



CANDIDATE GUIDE

Presidential Primary Election June 7, 2016



Lobby of Solano County Administration Center

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

Ira J. Rosenthal
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

Solano County has three scheduled election dates over a two-year election period. Elections in Solano County are scheduled in June and November of the even years and in August of the odd 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.



IRA ROSENTHAL

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Dear Candidate:

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

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

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

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

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

We wish you the best of luck in your endeavors.

Sincerely,

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

John H. Gardner
Assistant Registrar of Voters

Willette Lee
Elections Coordinator

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

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

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

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

CONTACT INFORMATION

Solano County Registrar of Voters

Ira J. Rosenthal, 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

Website: www.solanocounty.com/elections

For Candidate Services

Email: ROVCandidateServices@solanocounty.com

Secretary of State

Elections Division

Address: 1500 11th Street, 5th 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

Address: 428 J St., Suite 620
Sacramento, CA 95814

Website: www.fppc.ca.gov

Advice Line

Phone: 866- 275-3772 – Toll Free
916-322-5660

Email: advice@fppc.ca.gov

Enforcement Violations

Phone: 866-275-3772 (option 1) – Toll Free

Email: complaint@fppc.ca.gov

Contact with questions on:

- 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

Address: 999 E Street NW
Washington, DC 20463

Phone: 800-424-9530 – Toll Free

Website: www.fec.gov

Contact with questions on:

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

State Franchise Tax Board

Phone: 800-338-0505 – Toll Free

Website: www.ftb.ca.gov

Contact with questions on:

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

Internal Revenue Service

Phone: 800-829-1040

Website: www.irs.gov

Contact with questions on:

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

Attorney General of California

Address: P. O. Box 944255
Sacramento, CA 94244-2550

Phone: 800-952-5225

Website: www.oag.ca.gov

Contact with questions on:

- Legal opinions
- Incompatibility of office
- Quo warrant 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>Colusa Kathleen Moran, County Clerk/Recorder</p> <p>Address: 546 Jay Street, Suite 200 Colusa, CA 95932</p> <p>Phone: 530-458-0500 Fax: 530-458-0512 Email: ccclerk@countyofcolusa.org Web: www.countyofcolusa.org</p>	<p>Contra Costa Joseph E. Canciamilla, County Clerk-Recorder/Registrar of Voters Scott Konopasek, Assistant Registrar</p> <p>Address: 555 Escobar Street Martinez, CA 94553</p> <p>Mailing: P.O. Box 271 Martinez, CA 94553</p> <p>Phone: 925-335-7800 Fax: 925-335-7842 Email: candidate.services@vote.cccounty.us Web: www.cocovote.us</p>
<p>Glenn Sheryl Thur, County Clerk-Recorder Susan Alves, Assistant Clerk-Recorder</p> <p>Address: 516 W. Sycamore Street Willows, CA 95988</p> <p>Phone: 530-934-6414 Fax: 530-934-6571 Email: elections@countyofglenn.net Web: www.countyofglenn.net</p>	<p>Lake Diane Fridley, Registrar of Voters</p> <p>Address: 255 N. Forbes Street Lakeport, CA 95453</p> <p>Phone: 707-263-2372 Fax: 707-263-2742 Email: diane.fridley@lakecountyca.gov Web: www.co.lake.ca.us</p>
<p>Napa John Tuteur, Assessor-Recorder-County Clerk</p> <p>Address: 900 Coombs Street Suite 256 Napa, CA 94559</p> <p>Phone: 707-253-4321 Fax: 707-253-4390 Email: elections@countyofnapa.org Web: www.countyofnapa.org</p>	<p>Sacramento Jill LaVine, Registrar of Voters</p> <p>Address: 7000 65th Street, Suite A Sacramento, CA 95823</p> <p>Phone: 916-875-6451 Fax: 916-875-6516 Email: voterinfo@saccounty.net Web: www.elections.saccounty.net</p>
<p>San Joaquin Austin G. Erdman, Registrar of Voters</p> <p>Address: 44 N. San Joaquin Street, Suite 350 Stockton, CA 95202</p> <p>Mailing: P.O. Box 810 Stockton, CA 95201</p> <p>Phone: 209-468-2885 Fax: 209-468-2889 Web: www.sjcrov.org</p>	<p>Sonoma William F. Rousseau, County Clerk- Recorder/Assessor/Registrar of Voters</p> <p>Address: 435 Fiscal Drive Santa Rosa, CA 95403</p> <p>Mailing: P.O. Box 11485 Santa Rosa, CA 95406</p> <p>Phone: 707-565-6800 Fax: 707-565-6843 Web: www.sonoma-county.org Email: rov-campaign@sonoma-county.org</p>

<p>Sutter Donna M. Johnston, County Clerk-Recorder/Registrar of Voters Chris Goforth, Assistant Registrar of Voters</p> <p>Address: 1435 Veterans Memorial Circle Yuba City, CA 95993</p> <p>Phone: 530-822-7122 Fax: 530-822-7587 Web: www.co.sutter.ca.us</p>	<p>Yolo Jeffrey Barry, Appointed Interim County Clerk/Recorder/Registrar of Voters/Assessor</p> <p>Address: 625 Court Street, Room B-05 Woodland, CA 95695</p> <p>Mailing: P.O. Box 1820 Woodland, CA 95776</p> <p>Phone: 530-666-8133 Fax: 530-666-8123 Web: www.yoloelections.org Email: cntyclrk@yoloelections.org</p>
<p>Yuba Terry A. Hansen, County Clerk-Recorder</p> <p>Address: 915 8th Street, Suite 107 Marysville, CA 95901</p> <p>Phone: 530-749-7855 Fax: 530-749-7854 Email: elections@co.yuba.ca.us Web: www.yuba.org</p>	

Shared Districts

Office	District	Counties
United States Representative	3	COLUSA , Glenn, Lake, Sacramento, Solano, SUTTER , Yolo, YUBA
United States Representative	5	Contra Costa, Lake, NAPA , Solano, Sonoma
State Senate	3	Contra Costa, NAPA , Sacramento, SOLANO , Sonoma, Yolo
State Assembly	4	Colusa, LAKE , NAPA , Solano, Sonoma, Yolo
State Assembly	11	Contra Costa, Sacramento, Solano
State Assembly	14	Contra Costa, Solano
Sacramento County Board of Education	Trustee Area 6	Sacramento, San Joaquin, Solano, Yolo

