000 or more prior to the election, is required to file a 470 Supplement. The supplement must be sent within 48-hours of receiving contributions totaling \$2,000 or more, or making expenditures of \$2,000 or more. The original 470 Supplement shall be sent to the Secretary of state; a copy to the local filing officer; and a copy to each candidate contending for the same office. The notification must include the name and address of the candidate, the elective office, and the date of election for which the Form 470 was filed and the date contributions or expenditures totaling \$2,000 or more were received or made. Once a Supplemental Form 470 Supplement is filed, the candidate or officeholder will be required to file a Form 460.

### **Form 496: 24-hour Independent Expenditure Report.**

A late independent expenditure is an expenditure made in connection with a communication (a billboard, advertisement, mailing) that advocates the nomination, election or defeat of a candidate. An independent expenditure is a payment that is not made to the candidate or committee. Independent expenditures that cumulatively total \$1000.00 or more to support or oppose a single candidate or a ballot measure must be reported as late independent expenditures.

### **Form 497 24-hour Contribution Report**

This Form is used for

- State and local committees making or receiving contributions(s) that total in the aggregate \$1000 or more in the 90 days before an election;
- Committees reporting contributions of \$5000 or more in connection with a state ballot measure;
- State candidates and state ballot measure committees that receive \$5000. Or more at any time other than a 90-day election cycle.

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

**Fair Political Practices Commission  
Filing Schedule for  
Candidates and Controlled Committees for Local Office  
Being Voted on March 3, 2020**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
Jan 31, 2020** <i>Semi-Annual</i>	* – 12/31/19	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>• <b>460:</b> All committees must file Form 460.</li> <li>• <b>470:</b> If a candidate raised or spent less than \$2,000 during 2019, file Form 470 (see below).</li> <li>• May be filed on January 23, 2020.</li> </ul>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	12/4/19 – 3/3/20	<a href="#">497</a>	<ul style="list-style-type: none"> <li>• File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>• File if a contribution of \$1,000 or more in the aggregate is made to or in connection with <i>another</i> candidate or measure being voted upon March 3, 2020.</li> <li>• The recipient of a non-monetary contribution of \$1,000 or more in the aggregate must file a Form 497 within 48 hours from the time the contribution is received.</li> <li>• File by personal delivery, e-mail, guaranteed overnight service or fax. The committee may also file online, if available.</li> </ul>
Jan 23, 2020 <i>1<sup>st</sup> Pre-Election</i>	1/1/20 – 1/18/20	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
Feb 20, 2020 <i>2<sup>nd</sup> Pre-Election</i>	1/19/20 – 2/15/20	<a href="#">460</a>	<ul style="list-style-type: none"> <li>• All committees must file this statement.</li> <li>• File by personal delivery or guaranteed overnight service. The committee may also file online, if available.</li> </ul>
Jul 31, 2020 <i>Semi-Annual</i>	2/16/20 – 6/30/20	<a href="#">460</a>	<ul style="list-style-type: none"> <li>• All committees must file Form 460 unless the committee filed termination Forms 410 and 460 before June 30, 2020.</li> </ul>

**Additional Notes:**

- **\* 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.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **\*\* Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to the deadline for a Form 497 due the weekend before the election, or to any Form 496. 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 may be filed by first class mail unless otherwise noted. A paper copy of a statement may not be 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.

## Fair Political Practices Commission

- **Form 460:** Candidates who have raised/spent \$2,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$2,000 or more has been raised/spent.
- **Form 470 (2019):** Non-incumbent candidates who raised or spent less than \$2,000 during 2019 and did not have an open committee must file Form 470 by January 31, 2020.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Independent Expenditures:** Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - [462](#): This form must be e-mailed to the FPPC within 10 days.
  - [496](#): This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
- **After the Election:** Reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open. See [Campaign Disclosure Manual 2](#) for additional information.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available [here](#). Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > [Campaign Rules](#).

**Fair Political Practices Commission  
Filing Schedule for  
State Candidate Controlled Committees  
Listed on the March 3, 2020 Ballot**

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
<b>Jan 31, 2020**</b> <i>Semi-Annual</i>	* – 12/31/19	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> <li>• May be filed on January 23, 2020.</li> </ul>
<b>Within 24 Hours</b> <i>Election Cycle Reports</i>	12/4/19 – 3/3/20	<a href="#">497</a>	<ul style="list-style-type: none"> <li>• File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>• File if a contribution of \$1,000 or more in the aggregate is made to or in connection with a candidate or ballot measure being voted on the March 3 ballot, or made to a political party committee.</li> <li>• The recipient of a non-monetary contribution of \$1000 or more in the aggregate must file a Form 497 within 48 hours from the time the non-monetary contribution is received.</li> <li>• E-file only. No paper copy is required.</li> </ul>
<b>Within 10 Business Days</b> <i>\$5,000 Report</i>	Ongoing – file any time other than 90-day election cycle	<a href="#">497</a>	<p><b>Only e-filers file this report:</b></p> <ul style="list-style-type: none"> <li>• File if a contribution of \$5,000 or more is received from a single source.</li> <li>• No paper copy is required.</li> <li>• File within 10 business days of receipt of contribution.</li> </ul>
<b>Jan 23, 2020</b> <i>1<sup>st</sup> Pre-Election</i>	1/1/20 – 1/18/20	<a href="#">460</a> or <a href="#">470</a>	<ul style="list-style-type: none"> <li>• Each candidate listed on the ballot must file Form 460 or Form 470 (see below).</li> </ul>
<b>Feb 20, 2020</b> <i>2<sup>nd</sup> Pre-Election</i>	1/19/20 – 2/15/20	<a href="#">460</a>	<ul style="list-style-type: none"> <li>• All committees must file this statement.</li> <li>• Paper copies must be filed by personal delivery or guaranteed overnight service only.</li> </ul>
<b>Jul 31, 2020</b> <i>Semi-Annual</i>	2/16/20 – 6/30/20	<a href="#">460</a>	<ul style="list-style-type: none"> <li>• All committees must file this statement.</li> </ul>

**See next pages for additional reporting information.**

## Fair Political Practices Commission

Depending on committee activity, one or more of the following statements may also be required:

- **Payments Related to a State Ballot Measure (E-Filers only):** File Form 496 (24-hour/10 Day Independent Expenditure Report) or Form 497 (24-hour/10 Day Contribution Report) within 10 business days of making payments totaling \$5,000 or more in connection with a single state ballot measure. No paper copy is required.
- Form 511: File within 10 days of making either of the following expenditures related to an advertisement to support or oppose a ballot measure: 1) A payment totaling \$5,000 or more to an individual to appear in an advertisement, or 2) A payment of any amount to an individual portraying a member of a licensed occupation (e.g., nurse, doctor, firefighter). E-Filers also file online.
- Form E-530: File within 48 hours of making a payment, or a promise of a payment, of \$50,000 or more during the 45 days prior to an election for a communication that identifies a state candidate being voted upon in the election, but does not expressly advocate the election or defeat of the candidate. No paper copy is required.

### Additional Notes:

- **\*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.
- **\*\*Deadlines:** Due to the election being held early in the year, the deadline for the first pre-election statement for calendar year 2020 is earlier than the deadline for the semi-annual statement for calendar year 2019. A candidate/committee active in both calendar years may file the 2019 statement on January 23, 2020.
- **Deadline Extensions:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour/10 Day Independent Expenditure Report (Form 496) or to a 24-hour/10 Day Contribution Report (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.
- **Where to File:** State committees file statements with the Secretary of State. Only candidate controlled committees that are not e-filers file paper copies with the elections official at the candidate's county of domicile.
- **Form 501:** All state candidates must file Form 501 before soliciting or receiving any contributions or before making expenditures from personal funds. A candidate may, until the deadline for filing nomination papers set forth in Section 8020 of the Elections Code, amend Form 501 to change his/her statement of acceptance or rejection of voluntary expenditure limits provided he or she has not exceeded the limits.
- **E-Filer:** A state committee that has received contributions or made expenditures totaling \$25,000 or more.
- **Form 460:** All state committees, including e-filers, must also file paper statements.

- **Form 470 (2019):** Candidates who did not raise or spend \$2,000 or more in 2019 and do not have an open committee may file Form 470 (Short Form) on or before January 31, 2019. If a Form 470 is filed and later, during the calendar year, the candidate raises or spends \$2,000 or more, a Form 470 Supplement and a Form 410 must be filed.
- **Form 470 (2020):** Candidates who do not raise or spend \$2,000 or more (or anticipate raising or spending \$2,000 or more) in 2020 and do not have an open committee may file Form 470 on or before January 23, 2020. If, later during the calendar year, the candidate raises or spends \$2,000 or more, a campaign committee must be opened and a Form 470 Supplement and a Form 410 must be filed.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Forms 496 and 497:** All reports filed online only.
- Committees making independent expenditures totaling \$1,000 or more to support or oppose other candidates or ballot measures also file:
  - Form 462: This verification form must be e-mailed to the FPPC within 10 days.
  - Form 496: This form is due within 24 hours if made in the 90-day, 24-hour reporting period of the candidate's or measure's election. Refer to the applicable filing schedule. Form 496 is filed with the filing officer in the jurisdiction of the affected candidate or measure.
  -
- **Multiple Committees:** All committees controlled by a state candidate listed on the June ballot must file statements on the pre-election filing deadlines, in addition to the committee formed for this election. For example, a candidate for Senate listed on the March 3, 2020 ballot who maintains an Assembly officeholder committee must file pre-election statements for both committees even if the Assembly committee has not received or made payments.
- **State Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Penalties:** Late statements are subject to a fine of \$10 per day on both the paper and the e-filed version (e.g., \$20 per day for a late e-filed Form 460). Failure to file a statement could result in an enforcement penalty of \$5,000 per violation.
- **Public Documents:** All statements are public documents.
- **Resources:** Campaign manuals and other instructional materials are available here. Or, visit [www.fppc.ca.gov](http://www.fppc.ca.gov) > Learn > Campaign Rules.

