

**COLLINSVILLE LEVEE  
& RNVWD  
MAIL BALLOT ELECTION  
CANDIDATE GUIDE**

*August 25, 2015*  
County of Solano



**REGISTRAR OF VOTERS**  
Government Center Building  
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(707) 784-6675  
[www.solanocounty.com/elections](http://www.solanocounty.com/elections)

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Registrar of Voters

**John Gardner**  
Assistant Registrar of Voters

This Candidate Guide is intended to provide general information about the nomination and election of candidates and other election related issues. No duty is imposed upon the Registrar of Voters to determine whether a candidate meets the requirements for holding office. The Declaration of Candidacy, which each candidate must sign under penalty of perjury, states that the candidate meets the statutory and/or constitutional qualifications for office (including, but not limited to, citizenship, residency, etc.).

This guide is intended to be a resource and is not legally sufficient. In the case of conflict with rule or law, the rule or law will apply. It is distributed with the understanding that the Solano County Registrar of Voters is not rendering legal advice and the individual, organization, or candidate using this guide must not consider it to be a substitute for legal counsel. Unless otherwise indicated, all code section references are to the California Elections Code.



# SOLANO COUNTY

## REGISTRAR OF VOTERS

**IRA ROSENTHAL**

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Dear Candidate:

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

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

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

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

Sincerely,

SOLANO COUNTY REGISTRAR OF VOTERS

John Gardner  
Assistant Registrar

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

### **Mission Statement**

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

### **Departmental Functions**

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

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

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

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

**SOLANO COUNTY REGISTRAR OF VOTERS  
FEE SCHEDULE  
EFFECTIVE JULY 1, 2014**

Approved BOS 5/6/14

<b>REPORTS</b>	
Reports/Files	Actual Costs (labor \$136 per hour & supplies)
Vote-by-Mail Voters File Subscription	\$224.00
Walking List	\$.50 per thousand names

<b>GENERAL</b>	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies	\$.75 first page, \$.10 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	\$136.00 per hour plus copy costs (1/4 hour minimum = \$34.00)

<b>MAPS</b>	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00

<b>ELECTION</b>	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 117% 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

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

**COLLINSVILLE LEVEE / RNVWD ELECTION  
OFFICES FOR THE AUGUST 25, 2015 ELECTION**

<b><i>DISTRICT</i></b>	<b><i>POSITIONS</i></b>	<b><i>QUALIFICATIONS</i></b>	<b><i>HOW ELECTED</i></b>
<b>COLLINSVILLE LEVEE SPECIAL DISTRICT</b>	(3) BOARD OF DIRECTORS  4 YEAR TERM	CANDIDATE SHALL BE A REGISTERED VOTER RESIDING WITHIN THE DISTRICT BOUNDARIES	AT-LARGE

<b><i>DISTRICT</i></b>	<b><i>POSITIONS</i></b>	<b><i>QUALIFICATIONS</i></b>	<b><i>HOW ELECTED</i></b>
<b>RURAL NORTH VACAVILLE WATER DISTRICT</b>	(3) BOARD OF DIRECTORS  4 YEAR TERM	CANDIDATE SHALL BE A REGISTERED VOTER RESIDING WITHIN THE DISTRICT BOUNDARIES	AT-LARGE

**FILING DATES**

05/04/2015 – 05/29/2015

FILING PERIOD FOR NOMINATION DOCUMENTS

**ALL CANDIDATES MUST FILE**  
**DECLARATION OF CANDIDACY**  
**BALLOT DESIGNATION WORKSHEET**  
**CAMPAIGN STATEMENT FORMS 501 & 410 (if required)**  
**CAMPAIGN STATEMENT FORM 470 or 460**  
**CAMPAIGN DISCLOSURE FORM 700**  
**CODE OF FAIR CAMPAIGN PRACTICES (OPTIONAL)**

**Candidate Intention (Form 501) & Campaign Disclosure Forms (Forms 410, 460, 470)**

Periodic statements disclosing contributions made to and expenditures made by the candidate or committee must be filed at least once and possibly several times during an election cycle if more than \$1,000 is being raised or spent. If candidates plan on raising or spending more than \$1,000, contact the Fair Political Practice Commission [www.fppc.ca.gov](http://www.fppc.ca.gov) or 1-866-ASK-FPPC or the Elections Department prior to raising or spending any funds. Instructional manuals are available and there are forms that must be filed in accordance with a set filing schedule.

