



**SOLANO  
COUNTY**

## **CANDIDATE GUIDE**

**April 11, 2023**

# **Benicia Unified School District Trustee Area 5 Special Vacancy Election**



Registrar of Voters  
County Administration Center  
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## **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 for, 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

Gubernatorial elections are scheduled in Solano County in June of the even years and elections are scheduled 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.



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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,

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Deputy Registrar

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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.*

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Version	Date Updated	Changes Made
1	12/15/2022	-
2	12/20/22	Date of Randomized Alphabet drawing revised due to holiday

## WHAT TO EXPECT WHEN YOU FILE

We have changed the filing process for this election due to COVID-19, social distancing and helping to ensure our staff and the candidates stay as healthy as possible. The following process will be encouraged:

- 1) Download all forms from our website;
- 2) Watch tutorial video on how to complete forms;
- 3) Contact our office via phone if you need help completing forms;
- 4) Submit all forms electronically for review (except the Declaration of Candidacy);
- 5) Fill out a request for appointment on our website;
- 6) During appointment, review all documents with our staff for completeness and complete the Declaration of Candidacy.

If you do not have access to a computer, or printer at home please contact us for alternate arrangements of sending these forms to you: 707-784-6675.

We are here to work with you to process the necessary forms. On average, you can expect this process to take between 20-30 minutes. By filling out the forms ahead of time this will greatly reduce the time of the virtual appointment with our staff.

Prior to your appointment, you will need the following items:

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

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

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

Copies of each form will be posted online and can also be found in Appendix A. You can help to expedite this process by partially completing the following forms before your appointment:

- Candidate Preliminary Information Form
- Candidate Authorization Form (if applicable)
- Media Sheet



- Declaration of Candidacy (front side; Oath must be witnessed by a notary public or elections official during your virtual appointment)
- Ballot Designation Worksheet or Ballot Designation Change Request
- Candidate Statement

Only the DECLARATION OF CANDIDACY (DOC) must be witnessed prior to signing, unless otherwise noted. A copy of all the forms can be found in Appendix A, or under the candidate information on our website:

<https://www.solanocounty.com/depts/rov/>

Once your forms are completed, you can request an in-person or phone or video conference appointment from our website:

[http://www.solanocounty.com/depts/rov/candidate\\_info\\_n\\_filers/appointment\\_request.asp](http://www.solanocounty.com/depts/rov/candidate_info_n_filers/appointment_request.asp)

## **ELECTION SERVICES OFFERED**

### **Effective July 1, 2022**

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

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

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

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

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

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

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

## SOLANO COUNTY REGISTRAR OF VOTERS FEE SCHEDULE EFFECTIVE JULY 1, 2021 - JUNE 30, 2023

<b>REPORTS</b>	
Custom Reports/Files	Actual Costs - \$48.15 per 1/4 hour
Voter File - Countywide (pre-made)	\$10.00, \$10 for county-issued flash drive
Vote-by-Mail Voters File Subscription	\$358.45
Walking List	\$.50 per thousand names

<b>GENERAL</b>	
Certified Copy of Affidavit (Includes verification of voter look-up)	\$1.50
Copies (County Standard Rate)	\$.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	\$38.25 per 1/4 hour plus copy costs

<b>MAPS</b>	
All production maps excluding Fairfield/Suisun	\$100.00
Production Map - Fairfield/Suisun	\$250.00
Custom Maps	\$48.15 per 1/4 hour plus direct material cost

<b>ELECTION</b>	
Deposit to conduct Special Election	\$4.00 per registered voter
Notice of Intent to Circulate Petition	\$200.00
Staff Time Billable Hourly Rate - Election Support	Employee weighted hourly rate + 127.14% 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

## QUALIFICATIONS FOR OFFICE

Note: Only office shown is Benicia Unified School District Trustee Area 5.

<b>Nonpartisan Office</b>			
<b>Office</b>	<b>Term of Office</b>	<b>Term Begin(s)</b>	<b>Qualifications</b>
<b>Schools, Community College Districts</b>	<b>Area</b>	<b>Term</b>	<b>Qualifications</b>
Benicia Unified School	5	First Friday in December  4 Years	<p><b><u>SCHOOL BOARD MEMBER UNIFIED SCHOOL DISTRICT</u></b> Any person, regardless of sex, who is 18 years of age or older, a citizen of the state, a resident of the school district, and a registered voter, [Edu. Code § 35107(a)]</p> <p>An employee of a school district may not be sworn into office as an elected or appointed member of that school district's governing board unless and until he or she resigns as an employee. [Edu. Code § 35107(b)]</p>

## 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 [www.caaq.state.ca.us](http://www.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](http://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\***

There are no filing fees or nomination signature requirements for school district offices.

## **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 document used by a candidate to declare him or herself a candidate for public office. The document 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.")

### **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]

## **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 April 11, 2023 Benicia Unified School District Trustee Area 5 Special Vacancy Election is between February 13, 2023 and March 28, 2023. 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
  - The party nomination which he or she seeks, if running in a partisan primary election
  - Date of election
  - The candidate's complete voter registration and party affiliation/preference history for the last 10 years or for as long as he or she has been eligible to vote in California (voter-nominated office only)



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

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

[Elections Code §§ 8600–8604]

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 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 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 Primary Election, he or she received for a voter-nominated office, the highest number of votes cast for that office or the second highest number of votes cast for that 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 (March 28, 2023). 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.