## CAMPAIGN LITERATURE

### Mass Mailing

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

Effective April 6, 2011, all campaign committees, including candidate, ballot measure, general purpose, major donor and independent expenditure committees, must provide the words "**Paid for by**" when the committee sends a mass mailing. This identification must be presented in the same size and color as the committee name, in no less than 6- point type and in a color or print that contrasts with the background and is easily legible. The words "**Paid for by**" shall be immediately adjacent to and above or immediately adjacent to and in front of the committee name and address. [FPPC Regulation 18435]

*Example:* Paid for by Committee to Elect Willie Lee to State Senate 2014, 345 Main Street, Fairfield, CA 94533

"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. [Government Code § 82041.5]

Government Code § 84305 provides as follows:

- (a) Except as provided in subdivision (b), no candidate or committee shall send a mass mailing unless the name, street address, and city of the candidate 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

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

[Government Code § 89001]

## **SIMULATED BALLOT REQUIREMENTS**

Elections Code § 20009 provides as follows:

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

**“NOTICE TO VOTERS  
(Required by Law)**

This is not an official ballot or an official sample ballot prepared by the county elections official, or the Secretary of State. This is an unofficial, marked ballot prepared by **(Insert the name and address of the person or organization responsible for preparation thereof).**”

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

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

### **Truth in Endorsements Law**

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

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

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

## **Political Advertising Requirements – Newspapers**

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

[Elections Code § 20008]

## **Preparation of Vote-by-mail Ballot Applications by Candidates & Campaigns**

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

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

For more information about the vote-by-mail voting, please call the Registrar of Voters office at 707-784-6675 or Toll-Free 888-933-VOTE (8683).

## **Political Advertising Disclaimers**

Under California's Political Reform Act, committees must put "paid for by" disclaimers on campaign advertising, including campaign mailers, radio and television ads, telephone robocalls, and electronic media ads. The California FPPC Political Advertising Disclaimers brochure discusses disclaimer requirements for committees that purchase advertisements or circulate material supporting or opposing a state or local candidate or ballot measure in California.

<http://www.fppc.ca.gov/charts/PoliticalAdvertisingDisclaimers.pdf>

The following pages contain the FPPC's Political Advertising Disclaimer Charts showing the disclaimer requirements for communications for Candidates and Ballot Measures.

### **Candidates**

1. Communications by Candidate Committees for their own Election
2. Independent Expenditure Ads on Candidates

### **Ballot Measures**

3. Ballot Measure Ads (by committees primarily formed for a state or local ballot measure)
4. Independent Expenditures Ads on Ballot Measures (by general purpose recipient committees, major donors, and independent expenditure committees)

## Political Advertising Disclaimers

### 1. Communications by Candidate Committees for their own Election

The disclaimer must include, unless otherwise noted: "Paid for by *committee name*"

Examples: "Paid for by Jones for Assembly 20XX"  
"Paid for by Friends of Smith for Mayor 20XX"

Communication	Disclaimer and Manner of Display
All mass mailings – more than 200 substantially similar pieces of mail sent within a calendar month	<ul style="list-style-type: none"><li>• Candidate's committee name and address (on file with Form 410) on outside of mailing (if no Form 410 on file, use candidate's name and address)</li><li>• "Paid for by" must be in the same color and font as the committee name and address and immediately in front of or above the name and address</li><li>• If sent by more than one candidate or committee:<ul style="list-style-type: none"><li>○ Also on at least one insert in the mailing</li></ul></li><li>• No less than 6-point type and in a contrasting print or color</li><li>• Return envelopes (if included in solicitation) – committee's name, address and ID number are recommended but not required</li></ul>
All mass electronic mail – more than 200 substantially similar emails sent within a calendar month	<ul style="list-style-type: none"><li>• "Paid for by [name of candidate or committee]" must be in at least the same size font as a majority of the text (no address is required on mass electronic mailings)</li></ul>
Newspaper ads	<ul style="list-style-type: none"><li>• Refer to the Elections Code for newspaper ad disclaimer requirements</li></ul>

## Political Advertising Disclaimers

### 2. Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p>Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads and oversized campaign buttons and bumper stickers (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410 or 461) followed by</li> <li>• “Committee major funding from [names of top three donors of \$50,000 or more]” each listed on a separate horizontal line, in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>).             <ul style="list-style-type: none"> <li>○ Newspaper, magazine or other print advertisements that are 20 square inches or less must only disclose the single top contributor of \$50,000 or more.</li> </ul> </li> <li>• Below the top donor information (if any), a statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate</li> <li>• “Funding Details at <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>” must be shown below the “not authorized by” text for state primarily formed ballot measure and candidate committees that raise \$1,000,000 (see Section 84223).</li> <li>• Disclaimer Format: All text must be in Arial equivalent font, in at least 10-point size, in a contrasting color, centered horizontally and, except for the names of top donors, underlined. The names of top donors may not be underlined and the text may not be condensed. If there are no top donors, the “Ad paid for by” need not be underlined. All text must appear in a printed or drawn box with a solid white background at the bottom of at least one page and set apart from other printed matter.             <ul style="list-style-type: none"> <li>○ “Committee major funding from” and “Not authorized by” disclaimers may not appear in all capital letters</li> </ul> </li> </ul>

## Political Advertising Disclaimers

### 3. Independent Expenditure Ads on Ballot Measures (except ads by candidates and political party committees)

Communication	Disclaimer and Manner of Display
<p>Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads, and oversized campaign buttons and bumper stickers (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410 or 461) followed by</li> <li>• “Committee major funding from [names of top three donors of \$50,000 or more]” each listed on a separate horizontal line, in descending order, beginning with the largest contributor and may not appear in all capital letters (<i>not applicable to non-recipient committees</i>)                         <ul style="list-style-type: none"> <li>○ Newspaper, magazine or other print advertisements that are 20 square inches or less must only disclose the single top contributor of \$50,000 or more</li> </ul> </li> <li>• “Funding Details at <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>” must be shown immediately below the top three donor text for state primarily formed ballot measure and candidate committees that raise \$1,000,000 (see Section 84223)</li> <li>• <b>Disclaimer Format:</b> All text must be in Arial equivalent font, in at least 10-point size, in a contrasting color, centered horizontally and, except for the names of top donors, underlined. The names of top donors may not be underlined and the text may not be condensed. If there are no top donors, the “Ad paid for by” need not be underlined. All text must appear in a printed or drawn box with a solid white background at the bottom of at least one page and set apart from other printed matter</li> </ul>
<p>Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410 or 461) followed by</li> <li>• “Committee major funding from [names of top three donors of \$50,000 or more]” Top contributors must be displayed from largest to smallest appearing either on: (1) separate horizontal lines, centered horizontally or (2) one line separated by commas and may not appear in all capital letters (<i>not applicable to non-recipient committees</i>)</li> <li>• <b>Disclaimer Format:</b> All text must be in Arial equivalent font. The font must be a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, on a solid background with sufficient contrast that is easily readable by the average viewer and, except for the names of top donors, underlined. If there are no top donors, the “Ad paid for by” need not be underlined.</li> </ul>

## Political Advertising Disclaimers

### 4. Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees

Communication	Disclaimer and Manner of Display
Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads and oversized campaign buttons and bumper stickers (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)	<ul style="list-style-type: none"> <li>• "Ad paid for by" [committee's name] (on file with Form 410)</li> <li>• Disclaimer Format: Text must be in no less than 10-point font and in a color that has a reasonable degree of contrast with the background of the advertisement</li> </ul>
Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)	<ul style="list-style-type: none"> <li>• "Ad paid for by" [committee's name] (on file with Form 410)</li> <li>• Disclaimer Format: Text must constitute a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, and must appear in a color that has a reasonable degree of contrast with the background</li> </ul>
Radio ads, telephone calls and audio only electronic media ads	<ul style="list-style-type: none"> <li>• Ad paid for by" [committee's name] (on file with Form 410)</li> <li>• Disclaimer Format: Must be spoken clearly for at least three seconds at the beginning or end of the ad or call, in a pitch and tone substantially similar to the rest of the advertisement</li> </ul>
Television and video ads (including those disseminated over the Internet)	<ul style="list-style-type: none"> <li>• "Ad paid for by" [committee's name] (on file with Form 410)</li> <li>• Disclaimer Format: Text must be of sufficient size to be legible to an average viewer, in a contrasting color to the background and must appear for at least four seconds at either the beginning or end of the advertisement                             <ul style="list-style-type: none"> <li>○ Disclaimer must also be spoken during the ad if the written disclaimer appears for less than five seconds of a broadcast 30 seconds or less or for at least 10 seconds of a broadcast that lasts longer than 30 seconds</li> </ul> </li> </ul>

## Political Advertising Disclaimers

### 5. Independent Expenditure Ads on Candidates by Candidates and Political Party Committees

Communication	Disclaimer and Manner of Display
<p>Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads, and oversized campaign buttons and bumper stickers (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410)</li> <li>• A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate or if the advertisement was authorized or paid for by a candidate for another office, the disclaimer must read: “This advertisement was not authorized or paid for by a candidate for this office or a committee controlled by a candidate for this office.”</li> <li>• Disclaimer Format: Text must be in no less than 10-point font and in a color that has a reasonable degree of contrast with the background of the advertisement               <ul style="list-style-type: none"> <li>○ “Not authorized by” disclaimer may not appear in all capital letters</li> </ul> </li> </ul>
<p>Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410)</li> <li>• A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate or if the advertisement was authorized or paid for by a candidate for another office, the disclaimer must read: “This advertisement was not authorized or paid for by a candidate for this office or a committee controlled by a candidate for this office.”</li> <li>• Disclaimer Format: Text must constitute a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, and must appear in a color that has a reasonable degree of contrast with the background               <ul style="list-style-type: none"> <li>○ “Not authorized by” disclaimer may not appear in all capital letters</li> </ul> </li> </ul>

## **TEMPORARY POLITICAL SIGNS**

### **State Requirements**

Section 5405.3 of the State Outdoor Advertising Act exempts the placing of Temporary Political Signs from the normal outdoor advertising display requirements.

The following pages contain information from the Department of Transportation together with a "Statement of Responsibility for Temporary Political Signs" and a map of their district offices.

### **Solano County Code Regarding Campaign Signs**

Sec. 28.96.70 (D)(2) **Campaign signs.** Campaign signs are allowed without a sign permit provided that the signs:

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

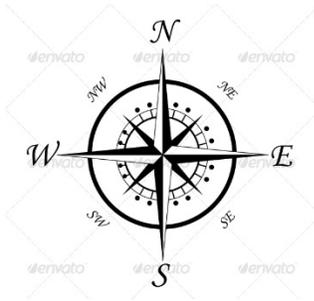
### **Signs Within City Limits**

The placement of signs within city limits is regulated by each respective city. It is recommended that you contact the City Clerk prior to the placement of any political or campaign sign within their jurisdiction.