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

City Clerks

<p>City of Benicia Lisa M. Wolfe, City Clerk</p> <p>Address: 250 East "L" Street Benicia, CA 94510 Phone: 707-746-4200 Fax: 747-8120 E-mail: Iwolfe@ci.benicia.ca.us</p> <p>Kate Gibbs, Deputy City Clerk E-mail: kgibbs@ci.benicia.ca.us</p>	<p>City of Dixon Suellen Johnston, City Clerk</p> <p>Address: 600 East "A" Street Dixon, CA 95620 Phone: 707-678-7000 x 103 Fax: 678-1489 E-mail: sjohnston@ci.dixon.ca.us</p> <p>Dianna Camara, Deputy Clerk Phone: 707-678-7000 x 122 E-mail: dcamara@ci.dixon.ca.us</p>
<p>City of Fairfield Karen L. Rees, City Clerk</p> <p>Address: 1000 Webster Street Fairfield, CA 94533 Phone: 707-428-7384 707-428-7400 Fax: 707-428-7798 E-mail: klrees@fairfield.ca.gov</p>	<p>City of Rio Vista Anna Olea-Moger, City Clerk</p> <p>Address: 1 Main Street Rio Vista, CA 94571 Phone: 707-374-6451 x 1102 Fax: 707-374-6763 E-mail: aoleamoger@ci.rio-vista.ca.us</p>
<p>City of Suisun City Linda Hobson, City Clerk</p> <p>Address: 701 Civic Center Blvd. Suisun City, CA 94585 Phone: 707 421-7300 Fax 421-7366 E-mail: lhobson@suisun.com</p> <p>Donna Pock, Deputy City Clerk Phone: 707-421-7302 E-mail: dpock@suisun.com</p>	<p>City of Vacaville Michelle Thornbrugh, City Clerk</p> <p>Address: 650 Merchant Street Vacaville, CA 95688 Phone: 707-449-5110 Fax: 449-5149 (City Manager) E-mail: Michelle.Thornbrugh@cityofvacaville.com</p> <p>Claudia Archer, Deputy City Clerk Phone: 707-449-5112 E-mail: Claudia.Archer@cityofvacaville.com</p>
<p>City of Vallejo Dawn G. Abrahamson, City Clerk</p> <p>Address: 555 Santa Clara Street PO Box 3068 Vallejo, CA 94590 Phone: 707 648-4527 Fax: 707-648-4535 E-mail dawn.abrahamason@cityofcallejo.net</p> <p>Tarienne Grover, Deputy City Clerk Phone: 707-648-4527 Email: tarienne.glover@cityofvallejo.net</p>	

ELECTION SERVICES OFFERED

Effective July 1, 2015

Immediately following this page is our current fee schedule. This list includes various services and reports available for your campaign needs. Some files that may interest you include:

- The Voter File includes the names and addresses of voters in a selected district. It can be produced with or without voter history. The file is available on a CD, via email (dependent on file size) or can be uploaded to an FTP site.
- A walking list also provides names and addresses of voters in a selected district and is used when candidates want to campaign by walking a precinct. Voter history is not available with a walking list.
- Production and customized maps.

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

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

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

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

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

FEE SCHEDULE*Effective July 2, 2015 – June 30, 2016*

Approved BOS 4/28/15

REPORTS	
Custom Reports/Files	Actual Costs - \$2.36 per minute (no minimum charge)
Voter File - Countywide (pre-made)	\$10.00 (includes disk charge)
Vote-by-Mail Voters File Subscription	\$232.00
Walking List	\$.50 per thousand names

GENERAL	
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
Research of Records	\$35 per 1/4 hour plus copy costs (1/4 hour minimum = \$35.00)

MAPS	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$35 per 1/4 hour plus direct material cost

ELECTION	
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 + 115% overhead
Election Cost Estimates (Cost per voter)	General Election \$5.00 Primary Election \$7.00 Stand-alone mail ballot election \$10.00 Stand-alone precinct election \$15.00

ELECTION CALENDAR

Presidential Primary Election

June 7, 2016



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

Please call 707-784-6675 if you have any questions or comments. Information can also be found on our website at www.solanocounty.com/elections. 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 business day.
- **Two asterisks (**)** next to the date indicates that the legal date falls on a holiday or weekend when our office is closed BUT the deadline **will not** move.
- **"E"** stands for Election Day, June 7, 2016. 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.

- **FINAL** deadlines are noted as such.

Thank you for your cooperation.

<p>January 1, 2016** (E-158)</p>	<p>Notice of Offices on Primary Ballot from the Secretary of State</p> <p style="text-align: right;">§ 12103</p>
<p>January 4* to February 10, 2016 (E-158 to E-118)</p>	<p>Signatures-in-Lieu of Filing Fee – Judicial Candidates</p> <p>Candidates for judicial office 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.</p> <p>In-lieu petitions must be filed by the deadline for filing the Declaration of Intention (February 10, 2016). The elections official will notify the candidate of any shortage within 10 days of filing.</p> <p style="text-align: right;">§§ 8061, 8105, 8106</p>
<p>January 4* to February 25, 2016 (E-158 to E-103)</p>	<p>Signatures-in-Lieu of Filing Fees – U.S. Senate, Congressional, Senate, Assembly, County and Central Committee Candidates</p> <p>Candidates 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.</p> <p style="text-align: right;">§§ 8061, 8106</p>
<p>January 5, 2016 (E-154)</p>	<p>Last Day to Register to Qualify New Party</p> <p>The last day any person may register to vote and declare an intention to join with a certain party in order to qualify that party to participate in the Primary Election candidate nominating process.</p> <p style="text-align: right;">§§ 2187(d)(1), 5100(b)</p>
<p>January 5 to January 25, 2016* (E-154 to E-135)</p>	<p>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>

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<p>January 11, 2016 (E-148)</p>	<p>Governor’s Proclamation</p> <p>On or before this date, the Governor shall issue a Proclamation calling for a Presidential Primary Election.</p> <p style="text-align: right;">§ 12000</p>
<p>January 25, 2016* (E-135)</p>	<p>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>January 25, 2016 (E-135)</p>	<p>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 June Primary election.</p> <p style="text-align: right;">§ 13102(c)</p>
<p>January 28 to February 17 2016 (E-131 to E-111)</p> <p>Date designated by Secretary of State</p>	<p>Candidate Statements in the State Voter Information Guide</p> <p>Between these dates, U.S. Senate candidates may purchase a space for a 250-word candidate statement in the official state Voter Information Guide.</p> <p style="text-align: right;">Gov. Code § 85601(b)</p>
<p>February 1, 2016* By Statute</p>	<p>Semi-Annual Campaign Statement</p> <p>Last day to file semi-annual campaign disclosure statements for the period ending December 31, 2015 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>

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<p>February 1 to February 10, 2016 (E-127 to E-118)</p>	<p>Declaration of Intention - Judicial Candidates Only</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 style="text-align: right;">§§ 8023, 8105(b)</p>
<p>February 1 to February 15, 2016* (E-127 to E-113)</p>	<p>Cities Publish Election Notice</p> <p>Between these dates any City Clerk that is having an election during the June Primary 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 style="text-align: right;">§§ 12101, 12102</p>
<p>February 3, 2016 (E-125)</p>	<p>Notice of Parties Qualified to Participate in Primary Election</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 style="text-align: right;">§ 12103</p>
<p>February 8 to March 9, 2016 (E-120 to E-90)</p>	<p>Notice of Election</p> <p>Between these dates the County Elections Official will publish a Notice of Election containing:</p> <ul style="list-style-type: none"> • The date of the election • The offices to be filled • Where nomination papers are available • The deadline for filing the Declarations of Candidacy <p>Notice of the central counting place may be combined with this notice.</p> <p style="text-align: right;">§§ 12109, 12112</p>