## BALLOT DESIGNATION

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

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

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

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

- (a) With the exception of candidates for Justice of the State Supreme Court or Court of Appeal, immediately under the name of each candidate, and not separated from the name by any line, may appear at the option of the candidate only one of the following designations:
  - (1) Words designating the elective city, county, district, state, or federal office which the candidate holds at the time of filing the nomination documents to which he or she was elected by the vote of the people.
  - (2) The word "**incumbent**" if the candidate is a candidate for the same office which he or she holds at the time of filing the nomination papers, and was elected to that office by a vote of the people
  - (3) **No more than three words** designating either the current principal professions, vocations, or occupations of the candidate, or the principal professions, vocations, or occupations of the candidate during the calendar year immediately preceding the filing of nomination documents.
  - (4) The phrase "**appointed incumbent**" if the candidate holds an office by virtue of appointment, and the candidate is a candidate for election to the same office, or, if the candidate is a candidate for election to the same office or to some other office, the word "**appointed**" and the title of the office. In either instance, the candidate may not use the unmodified word "**incumbent**" or any words designating the office unmodified by the word "**appointed.**" However, the phrase "**appointed incumbent**" shall not be required of a candidate who seeks reelection to an office, which he or she holds, and to which he or she was appointed, as a nominated candidate, in lieu of an election, pursuant to § 5326 and § 5328 of the

Education Code or § 7228, § 7423, § 7673, § 10229 or § 10515 of the Elections Code.

- (b) Neither the Secretary of State nor any other election official shall accept a designation of which any of the following would be true:
- (1) It would mislead the voter.
  - (2) It would suggest an evaluation of a candidate, such as outstanding, leading, expert, virtuous, or eminent.
  - (3) It abbreviates the word "**retired**" or places it following any word or words which it modifies.
  - (4) It uses a word or prefix, such as "**former**" or "**ex-**," which means a prior status. The only exception is the use of the word "retired."
  - (5) It uses the name of any political party, whether or not it has qualified for the ballot.
  - (6) It uses a word or words referring to a racial, religious, or ethnic group.
  - (7) It refers to any activity prohibited by law.
- (c) If, upon checking the nomination documents, the election official finds the designation to be in violation of any of the restrictions set forth in this section, the election official shall notify the candidate by registered or certified mail return receipt requested, addressed to the mailing address appearing on the candidate's nomination documents.
- (1) The candidate shall, within three days from the date of receipt of the notice, appear before the election officer or, in the case of the Secretary of State, notify the Secretary of State by telephone, and provide an alternate designation.
  - (2) In the event the candidate fails to provide an alternate designation; no designation shall appear after the candidate's name.
- (d) No designation given by a candidate shall be changed by the candidate after the final date for filing nomination documents, except as specifically requested by the elections official as specified in subdivision (c) or as provided in subdivision (e).
- (e) The designation shall remain the same for all purposes of both primary and general elections, unless the candidate, at least 98 days prior to the general election, requests in writing a different designation which the candidate is entitled to use at the time of the request.
- (f) In all cases, words so used shall be printed in 8-point roman uppercase and lowercase type except that, if the designation selected is so long that it would conflict with the space requirements of Elections Code § 13207 and § 13211, the elections official shall use a type size for the designation for each candidate for

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

[Elections Code § 13106]

The word count for ballot designations are as follows:

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

## Guidelines

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

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 (h)]

## 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 84<sup>th</sup> day before the election (January 17, 2023), 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

## 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 are 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 translation of his or her statement into Spanish for an additional cost.

### **Filing Information**

Candidates' statements shall be filed in the office of the election official of each county when the candidate's nomination papers are returned for filing, which is not later than 5:00 p.m. on the 88<sup>th</sup> day prior to the election, or in the event that the nomination period has been extended, until 5:00 p.m. on the 83<sup>rd</sup> day prior to the election.

Candidates' statements are confidential until the expiration of the period for filing such statements. Statements may be withdrawn, but not changed, until 5:00 p.m. of the next working day after the 88<sup>th</sup> or 83<sup>rd</sup> day prior to the election, whichever is applicable.

**Statements may not be changed after filing.**

### **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 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 translation of his or her statement at an additional cost.

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

Nonpartisan candidates may file a statement of qualifications **not to exceed 200 words**.

Candidates for Congress, 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. 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

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(d)]

Note: Based on District boundaries as of 02/17/2022 - subject to change.

<b>Jurisdiction</b>	<b>District</b>	<b>English</b>	<b>Spanish</b>	<b>Tagalog</b>
Benicia Unified School District	5	\$141.74	\$191.74	\$191.74

\*Cost for translated candidate statements

**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 Guide. This example is set in Block Format.

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

### Viewing Opportunity

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

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

**How to Count Words**

(Pursuant to Elections Code § 9)

This section shall not apply to counting words for ballot designations

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

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

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

## CAMPAIGN FINANCE & DISCLOSURE

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

### Background

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

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

[ Government Code §§ 81000 *et seq.*]

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

[ Government Code §§ 81010, 83113]

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

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

[Government Code § 81008]

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

[Government Code § 91013]

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

[ Government Code § 91000]

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

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

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

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

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

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

### **Who must file?**

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

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

- Candidates for state and local elective office.



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

### **AB 571 – Candidates Can No Longer Redesignate Committees**

In 2019, Assembly Bill 571 was passed by the State Legislature. This bill imposes state contribution limits on candidates, for both county and city offices, in counties which do not have established contribution limits. Under this bill, candidate-controlled committees are not permitted to redesignate an existing committee for a new election. Rather, a separate candidate-controlled committee and campaign bank account must be established for each election.