# CALTRANS DISTRICTS AND DISTRICT OFFICES

## CALTRANS DISTRICTS OFFICE AND MAILING INFORMATION



**STATE OF CALIFORNIA**  
**DEPARTMENT OF TRANSPORTATION**  
 1120 N. STREET  
 P.O. BOX 942873  
 SACRAMENTO, CA 94273-0001  
 PHONE: 916-654-5266

OFFICE	MAILING ADDRESS
<a href="#">Headquarters</a> 1120 N Street Sacramento 916-654-5266	P.O. Box 942873 Sacramento, CA 94273-0001
<a href="#">District 1</a> 1656 Union Street Eureka 707-445-6600	P.O. Box 3700 Eureka, CA 95502
<a href="#">District 2</a> 1657 Riverside Drive Redding 530-225-3426	1657 Riverside Drive Redding, CA 96001
<a href="#">District 3</a> 703 "B" Street Marysville 530-741-4211	703 "B" Street Marysville 530-741-4211
<a href="#">District 4</a> 111 Grand Avenue Oakland 510-286-4444	111 Grand Ave P.O. Box 23660 Oakland, CA 94623-0660
<a href="#">District 5</a> 50 Higuera Street San Luis Obispo 805-549-3111	50 Higuera Street San Luis Obispo, CA 93401-5415
<a href="#">District 6</a> 1352 W. Olive Ave. Fresno 559-488-4020	P. O. Box 12616 Fresno, CA 93728-2616
<a href="#">District 7</a> 100 S. Main Street Los Angeles 213-897-3656	100 S. Main Street Los Angeles, CA 90012
<a href="#">District 8</a> 464 W. 4th St. San Bernardino 909-383-4561	464 W. 4th St. San Bernardino, CA 92402
<a href="#">District 9</a> 500 South Main Street Bishop 760-872-0601	500 South Main Street Bishop, CA 93514
<a href="#">District 10</a> 1976 East Martin Luther King Jr. Blvd Stockton 209-948-7543	P. O. Box 2048 Stockton, CA 95201
<a href="#">District 11</a> 4050 Taylor Street San Diego 619-688-6670	4050 Taylor Street San Diego, CA 92110
<a href="#">District 12</a> 3347 Michelson Dr., Ste. 100 Irvine 949-724-2000	3347 Michelson Dr., Ste. 100 Irvine, CA 92612-0611

## ELECTION DAY PROHIBITIONS

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

### **Electioneering Near Polling Place**

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

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

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

[Elections Code §18370]

### **Electioneering During Vote-by-mail Voting**

No candidate or representative of a candidate, shall solicit the vote of a vote-by-mail voter, or do any electioneering, while in the residence or in the immediate presence of the voter, and during the time he or she knows the vote-by-mail voter is voting.

[Elections Code § 18371]

### **Solicitation Dissuading Persons From Voting**

Within 100 feet of a polling place, no person shall, with the intent of dissuading another person from voting, speak to a voter about marking their ballot or about their qualifications to vote.[Elections Code § 18541]

### **Offering / Accepting Rewards For Voting**

Persons must not pay, offer to pay or accept payment for voting, registering to vote, for or against any candidate in any election that includes a federal candidate.

[Federal Law 42 U.S.C. § 1973i(c), 18 U.S.C. §§ 597, 608(b)]

### **Exit Polling**

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

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

# REGISTRATION AND VOTE-BY-MAIL for the March 3, 2020 Presidential Primary Election

## Registration Deadline

February 17, 2020 is the last day to register to vote for the March 3, 2020 Presidential Primary Election.

## Election Day

Election Day is Tuesday, March 3, 2020; the polls will be open from 7:00 a.m. to 8:00 p.m.

## Vote-by-mail Information

The vote-by-mail voting period begins 29 days prior to the election, on February 3, 2020.

## Application for a Vote-by-mail Ballot

From February 3 through February 25, voters can request that the Registrar of Voters office mail them a vote-by-mail ballot.

- The application form is available on the back of the sample ballot booklets mailed to all registered voters
- Online at our website [www.solanocounty.com/elections](http://www.solanocounty.com/elections). The application may be downloaded and mailed to the Registrar of Voters or submitted electronically.
- Voters may request a vote-by-mail ballot by mailing a hand written request with their name, date of birth, residence address, mailing address if any, and signature to the Registrar of Voters.
- A voter can request a ballot via phone call to the Registrar of Voters office. Only the registered voter himself or herself may apply for a vote-by-mail ballot. The voter will need to provide identifying information including first and last name, date of birth, residence address and mailing address if any. A signature will not be required. **It is a criminal offense for any person other than the voter to request a ballot on behalf of the voter.**

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

## Issuing Ballots

Ballots for **permanent** vote-by-mail voters will be mailed 29 days before the election. No application or request is needed. Voters who are not permanent vote-by-mail voters AND who request a vote-by-mail ballot prior to 5:00 p.m. February 25, 2020 will have their ballot **mailed** approximately 24 hours after receipt of the request. Any request for a vote-by-mail ballot received by the Registrar of Voters office after 5:00 p.m. February 25, 2020 will not be processed. As of February 26<sup>th</sup>, a voter may still come in to request a ballot over the counter at the Registrar's office, or they can vote at their polling place on Election Day.

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

Beginning February 26, 2020, vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voters or at a polling location on Election Day. Anyone may pick up a ballot for another member of their household who is unable to come in for themselves.

## Returning a Vote-by-mail ballot

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

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

**Please Note:** In order to be counted, all hand delivered voted vote-by-mail ballots must be received by the county elections official no later than the close of the polls on Election Day.

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

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

[Elections Code § 3020]

## BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

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

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

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

Headquarters for public and media viewing of election night returns will be at the:

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

## **Processing Vote-by-Mail Ballots**

California elections code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election, February 18, 2020.

### **§ 15101(b)(c)**

(a) Any jurisdiction in which vote-by-mail ballots are cast may begin to process vote-by-mail ballot return envelopes beginning 29 days before the election. Processing vote-by-mail ballot return envelopes may include verifying the voter's signature on the vote-by-mail ballot return envelope pursuant to Section 3019 and updating voter history records.

(b) Any jurisdiction having the necessary computer capability may start to process vote-by-mail ballots on the 10th business day before the election. Processing vote-by-mail ballots includes opening vote-by-mail ballot return envelopes, removing ballots, duplicating any damaged ballots, and preparing the ballots to be machine read, or machine reading them, but under no circumstances may a vote count be accessed or released until 8:00 p.m. on the day of the election. All other jurisdictions shall start to process vote-by-mail ballots at 5:00 p.m. on the day before the election.

(c) Results of any vote-by-mail ballot tabulation or count shall not be released prior to the close of the polls on the day of the election.

Vote-by-mail ballots turned in at the polls will be counted during the official canvass, not on election night, in order to allow time for checking signatures.

## **Precinct Results**

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

## **Post-Election Night**

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

## **Statement of Votes Cast**

The semifinal official canvass statement of votes cast (SVC), which reports election results by individual voting precincts, is available between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters office. For most elections, this report is also posted on the department's website. Once the election is certified, the final official canvass statement of votes cast is made available at our office and on the website.

## **Canvass / Certification**

Canvass is a process of reconciling numbers and the supplemental counting of vote-by-mail ballots turned in at the polls, provisional and write-in ballots. The numbers of voted ballots reported by poll workers and vote-by-mail ballots are matched to what the computer counted. California law permits 30 days to

complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally-required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the voting precincts. This manual process verifies the accuracy of the computer count.

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

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

## FREQUENTLY ASKED QUESTIONS

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

You may not withdraw as a candidate in a primary election after 5:00 p.m. on the last day of the nomination period on December 6, 2019, or December 11, 2019 in the case of an extension.

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

Yes, also cash or checks, are acceptable forms of payment. Checks are to be made payable to the Registrar of Voters.

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

The nomination period closes at 5:00 p.m. on December 6, 2019, but if an incumbent does not file, the nomination period for that particular office is extended until December 11, 2019. A list of local office candidates will be available after the close of nominations. The certified list from the Secretary of State's office will be available by December 26, 2019.

4. Can I change or correct the wording or spelling on my candidate statement after submission?

No, you may not make any changes to your candidate's statement once it has been filed. Review your candidate's statement carefully before submitting. No responsibility or liability is assumed for errors in spelling, punctuation, grammar, etc., because the statement is entirely the candidate's responsibility.

5. May I withdraw my candidate's statement after it is filed?

The candidate 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. (5:00 p.m. Monday, December 9, 2019)

6. If my contest does not appear on the ballot due to an insufficient number of candidates, can my candidate statement fee be refunded?

Yes, you can note your intent to withdraw on the Candidate Statement Form that is to be submitted with your candidate statement.

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

The candidate must pick up all forms in person or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official of the county of the candidate's residence by 5:00 p.m. on the 88th day prior to the primary election, which in this case is December 6, 2019. That statement shall be retained by the elections official.

**8. Can my spouse, relative, friend, or campaign manager file my nomination documents, or can I mail them to you?**

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

A. The Declaration of Candidacy is not to be removed from the office of the Registrar of Voters (except as provided in Elections Code § 8028). Additionally, a member of the Registrar of Voters' staff, a qualified officer, or a notary public must administer the oath or affirmation, which is part of the Declaration of Candidacy form. It is much easier for a candidate to file the nomination papers in person and have the oath administered at the time he or she files; and

B. The signature of the candidate, as well as other data, is necessary on many documents required in the nomination process. If through an oversight the nomination papers are incomplete, the problem can easily be rectified when a candidate files in person. Incomplete documents which are submitted and not rectified prior to the close of nomination, could result in a potential candidate not being certified for the election.

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

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

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

**10. Can I obtain election night results on the Internet?**

Yes, you may obtain the information from the Registrar of Voters' website, at [www.solanocounty.com/elections](http://www.solanocounty.com/elections).

**11. Why is there so much paperwork involved in being a candidate?**

Election law specifies documents required, as well as format, filing dates, etc. The filing requirements are not discretionary. Our staff is here to help you through the process.

**12. I am a candidate for Judge of the Superior Court, must I file a Declaration of Intention and when is the filing period?**

Yes, every candidate for Judge of the Superior Court, incumbent or not, must file a Declaration of Intention. The Declaration of Intention filing period is October 28, 2019 through November 6, 2019. All incumbents must file by November 6, 2019. For any seat in which the incumbent does not file for by November 6, 2019, there will be a five calendar day extension period for anyone except the incumbent to file.

- 13.** For Voter-Nominated offices do petition in-lieu signers or nomination petition signers need to be registered with the same political party I am registered with?

No, signers on any type of petition for a Voter-Nominated office do not have to be registered in the same party as the candidate. Any registered voter of any party may sign a petition for a candidate for a Voter-Nominated office.

- 14.** What happens if some of the signatures I obtain on my nomination papers are not of registered voters or do not live within the jurisdiction I seek to represent?