Govt. Code §84200, 84218

Candidates are encouraged to file a Form 501 & 470 with their Declaration of Candidacy if they do not plan to raise or spend more than \$1,000. This will end their reporting requirement.

Fair Political Practices Commission  
 Filing Schedule for  
 County of Solano  
 Candidates and Controlled Committees for Local Office  
 Being Voted on August 25, 2015

<i>Deadline</i>	<i>Period</i>	<i>Form</i>	<i>Notes</i>
<b>Within 24 Hours</b> <i>Contribution Reports</i>	5/27/15 – 8/24/15	<a href="#">497</a>	<ul style="list-style-type: none"> <li>▪ File if a contribution of \$1,000 or more in the aggregate is received from a single source.</li> <li>▪ File if a contribution of \$1,000 or more in the aggregate is made to another candidate being voted upon August 25, 2015.</li> <li>▪ 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.</li> <li>▪ File by personal delivery, e-mail, guaranteed overnight service, fax or online, if available.</li> </ul>
<b>Jul 16, 2015</b> <i>Semi-Annual/ Pre-Election</i>	1/1/15 – 7/11/15	<a href="#">480</a> <a href="#">470</a>	<ul style="list-style-type: none"> <li>▪ Each candidate listed on the ballot must file Form 480 or Form 470 (see below).</li> <li>▪ The first pre-election and the semi-annual statements have been combined.</li> </ul>
<b>Aug 13, 2015</b> <i>Pre-Election</i>	7/12/15 – 8/8/15	<a href="#">480</a>	<ul style="list-style-type: none"> <li>▪ All committees must file Form 480.</li> <li>▪ File by personal delivery, guaranteed overnight service or online, if available.</li> </ul>
<b>Feb 1, 2016</b> <i>Semi-Annual</i>	8/9/15 – 12/31/15	<a href="#">480</a>	<ul style="list-style-type: none"> <li>▪ All committees must file unless the committee filed termination Forms 410 and 460 before December 31, 2015.</li> <li>▪ The January 31, 2016 filing deadline falls on a Sunday, so the deadline is extended to the next business day.</li> </ul>

- **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 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.
- **Form 460:** Candidates who have raised/spent \$1,000 or more file the Form 460. The Form 410 (Statement of Organization) must also be filed once \$1,000 or more has been raised/spent.
- **Form 470:** Candidates who do not have an open committee and do not raise or spend \$1,000 may file Form 470.
- **Candidates:** After an election, reporting requirements will depend on whether the candidate is successful and whether a campaign committee is open.



### Fair Political Practices Commission

- **Form 497 – 24-Hour Contribution Report:** This report is also required if a contribution of \$1,000 or more is **made** in connection with a candidate or measure being voted upon in another city, county or state special election, or **made to a political party committee** 90 days before a state special election in 2015.
- **Local Ordinance:** Always check on whether additional local rules apply.
- **Public Documents:** All forms are public documents. Campaign manuals and instructional materials are available at [www.fppc.ca.gov](http://www.fppc.ca.gov), click on the [Campaign](#) link.
- Candidates listed on the August 25, 2015 ballot who make expenditures other than those for their own campaign should contact the FPPC for additional filing requirements.
- Learn more about candidate and treasurer responsibilities by accessing the [Candidate Toolkit](#) on our website!

#### Committees Making Independent Expenditures:

- Committees making independent expenditures to support or oppose candidates on the August 25, 2015 ballot should contact the FPPC for filing requirements.

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

**FOR ALL OFFICES**

“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.” §201

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

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

**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.”

**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.

## BALLOT DESIGNATION

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

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

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

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
  - (2) 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 papers, 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 to some other office, the word "**appointed**" may be used 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 re-election to an office,

which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to sections 5326 and 5328 of the Education Code or sections 7228, 7423, 7673, 10229, 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 sections 13207 and 13211, the elections official shall use a type size for the designation for each candidate for that office sufficiently smaller to meet these requirements.

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

§13106

### **Guidelines**

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

### **Acceptable Designations**

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

Organization names must be replaced with generic references. For example, "**President, Computer Company**" would be acceptable; "**President, Apple Computer**" would not be allowed. Similarly, based on previous court interpretation, a designation such as "**Director, ABC Club**" would not be permissible, whereas, "**Administrator, Environmental Club**" would be. Ballot designations are not intended

to advertise a specific product, corporation or organization; they are intended to reveal what a candidate does, not for whom the work or service is performed.