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<p>February 11 to February 16, 2016* (E-117 to E-113)</p>	<p>Declaration of Intention Extension – Judicial Candidates Only</p> <p>If the incumbent fails to file a Declaration of Intention by February 10, 2016 than any other qualified person may file a Declaration of Intention, no later than the first day for filing nomination papers.</p> <p style="text-align: right;">§§ 8022, 8023</p>
<p>February 16* to March 11, 2016 (E-113 to E-88)</p>	<p>Candidate Nomination Period - All Candidates, Including Judicial Offices of the Superior Court</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>February 16* to March 11, 2016 (E-113 to E-88)</p>	<p>Candidate’s Statement of Qualifications – Judicial, County & State Legislative Candidates</p> <p>Between these dates, all candidates may prepare a statement of qualifications:</p> <ul style="list-style-type: none"> • Judicial, county and local candidate statements may not go beyond 200 words • State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications also. It may not go beyond 250 words. • All statements will be included in the official county Voter’s Information Pamphlet. <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 March 14th (the next business day) if the contest closes on March 11th. If there is an extension period, the statement may be withdrawn on March 17th (the next business day).</p> <p style="text-align: right;">§§ 13307, 13308; Gov. Code § 85601</p>

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<p>February 16* to March 11, 2016</p> <p>(E-113 to E-88)</p>	<p>Statement of Economic Interest, Form 700 – All Candidates EXCEPT U.S. Senate and Congress</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"> • Investments • Interests in real property • And any income received during the past 12 months. <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>February 17, 2016</p> <p>(E-111)</p>	<p>Candidate Statements in the State Voter Information Guide Deadline</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>February 17, 2016</p> <p>(E-111)</p>	<p>Resolution Calling Election and Consolidating with the June Presidential 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"> • Adopt a resolution early to call the election • Consolidate the measure with the June Presidential Primary Election. <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>

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<p>February 25, 2016 (E-103)</p>	<p>Last day to turn in Signatures-in-Lieu Petitions to the County</p> <p>This is the last day for voter-nominated candidates to turn in their petitions. Within 10 days after receipt of the petitions, the county elections official will notify the candidate of any deficiency.</p> <p style="text-align: right;">§§ 8105, 8106(b)(3)</p>
<p>March 7, 2016* (E-93)</p>	<p>Last day the county will Determine the Sufficiency of Signatures-in-Lieu Petitions</p> <p>Within 10 days after receipt of a petition, the county elections official will notify all candidates of any deficiency. Candidates have until the close of the nomination period to submit supplemental petitions or pay the prorated fee.</p> <p style="text-align: right;">§§ 8105, 8106(b)(3)</p>
<p>March 9 to June 7, 2016 (E-90 – E-0)</p>	<p>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"> • 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. <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;">Gov. Code §§ 82036, 84203, 84203.3, 85204, 85309</p>

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<p>March 9 to June 7, 2016</p> <p>(E-90 – E-0)</p>	<p>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). 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;">Gov. Code §§ 82036.5, 84204, 85204</p>
<p>March 11, 2016</p> <p>(E-88)</p> <p>FINAL</p>	<p>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 style="text-align: right;">§§ 10401, 10402, 10403</p>
<p>March 11, 2016</p> <p>(E-88)</p>	<p>Signatures in Lieu of Filing Fees – Supplemental Petition Deadline</p> <p>Last day a candidate may submit supplemental signatures to the county elections official or pay a prorated portion of the filing fee to cover any shortage in the filing fee payment.</p> <p style="text-align: right;">§ 8106(b)(3)</p>
<p>March 11, 2016</p> <p>(E-88)</p>	<p>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>March 11, 2016</p> <p>(E-88)</p>	<p>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>

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<p>March 11, 2016 (E-88)</p>	<p>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"> • Investments, interests in real property, and business positions held on the date of filing your Declaration of Candidacy must be reported. • Also loans, gifts and travel payments that were received during the 12 months prior to the date of filing your Declaration of Candidacy. <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>March 12 to March 16, 2016 @ 5:00 p.m. (E-87 to E-83)</p>	<p>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 March 11, 2016. There will not be an extension period if:</p> <ul style="list-style-type: none"> • The incumbent for judicial office files a Declaration of Intention for a different office. • When there is no incumbent eligible to be re-elected. • If the incumbent’s failure to file is because he or she has already served the maximum number of terms. <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>March 15, 2016 @ 5:00 p.m. (E-84) FINAL</p>	<p>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 style="text-align: right;">§§ 9162, 9163, 9316</p> <p>Arguments are public after the 5:00 p.m. deadline.</p>

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<p>March 16 to March 25, 2016</p> <p>(E-83 to E-74)</p>	<p>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>March 16, 2016</p> <p>(E-83)</p>	<p>Impartial Analysis Due</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>March 17, 2016</p> <p>@ 11:00 a.m.</p> <p>(E-82)</p>	<p>Randomized Alphabet Drawing</p> <p>Secretary of State draws a random alphabet to determine the order of candidates on the ballot for offices.</p> <p>The county 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;">§ 13112</p>
<p>March 18, 2016</p> <p>@ 5:00 p.m.</p> <p>(E-81)</p>	<p>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>

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<p>March 19 to March 28, 2016</p> <p>(E-80 to E-71)</p>	<p>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, 9380</p>
<p>March 31, 2016</p> <p>(E-68)</p>	<p>Certified List of Candidates and Rotation List</p> <p>Last day for the Secretary of State to prepare and send to each county 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>March 31, 2016</p> <p>(E-68)</p>	<p>Death of Candidate</p> <p>If a candidate dies on or after this date, his or her name shall be printed upon the ballot.</p> <p style="text-align: right;">§§ 8809, 8810</p>
<p>April 8 to April 18, 2016</p> <p>(E-60 to E- 50)</p>	<p>Report of Registration – 60-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)(2)</p>
<p>April 8 to April 23, 2016</p> <p>(E-60 to E-45)</p>	<p>Military or Overseas Voter Ballot Applications</p> <p>County election officials shall process applications and send ballots to military or overseas voters no earlier than 60 days but not later than 45 days before the election.</p> <p style="text-align: right;">§§ 300(b), 3105(b)(1)</p>