File your nomination papers early to avoid the consequences of a problem of this type. The Registrar of Voters must certify that the signatures on nomination papers are of registered voters residing within the jurisdiction. If you wait until the last day to file and your sponsors' signatures for any reason are insufficient, you will not qualify to be a candidate. If you file early, there will be time for the Registrar of Voters to check the signatures and notify you of any insufficiencies. You will then have an opportunity to submit supplemental signatures.

- 15.** Can my spouse, relative, friend, or campaign manager pick up or drop off my Vote-by-mail ballot for me?

If the voter is unable to come to our office to pick up their vote-by-mail ballot he or she may authorize someone else to do so. The authorized person must provide a completed application from the voter and a statement signed by the voter, designating the authorized representative by name as the person he/she is allowing to pick up their vote-by-mail ballot.

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

APPENDIX A – MAIN CANDIDATE FORMS (ALL FORMS MAY NOT BE NECESSARY)

**Preliminary Information Form**

(Please Print Legibly)

Office Applying for: \_\_\_\_\_

Division/Area/District: \_\_\_\_\_ Party: \_\_\_\_\_

(If Applicable) \_\_\_\_\_ (If Applicable)

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

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

\_\_\_\_\_  
Telephone  Home  Business/Work  Cell Primary

\_\_\_\_\_  
Secondary Telephone  Home  Business/Work  Cell

Name of Authorized Contact Person: \_\_\_\_\_  
(Other Than Candidate)

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Signature of Authorized Representative:

**I understand, as a candidate for public office, my voter registration information is public record.** Therefore, the Registrar of Voters office has informed me that my residential address will be distributed upon request to the public on a candidate listing provided by the registrar of voters office **unless** I provide another address (business or mailing) to be used in its place.

**The filing fees for all candidates** shall be paid at the time the candidates obtain their nomination forms from the county elections official. All filing fees received by the Secretary of State and county elections officials are nonrefundable. § 8105

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**OFFICE USE ONLY**

Registration Verification:		** Print DIMS Screens **
Precinct #:	Affidavit #:	Registration Date:

**All County & Judicial Offices: Completed Declaration of Qualifications**

Nomination Packet:		
<input type="checkbox"/> Signatures-In-Lieu <input type="checkbox"/> Nomination	Issued By:	Date Issued:

**Candidate Authorize Another Person to Obtain/File Nomination Documents**

**For Candidate Authorizing Another Person  
to Obtain/File Nomination Documents  
On His/Her Behalf**

I, \_\_\_\_\_, hereby authorize:  
(printed name of candidate)

\_\_\_\_\_  
(printed name of individual)

**to obtain/file nomination documents on my behalf for the office of**

\_\_\_\_\_

for the Presidential Primary Election

to be held on March 3, 2020.

I understand that said documents, most importantly the **Declaration of Candidacy**, must be filed on or before **5:00 p.m.**, on the **LAST DAY of the nomination period**, Friday, December 6, 2020.

**The Declaration of Candidacy must be notarized if not signed in the presence of an Elections Official.**

\_\_\_\_\_  
**Candidate's Signature**

\_\_\_\_\_  
**Date**

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor or who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his/her possession which is entitled to be filed under the provisions of the Elections Code.





## Declaration of Candidacy (Page 2)

A candidate for voter-nominated office shall also complete all of the following:

1. I hereby certify that:

- (a) At the time of presentation of this declaration, as shown by my current affidavit of registration, I have disclosed the following political party preference, if any: \_\_\_\_\_; and
- (b) y complete voter registration and party affiliation/preference history from 2008 through the date of signing this document\* is as follows:

Party Registration	County	Timeframe By Year (e.g., 2008-2009)
		2008 - _____
		_____ - _____
		_____ - _____

\* Please note that only 10 years of party affiliation/preference history will be provided on the Secretary of State's website. Any information provided regarding affiliation/preference history prior to 2008 will not be included.

2. Pursuant to Section 8002.5 of the Elections Code, select one of the following:

- \_\_\_\_\_ Party Preference: \_\_\_\_\_ (insert the name of the qualified political party as disclosed upon your affidavit of registration).
- \_\_\_\_\_ Party Preference: None (if you have declined to disclose a preference for a qualified political party upon your affidavit of registration).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ Signature of Candidate \_\_\_\_\_

(Seal)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.                 </div> State of California County of _____  Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.  <div style="text-align: right; margin-right: 100px;">                     _____                      Notary Public (or other official)                 </div>
--------	---

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. County Elections Official \_\_\_\_\_

WARNING: Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any declaration of candidacy in his or her possession that is entitled to be filed under the provisions of the Elections Code. (Elections Code § 18202.)

Oath of Office:

I, \_\_\_\_\_, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature of Candidate \_\_\_\_\_

(Seal)	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;">                     A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.                 </div> State of California County of _____  Subscribed and sworn to (or affirmed) before me on this _____ day of _____, 20____, by _____, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.  <div style="text-align: right; margin-right: 100px;">                     _____                      Notary Public (or other official)                 </div>
--------	---

Examined and certified by me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. County Elections Official \_\_\_\_\_

# Candidate Statement of Qualifications

(Elections Code Sections 13307, 13307.5, 13308, 13309, 13311)

OFFICE \_\_\_\_\_

DISTRICT \_\_\_\_\_

## March 3, 2020 Presidential Primary Election

I have prepared the following statement:

NOTICE TO CANDIDATE: The statement shall consist of a brief description of your education and qualifications. You may include the optional age and occupation.

INSTRUCTIONS TO CANDIDATE

1. Carefully read the notice below.
2. Your statement is requested via email or on CD or USB/flash drive.
3. Return to the ROV office, either with nomination papers or if none, no later than 88 days before the election, **August 10, 2018.**

The cost of printing and mailing the following statement is:

\$ _____ English	\$ _____ Spanish
\$ _____ Tagalog	= \$ _____ <b>TOTAL</b>

There is a word limit of 200 words for local candidates and 250 words for state or congressional candidates. All statements will be printed in uniform type.

Your statement will be printed exactly as submitted by you.

Check carefully for errors in spelling, punctuation and grammar, etc., before filing it.

There can be no editing after you have filed your candidate statement.

*Once filed, there will be no changes, only omissions of words to meet the Elections Code requirements.*

**NAME:** \_\_\_\_\_

**AGE:** \_\_\_\_\_

**Occupation:**

(Optional)

(Optional - May be more descriptive than your Ballot Designation which appears on the ballot)

**Education and Qualifications:** (Word count starts here)

(This title is standard for ALL statements)

I do not wish to file a candidate statement of qualifications.

Pursuant to Elections Code Sections 13307 and 13308, I prepared MY statement which is to be printed in a voter's pamphlet and mailed to each registered voter of my district. I further state that if the cost of printing is the responsibility of the candidate, I will pay for my prorated cost of the statement at such time as instructed by the officer conducting the election.

My candidate statement is being submitted (initial):    via email \_\_\_\_\_    via CD \_\_\_\_\_    via USB/flash drive in person \_\_\_\_\_

I would like to submit my candidate statement via paper. A separate \$25.00 fee will be charged for ROV to retype the statement properly to be sent to printer.

I wish to have my statement translated and printed in **other available languages** in addition to English, with the understanding that I will pay the actual costs incurred for each language. (check appropriate box(es))     Spanish     Tagalog

I am indigent and unable to pay for my prorated costs in advance. Attached is a financial statement pursuant to Elections Code Section 13309 and a release authorizing you to obtain a copy of my most recent federal income tax form. I certify under penalty of perjury under the laws of the State of California that the financial statement is true and correct.

**Withdraw** my candidate statement if no one files against me at the close of nomination. YES \_\_\_\_\_ NO \_\_\_\_\_ Candidate Initials \_\_\_\_\_

*I have reviewed my candidate statement and I understand no corrections or changes are allowed according to Elections Code § 13307(3) after it has been filed, unless requested by elections officials.*

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_ DATE: \_\_\_\_\_

## Candidate Formatting Instructions Form

1. Candidate statements not conforming to the Candidate Statement Guidelines will be reformatted and set in **uniform type** by ROV staff. The Solano County Registrar of Voters bears no responsibility for the correct typesetting of statements which must be reformatted.
2. The Solano County Registrar of Voters will not correct spelling and/or grammar errors on any candidate's statement. **Be sure you have proofed your statement carefully.**
3. We ask that you submit your Candidate's Statement on a CD, USB/Flash drive or by email. We can read Word, WordPerfect, and text files. You may present your statement on paper; however, there will be a separate charge of \$25.00 for us to retype and prepare it for the printer.
4. **Candidate statements are due within 48 hours of payment OR by 5:00 p.m. on the close of the nomination period, whichever occurs first.** For statements being submitted via email, the email address will be provided upon receipt of payment.
5. The cost for the candidate statement is an approximation of the actual cost that varies from one election to another election and may be significantly more or less than the estimate, depending on the number of candidates filing statements and printing costs. Accordingly, the elections official may, on a pro rata basis, bill candidates for additional actual expenses or refund any excess paid depending on the final actual cost.
6. **Printing in Spanish and/or Tagalog (Optional):** The Registrar of Voters shall obtain a translator for candidates who have requested that their statement be printed in other languages as offered by Solano County. The translator shall be a person from the list of approved language translators and interpreters of the Superior Court of the County or from an institution accredited by the Western Association of Schools and Colleges (Elections Code § 13307). The Registrar of Voters will provide a short viewing period for the translated statements. **Candidates shall not change the meaning or otherwise alter the statement. If a candidate objects to the translation, the objection will be conveyed to the translator. The translator's response to the objection is final.**
7. Your candidate statement will be emailed to you for your approval when the printer has completed your proof.  
Please give your approval or concerns to us in a timely manner, preferably by email so that we may continue with the printing process as soon as possible. **Candidates shall not edit the statement in any way from the way it was submitted to us.**
8. The candidate statement **may be withdrawn**, but not changed, during the period for filing nomination papers and until 5:00 pm of the next working day after the close of the nomination period.

**I have received a copy of this on \_\_\_\_\_ and understand that it is my responsibility to read it prior to completion of my candidate statement.**

---

Candidate's Signature

## APPENDIX B - Election Calendar



## Presidential Primary Election

### March 3, 2020

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

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

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

#### Calendar Key:

An **asterisk (\*)** next to the date indicates the legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next working day.

A **double asterisk (\*\*)** next to the date indicates the legal date falls on a holiday or weekend when county offices will be closed, but the deadline will NOT move to the next working day.

"E" stands for Election Day, March 3, 2020. The minus sign and the number after "E -" indicates the number of days until the election. The plus sign and the number after "E +" indicate the number of days after the election.