As the June primary nears, Solano County would like to remind all City and County Candidates that if you are running for reelection (or another office), you must:

- File a 501
- Open a new committee for the reelection campaign (Form 410) (Regulation 18521.)
- Open a new one bank account for the reelection campaign (Regulation 18521.)
- If there are funds in the old bank account: the funds must be transferred to the new campaign bank account and committee established for the reelection.
- The funds must be in the new bank account before they can be used for the reelection campaign.

If you did not redesignate before January 1, 2021, you cannot redesignate your committee. You also cannot use the same bank account.

If candidates are not planning for running for re-election, please be sure to terminate any committees if needed.

More information can be found here: [https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/AB\\_571\\_Fact\\_Sheet\\_Final.pdf](https://www.fppc.ca.gov/content/dam/fppc/NS-Documents/TAD/Campaign%20Documents/AB_571_Fact_Sheet_Final.pdf)

### **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 FPPC Forms

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

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

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

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

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

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

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

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

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

Candidates and officeholders who spend less than \$2,000 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.

## **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 - Political Reform Division**

Address: 1500 11<sup>th</sup> Street, 4<sup>th</sup> Floor, Room 495  
Sacramento, CA 95814

Phone: 916-653-6224

### **California Fair Political Practices Commission (FPPC)**

Address: 1102 Q Street, Suite 3000  
Sacramento, CA 95811

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

Email: [advice@fppc.ca.gov](mailto: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 will be provided when available**

## 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]

**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](http://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 Disclosures**

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

**The disclosure must include, unless otherwise noted: “Paid for by *committee name*”**

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

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

**Candidate Committee Communications for their own Election**

Communication	Disclosure and Manner of Display
<p><b>Telephone calls advocating candidate's own election - 500 or more calls similar in nature and made by:</b></p> <ul style="list-style-type: none"> <li>• Vendors (“robo” calls); or</li> <li>• Paid individuals other than the candidate, campaign manager or volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Must identify the candidate’s committee that authorized or paid for the call or an organization authorizing the call that files campaign reports.</li> <li>• Must state that the call is “paid for by” or “authorized by” the identified candidate or organization.                             <ul style="list-style-type: none"> <li>○ <i>Examples: This call was paid for by Senator Jones;</i> <i>This call was authorized by [name of committee].</i></li> </ul> </li> <li>• Any time during the call.</li> <li>• No ID required on telephone calls personally dialed by candidate, campaign manager or volunteers.</li> </ul>
<p><b>Radio and television ads</b></p>	<ul style="list-style-type: none"> <li>• <b>Radio:</b> “Ad paid for by” followed by name of committee as it appears on most recent Form 410 at the beginning or end of advertisement read in a clearly spoken manner with pitch and tone substantially similar to the rest of advertisement.</li> <li>• <b>Television:</b> “Ad paid for by” followed by name of committee as it appears on most recent Form 410 shown for at least four seconds. Letters must be in a type size greater than or equal to four percent of the height of the screen. If the television ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.</li> </ul>
<p><b>Electronic media ads (non-social media)</b> (Websites, blogs, graphics, images, animated graphics, or animated images.)</p>	<ul style="list-style-type: none"> <li>• “Paid for by <i>committee name</i>” and committee ID number are recommended but not legally required.</li> </ul>

**Candidate Committee Communications for their own Election**

Communication	Disclosure and Manner of Display
<p><b>Social media ads</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by,”</b> disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li> <li>• The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required <b>“Ad paid for by,”</b> disclosure is permissible.</li> <li>• An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.</li> </ul>
<p><b>Billboards, signs (including yard signs), faxes, business cards, door hangers, flyers, and posters</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by <i>committee name</i>”</b> and committee ID number are recommended but not legally required.</li> </ul>

**Candidate Committee Communications for their own Election**

<p><b>Text messages sent using mass distribution technology</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the candidate followed by <b>“For”</b> followed by the name of the office sought.</li> <li>• If <b>“With”</b> is used:             <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) with (name of the candidate) for (name of elective office).”</li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> </li> <li>• For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure.</li> <li>• Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> </ul>
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**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](#): 82041.5, 84305, 84310, 84502, 84504.2, 84504.3, 84504.4  
[Title 2 Regulations](#): 18435, 18440, 18450.4, 18450.8, 18450.9