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<p>April 11 to May 24, 2016 (E-57 to E-14)</p>	<p>Statement of Write-in Candidacy and Nomination Papers</p> <p>Between these dates, write-in candidates must file their nomination papers and Statement of Write-in Candidacy with the county elections official.</p> <p style="text-align: right;">§ 8601</p>
<p>April 28, 2016 (E-40) By Statute</p>	<p>First Pre-Election Statement (FPPC)</p> <p>Last day to file campaign statements for candidates and committees covering the period January 1, 2016 to April 23, 2016.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please refer to www.fppc.ca.gov.</p>
<p>April 28 to May 17, 2016 (E-40 to E-21)</p>	<p>State Voter Information Guide Mailing</p> <p>Between these dates the Secretary of State shall mail State Voter Information Guide to registered voters.</p> <p style="text-align: right;">§ 9094</p>
<p>April 28 to May 28, 2016 (E-40 to E-10)</p>	<p>Counties Mail County Voter Information Guide and Sample Ballots</p> <p>Between these dates the county elections official shall mail a County Voter Information Guide and Sample Ballot with polling place notice to each registered voter.</p> <p style="text-align: right;">§ 13300, 13303</p>
<p>May 9, 2016 (E-29)</p>	<p>Last Day to Register to Vote to Receive a County Voter Information Guide and Sample Ballot by Mail</p> <p>A County Voter Information Guide and 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>May 9 to May 31, 2016 (E-29 to E-7)</p>	<p>Vote-by-Mail Voting Period</p> <p>Vote-by-Mail period for the 2016 Presidential Primary Election.</p> <p style="text-align: right;">§§ 3001, 3003</p>

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<p>May 23, 2016 (E-15)</p>	<p>Close of Voter Registration</p> <p>Last day to register to vote for the Primary Election. The Voter Registration Form must be either mailed (postmarked by this date) or delivered to the county 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>Note: A request for a vote by mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent vote-by-mail status.</p> <p style="text-align: right;">§§ 300(b), 2102, 2107, 3102</p>
<p>May 23 to May 31, 2016 (E-15 to E- 7)</p>	<p>Report of Registration – 15-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)(3)</p>
<p>May 23, 2016 (E-15)</p>	<p>Processing Vote by Mail Ballots</p> <p>Processing of Vote By Mail ballots may commence on the 10th business day before the election but the results of the tally shall not be released until after the polls close.</p> <p style="text-align: right;">§ 15101(b)</p>
<p>May 24 to June 7, 2016 (E-14 to E-0)</p>	<p>New Citizens Registration</p> <p>Registration for new citizens begins the 14th 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>

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<p>May 26, 2016</p> <p>(E-12)</p> <p>By Statute</p>	<p>Second Pre-Election Statement</p> <p>The last day to file campaign statements for candidates and committees covering the period from April 24, 2016 to May 21, 2016.</p> <p style="text-align: right;">Gov. Code § 84200.5</p> <p>Please refer to www.fppc.ca.gov.</p>
<p>May 31, 2016</p> <p>(E-7)</p>	<p>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>May 31, 2016</p> <p>(E-7)</p>	<p>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>May 31, 2016</p> <p>(E-7)</p>	<p>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>

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<p>June 1 to June 7, 2016</p> <p>(E-6 to E-0)</p>	<p>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"> • Come to the County Elections department and receive a vote-by-mail-ballot over the counter. • Voters may designate, in writing, a representative to bring the vote by mail ballot to them. • The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county. <p style="text-align: right;">§ 3021</p>
<p>June 7, 2016</p> <p>(E-0)</p>	<p>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>June 7, 2016</p> <p>(E-0)</p>	<p>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>June 7, 2016</p> <p>(E-0)</p>	<p>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>

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<p>June 7, 2016 (E-0)</p>	<p>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>June 7 to June 10, 2016 (E-0 to E+3)</p>	<p>Receiving of Vote-by-Mail Ballots</p> <p>During this period, ballots that are being delivered to the polling place must be received by 8:00 p.m. on Election Day.</p> <p style="padding-left: 40px;">Ballots that are mailed must be postmarked on or before June 7, 2016 and must be received by our office no later than June 10, 2016.</p> <p style="text-align: right;">§ 3017, 3020</p>
<p>June 9, 2016 (E+2)</p>	<p>Official Canvass of the Returns</p> <p>The Official Canvass of returns shall commence no later than the first Thursday following the election.</p> <p style="text-align: right;">§ 15301</p>
<p>July 7, 2016 (E+30)</p>	<p>Completion of the Official Canvass by Elections Office</p> <p>The Official Canvass must be completed within 30 days of the election.</p> <p style="text-align: right;">§§ 15372</p>
<p>July 7, 2016 (E+30)</p>	<p>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>

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<p>July 7, 2016</p> <p>(E+30)</p>	<p>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>
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THE TOP-TWO PROCESS

Background Information

Approved by voters in 2010 and taken into effect in 2011, the Top-Two Open Primary Act created voter-nominated offices.

This act allows voters to cast a vote for any candidate, no matter which party they are affiliated with. 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.

[Elections Code § 8141.5]

The following are voter-nominated offices:

- Governor
- Lt. Governor
- United States Senator*
- United States Representative
- Controller
- Insurance Commissioner
- Board of Equalization
- Secretary of State
- State Senator*
- State Assembly*
- State Treasurer
- Attorney General

* These offices will be on the June 7, 2106 Presidential Primary election.

Non-Partisan Offices

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.

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.

LIST OF OFFICES AND INCUMBENTS

For the June 7, 2016 Primary Election

Office	District	Incumbent	Preference
President and Vice President		Barack Obama Termed Out	Democrat
United States Senate		Barbara Boxer	Democrat
United States Representative	3	John Garamendi	Democrat
United States Representative	5	Mike Thompson	Democrat
State Senator	3	Lois Wolk Termed Out	Democrat
Member, State Assembly	4	Bill Dodd	Democrat
Member, State Assembly	11	Jim Frazier	Democrat
Member, State Assembly	14	Susan A. Bonilla	Democrat
County Board of Supervisors	1	Erin Hannigan	Nonpartisan
County Board of Supervisors	2	Linda Seifert	Nonpartisan
County Board of Supervisors	5	Skip Thomson	Nonpartisan
Superior Court Judge – Department	2	Dan J. Healy	Nonpartisan
Superior Court Judge – Department	4	E. Bradley Nelson	Nonpartisan
Superior Court Judge – Department	7	Tim P. Kam	Nonpartisan
Superior Court Judge – Department	10	Michael Mattice	Nonpartisan
Superior Court Judge – Department	16	Scott Kays	Nonpartisan
Superior Court Judge – Department	17	Peter Foor	Nonpartisan
Superior Court Judge – Department	18	Donna L. Stashyn	Nonpartisan
Superior Court Judge – Department	22	Alesia Jones	Nonpartisan
Superior Court Judge – Department	23	John B. Ellis	Nonpartisan
Superior Court Judge – Department	25	Robert C. Fracchia	Nonpartisan
Sacramento County Board of Education	TA 6	John C. Scribner	Nonpartisan