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

EARLY suggested deadlines are provided in the calendar below for jurisdictions that can meet them. These early deadlines are necessary in order for the Solano County Elections Department to meet printing and mailing schedules.

**FINAL deadlines** are noted as such.

Thank you for your cooperation.

<p><b>September 12, 2019</b> <b>(E-173)</b></p>	<p style="text-align: center;">SIGNATURE-IN-LIEU OF FILING FEE PERIOD STARTS FOR ALL CANDIDATES</p> <p>All candidates that have a filing fee may pick up signature-in-lieu forms from the county elections office. In-lieu petitions are used to offset all or part of the filing fee. Signatures may also be applied to the nomination signature obligation for the office, however if signatures appearing on both documents are counted towards the nomination and the in-lieu petition signature requirements, a person may only sign one of the documents.</p> <p>The elections official will notify candidates of any shortage within 10 days of filing the petition. At the time of obtaining nomination forms, the candidate will pay a pro rata portion of the filing fee to cover the deficiency.</p> <p><i>NOTE: Filing fees for all candidates shall be paid at the time candidates obtain their nomination forms from the county elections official.</i></p> <p style="text-align: right;">§§ 8061, 8105, 8106</p>
<p><b>September 27, 2019</b> <b>(E-158)</b></p>	<p style="text-align: center;">NOTICE OF OFFICES ON PRIMARY BALLOT FROM THE SECRETARY OF STATE</p> <p>The Secretary of State shall prepare and send to each county elections official a notice designating all the offices, except for county officers and judges, for which candidates are to be nominated at the primary election.</p> <p style="text-align: right;">§ 12103</p>
<p><b>September 27 to December 6, 2018</b></p>	<p style="text-align: center;">NOMINATION PERIOD FOR CENTRAL COMMITTEE CANDIDATES</p> <p>Between these dates, candidates for central committee, including incumbents running for re-election, must file their declaration of candidacy and nomination papers with 20 signatures from voters registered with your party and in the district where you are running.</p> <p style="text-align: right;">§§ 8020(b), 8062</p>
<p><b>October 1, 2019</b> <b>(E-154)</b></p>	<p style="text-align: center;">LAST DAY TO REGISTER TO QUALIFY NEW PARTY</p> <p>The last day any person may register to vote and declare an intention to join with a certain party in order to qualify that party to participate in the Primary Election candidate nominating process.</p> <p style="text-align: right;">§§ 2187(d)(1), 5100(b)</p>

<p><b>October 1 to October 20, 2019 (E-154 to E-135)</b></p>	<p style="text-align: center;">REPORT OF REGISTRATION – 154-DAY REPORT</p> <p>During this period, each county elections official shall prepare to send to the Secretary of State a summary statement of the number of persons registered by party affiliation, by county, and by each political subdivision.</p> <p style="text-align: right;">§ 2187(a)(d)(1)</p>
<p><b>October 5 to December 26, 2019 (E-150 to E-68)</b></p>	<p style="text-align: center;">ANNOUNCEMENT OF SELECTED PRESIDENTIAL CANDIDATES – DEMOCRATIC PARTY</p> <p>The Secretary of State will announce and publicize the list of names of those persons affiliated with this party whom the secretary intends to place on the primary election ballot.</p> <p style="text-align: right;">§§ 6041-6043</p>
<p><b>October 7, 2019 (E-148)</b></p>	<p style="text-align: center;">GOVERNOR'S PROCLAMATION</p> <p>On this date, the Governor shall issue a proclamation calling for a primary election.</p> <p style="text-align: right;">§ 12000</p>
<p><b>October 20, 2019* (E-135)</b></p>	<p style="text-align: center;">SECRETARY OF STATE ANNOUNCES NEWLY QUALIFIED PARTY</p> <p>The last day for the secretary of state to determine whether a new political party has qualified for the primary election either by registration or by filing a petition.</p> <p style="text-align: right;">§ 5100(b)(c)</p>
<p><b>October 20, 2019* (E-135)</b></p>	<p style="text-align: center;">PARTIES TO ADOPT RULE FOR UNAFFILIATED VOTERS</p> <p>Last day for a political party to notify the secretary of state in writing that it has adopted a party rule that authorizes a voter who is not affiliated with a qualified political party to vote the ballot of that political party at the March primary election.</p> <p style="text-align: right;">§ 13102(c)</p>

<p><b>October 24 to November 13, 2019 (E-131 to E-111)</b></p> <p><b>Date designated by Secretary of State</b></p>	<p><b>CANDIDATE STATEMENTS IN THE STATE VOTER INFORMATION GUIDE</b></p> <p>Between these dates, U.S. Senate and State Constitutional candidates may purchase a space for a 250-word candidate statement in the official state voter information guide.</p> <p>Gov. Code § 85601(b)</p>
<p><b>October 24, 2019 (E-131)</b></p>	<p><b>LEGISLATIVE MEASURE QUALIFICATION DEADLINE</b></p> <p>§ 9034(b)</p>
<p><b>October 28 to November 6, 2019 (E-127 to E-118)</b></p>	<p><b>DECLARATION OF INTENTION - JUDICIAL CANDIDATES ONLY</b></p> <p>Between these dates candidates for judicial office are required to file a declaration of intention with the county elections official. The filing fee must be paid at this time.</p> <p>§§ 8023, 8105(b)</p>
<p><b>October 28 to November 11, 2019 (E-127 to E-113)</b></p>	<p><b>CITIES PUBLISH ELECTION NOTICE</b></p> <p>If any city is consolidating their election with the March primary, the city clerk shall publish a notice of election in the city pursuant to Gov. Code § 6061 to include (a) the date and polling hours of the election; (b) the offices to be filled, specifying full term or short term, as the case may be.</p> <p>§§ 12101, 12102</p>
<p><b>October 30, 2019 (E-125)</b></p>	<p><b>NOTICE OF PARTIES QUALIFIED TO PARTICIPATE IN PRIMARY ELECTION</b></p> <p>The last day for the Secretary of State to prepare and send to each county elections official a notice defining the political parties qualified to participate in the primary election.</p> <p>§ 12103</p>

<p><b>November 4, 2019</b> <b>(E-120)</b></p>	<p><b>ANNOUNCEMENT OF SELECTED PRESIDENTIAL CANDIDATES – AMERICAN INDEPENDENT, GREEN, LIBERTARIAN, PEACE AND FREEDOM AND REPUBLICAN</b></p> <p>The secretary of state will announce and publicize the list of names of those persons affiliated with these parties whom the secretary intends to place on the primary election ballot.</p> <p>§§ 6340-6342, 6520-6522, 6720-6724 and 6852</p>
<p><b>November 4 to December 4, 2019</b> <b>(E-120 to E-90)</b></p>	<p><b>NOTICE OF ELECTION</b></p> <p>Between these dates the county elections official will publish a notice of election containing:</p> <ul style="list-style-type: none"> <li>• The date of the election</li> <li>• The offices to be filled</li> <li>• Where nomination papers are available</li> <li>• The deadline for filing the declarations of candidacy</li> </ul> <p>Notice of the central counting place may be combined with this notice.</p> <p>§§ 12109, 12112</p>
<p><b>November 6, 2019</b> <b>(E-118)</b></p>	<p><b>LAST DAY FOR SIGNATURE-IN-LIEU OF FILING FEE PERIOD FOR ALL CANDIDATES</b></p> <p>Last day for all candidates to turn in their petitions to the county elections official of the county in which the petition signers reside and are registered to vote.</p> <p>§ 8105, 8106</p>
<p><b>November 7 to November 11, 2019</b> <b>(E-117 to E-113)</b></p>	<p><b>DECLARATION OF INTENTION EXTENSION – JUDICIAL CANDIDATES ONLY</b></p> <p>If the incumbent fails to file a declaration of intention by November 6, 2019 any other qualified person may file a declaration of intention, no later than the first day for filing nomination papers.</p> <p>§ 8023</p>

<p><b>November 11 to December 6, 2019</b></p> <p><b>(E-113 to E-88)</b></p>	<p style="text-align: center;"><b>CANDIDATE NOMINATION PERIOD - ALL CANDIDATES, INCLUDING JUDICIAL OFFICES OF THE SUPERIOR COURT</b></p> <p>All candidates may file nomination forms with the county elections official during this period. The filing fees for all candidates shall be paid at the time the candidates obtain their nomination forms from the county elections official. All filing fees are non-refundable.</p> <p>Note: No candidate may file for more than one office at a time.</p> <p style="text-align: right;">§§ 8105, 10510, 13307, 13311</p>
<p><b>November 11 to December 6, 2019</b></p> <p><b>(E-113 to E-88)</b></p>	<p style="text-align: center;"><b>CANDIDATE'S STATEMENT OF QUALIFICATIONS – JUDICIAL, COUNTY &amp; STATE LEGISLATIVE CANDIDATES</b></p> <p>Between these dates, all candidates may prepare a statement of qualifications:</p> <ul style="list-style-type: none"> <li>• Judicial, county and local candidate statements may not go beyond 200 words</li> <li>• State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications also. It may not go beyond 250 words.</li> <li>• All statements will be included in the official county voter information pamphlet.</li> </ul> <p>The statement shall be filed and paid for at the time the declaration of candidacy is filed. The statement may not be changed, but you may withdraw it before 5:00 p.m. on December 9<sup>th</sup> (the next business day) if the contest closes December 6<sup>th</sup>. If there is an extension period, the statement may be withdrawn on December 12<sup>th</sup> (the next business day).</p> <p style="text-align: right;">§§ 13307, 13308; Gov. Code § 85601</p>
<p><b>November 11 to December 6, 2019</b></p> <p><b>(E-113 to E-88)</b></p>	<p style="text-align: center;"><b>STATEMENT OF ECONOMIC INTEREST, FORM 700 – ALL CANDIDATES EXCEPT U.S. SENATE AND CONGRESS</b></p> <p>Between these dates, candidates filing their Declaration of Candidacy for the primary election must also file the statements of economic interests disclosing:</p> <ul style="list-style-type: none"> <li>• Investments</li> <li>• Interests in real property</li> <li>• And any income received during the past 12 months.</li> </ul> <p>Note: The statement is not required if the candidate has filed one within the past 60 days for the same jurisdiction.</p> <p style="text-align: right;">Gov. Code §§ 87200, 87201, 87500</p>