**Political Advertising Disclosures**

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

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



**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p><b>Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461) at the top of the disclosure area followed by:</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> Top contributors must be displayed either on: (1) separate horizontal lines, centered horizontally or (2) adjusted so it does not appear on separate horizontal lines with top contributors separated by commas (<i>not applicable to non-recipient committees</i>). The top contributors must be listed in descending order, beginning with the contributor that made the largest amount of contributions. Below the top contributor information (if any), <b>a statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate.</b></li> <li>• <b>Disclosure Format:</b> All text must be in contrasting color with sufficient contrast that is easily readable by the average viewer and centered horizontally in the disclosure box. Except for the names of top contributors the text must be underlined. The names of top contributors may not be underlined. If there are no top contributors, the “Ad paid for by” need not be underlined. The text must be in Arial equivalent font. The font must be a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, in a printed or drawn box with a solid white background on the bottom of the advertisement that is set apart from any other printed matter and shall not be condensed to be narrower than a normal non-condensed Arial equivalent type. The text in the disclosure area may be adjusted so it does not appear on separate lines, but top contributors’ names must be separated by commas.             <ul style="list-style-type: none"> <li>○ The <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclosures may not appear in all capital letters.</li> </ul> </li> </ul>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p><b>Radio ads, telephone calls and audio only electronic media ads</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>).</li> <li>• <b>A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate.</b></li> <li>• <b>Disclosure Format:</b> Must be spoken clearly for at least three seconds at the beginning or end of the ad or call, in a pitch and tone substantially similar to the rest of the advertisement.                         <ul style="list-style-type: none"> <li>○ Radio and prerecorded telephone ads must disclose only the top two contributors of \$50,000 or more unless the ad lasts 15 seconds or less or the disclosure statement would last more than eight seconds, in which case only the single top contributor must be disclosed.</li> </ul> </li> </ul>
<p><b>Television and video ads (including those disseminated over the Internet)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>).</li> <li>• <b>A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate.</b></li> <li>• <b>Disclosure Format:</b> All text must be centered horizontally in the disclosure area, in a contrasting color, in Arial equivalent type and, if there are top contributors, must be underlined except as specified below.                       The size for the smallest letters must be four percent of the height of the display screen and must be displayed at the beginning or end of the ad for at least five seconds of a broadcast of 30 seconds or less or for at least 10 seconds of a broadcast longer than 30 seconds. If a video is distributed as an electronic media advertisement and is longer than 30 seconds, the disclosures must be displayed at the beginning of the advertisement. If the television or video ad is shorter than the                 </li> </ul>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
	<p>required disclosure display time, the disclosure may be displayed for the length of the advertisement.</p> <ul style="list-style-type: none"> <li>• Disclosure must appear on a solid black background on the entire bottom one-third of the display screen, or bottom one-fourth if no top contributors.</li> <li>• Each top contributor must be disclosed on a separate horizontal line separate from other text, may not be underlined and may not be condensed or have the spacing between characters reduced to be narrower than a normal non-condensed Arial equivalent type, unless doing so is necessary to keep the name of a contributor from exceeding the width of the screen.</li> <li>• The “<b>Not authorized by</b>” disclosure must appear below all other text in no less than 2.5 percent of the height of the display screen. If this causes the disclosures to exceed one-third of the display screen then it may be printed immediately above the background with sufficient contrast that is easily readable and is not required to be underlined.</li> <li>• The “<b>Committee major funding from</b>” and “<b>Not authorized by</b>” disclosures may not appear in all capital letters.</li> </ul>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p><b>Electronic media ads that are a graphic, image, animated graphic, or animated image that an online platform hosting the ad allows to link to an internet website not covered below (except video ads, see above)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Who funded this ad?” or “Paid for by” or “Ad paid for by”</b> text included or displayed as a hyperlink, icon, button or tab in a contrasting color and font size that is easily readable by the average viewer for the duration of the advertisement.*</li> <li>• Must link to a website containing the <b>“Ad paid for by,” “Committee major funding from,”</b> and <b>“Not authorized by”</b> disclosures in a contrasting color and in no less than 8-point font.</li> <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclosures may not appear in all capital letters.</li> <li>• An internet website that is hyperlinked to the ad shall remain online and available to the public until 30 days after the date of the election.</li> </ul> <p>*This text is not required if including it in 8-point font would take up more than one-third of the graphic or image. In such circumstances the ad need only include a hyperlink to a website containing the website disclosures.</p>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p><b>Social media ads</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by,” “Committee major funding from,” and “Not authorized by”</b> disclosures in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li> <li>• The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required <b>“Ad paid for by,” “Committee major funding from,” and “Not authorized by”</b> disclosures is permissible.</li> <li>• An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.</li> <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclosures may not appear in all capital letters.</li> <li>• Not required when the only expense or cost of the communication is compensated staff time unless the social media account was created only for the purpose of ads under the Act.</li> </ul>
<p><b>Website and email</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by,” “Committee major funding from,” and “Not authorized by”</b> disclosures printed clearly and legibly in a contrasting color and in no less than 8-point font at the top or bottom of the email, top or bottom of every publicly accessible page of the website, or when posted on a non-social media website that is not the committee’s website, at the top or bottom of each individual post.</li> <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclosures may not appear in all capital letters.</li> </ul>
<p><b>Electronic media ads that are audio only</b></p>	<ul style="list-style-type: none"> <li>• See disclosure requirements for radio ads above.</li> </ul> <p><b>Note: The “Committee major funding from” disclosure requirement is not applicable to non-recipient committees.</b></p>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p>Listening applications (e.g., Pandora, Spotify, etc.)</p>	<ul style="list-style-type: none"> <li>For the visual/image portion of the advertisement, follow the electronic media advertisement disclosure requirements for a graphic, image, animated graphic, animated image above. For the audio portion of the advertisement, follow the audio only disclosure requirements above. If the ad is in video format, instead follow the television and video ad disclosure requirements above in addition to the spoken disclosure requirements for radio, telephone and audio only disclosures above.</li> </ul>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
Text messages sent using mass distribution technology	<ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the committee, or followed by a hyperlink or URL for an internet website containing the following disclosures:                             <ul style="list-style-type: none"> <li>• <b>“Paid for by” or “With” [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> (<i>not applicable to non-recipient committees</i>).</li> <li>• <b>A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate.</b></li> <li>• The text of the disclosures on the internet website shall be in a color that reasonably contrasts with the background on which it appears and in no less than 8-point font.</li> </ul> </li> <li>• If <b>“With”</b> is used:                             <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: <b>“(name of the individual) with (name of committee or hyperlink or URL).”</b></li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> </li> <li>• <b>Top Contributors:</b> A committee that has top contributors must comply with the following:                             <ul style="list-style-type: none"> <li>○ Immediately following the name of the committee or the hyperlink or URL, the text message shall also include the text <b>“Top funders:”</b> followed by the names of the top two contributors of \$50,000 or more to the committee paying for the advertisement, separated by <b>“&amp;”</b> or <b>“and”</b>.</li> <li>○ The names of the top two contributors may be spelled using acronyms, abbreviations, or other shorthand in common usage or parlance. If the contributor is an individual their first and last name shall both be used.</li> </ul> </li> </ul>