QUALIFICATIONS FOR OFFICE

Partisan Office

Office	Term of Office	Term Begins	Qualifications
President	4 Years	January 20, 2017	At least 35 years old, natural-born citizen of the United States, registered voter, resident of the U.S. for at least 14 years. [U.S. Const., Art. II, § 1, cl. 5]

Voter-Nominated Offices

Office	Term of Office	Term Begins	Qualifications
United States Senator	6 Years	January 3, 2017	At least 30 years old, registered voter, U.S. citizen for at least 9 years, resident of the state on January 3, 2017. [U.S. Const., Art. I, § 3; 20 th Amend., § 1]
United States Representative	2 Years	January 3, 2017	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 th Amend., § 1]
State Senator	4 years 2 Term Limit (for a total of 8 Years)	December 5, 2016	U.S. citizen, registered voter in the district at the time nomination papers are issued. [Elec. Code §§ 20, 201; CA Const., Art. IV, § 2]
State Assembly	2 Years 3 Term Limit (for a total of 6 Years)	December 5, 2016	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 Begins	Qualifications
County Board of Supervisor	4 Years	January 2, 2017	<p>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 9, 2017	<p>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 & 16]</p>
Sacramento County Board of Education	4 Years	December 2, 2016	<p>Registered voter of the district residing within the trustee area.</p> <p>[Ed. Code §§ 5030, 35107]</p>

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 at vwww.caaq.state.ca.us. For further information about conflict of interest or incompatibility of offices, visit the Fair Political Practices Commission's website at www.fppc.ca.gov or call 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 of 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)]

FILING FEE AND SIGNATURE REQUIREMENT

Office	Salary	Filing Fee (% of Salary)	Signature s needed In Lieu of Filing Fee	Nomination Signatures	Value per Signature
United States Senate	\$174,000	\$3,480.00 (2%)	10,000	65 - 100	\$0.348
United States Representative	\$174,000	\$1,740.00 (1%)	3,000	40 - 60	\$0.580
State Senate	\$100,113	\$1,001.13 (1%)	3,000	40 - 60	\$0.33371
State Assembly	\$100,113	\$1,001.13 (1%)	1,500	40 - 60	\$0.66742
County Board of Supervisors	\$100,191	\$1,001.91 (1%)	4,008	20 - 40	\$0.25
Superior Court Judge	\$189,041	\$1,890.00 (1%)	7,560	20 - 40	\$0.25
Sacramento County Board of Education	No Filing Fee				

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

SIGNATURES IN-LIEU OF FILING FEE PETITIONS – OPTIONAL

Filing Period for Signatures In-Lieu of Filing Fee

- **Judicial Candidates:** January 4th through February 10th
- **All Offices *except* Judicial Candidates:** January 4th through February 25th

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.

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 other counties petitions 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 Monday, January 4, 2016.

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.

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 (March 11, 2016).

- **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., March 11, 2016), the nomination period will be extended for five (5) days (until 5:00 p.m., March 16, 2016). 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 who's Declaration of Candidacy has been filed for any Primary Election may withdraw as a candidate at that Primary Election. [Elections Code § 8800]

WRITE-IN CANDIDACY

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 June Primary Election is between April 11, 2016 and May 24, 2016. 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.

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
 - Date of election
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 (May 24, 2016). 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(a)]

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 May 25, 2016.

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, or to which he or she was appointed, in the case of a superior, municipal, or justice court judge.
 - (2) The word "**incumbent**" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination documents, and was elected to that office by a vote of the people, or, in the case of a superior, municipal, or justice court judge, was appointed to that office.
 - (3) No more than three words designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents. For purposes of this section, all California geographical names shall be considered to be one word.
 - (4) The phrase "**appointed incumbent**" if the candidate holds an office other than a judicial office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "**appointed**" and the title of the office. In either instance, the candidate may not use the unmodified word "**incumbent**" or any word designating the office unmodified by the word "**appointed.**" However, the phrase "**appointed incumbent**" shall not be required of a candidate

who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to § 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]

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 (March 17, 2016), 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

Statewide Offices

Candidates voted on throughout the state are placed on the ballot in the random order using the random draw from the Secretary of State's office. The First State Assembly District has the initial random order and in the next district, the candidates listed first move to the bottom of the list and all other candidates move up one position. This rotation continues through all 80 State Assembly Districts.

United States Representative and State Board of Equalization

Candidates are placed on the ballot in the random order using the random draw from the Secretary of State's office 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.

Countywide Offices

Candidates are placed on the ballot in random order using the random draw from the Secretary of State's office and rotated by Supervisorial Districts within the county.

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

Candidates are placed on the ballot in a random using the random draw from the Registrar of Voters Office within each county and **are not** rotated.

Candidates running for other offices

Candidates are placed on the ballot in the random order using the random draw from the Secretary of State's office 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, Chinese 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 88th day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83rd day prior to the election. 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 88th or 83rd day prior to the election, whichever is applicable.
Statements may not be changed after filing.

Please note: 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

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.

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

No Editing of Copy by the Registrar of Voters

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

FOR OFFICES THAT WILL PARTICIPATE IN THE JUNE PRIMARY

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	Chinese	Tagalog
United States Senate	--	\$1,399.00	\$1,399.00	\$1,449.00	\$1,449.00
United States Representative	3	\$ 963.98	\$ 963.98	\$1,013.98	\$1,013.98
United States Representative	5	\$ 665.02	\$ 665.02	\$ 715.02	\$ 715.02
State Senate	3	\$1,399.00	\$1,399.00	\$1,449.00	\$1,449.00
State Assembly	4	\$ 322.65	\$ 322.65	\$ 372.65	\$ 372.65
State Assembly	11	\$ 871.29	\$ 871.29	\$ 921.29	\$ 921.29
State Assembly	14	\$ 665.06	\$ 665.06	\$ 715.06	\$ 715.06
County Board of Supervisors	1	\$ 462.08	\$ 462.08	\$ 512.08	\$ 512.08
County Board of Supervisors	2	\$ 492.36	\$ 492.36	\$ 542.36	\$ 542.36
County Board of Supervisors	5	\$ 477.02	\$ 477.02	\$ 527.02	\$ 527.02
Superior Court Judge	–	\$1,399.00	\$1,399.00	\$1,449.00	\$1,449.00
Sac. County BOE	TA 6	\$ 261.19	\$ 261.19	\$ 311.19	\$ 311.19

Amended 11/30/2015. ROV

Indigent Candidates

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

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

[Elections Code § 13309]

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.

STATEMENT OF CANDIDATE FOR MEMBER OF CITY COUNCIL City of Candidate	
DAVID HOWELL	AGE: 42
Occupation: Attorney	
Education and Qualifications: 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. www.dhowellforcity.net	

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 Words

This section shall not apply to counting words for ballot designations and is pursuant to Elections Code § 9.