<p><b>November 13, 2019</b> <b>(E-111)</b></p>	<p style="text-align: center;"><b>CANDIDATE STATEMENTS IN THE STATE VOTER INFORMATION GUIDE DEADLINE</b></p> <p>Last day statewide U.S. Senate candidates may purchase space for a 250-word candidate statement in the official state voter information guide. Contact the secretary of state for further information.</p> <p style="text-align: right;">Gov. Code § 85601(a)</p>
<p><b>November 13, 2019</b> <b>(E-111)</b></p> <p><b>EARLY</b></p>	<p style="text-align: center;"><b>EARLY DATE TO SUBMIT RESOLUTIONS AND MEASURE TEXT TO THE ELECTIONS OFFICIAL (SUGGESTED DATE)</b></p> <p>Resolution calling election and consolidating with the March primary election – adopted by jurisdictions</p> <p>If special districts, school districts, cities or the county are going to submit a measure to the voters in the primary election, the governing boards are encouraged to:</p> <ul style="list-style-type: none"> <li>• Adopt a resolution early to call the election</li> <li>• Consolidate the measure with the March presidential primary election.</li> </ul> <p style="text-align: right;">§ 10400</p> <p>Resolutions calling an election of ballot measures must be accompanied by ballot measure text, if any, and the ballot question containing 75 words or less.</p> <p style="text-align: right;">§ 13247</p>
<p><b>November 18, 2019</b> <b>(E-108)</b></p>	<p style="text-align: center;"><b>SIGNATURES-IN-LIEU – LAST DAY TO DETERMINE SUFFICIENCY</b></p> <p>Last day for the county elections official to determine the sufficiency of in-lieu signatures submitted by candidates for federal, voter nominated and county offices. With 10 days after receipt of a petition, the county elections official shall notify the candidate of any deficiency.</p>

<p><b>December 4, 2019 to March 3, 2020</b></p> <p><b>(E-90 – E-0)</b></p>	<p style="text-align: right;">24-HOUR CONTRIBUTION REPORT</p> <p>State and local committees making or receiving contribution(s) that total in the sum of \$1000 or more in the 90 days before an election:</p> <ul style="list-style-type: none"> <li>• Committees reporting contributions of \$5000 or more in connection with a state ballot measure.</li> <li>• State candidates and state ballot measure committees that receive \$5000 or more at any time other than a 90-day election cycle.</li> </ul> <p>File Form 497 within 24 hours of receiving or making contribution(s) of \$1000 or more.</p> <p>File Form 497 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036, 84203, 84203.3, 85204, 85309</p>
<p><b>December 4, 2019 to March 3, 2020</b></p> <p><b>(E-90 – E-0)</b></p>	<p style="text-align: right;">24-HOUR INDEPENDENT EXPENDITURE REPORT</p> <p>Independent expenditures that total in the sum of \$1000 or more to support or oppose a single candidate for elective local office or a single local ballot measure must be reported as 24-hour independent expenditures during the 90 days before the election in which the candidate or measure will be voted on.</p> <p>File Form 496 within 24 hours of making the independent expenditures(s).</p> <p>File Form 496 by fax, guaranteed overnight delivery, or personal delivery. <i>Regular mail may not be used.</i></p> <p style="text-align: right;">Govt. Code §§ 82036.5, 84204, 85204</p>
<p><b>December 6, 2019</b></p> <p><b>(E-88)</b></p> <p><b>FINAL</b></p>	<p style="text-align: center;">LAST DAY TO SUBMIT RESOLUTIONS OF CONSOLIDATION</p> <p>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 official.</p> <p><i>Earlier filing dates are encouraged in order to meet printing schedules.</i></p> <p style="text-align: right;">§§ 10401, 10402, 10403</p>
<p><b>December 6, 2019</b></p> <p><b>(E-88)</b></p>	<p style="text-align: center;">DEADLINE FOR FILING TAX RATE STATEMENT FOR BOND MEASURES</p> <p>Last day to file tax rate statement for any bond measure appearing on the primary election ballot.</p> <p style="text-align: right;">§ 9401</p>

<p><b>December 6, 2019</b> <b>(E-88)</b></p>	<p style="text-align: center;">LAST DAY FOR THE CANDIDATE NOMINATION PERIOD – ALL CANDIDATES, INCLUDING JUDICIAL OFFICES OF THE SUPERIOR COURT</p> <p>This is the last day that all candidates running for office, including judicial offices of the superior court, may file nomination forms with the county elections official.</p> <p style="text-align: right;">§§ 8020 (b) (c), 10510</p>
<p><b>December 6, 2019</b> <b>(E-88)</b></p>	<p style="text-align: center;">STATEMENT OF ECONOMIC INTERESTS, FORM 700 – ALL CANDIDATES EXCEPT U.S. SENATE AND CONGRESS</p> <p>Last day for specified candidates in an election to file a Statement of Economic Interests (Form 700). If you are filing a statement in connection with your candidacy, the following information must be reported:</p> <ul style="list-style-type: none"> <li>• Investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported.</li> <li>• Also, loans, gifts and travel payments that were received during the 12 months prior to the date of filing your declaration of candidacy.</li> </ul> <p>Candidates running for local elective offices (county sheriffs, city clerks, school board trustees, and water district board members, etc. must file a Statement of Economic Interests (Form 700) as required by the Conflict of Interest Code for the elected position.</p> <p style="text-align: right;">Gov. Code § 87200</p>
<p><b>December 7 to December 11, 2019</b> <b>(E-87 to E-83)</b></p>	<p style="text-align: center;">EXTENSION OF NOMINATION PERIOD</p> <p>Extension period for anyone other than the incumbent to file a nomination petition and Declaration of Candidacy, if the incumbent did not file by December 6, 2019. There will not be an extension period if:</p> <ul style="list-style-type: none"> <li>• The incumbent for judicial office files a declaration of intention for a different office.</li> <li>• When there is no incumbent eligible to be re-elected.</li> <li>• If the incumbent's failure to file is because he or she has already served the maximum number of terms.</li> </ul> <p>In addition, no person may file for more than one office at the same election.</p> <p style="text-align: right;">§§ 8003(b), 8022, 8024, 8204</p>

<p><b>December 11, 2019</b></p> <p><b>(E-83)</b></p>	<p style="text-align: right;">IMPARTIAL ANALYSIS DUE TODAY</p> <p>The impartial analysis is due from County Counsel for county, school and special district measures; the city attorney shall submit analysis of city measures.</p> <p style="text-align: right;">§§ 9160, 9280, 9313</p> <p>County Auditor, if previously directed by the Board of Supervisors, to submit fiscal analysis of measures.</p> <p style="text-align: right;">§ 9160</p>
<p><b>December 11 to December 21, 2019</b></p> <p><b>(E-83 – E-73)</b></p>	<p style="text-align: center;">10-DAY PUBLIC INSPECTION PERIOD FOR IMPARTIAL ANALYSIS STARTS TODAY AND ENDS DECEMBER 21, 2019.</p>
<p><b>December 12, 2019</b></p> <p><b>@ 11:00 a.m.</b></p> <p><b>(E-82)</b></p>	<p style="text-align: right;">RANDOMIZED ALPHABET DRAWING</p> <p>Secretary of state draws a random alphabet to determine the order of candidates on the ballot for offices.</p> <p>The county elections official conducts a random alphabet drawing to determine the order of candidates on the ballot for the State Senate and Assembly.</p> <p style="text-align: right;">§§ 13111, 13112</p>
<p><b>December 13, 2019</b></p> <p><b>(E-81)</b></p> <p><b>FINAL</b></p>	<p style="text-align: right;">ARGUMENTS DUE FOR BALLOT MEASURES</p> <p>Deadline to submit arguments <i>for</i> or <i>against</i> ballot measures. Not to exceed 300 words.</p> <p>(Arguments are public after the 5:00 p.m. deadline)</p> <p style="text-align: right;">§§ 9162, 9163, 9316</p> <p>Department Policy</p>

<p><b>December 13 to December 23, 2019</b></p> <p><b>(E-81 to E-71)</b></p>	<p style="text-align: center;">10-DAY PUBLIC INSPECTION PERIOD FOR ARGUMENTS FOR AND AGAINST ANY MEASURE</p> <p>All arguments filed in the Register of Voters office will be available for public examination for a period of 10 calendar days immediately following the deadline. The documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA.</p> <p>During this 10-day period any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.</p> <p style="text-align: right;">§§ 9163, 9190, 9380</p>
<p><b>December 17, 2019</b></p> <p><b>(E-77)</b></p>	<p style="text-align: center;">DEADLINE FOR FILING REBUTTALS FOR OR AGAINST BALLOT MEASURES</p> <p>Deadline for proponents and opponents to submit rebuttal arguments. Not to exceed 250 words.</p> <p style="text-align: right;">§§ 9167, 9317</p> <p>(Rebuttals are public after the 5:00 p.m. deadline)</p> <p>Department Policy</p>
<p><b>December 17 to December 27, 2019</b></p> <p><b>(E-77 to E-67)</b></p>	<p style="text-align: center;">10-DAY PUBLIC INSPECTION PERIOD FOR REBUTTALS TO ARGUMENTS FOR AND AGAINST ANY MEASURE</p> <p>All rebuttal to arguments for and against that are filed in the Register of Voters office will be available for public examination for a period of 10 calendar days immediately following the deadline. The documents will be on public display at the Solano County Registrar of Voters, 675 Texas Street, Suite 2600, Fairfield, CA.</p> <p>During this 10-day period any voter of the jurisdiction or the county elections official may seek a writ of mandate or an injunction requiring any or all of the materials to be amended or deleted.</p> <p style="text-align: right;">§§ 9163, 9190, 93800</p>
<p><b>December 26, 2019</b></p> <p><b>(E-68)</b></p>	<p style="text-align: center;">CERTIFIED LIST OF CANDIDATES AND ROTATION LIST</p> <p>Last day for the secretary of state to prepare and send to each county elections official a certified list of candidates showing the name of every person eligible to receive votes within the county.</p> <p style="text-align: right;">§§ 8120, 8125</p>