**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
	<ul style="list-style-type: none"> <li>○ If the disclosure would exceed 35 characters, the text should disclose only the single top contributor of \$50,000 or more to the committee paying for the advertisement.</li> <li>○ The text message is not required to include the name of a top contributor after the text “<b>Top funders:</b>” If the text message includes the name of the committee paying for the advertisement and the committee’s name includes the name of that top contributor.</li> <li>○ The text shall be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> <li>○ For a committee that has top contributors and uses individuals who are unpaid volunteers to send text messages with the assistance of mass distribution technology, the text message sent by these individuals are not required to disclose the top two contributors, but the text message shall include a disclosure stating that the text message is being sent by a volunteer.</li> </ul> <ul style="list-style-type: none"> <li>• An internet website that is hyperlinked shall remain online and available to the public until 30 days after the election.</li> <li>• For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure.</li> </ul> <p>Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</p>



**Independent Expenditure Ads on Candidates (except ads by candidates and political party committees)**

Communication	Disclosure and Manner of Display
<p>Other written advertisements in formats not specifically addressed (e.g., projected images, laser ads, etc.)</p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> each listed on a separate horizontal line, in descending order, beginning with the largest contributor. <i>(This disclosure is not applicable to non-recipient committees.)</i></li> <li>• <b>A statement that the advertisement was not authorized by a candidate or a committee controlled by a candidate.</b></li> <li>• <b>Disclosure Format:</b> All text must be in a size, and color contrasting the background, that is readily legible to an average viewer.</li> <li>• <b>“Committee major funding from”</b> and <b>“Not authorized by”</b> disclosures may not appear in all capital letters.</li> </ul>

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](#): 84502, 84503, 84504, 84504.1, 84504.2, 84504.3, 84504.7, 84506.5  
[Title 2 Regulations](#): 18450.4, 18450.7, 18450.8, 18450.9

**Political Advertising Disclosure**

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

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

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

Communication	Disclosure and Manner of Display
<p><b>Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461) at the top of the disclosure area followed by:</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> Top contributors must be displayed either on: (1) separate horizontal lines, centered horizontally or (2) adjusted so they do not appear on separate horizontal lines with top contributors separated by commas and may not appear in all capital letters (<i>not applicable to non-recipient committees</i>). The top contributors must be listed in descending order, beginning with the contributor that made the largest amount of contributions.</li> <li>• <b>Disclosure Format:</b> All text must be in contrasting color with sufficient contrast that is easily readable by the average viewer and centered horizontally in the disclosure box. Except for the names of top contributors the text must be underlined. The names of top contributors may not be underlined. If there are no top contributors, the “Ad paid for by” need not be underlined. The text must be in Arial equivalent font. The font must be a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, in a printed or drawn box with a solid white background on the bottom of the advertisement that is set apart from any other printed matter and shall not be condensed to be narrower than a normal non-condensed Arial equivalent type. The text in the disclosure area may be adjusted so it does not appear on separate lines, but top contributors’ names must be separated by commas.</li> </ul>
<p><b>Radio ads, telephone calls and audio only electronic media ads</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor (<i>not applicable to non-recipient committees</i>).</li> <li>• <b>Disclosure Format:</b> Must be spoken clearly for at least three seconds at the beginning or end of the ad or call, in a pitch and tone substantially similar to the rest of the advertisement.                         <ul style="list-style-type: none"> <li>○ Radio and prerecorded phone ads must disclose only the top two contributors of \$50,000 or more unless the ad lasts 15 seconds or less or the disclosure statement would last more than eight seconds, in which case only the single top contributor must be disclosed.</li> </ul> </li> </ul>

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

Communication	Disclosure and Manner of Display
<p><b>Television and video ads (including those disseminated over the Internet)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> in descending order, beginning with the largest contributor and may not appear in all capital letters (<i>not applicable to non-recipient committees</i>).</li> <li>• <b>Disclosure Format:</b> All text must be centered horizontally in the disclosure area, in a contrasting color, in Arial equivalent type and, if there are top contributors, must be underlined except as specified below.                       The size for the smallest letters must be four percent of the height of the display screen and must be displayed at the beginning or end of the ad for at least five seconds of a broadcast of 30 seconds or less or for at least 10 seconds of a broadcast longer than 30 seconds. If a video is distributed as an electronic media advertisement and is longer than 30 seconds, the disclosures must be displayed at the beginning of the advertisement. If the television or video ad is shorter than the required disclosure display time, the disclosure may be displayed for the length of the advertisement.</li> <li>• Disclosure must appear on a solid black background on the entire bottom one-third of the display screen, or bottom one-fourth of the screen if the committee has no top contributors.</li> <li>• Each top contributor must be disclosed on a separate horizontal line separate from other text, may not be underlined and may not be condensed or have the spacing between characters reduced to be narrower than a normal non-condensed Arial equivalent type, unless doing so is necessary to keep the name of a contributor from exceeding the width of the screen.</li> </ul>