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

Description	Number of Words
<ul style="list-style-type: none"> The title and signatures are not counted, only the text is counted. 	
<ul style="list-style-type: none"> Punctuation marks do not count. 	
<ul style="list-style-type: none"> Dictionary words The words "I", "a", "the", "and", etc. are counted as individual words. 	One
<ul style="list-style-type: none"> Abbreviations/Acronyms Examples are: <i>PTA, U.S.M.C.</i> 	One
<ul style="list-style-type: none"> Geographical names Examples are: <i>Rio Vista, Solano County</i> 	One
<ul style="list-style-type: none"> Numbers/Numerical combinations <ul style="list-style-type: none"> ♦ Digits (1, 10, or 100, etc.) ♦ Spelled out (one, ten, or one hundred) ♦ 50%, 1/2, etc. 	One for each One for each One
<ul style="list-style-type: none"> Numbers or letter used to identify a portion of text Examples are: <i>(1) or (a)</i> 	One
<ul style="list-style-type: none"> Dates <ul style="list-style-type: none"> ♦ All digits (01/01/00) ♦ Words and digits (January 1, 2000) 	One Two
<ul style="list-style-type: none"> Characters used in place of a word or number Examples are: & or # 	One
<ul style="list-style-type: none"> Hyphenated words 	
<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"> ♦ Mother-in-law ♦ One-half 	One Two
<ul style="list-style-type: none"> Internet web site addresses & telephone numbers 	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 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
999 E Street, N.W.
Washington, D.C. 20463
800-424-9530

Summary of 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 \$2000 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.

Filing Locations

Solano County Registrar of Voters

Address: 675 Texas Street, Suite 2600
Fairfield, CA 94533

Phone: 707-784-6675
888-933-8683

Fax: 707-784-6678

Secretary of State - Elections Division

Address: 1500 11th Street, 4th Floor, Room 495
Sacramento, CA 95814

Mailing: P.O. Box 1467
Sacramento, CA 95814

Phone: 916-653-6224

California Fair Political Practices Commission (FPPC)

Address: 428 J Street, Suite 620
Sacramento, CA 95814

Phone: 916-322-5660
866-275-3772 (Advice line)

Email: advice@fppc.ca.gov

Hours: 9:00 a.m. to 11:30 a.m.

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).

Filing Schedule for Local Candidates

Fair Political Practices Commission Filing Schedule for Candidates and Controlled Committees for Local Office Being Voted on June 7, 2016

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* – 12/31/15	460 or 470	<ul style="list-style-type: none"> Form 460: All committees must file Form 460. Form 470: If a candidate has raised or spent less than \$1,000 during 2015, file Form 470. The January 31 deadline falls on Sunday, so the deadline is extended to the next business day.
Within 24 Hours <i>Contribution Reports</i>	3/9/16 – 6/7/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made in connection with another candidate or ballot measure being voted on the June 7 ballot or to a political party committee. The recipient of a non-monetary contribution of \$1,000 or more must file a Form 497 report within 48 hours from the time the contribution is received. File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.
Apr 28, 2016 <i>Pre-Election</i>	1/1/16 – 4/23/16	460 or 470	<ul style="list-style-type: none"> Each candidate listed on the ballot must file Form 460 or Form 470 (see below).
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016 <i>Semi-Annual</i>	5/22/16 – 6/30/16	460	<ul style="list-style-type: none"> All committees must file unless the committee filed termination Forms 410 and 460 before June 30, 2016. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.

- Local Ordinance:** Always check on whether additional local rules apply.
- * Period Covered:** The period covered by any statement begins on the day after the closing date of the last statement filed, or January 1, if no previous statement has been filed.
- Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to 24-hour independent expenditure reports (Form 496) and the deadline for the Form 497 that is due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week. Statements filed after the deadline are subject to a \$10 per day late fine.
- Method of Delivery:** All paper filings are filed by personal delivery or first class mail unless otherwise noted. A paper copy of a report 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. During 2015, these thresholds were at \$1,000.
- **Form 470 (2015):** If a candidate raised or spent less than \$1,000 during 2015 and does not have an open committee, a Form 470 is required to be filed by February 1, 2016.
- **Form 470 (2016):** Candidates who do not have an open committee and do not raise or spend \$2,000 in 2016 may file Form 470 on or before April 28, 2016. If, later during the calendar year, a campaign committee must be opened, a Form 470 Supplement and a Form 410 must be filed.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the Campaign link.
- Committees making independent expenditures to support or oppose candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.

Filing Schedule for State Candidates

Fair Political Practices Commission Filing Schedule for State Candidate Controlled Committees Listed on the June 7, 2016 Ballot

Deadline	Period	Form	Notes
Feb 1, 2016 <i>Semi-Annual</i>	* – 12/31/15	460	<ul style="list-style-type: none"> All committees must file this report. The January 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Within 10 Business Days \$5,000 Report	Ongoing – file any time other than 90-day election cycle	497	<p>Only e-filers file this report:</p> <ul style="list-style-type: none"> File if a contribution of \$5,000 or more is received from a single source. No paper copy is required.
Within 24 Hours <i>Election Cycle Reports</i>	3/9/16 – 6/7/16	497	<ul style="list-style-type: none"> File if a contribution of \$1,000 or more in the aggregate is received from a single source. File if a contribution of \$1,000 or more in the aggregate is made in connection with a candidate or ballot measure being voted on the June 7 ballot or made to a political party committee. The recipient of an in-kind contribution must file a Form 497 within 48 hours from the time the in-kind or non-monetary contribution is received. E-file only – no paper copy is required.
Apr 28, 2016 <i>Pre-Election</i>	1/1/16 – 4/23/16	460	<ul style="list-style-type: none"> All committees must file this report.
May 26, 2016 <i>Pre-Election</i>	4/24/16 – 5/21/16	460	<ul style="list-style-type: none"> All committees must file this report. Paper copies must be filed by personal delivery or guaranteed overnight service only.
Aug 1, 2016 <i>Semi-Annual</i>	5/22/16 – 6/30/16	460	<ul style="list-style-type: none"> All committees must file this report. The July 31 deadline falls on a Sunday, so the deadline is extended to the next business day.
Additional Reports			
<ul style="list-style-type: none"> E-filers only: Payments of \$5,000 or more in connection with a state ballot measure will require filing the 496/497 within 10 business days. 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 (i.e., nurse, doctor, firefighter). E-filers also file online. Form E-530: Committees that make 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 file within 48 hours. No paper copy is required. 			