<p><b>December 26, 2019</b></p> <p><b>(E-68)</b></p>	<p style="text-align: right;">DEATH OF CANDIDATE</p> <p>If a candidate dies on or after this date, his or her name shall be printed upon the ballot.</p> <p style="text-align: right;">§§ 8809, 8810</p>
<p><b>January 3 to January 18, 2020*</b></p> <p><b>(E-60 to E-45)</b></p>	<p style="text-align: center;">MILITARY OR OVERSEAS VOTER BALLOT APPLICATIONS</p> <p>County election officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election.</p> <p style="text-align: right;">§§ 300(b), 3105(b)(1)</p>
<p><b>January 6 to February 18, 2020</b></p> <p><b>(E-57 to E-14)</b></p>	<p style="text-align: center;">STATEMENT OF WRITE-IN CANDIDACY AND NOMINATION PAPERS</p> <p>Between these dates, write-in candidates must file their nomination papers and statement of write-in candidacy with the county elections official.</p> <p style="text-align: right;">§ 8601</p>
<p><b>January 23, 2020</b></p> <p><b>(E-40)</b></p> <p>By Statute</p>	<p style="text-align: center;">FIRST PRE-ELECTION STATEMENT (FPPC)</p> <p>Last day to file campaign statements for candidates and committees covering the period January 1, 2020 to January 18, 2020.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please Refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p>
<p><b>January 23 to February 11, 2020</b></p> <p><b>(E-40 to E-21)</b></p>	<p style="text-align: center;">STATE BALLOT PAMPHLETS MAILING</p> <p>Between these dates the secretary of state shall mail state ballot pamphlets to registered voters.</p> <p style="text-align: right;">§ 9094</p>
<p><b>January 23 to February 11, 2020</b></p> <p><b>(E-40 to E-21)</b></p>	<p style="text-align: center;">COUNTIES MAIL SAMPLE BALLOTS</p> <p>Between these dates the county elections official shall mail a sample ballot pamphlet and polling place notice to each registered voter.</p> <p style="text-align: right;">§§ 13300, 13303</p>

<p><b>January 31, 2020</b></p> <p><b>(E-32)</b></p> <p><b>By Statute</b></p>	<p style="text-align: right;">SEMI-ANNUAL CAMPAIGN STATEMENT</p> <p>Last day to file semi-annual campaign disclosure statements for the period ending December 31, 2019 for all ballot measure committees, all candidates and their controlled committees, and all committees primarily formed to support or oppose such candidates or measures being voted upon in the primary election.</p> <p style="text-align: right;">Gov. Code §§ 84200, 84218</p>
<p><b>February 3, 2020</b></p> <p><b>(E-29)</b></p>	<p style="text-align: right;">LAST DAY TO REGISTER TO VOTE TO RECEIVE A SAMPLE BALLOT BY MAIL</p> <p>A sample ballot shall be mailed to each person who has registered to vote at least 29 days before the election.</p> <p style="text-align: right;">§§ 9094(a), 13303</p>
<p><b>February 3 to</b></p> <p><b>February 25, 2020</b></p> <p><b>(E-29 to E-7)</b></p>	<p style="text-align: right;">VOTE-BY-MAIL VOTING PERIOD</p> <p>Vote-by-mail period for the 2020 primary election.</p> <p style="text-align: right;">§§ 3001, 3003</p>
<p><b>February 17, 2020</b></p> <p><b>(E-15)</b></p>	<p style="text-align: right;">CLOSE OF VOTER REGISTRATION</p> <p>Last day to register to vote for the primary election. The voter registration form must be either mailed (postmarked by this date) or delivered to the county elections official by this date.</p> <p>Last day for military or overseas voters to register to vote and request a vote-by-mail ballot.</p> <p><b>NOTE:</b> A request for a vote-by-mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§§ 300(b), 2102, 2107, 3102</p>
<p><b>February 17, 2020</b></p> <p><b>(E-14)</b></p>	<p style="text-align: right;">PROCESSING VOTE-BY-MAIL BALLOTS</p> <p>Processing of vote-by-mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close.</p> <p style="text-align: right;">§ 15101(b)</p>

<p><b>February 18 to March 3, 2020</b></p> <p><b>(E-14 to E-0)</b></p>	<p style="text-align: right;">NEW CITIZENS REGISTRATION</p> <p>Registration for new citizens begins the 14<sup>th</sup> day prior to an election and ends on 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 vote-by-mail ballot.</p> <p style="text-align: right;">§§ 331, 3500, 3501, 3502</p>
<p><b>February 20, 2020</b></p> <p><b>(E-12)</b></p> <p>By Statute</p>	<p style="text-align: right;">SECOND PRE-ELECTION STATEMENT</p> <p>The last day to file campaign statements for candidates and committees covering the period from January 19, 2020 to February 15, 2020.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please Refer to <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p>
<p><b>February 25, 2020</b></p> <p><b>(E-7)</b></p>	<p style="text-align: right;">PUBLICATION OF NOTICE OF MEASURES TO BE VOTED ON AT MUNICIPAL ELECTION</p> <p>The city elections official shall publish a synopsis of the measure at least one time not later than one week before the election in a newspaper of general circulation in the city.</p> <p style="text-align: right;">§ 12111</p>
<p><b>February 25, 2020</b></p> <p><b>(E-7)</b></p>	<p style="text-align: right;">PUBLICATION OF POLLING PLACES, PRECINCT BOARDS AND CITY CANDIDATES</p> <p>Publish one time, in a newspaper of general circulation, a list of polling places. Post the names of precinct officials.</p> <p style="text-align: right;">§§ 12105, 12105.5</p> <p>If city elections are consolidated, the city must publish a list of candidates by this date in the order they appear on the ballot and the corresponding offices for which they are nominated.</p> <p style="text-align: right;">§ 12110</p>
<p><b>February 25, 2020</b></p> <p><b>(E-7)</b></p>	<p style="text-align: right;">VOTE-BY-MAIL BALLOT APPLICATION</p> <p>Last day for the county elections official to receive any voter's application for a vote by mail ballot and to mail such ballot for the primary election.</p> <p style="text-align: right;">§ 3001</p>

<p><b>February 26, 2020</b></p> <p><b>March 3, 2020</b></p> <p><b>(E-6 to E-0)</b></p>	<p style="text-align: center;">VOTE-BY-MAIL BALLOTS – LATE CONDITIONS</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:</p> <ul style="list-style-type: none"> <li>• Come to the county elections department and receive a vote-by-mail ballot over the counter.</li> <li>• Voters may designate, in writing, a representative to bring the vote-by-mail ballot to them.</li> <li>• The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county.</li> </ul> <p style="text-align: right;">§ 3021</p>
<p><b>March 3, 2020</b></p> <p><b>(E-0)</b></p>	<p style="text-align: right;">PRIMARY ELECTION DAY</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§§ 1000, 14212</p>
<p><b>March 3, 2020</b></p> <p><b>(E-0)</b></p>	<p style="text-align: center;">24 HOUR PAYMENT REPORT (SLATE MAILER ORGANIZATIONS)</p> <p>During the 90 days immediately before an election, each slate mailer organization that receives a payment of \$2,500 or more for the purpose of supporting or opposing any candidate or ballot measure in a slate mailer must report the payment within 24 hours to the Secretary of State's office by online or electronic transmission only. (Deadlines are extended to the next business day when they fall on a Saturday, Sunday, or an official state holiday, except for the weekend before an election.) Such payments may be reported on Slate Mailer Late Payment Report (Form 498).</p> <p style="text-align: right;">Gov. Code §§ 84203, 84220, 85204</p>
<p><b>March 3, 2020</b></p> <p><b>(E-0)</b></p>	<p style="text-align: center;">24 HOUR STATEMENT OF ORGANIZATION (FORM 410) – RECIPIENT COMMITTEES AND SLATE MAILER ORGANIZATIONS</p> <p>A recipient committee or slate mailer organization that qualifies during the 90 days prior to an election in which it must file pre-election statements must file a Statement of Organization Recipient Committee (Form 410) within 24 hours of qualification with the filing officer who will receive the committee's original disclosure statements by personal delivery, facsimile transmission, or guaranteed overnight delivery.</p> <p style="text-align: right;">Gov. Code §§ 84101, 84108</p>

<p><b>March 3, 2020</b> <b>(E-0)</b></p>	<p style="text-align: right;">UNOPPOSED SUPERIOR COURT JUDGE</p> <p>On this date the county elections official will declare any incumbent superior court judge whose name did not appear on either the primary or general election ballot re-elected.</p> <p style="text-align: right;">§ 8203</p>
<p><b>March 3, 2020 to</b> <b>March 6, 2020</b> <b>(E-0 to E+3)</b></p>	<p style="text-align: right;">RECEIVING OF VOTE-BY-MAIL BALLOTS</p> <p>During this period, ballots that are being delivered to the polling place must be received by 8:00 p.m. on election day.</p> <p>Ballots that are mailed must be postmarked on or before March 3, 2020 and must be received by our office no later than March 6, 2020.</p> <p style="text-align: right;">§ 3017, 3020</p>
<p><b>March 5, 2020</b> <b>(E+2)</b></p>	<p style="text-align: right;">OFFICIAL CANVASS OF THE RETURNS</p> <p>The official canvass of returns shall commence no later than the first Thursday following the election.</p> <p style="text-align: right;">§ 15301</p>
<p><b>March 11, 2020</b> <b>(E+8)</b></p>	<p style="text-align: right;">VOTE BY MAIL BALLOTS – UNSIGNED IDENTIFICATION ENVELOPE</p> <p>Last day for a voter who did not sign the vote by mail ballot identification envelope to either sign the identification envelope at the office of the county elections official, or complete and submit an “unsigned ballot statement.”</p> <p style="text-align: right;">§ 3019</p>
<p><b>April 2, 2020</b> <b>(E+30)</b></p>	<p style="text-align: right;">COMPLETION OF THE OFFICIAL CANVASS BY ELECTIONS OFFICE</p> <p>The official canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§§ 15372</p>
<p><b>April 2, 2020</b> <b>(E+30)</b></p>	<p style="text-align: right;">NONPARTISAN CANDIDATES ELECTED IF MAJORITY VOTE RECEIVED</p> <p>Any candidate for a nonpartisan office who at a primary election receives a majority of the votes cast for candidates for that office shall be elected to that office. The office shall not appear on the general election ballot.</p> <p style="text-align: right;">§ 8140</p>

<p><b>April 2, 2020</b></p> <p><b>(E+30)</b></p>	<p style="text-align: center;">NO CANDIDATE ELECTED TO NONPARTISAN OFFICE</p> <p>If no candidate has been elected to a nonpartisan office where only one person may be elected, the two candidates who received the highest number of votes cast for nomination to that office shall appear on the general election ballot.</p> <p style="text-align: right;">§ 8141</p>
--	--

## APPENDIX C – CONTACT INFORMATION

### **Solano County Registrar of Voters**

Tim Flanagan  
Registrar of Voters

John H. Gardner  
Assistant Registrar of Voters

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

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

Fax: 707-784-6678

Email: [elections@solanocounty.com](mailto:elections@solanocounty.com)

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

### **For Candidate Services**

Email: [ROVCandidateServices@solanocounty.com](mailto:ROVCandidateServices@solanocounty.com)

---

## **Secretary of State**

### **Elections Division**

Address: 1500 11<sup>th</sup> Street, 5<sup>th</sup> Floor  
Sacramento, CA 95814