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

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

### **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. §13107.5

### **Change of Ballot Designation**

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

### **NOMINATION FORMS**

**CODE OF FAIR CAMPAIGN PRACTICES (Voluntary):** This form is a voluntary pledge by candidates concerning campaign practices. At the time an individual files his or her Declaration of Candidacy, nomination 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** and a copy of the provisions of Chapter 5, Division 20 of the Elections Code. The form is filed with the candidate’s nomination documents and is open for public inspection. §20440

**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 himself 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.

§ 8020, 8028(h), 8040, 8100, 8105

# **CANDIDATE STATEMENT GUIDELINES**

Elections Code §§ 13307-13317

## **Filing Information**

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

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

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

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

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

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

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



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.

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

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

**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.

- Statement must be typed in **block** format, and submitted to our office on a CD or by e-mail. 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.

## **STATEMENT COST**

Candidate statement cost are based on translating, typesetting, printing and distribution. Candidate Statements are also available for purchase in *Spanish*, *Chinese* and/or *Tagalog*. Payment is required at the time the statement is filed.

Collinsville Levee District	\$68.24
Rural North Vacaville Water District	\$85.52

Estimated candidate statement changes for state candidates will be given to the candidate during the nomination process

# **THE PRINTED CANDIDATE'S STATEMENT**

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

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

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

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

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

## **Withdrawal of Statement**

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

§13307

# GUIDELINES AND EXAMPLES FOR COUNTING WORDS

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

**WORD(S)**

- **The title and signatures are not counted, only the text is counted.**
  
- **Punctuation does not count.** Free
  - ♦ Dictionary words  
*The words "I", "a", "the", "and", etc. are counted as individual words.* One
  
  - ♦ Abbreviations/Acronyms  
Examples are: *PTA, U.S.M.C.* One
  
  - ♦ Geographical names  
Examples are: *Rio Vista, Solano County* One
  
  - ♦ Numbers/Numerical combinations: One
    - Digits (1, 10, or 100, etc.) One for each
    - Spelled out (one, ten, or one hundred) One for each
    - 50%, 1/2, etc. One
  
  - ♦ Numbers or letter used to identify a portion of text One  
Examples are: *(1) or (a)*
  
  - ♦ Dates: One
    - All digits (01/01/00) Two
    - Words and digits (January 1, 2000)
  
  - ♦ Characters used in place of a word or number One  
Examples are: *& or #*
  
  - ♦ Hyphenated words: One  
*Hyphenated words that appear in any generally available dictionary shall be considered as one word. Each part of all other hyphenated words shall be counted as separate words*
    - Mother-in-law Two
    - One-half
  
  - ♦ Internet web site addresses & telephone numbers One

## **REGISTRATION AND ELECTION PROCEDURES FOR THE AUGUST 25, 2015 ELECTION**

### **Registration Deadline**

August 10, 2015 is the last day to register to vote for the August 25, 2015 election.

### **Election Day**

On Election Day, the Registrar of Voters will be open for voting from 7:00 a.m. to 8:00 p.m.

### **Issuing Ballots**

Ballots will be mailed approximately 29 days (July 27, 2015) before the election to all registered voter of the districts. Our office will also be open for early voting starting 29 days before the election.

### **Returning Ballots**

Ballots shall be returned to the Solano County elections official no later than 8 p.m. on Election Day. Voters shall either return their ballot by mail or in person to the Solano County Registrar of Voters office.

For more information about the returning ballots, please call the Registrar of Voters office at (707) 784-6675 or Toll free 888-933-VOTE (8683).

## **BALLOT COUNTING AND CANVASS RESULTS**

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

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

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

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

### **Vote by Mail Ballot Processing**

The Registrar of Voters begins processing ballots 7 business days before the election. The processing of vote by mail ballots includes opening the vote by mail return envelope, removing ballots, duplicating any damaged ballots, and preparing the ballots to be machine read. The vote count is not released until after 8:00 p.m. on Election Day. §15100, 15101

### **Post Election Night**

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

### **Canvass / Certification**

Canvass is a process of reconciling numbers and the supplemental counting of mail ballots turned into our office, which includes provisional and write-in ballots. The number of voted ballots are matched to what the computer counted.

California law permits 28 days to complete the final, official canvass and certify the results of the election. This provision of the law recognizes the difficulty 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.