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- *** 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.
- **E-File:** 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 reports.
- **Form 497:** All reports filed online only.
- **Paper Filings:** All paper filings may be filed by first class mail unless otherwise noted.
- **Where to File:** State committees file reports 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.
- **Filing Deadlines:** Deadlines are extended when they fall on a Saturday, Sunday, or an official state holiday. This extension does not apply to any 24-hour contribution reports (Form 497) that are due the weekend before the election. Such reports must be filed within 24 hours regardless of the day of the week and are subject to a \$10 per day late fine.
- **Penalties:** Failure to file a statement on time subjects a committee 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.
- **Contribution Limits:** Refer to the contribution limits chart on the FPPC website.
- **Public Documents:** All statements are public documents. Campaign manuals and instructional materials are available at www.fppc.ca.gov, click on the Campaign link.
- **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 June 7, 2016 ballot who maintains an Assembly officeholder committee must file pre-election reports for both committees even if the Assembly committee has not received or made payments.
- Committees making independent expenditures to support or oppose other candidates or ballot measures also file:
 - **462:** A verification form must be e-mailed to the FPPC within 10 days of an independent expenditure of \$1,000 or more.
 - **496:** This form is due within 24 hours when made in a 90-day period of the election. Refer to the candidate or ballot measure election filing schedule.

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

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.

The following pages contain the FPPC’s Political Advertising Disclaimer Charts showing the disclaimer requirements for communications for Candidates and Ballot Measures. You can download the file at www.fppc.ca.gov.

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 2014"

"Paid for by Friends of Smith for Mayor 2014"

Communication	Manner of Display
<p>All mass mailings - more than 200 (including electronic mail messages, faxes, Twitter feeds)</p>	<ul style="list-style-type: none"> Committee name/address, as on file with Form 410, on outside of mailing. (If no Form 410 on file, use candidate name/address.) Only committee name required on electronic messages No less than 6 pt type/contrasting print color Return envelopes (included in solicitation) – committee's name, address and ID number are recommended but not required
<p>Telephone calls advocating candidate's own election (500 or more) - made by vendors ("robo" calls) or paid individuals</p>	<ul style="list-style-type: none"> Any time during the message Must identify the candidate that paid for the call or an organization authorizing the call that files campaign reports Must state that the call is "paid for by" or "authorized by" the identified candidate or organization Examples: <i>This call was paid for by Senator Jones; This call was authorized by (name of committee)</i> No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers
<p>The Political Reform Act does not require a specific disclaimer on the following communications, although the FPPC recommends placing "paid for by <i>committee name</i>" and committee ID number on all public campaign materials.</p>	
<p>Newspaper, radio and television ads</p>	<ul style="list-style-type: none"> Radio and television advertisements require "paid for by" or sponsor identification under Federal Communications Commission rules Check the Elections Code for newspaper ad requirements
<p>Billboards, yard signs, business cards, door hangers, flyers, posters and websites</p>	<ul style="list-style-type: none"> "Paid for by <i>committee name</i>" and committee ID number are recommended but not legally required

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control. Communications made by a candidate to support or oppose a ballot measure or other candidates are not addressed in this chart.

References: [Government Code Sections: 84305, 84310.](#)
[Title 2 Regulations: 18435, 18440.](#)



Political Advertising Disclaimers

2. Independent Expenditure Ads on Candidates

- **General purpose committees provide a disclaimer that must include, unless otherwise noted:**
 - “Paid for by *committee name*” and “Not authorized by the candidate or a committee controlled by the candidate.”**Examples:**
 - “This call was paid for by ABC Trade Association and was not authorized by Senator Jones”
 - “This ad was paid for by Susan Johnson and was not authorized by a candidate or committee controlled by a candidate”
- **Primarily formed committees for or against a candidate must add an additional disclaimer that lists \$50,000 donors.**
 - **Examples:**
 - “Paid for by Citizens Against Senator Smith, major funding by International Workers Association and California Insurance Committee. This ad was not authorized by Senator Smith.”

The following disclaimers apply to ads that expressly advocate support or opposition of a candidate

Communication	Manner of Display
All mass mailings (more than 200) (see note)	<ul style="list-style-type: none"> • Committee name/address (on file with Forms 410 or 461) on outside of mailing in no less than 10 pt type/contrasting print color • An insert in the mailing must also state that the ad was not authorized by the candidate or a committee controlled by the candidate
Telephone calls (more than 200) - made by vendors (“robo” calls) or paid individuals	<ul style="list-style-type: none"> • Disclaimer must state that the call is “paid for by” committee name • Must be at least 3 seconds either at the beginning or end of the call
Radio	<ul style="list-style-type: none"> • Must be at least 3 seconds either at beginning or end of the ad
Television	<ul style="list-style-type: none"> • Both written & spoken at the beginning or end of ad • Not less than 4 seconds • Size & contrasting color must be legible to average viewer • <u>Exception</u> - no spoken disclosure required if written statement is shown for at least 5 seconds on a 30 second broadcast or 10 seconds on 60 second broadcast

Political Advertising Disclaimers



3. Ballot Measure Ads
(by committees primarily formed for a state or local ballot measure)

The disclaimer must include, unless otherwise noted: "Paid for by *committee name*" and, if applicable "Major funding by (name of top two donors of \$50,000 or more)."

Examples:

- "Paid for by Citizens in Support of Measure B, Sponsored by the Taxpayers Alliance Major Funding by ABC Corporation and XYZ Partnership"
- "Paid for by Californians for Education, a Committee Opposed to Proposition 1, Top Contributors are Student Political Action Committee and ZZZ Trade Association"
- "Paid for by Voters in Support of Measure A (no sponsors/\$50,000 donors)"

Communication	Manner of Display
All mass mailings (more than 200) (see note)	<ul style="list-style-type: none"> • Committee name/address (on file with Form 410) on outside of mailing in no less than 6 pt type/contrasting print color - see example in fact sheet
Telephone calls (more than 200) - made by vendors ("robo" calls) or paid individuals	<ul style="list-style-type: none"> • Disclaimer must state that the call is "paid for by" committee name • Must be at least 3 seconds at beginning or end of call
Radio	<ul style="list-style-type: none"> • Must be at least 3 seconds either at the beginning or end of the ad • Ad which is 15 seconds or less requires only highest major contributor
Television	<ul style="list-style-type: none"> • Both written & spoken at the beginning or end of ad • Not less than 4 seconds • Size & contrasting color must be legible to the average viewer • Ad which is 15 seconds or less requires only highest major contributor • Exception - no spoken disclosure required if written statement is shown for at least 5 seconds on a 30 second broadcast or 10 seconds on 60 second broadcast

Independent Expenditures - Ballot Measures Ads

Communication	Manner of Display
Paid spokesperson - \$5,000 or more	<ul style="list-style-type: none"> • Printed or televised ad: shown continuously in highly visible roman font • Radio broadcast or phone message: spoken in clearly audible format • Both must also include: "spokesperson's name is being paid by this campaign or its donors"
Newspaper ads	<ul style="list-style-type: none"> • 10 pt type in contrasting color • Also check the Elections Code
Yard Signs (more than 200) Billboards	<ul style="list-style-type: none"> • 5% of height of ad in contrasting color
Door hangers, flyers, posters, and oversized campaign buttons and bumper stickers (buttons 10" across or larger and stickers 60 sq. in. or larger) (more than 200)	<ul style="list-style-type: none"> • 10 pt type in contrasting color

Note: Two display rules exist for mass mailings. A mass mailing must have the committee name/address on the outside of an envelope in 6 pt type; while the manner of display for the ad disclaimer requires the committee name in no less than 10 pt type. Often a one-page mailer combines the display rules with both the committee name and address in no less than 10 pt type although the address may be at 6 pt. type.