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

Communication	Disclosure and Manner of Display
<p>Electronic media ads that are a graphic, image, animated graphic, or animated image that an online platform hosting the ad allows to link to an internet website not covered below (except video ads, see above)</p>	<ul style="list-style-type: none"> <li>• <b>“Who funded this ad?” or “Paid for by” or “Ad paid for by”</b> text included or displayed as a hyperlink, icon, button or tab in a contrasting color and font size that is easily readable by the average viewer for the duration of the advertisement.*                             <ul style="list-style-type: none"> <li>○ Must link to a website containing the <b>“Ad paid for by”</b> and <b>“Committee major funding from”</b> disclosures in a contrasting color and in no less than 8-point font.</li> <li>○ <b>“Committee major funding from”</b> disclosure may not appear in all capital letters.</li> <li>○ An internet website that is hyperlinked to the ad shall remain online and available to the public until 30 days after the date of the election.</li> </ul> </li> </ul> <p><small>*This text is not required if including it in 8-point font would take up more than one-third of the graphic or image. In such circumstances the ad need only include a hyperlink to a website containing the website disclosures.</small></p>
<p>Social media ads</p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by”</b> and <b>“Committee major funding from”</b> disclosures in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li> <li>• The disclosures must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the required <b>“Ad paid for by,”</b> and <b>“Committee major funding from”</b> disclosures is permissible.</li> <li>• An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.                             <ul style="list-style-type: none"> <li>○ <b>“Committee major funding from”</b> may not appear in all capital letters.</li> <li>○ Not required when the only expense or cost of the communication is compensated staff time unless the social media account was created only for the purpose of advertisements under the Act.</li> </ul> </li> </ul>

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

Communication	Disclosure and Manner of Display
<p><b>Website and email</b></p> <p><b>Electronic media ads that are audio only</b></p> <p><b>Listening applications (e.g., Pandora, Spotify, etc.)</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> and <b>“Committee major funding from”</b> disclosures printed clearly and legibly in a contrasting color and in no less than 8-point font at the top or bottom of the email, top or bottom of every publicly accessible page of the website, or when posted on a non-social media website that is not the committee’s website, at the top or bottom of each individual post.                             <ul style="list-style-type: none"> <li>○ <b>“Committee major funding from”</b> may not appear in all capital letters.</li> </ul> </li> <li>• See disclosure requirements for radio ads above.</li> </ul> <p><b>Note: The “Committee major funding from” disclosure requirement is not applicable to non-recipient committees.</b></p> <ul style="list-style-type: none"> <li>• For the visual/image portion of the advertisement, follow the electronic media advertisement disclosure requirements for a graphic, image, animated graphic, animated image above. For the audio portion of the advertisement, follow the audio only disclosure requirements above. If the ad is in video format, instead see the television and video ad disclosure requirements above in addition to the spoken disclosure requirements for radio, telephone and audio only disclosures above.</li> </ul>

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

Communication	Disclosure and Manner of Display
<p><b>Paid Spokesperson:</b> Payment of \$5,000 or more to an individual for individual’s appearance in a ballot measure ad</p> <p><b>Paid Spokesperson:</b> Payment of <i>any amount</i> to an individual portraying a member of a licensed or certified occupation (e.g., nurse, firefighter, lawyer)</p> <p><u>Exception:</u> If the paid individual is actually a member of the occupation portrayed, the committee may omit this disclosure. The committee must maintain documentation of the individual’s license or certification.</p>	<ul style="list-style-type: none"> <li>• In addition to the other disclosures include: “<i>(spokesperson’s name)</i> is being paid by this campaign or its donors”.</li> <li>• Printed, televised or video ad: shown continuously in highly visible font except when the disclosure for television and video ads above is being shown.</li> <li>• Radio broadcast or phone message: spoken in clearly audible format.</li> </ul> <ul style="list-style-type: none"> <li>• In addition to the disclosure above, include: “<b>Persons portraying members of an occupation in this advertisement are compensated spokespersons not necessarily employed in those occupations</b>”.</li> <li>• Printed or televised ad: shown continuously in highly visible font.</li> <li>• Radio broadcast or phone message: spoken in clearly audible format.</li> </ul>

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

Communication	Disclosure and Manner of Display
<p><b>Text messages sent using mass distribution technology</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the committee, or a hyperlink or URL for an internet website containing the following disclosures:                             <ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With” [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> (<i>not applicable to non-recipient committees</i>).</li> <li>• The text of the disclosures on the internet website shall be in a color that reasonably contrasts with the background on which it appears and in no less than 8-point font.</li> </ul> </li> <li>• If <b>“With”</b> is used:                             <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) <b>with</b> (name of committee or hyperlink or URL).”</li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> </li> <li>• <b>Top Contributors:</b> A committee that has top contributors must comply with the following:                             <ul style="list-style-type: none"> <li>○ Immediately following the name of the committee or the hyperlink or URL, the text message shall also include the text <b>“Top funders:”</b> followed by the names of the top two contributors of \$50,000 or more to the committee paying for the advertisement, separated by <b>“&amp;”</b> or <b>“and”</b>.</li> <li>○ The names of the top two contributors may be spelled using acronyms, abbreviations, or other shorthand in common usage or parlance. If the contributor is an individual their first and last name shall both be used.</li> <li>○ If the disclosure would exceed 35 characters, the text should disclose only the single top contributor of \$50,000 or more to the committee paying for the advertisement.</li> </ul> </li> </ul>