Phone: 916-657-2166

TTY/TDD: 800-833-8683

Fax: 916-653-3214

Voter Hotline: 800-345-8683

### **Political Reform Division**

Phone: 916-653-6224

Contact with questions on:

- Committee Identification Numbers
- Termination of Committees

## California Fair Political Practices Commission

1102 Q Street, Suite 3000  
Sacramento, CA 95811  
[www.fppc.ca.gov](http://www.fppc.ca.gov)

### Advice Line:

Toll Free (866) ASK-FPPC or 916-322-5660  
[advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

### Enforcement Violations:

Toll Free (866) 275-3772 (press 1)  
[complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

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

## Federal Election Commission

1050 First Street, NE  
Washington, DC 20463  
Toll Free: (800) 424-9530  
[www.fec.gov](http://www.fec.gov)

- Federal Campaign Disclosure
  - Contributions from national banks, national corporations and foreign nationals
- 

## State Franchise Tax Board

Toll Free: (800) 338-0505  
[www.ftb.ca.gov](http://www.ftb.ca.gov)

- Committee tax status
  - Tax deductible contributions
  - Charitable non-profit groups
  - Audit of campaign disclosure statements
- 

## Internal Revenue Service

Toll Free: (800) 829-1040  
[www.irs.gov](http://www.irs.gov)

- Federal taxpayer I.D. numbers
- Any other tax-related questions

## **Attorney General of California**

P. O. Box 944255

Sacramento, CA 94244-2550

Toll Free: (800) 952-5225

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

- Legal opinions
- Incompatibility of office
- Quo warranty actions
- Brown Act requirements

## Neighboring Counties

Below is a list of counties that are adjacent to Solano County or with whom we share a Congressional, State Senate, State Assembly, school or special district with.

<p><b>Colusa</b> Rose Gallo-Vasquez, County Clerk/Recorder 546 Jay Street, Suite 200 Colusa, CA 95932 Phone: 530-458-0500 Fax: 530-458-0512 Web: <a href="http://www.countyofcolusa.org">www.countyofcolusa.org</a> Email: <a href="mailto:ccclerk@countyofcolusa.org">ccclerk@countyofcolusa.org</a></p>	<p><b>San Joaquin</b> Melinda Dubroff, Registrar of Voters 44 N. San Joaquin Street, Suite 350 Stockton, CA 95202 P.O. Box 810 Stockton, CA 95201 Phone: 209-468-2885 Fax: 209-468-2889 Web <a href="http://www.sjcrov.org">www.sjcrov.org</a></p>
<p><b>Contra Costa</b> Joseph E. Canciamilla, County Clerk-Recorder/Registrar of Voters Scott Konopasek, Assistant Registrar 555 Escobar Street P.O. Box 271 Martinez, CA 94553 Phone: 925-335-7800 Fax: 925-335-7842 Web: <a href="http://www.cocovote.us">www.cocovote.us</a> Email: <a href="mailto:candidate.services@vote.cccounty.us">candidate.services@vote.cccounty.us</a></p>	<p><b>Sonoma</b> Deva Marie Proto, County Clerk-Recorder/Assessor /Registrar of Voters 435 Fiscal Drive Santa Rosa, CA 95403 P.O. Box 11485 Santa Rosa, CA 95406 Phone: 707-565-6800 Fax: 707-565-6843 Web: <a href="http://www.sonoma-county.org">www.sonoma-county.org</a> Email: <a href="mailto:rov-campaign@sonoma-county.org">rov-campaign@sonoma-county.org</a></p>
<p><b>Glenn</b> Sendy Perez, County Clerk-Recorder Debbie LaGrande, Assistant Clerk-Recorder 516 W. Sycamore Street Willows, CA 95988 Phone: 530-934-6414 Fax: 530-934-6571 Web: <a href="http://www.countyofglenn.net">www.countyofglenn.net</a> Email: <a href="mailto:elections@countyofglenn.net">elections@countyofglenn.net</a></p>	<p><b>Sutter</b> Donna M. Johnston, County Clerk-Recorder/Registrar of Voters Chris Goforth, Assistant Registrar of Voters 1435 Veterans Memorial Circle Yuba City, CA 95993 Phone: 530-822-7122 Fax: 530-822-7587 Web: <a href="http://www.suttercounty.org">www.suttercounty.org</a></p>
<p><b>Lake</b> Catherine McMullen, Registrar of Voters 255 N. Forbes Street Lakeport, CA 95453 Phone: 707-263-2372 Fax: 707-263-2742 Web: <a href="http://www.co.lake.ca.us">www.co.lake.ca.us</a> Email: <a href="mailto:elections@lakecountyca.gov">elections@lakecountyca.gov</a></p>	<p><b>Yolo</b> Jessie Salinas, County Clerk-Recorder 625 Court Street, Room B-05 Woodland, CA 95695 P.O. Box 1820 Woodland, CA 95776 Phone: 530-666-8133 Fax: 530-666-8123 Web: <a href="http://www.yoloelections.org">www.yoloelections.org</a> Email: <a href="mailto:cntyclrk@yoloelections.org">cntyclrk@yoloelections.org</a></p>
<p><b>Napa</b> John Tuteur, Assessor-Recorder-County Clerk 900 Coombs Street Suite 256 Napa, CA 94559 Phone: 707-253-4321 Fax: 707-253-4390 Web: <a href="http://www.countyofnapa.org">www.countyofnapa.org</a> Email: <a href="mailto:elections@countyofnapa.org">elections@countyofnapa.org</a></p>	<p><b>Yuba</b> Terry A. Hansen, County Clerk-Recorder 915 8<sup>th</sup> Street, Suite 107 Marysville, CA 95901 Phone: 530-749-7855 Fax: 530-749-7854 Web: <a href="http://www.yuba.org">www.yuba.org</a> Email: <a href="mailto:elections@co.yuba.ca.us">elections@co.yuba.ca.us</a></p>
<p><b>Sacramento</b> Courtney Bailey-Kanelos, Registrar of Voters 7000 65<sup>th</sup> Street, Suite A Sacramento, CA 95823 Phone: 916-875-6451 Fax: 916-875-6516 Web: <a href="http://www.elections.saccounty.net">www.elections.saccounty.net</a> Email: <a href="mailto:voterinfo@saccounty.net">voterinfo@saccounty.net</a></p>	

## Shared Districts

<b>Office</b>	<b>District</b>	<b>Counties</b>
U.S. Congress	3	<b>COLUSA</b> , Glenn, Lake, Sacramento, Solano, <b>SUTTER</b> , Yolo, <b>YUBA</b>
U.S. Congress	5	Contra Costa, Lake, <b>NAPA</b> , Solano, Sonoma
State Senate	3	Contra Costa, <b>NAPA</b> , Sacramento, <b>SOLANO</b> , Sonoma, Yolo
State Assembly	4	Colusa, <b>LAKE</b> , <b>NAPA</b> , Solano, Sonoma, Yolo
State Assembly	11	Contra Costa, Sacramento, Solano
State Assembly	14	Contra Costa, Solano
<b>Office</b>	<b>Trustee Area</b>	<b>Counties</b>
Sacramento County Board of Education	6	Sacramento, San Joaquin, Solano, Yolo

Counties in ALL CAPS and **BOLD** are wholly contained within the boundaries of the district.

## City Clerks of Solano County

<p><b>CITY of BENICIA</b>            Lisa M. Wolfe, City Clerk            250 East "L" Street            Benicia, CA 94510</p> <p style="text-align: right;">Kate Gibbs,            Deputy City Clerk</p> <p>(707) 746-4200            Fax: 747-8120            E-mail: <a href="mailto:lwolfe@ci.benicia.ca.us">lwolfe@ci.benicia.ca.us</a>            E-mail: <a href="mailto:kgibbs@ci.benicia.ca.us">kgibbs@ci.benicia.ca.us</a></p>	<p><b>CITY of SUISUN CITY</b>            Linda Hobson, City Clerk            701 Civic Center Blvd.            Suisun City, CA 94585</p> <p style="text-align: right;">Donna Pock            (421-7302)</p> <p>(707) 421-7300            Fax: 421-7366            E-mail: <a href="mailto:lhobson@suisun.com">lhobson@suisun.com</a>            E-mail: <a href="mailto:dpock@suisun.com">dpock@suisun.com</a></p>
<p><b>CITY of DIXON</b>            Jim Lindley, Interim City Clerk            600 East "A" Street            Dixon, CA 95620</p> <p style="text-align: right;">Lupe Ruiz            678-7000 x1116</p> <p>(707) 678-7000 x 1101            Fax: 678-1489            E-mail: <a href="mailto:jlindley@ci.dixon.ca.us">jlindley@ci.dixon.ca.us</a>            E-mail: <a href="mailto:lruiz@cityofdixon.us">lruiz@cityofdixon.us</a></p>	<p><b>CITY of VACAVILLE</b>            Michelle Thornbrugh, City Clerk            650 Merchant Street            Vacaville, CA 95688</p> <p style="text-align: right;">Shelia Ernst            (449-5112)</p> <p>(707) 449-5110            Fax: 449-5149 (City Mgr.)            E-mail: <a href="mailto:Michelle.Thornbrugh@cityofvacaville.com">Michelle.Thornbrugh@cityofvacaville.com</a>            E-mail: <a href="mailto:Shelia.ernst@cityofvacaville.com">Shelia.ernst@cityofvacaville.com</a></p>
<p><b>CITY of FAIRFIELD</b>            Karen L. Rees, City Clerk            1000 Webster Street            Fairfield, CA 94533</p> <p>(707) 428-7384 or 428-7400            Fax: 428-7798            E-mail: <a href="mailto:klrees@fairfield.ca.gov">klrees@fairfield.ca.gov</a></p>	<p><b>CITY of VALLEJO</b>            Dawn G. Abrahamson,            City Clerk            555 Santa Clara Street            PO Box 3068            Vallejo, CA 94590</p> <p style="text-align: right;">Tarienne Grover            (648-4527)</p> <p>(707) 648-4527            Fax: 648-4535            E-mail: <a href="mailto:dawn.abrahamson@cityofvallejo.net">dawn.abrahamson@cityofvallejo.net</a>            Email: <a href="mailto:tarienne.glover@cityofvallejo.net">tarienne.glover@cityofvallejo.net</a></p>
<p><b>CITY of RIO VISTA</b>            Jose Jasso, City Clerk            1 Main Street            Rio Vista, CA 94571</p> <p>(707) 374-6451 x 1102            Fax: 374-6763            E-mail: <a href="mailto:jjasso@ci.rio-vista.ca.us">jjasso@ci.rio-vista.ca.us</a></p>	