The information on this chart does not carry the force of law. If there are any discrepancies between the chart and the Act or its corresponding regulations and opinions, the Act and its regulations and opinions will control.

References: [Government Code Sections: 82031, 84305, 84310, 84506, 84507, 84509, 84511.](#)
[Title 2 Regulations: 18225, 18435, 18440, 18450.1, 18450.4, 18450.5.](#)

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.

The following pages are examples of the Department of Transportation letter and form about signs within City limits.

STATE OF CALIFORNIA-BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWN JR., Governor

DEPARTMENT OF TRANSPORTATION
DIVISION OF TRAFFIC OPERATIONS
OUTDOOR ADVERTISING PROGRAM



**STATEMENT OF RESPONSIBILITY FOR TEMPORARY
POLITICAL SIGNS**

Election Date: _____ June _____ November Other: _____

Candidate's Name: _____

Office sought or Proposition Number: _____

County where sign(s) will be placed: _____

Number of signs to be placed: _____

RESPONSIBLE PARTY:

Name: _____

Address: _____

Phone Number (Include Area Code) _____

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

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

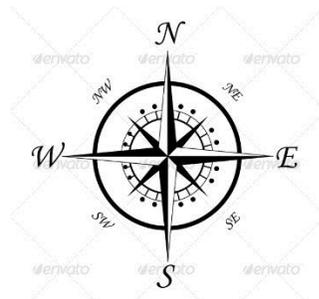
SIGNATURE OF RESPONSIBLE PARTY

DATE

Mail Statement of Responsibility to:

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

CALTRANS DISTRICTS AND DISTRICT OFFICES



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

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

Registration Deadline

May 23, 2016 is the last day to register to vote for the June 7, 2016 Presidential Primary Election.

Election Day

Election Day is Tuesday, June 7, 2016. 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 May 9, 2016.

Application for a Vote-By-Mail Ballot

Registered voters can sign up to vote by mail by:

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

The last day to request a vote-by-mail ballot is **May 31, 2016**.

Issuing Ballots

Our office will start to mail ballots to permanent vote-by-mail voters on May 9, 2016. Voters who are not permanent vote-by-mail voters **AND** who request a vote-by-mail ballot **prior to 5:00 p.m. May 31, 2016** will have their ballot mailed approximately 24 hours after receipt of the request. Any request for a vote-by-mail ballot received by our office after 5:00 p.m. May 31, 2016 will not be processed. Voters may still come in to request a ballot at our office, or they can vote at their polling place on Election Day.

If the voter is unable to come to our office to pick up their vote-by-mail ballot they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter. The statement must designate the

authorized representative by name and that he/she is given permission to pick up their vote-by-mail ballot.

Beginning June 1, 2016, vote-by-mail ballots can only be issued in the office of the Solano County Registrar of Voter. Any authorized representative 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 offices, any City Clerk office in Solano County, or 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 our office or to any polling place in Solano County on Election Day.

Please Note: In order to be counted, all hand delivered voted Vote-By-Mail ballots must be received by the county elections official from whom they were obtained no later than the close of the polls on Election Day.

Vote-By-Mail ballots that are received by the county 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.

BALLOT COUNTING, ELECTION RESULTS AND CANVASS RESULTS

Election night results will be available after 8:00 p.m. on election night. You can view them:

- On our website at www.solanocounty.com/elections
- Via telephone at 707-784-6675 or Toll-Free 1-888-933-VOTE (8683)

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

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

Processing Vote-By-Mail Ballots

California State Elections Code allows that the Registrar of Voters begin processing vote-by-mail ballots 10 business days before the election, which will be May 23, 2016.

[Elections Code § 15101(b)]

- (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.

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 return center. This process takes approximately 1.5 hours in a major election. Precinct results will be available as soon as possible.

Post-Election Night

Semi-final election results will be available between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters on the day after the election and on the Registrar of Voters website.

Statement of Votes Cast

The Semifinal Official Canvass Statement of Votes Cast, which reports election results by individual voting precincts, is available between 8:00 a.m. and 5:00 p.m. at the Registrar of Voters office. For most elections, this report is also posted on our website. Once the election is certified, the Final Official Canvass Statement of Votes Cast will also be made available.

Canvass / Certification

Canvass is a process of reconciling numbers and the supplemental counting of vote-by-mail ballots turned in at the polls, provisional and write-in ballots. The numbers of voted ballots reported by poll workers and vote-by-mail ballots are matched to what the computer counted. California law permits 30 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the complexity of completing the ballot count and conducting a thorough audit of the election results to ensure accuracy. Part of the canvass process is a legally-required manual recount of the votes cast for all candidates and measures on the ballot in 1% of the voting precincts. This manual process verifies the accuracy of the computer count.

Candidates and members of the general public are invited to observe supplemental ballot counting and the manual tally of ballots from the randomly selected 1% of the voting precincts. The canvass is complete when the county 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 March 11, 2016. This also applies in the case of an extension, which ends March 16, 2016.

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

Yes. You can also pay by cash or checks. Checks are to be made payable to the Registrar of Voters.

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

The nomination period closes at 5:00 p.m. on March 11, 2016, but if an incumbent does not file, the nomination period for that particular office is extended until March 16, 2016. 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 March 31, 2016.

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

No, changes are not allowed once it has been filed. Review your candidate's statement carefully before submitting. No responsibility or liability is assumed by the Registrar of Voters for errors in spelling, punctuation, grammar, etc. The statement is entirely the candidate's responsibility.

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

Yes. You can withdraw the statement 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. For this election the deadline is 5:00 p.m. Monday, March 14, 2016.

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 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 election official of the county of the candidate's residence by 5:00 p.m. on the 88th day prior to the statewide direct primary election, which in this case is March 11, 2016. That statement shall be retained by the county 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, we encourage candidates 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 get election night results online?

Yes, you can get the results at www.solanocounty.com/elections starting at 8:00 p.m. Election Day.

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, must file a Declaration of Intention. The Declaration of Intention filing period is February 1, 2016 through February 10, 2016. All incumbents must file by February 10, 2016. For any seat in which the incumbent does not file for by February 10, 2016, 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 they may authorize someone else to do so. The authorized person must provide a completed application and a statement signed by the voter. The statement must designate the authorized representative by name and that he/she is given permission to pick up their vote-by-mail ballot.

If a vote-by-mail voter is unable to return the ballot they 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 our office or to any polling place in Solano County on Election Day.