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

Communication	Disclosure and Manner of Display
<p><b>Text messages sent using mass distribution technology</b></p>	<ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the committee, or a hyperlink or URL for an internet website containing the following disclosures:                             <ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With” [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• <b>“Committee major funding from [names of top three contributors of \$50,000 or more]”</b> (<i>not applicable to non-recipient committees</i>).</li> <li>• The text of the disclosures on the internet website shall be in a color that reasonably contrasts with the background on which it appears and in no less than 8-point font.</li> </ul> </li> <li>• If <b>“With”</b> is used:                             <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) <b>with</b> (name of committee or hyperlink or URL).”</li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> </li> <li>• <b>Top Contributors:</b> A committee that has top contributors must comply with the following:                             <ul style="list-style-type: none"> <li>○ Immediately following the name of the committee or the hyperlink or URL, the text message shall also include the text <b>“Top funders:”</b> followed by the names of the top two contributors of \$50,000 or more to the committee paying for the advertisement, separated by <b>“&amp;”</b> or <b>“and”</b>.</li> <li>○ The names of the top two contributors may be spelled using acronyms, abbreviations, or other shorthand in common usage or parlance. If the contributor is an individual their first and last name shall both be used.</li> <li>○ If the disclosure would exceed 35 characters, the text should disclose only the single top contributor of \$50,000 or more to the committee paying for the advertisement.</li> </ul> </li> </ul>

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

Communication	Disclosure and Manner of Display
	<ul style="list-style-type: none"> <li>○ The text message is not required to include the name of a top contributor after the text “<b>Top funders:</b>” If the text message includes the name of the committee paying for the advertisement and the committee’s name includes the name of that top contributor.</li> <li>○ The text shall be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> <li>○ For a committee that has top contributors and uses individuals who are unpaid volunteers to send text messages with the assistance of mass distribution technology, the text message sent by these individuals are not required to disclose the top two contributors, but the text message shall include a disclosure stating that the text message is being sent by a volunteer.</li> <li>• An internet website that is hyperlinked shall remain online and available to the public until 30 days after the election.</li> <li>• For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure.</li> <li>• Text required to be included in a text message must be in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> </ul>

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

Communication	Disclosure and Manner of Display
<p>Other written advertisements in formats not specifically addressed (e.g., projected images, laser ads, etc.)</p>	<ul style="list-style-type: none"> <li>• “Ad paid for by [committee’s name]” (on file with Form 410 or 461).</li> <li>• “Committee major funding from [names of top three contributors of \$50,000 or more]” each listed on a separate horizontal line, in descending order, beginning with the largest contributor. <i>(This disclosure is not applicable to non-recipient committees.)</i></li> <li>• <b>Disclosure Format:</b> All text must be in a size, and color contrasting the background, that is readily legible to an average viewer.</li> <li>• “Committee major funding from” disclosure may not appear in all capital letters.</li> </ul>

**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](#): 84502, 84503, 84504, 84504.1, 84504.2, 84504.3, 84504.7, 84511  
[Title 2 Regulations](#): 18450.4, 18450.7, 18450.8, 18450.9

**Political Advertising Disclosures**

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

Communication	Disclosure and Manner of Display
<p>Print ads designed to be individually distributed including mailings, door hangers, flyers, faxes, posters, newspaper and magazine ads and oversized campaign buttons and bumper stickers (buttons 10 inches in diameter or larger and stickers 60 square inches or larger)</p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by” [committee’s name]</b> (on file with Form 410) (Note: a printed letter ad may use “Paid for by” instead of “Ad paid for by”).</li> <li>• <b>Disclosure Format:</b> Text must be in no less than 10-point font and in a color that has a reasonable degree of contrast with the background of the advertisement.</li> </ul>
<p>Print ads larger than those designed to be individually distributed, such as billboards and signs (including yard signs)</p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by” [committee’s name]</b> (on file with Form 410).</li> <li>• <b>Disclosure Format:</b> Text must constitute a height of at least five percent of the advertisement, meaning that each line must be at least five percent of the advertisement, and must appear in a color that has a reasonable degree of contrast with the background.</li> </ul>
<p>Radio ads, telephone calls and audio only electronic media ads</p>	<ul style="list-style-type: none"> <li>• <b>“Ad paid for by” [committee’s name]</b> (on file with Form 410).</li> <li>• <b>Disclosure Format:</b> Must be spoken clearly for at least three seconds at the beginning or end of the ad or call, in a pitch and tone substantially similar to the rest of the advertisement.</li> </ul>

**Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees**

Communication	Disclosure and Manner of Display
<p><b>Electronic media ads that are a graphic, image, animated graphic, or animated image that the online platform hosting the advertisement allows to link to an internet website not covered below (except for video ads, see above)</b></p>          <p><b>Social media ads</b></p>	<ul style="list-style-type: none"><li>• <b>“Who funded this ad?” or “Paid for by” or “Ad paid for by”</b> text included or displayed as a hyperlink, icon, button or tab in a contrasting color and font size that is easily readable by the average viewer for the duration of the advertisement.*<ul style="list-style-type: none"><li>○ Must link to a website containing the <b>“Ad paid for by”</b> disclosure in a contrasting color and in no less than 8-point font.</li><li>○ An internet website that is hyperlinked to the ad shall remain online and available to the public until 30 days after the date of the election.</li></ul></li></ul> <p><small>*This text is not required if including it in 8-point font would take up more than one-third of the graphic or image. In such circumstances the ad need only include a hyperlink to a website containing the website disclosures.</small></p> <ul style="list-style-type: none"><li>• <b>“Ad paid for by”</b> disclosure in a contrasting color that is easily readable by the average viewer and in no less than 10-point font on the cover or header photo of the committee’s profile, landing page, or similar location; disclosures are not required on each individual post or comment.</li><li>• The disclosure must be visible on the cover or header photo when the profile, landing page, or similar location is viewed from any electronic device that is commonly used to view this form of electronic media including, but not limited to, a computer screen, laptop, tablet or smart phone. If this is impracticable only a hyperlink, icon, button, or tab to an internet website containing the <b>“Ad paid for by”</b> disclosure is permissible.</li><li>• An advertisement for which a committee pays a third party to post from a social media account that is not the committee’s account must include a tag, or otherwise include a link to, the social media profile or social media landing page of the committee that paid for the advertisement.</li><li>• Not required when the only expense or cost of the communication is compensated staff time unless the social media account was created only for the purpose of advertisements under the Act.</li></ul>

**Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees**

Communication	Disclosure and Manner of Display
<p><b>Website and email</b></p> <p><b>Electronic media ads that are audio only</b></p> <p><b>Listening applications (e.g., Pandora, Spotify, etc.)</b></p>	<ul style="list-style-type: none"> <li>• <b>"Paid for by" [committee's name]</b> (on file with Form 410) printed clearly and legibly in a contrasting color and in no less than 8-point font at the top or bottom of the email, top or bottom of every publicly accessible page of the website, or when posted on a non-social media website that is not the committee's website, at the top or bottom of each individual post.</li>   <li>• See disclosure requirements for radio ads above.</li>   <li>• For the visual/image portion of the advertisement, follow the electronic media advertisement disclosure requirements for a graphic, image, animated graphic, animated image above. For the audio portion of the advertisement, follow the audio only disclosure requirements above. If the ad is in video format, instead follow the television and video ad disclosure requirements above in addition to the spoken disclosure requirements for radio, telephone and audio only disclosures above.</li> </ul> <p>Note: The audio only disclosures are not necessary where a spoken disclosure is already required. This includes a video advertisement where the written disclosure appears for less than 5 seconds of a broadcast of 30 seconds or less or for 10 seconds of a broadcast that lasts longer than 30 seconds.</p>
<p><b>Paid Spokesperson:</b> Payment of \$5,000 or more to an individual for individual's appearance in a ballot measure ad</p>	<ul style="list-style-type: none"> <li>• In addition to other disclosures, include: "<b><i>(spokesperson's name) is being paid by this campaign or its donors</i></b>".</li>   <li>• Printed, televised or video ad: shown continuously in highly visible font except when the disclosure for television and video ads above is being shown.</li>   <li>• Radio broadcast or phone message: spoken in clearly audible format.</li> </ul>

**Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees**

Communication	Disclosure and Manner of Display
<p><b>Paid Spokesperson:</b> Payment of <i>any amount</i> to an individual portraying a member of a licensed or certified occupation (e.g., nurse, firefighter, lawyer)</p> <p><i>Exception:</i> If the paid individual is actually a member of the occupation portrayed, the committee may omit this disclosure. The committee must maintain documentation of the individual’s license or certification.</p>	<ul style="list-style-type: none"> <li>• In addition to the disclosure above, include: <b>“Persons portraying members of an occupation in this advertisement are compensated spokespersons not necessarily employed in those occupations”</b>.</li> <li>• Printed or televised ad: shown continuously in highly visible font.</li> <li>• Radio broadcast or phone message: spoken in clearly audible format.</li> </ul>
<p><b>Text messages sent using mass distribution technology</b></p>	<p><b>If sent by a candidate-controlled committee for elective office of the controlling candidate:</b></p> <ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the candidate followed by <b>“For”</b> followed by the name of the office sought in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> <li>• If <b>“With”</b> is used:</li> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) <b>with</b> (name of the candidate) <b>for</b> (name of office sought)” in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> </ul> <p><b>If sent by a political party committee:</b></p> <ul style="list-style-type: none"> <li>• <b>“Paid for by”</b> or <b>“With”</b> followed by the name of the committee, or a hyperlink or URL for an internet website (in a color that</li> </ul>

**Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees**

Communication	Disclosure and Manner of Display
	<p>reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer) containing the following disclosures:</p> <ul style="list-style-type: none"> <li>• <b>“Paid for by” or “With” [committee’s name]”</b> (on file with Form 410 or 461).</li> <li>• The text of the disclosures on the internet website shall be in a color that reasonably contrasts with the background on which it appears and in no less than 8-point font.</li> <li>• If <b>“With”</b> is used:             <ul style="list-style-type: none"> <li>• The individual sending the text shall identify themselves by including: “(name of the individual) with (name of committee or hyperlink or URL)” in a color that reasonably contrasts with the background on which it appears and in a font size that is readable by the average viewer.</li> <li>• A disclosure using <b>“With”</b> may appear anywhere in the text message, including conversational content, and need not appear as a separate statement apart from the content of the message.</li> <li>• An internet website that is hyperlinked shall remain online and available to the public until 30 days after the election.</li> <li>• The text of the disclosures on the internet website shall be in a color that reasonably contrasts with the background on which it appears and in no less than eight-point font.</li> <li>• For text message exchanges consisting of a sequence of multiple text messages sent on the same day the disclosure is only required on the first text message in the sequence that supports or opposes a candidate or measure.</li> </ul> </li> </ul>



**Independent Expenditure Ads on Ballot Measures by Candidates and Political Party Committees**

Communication	Disclosure and Manner of Display
Other written advertisements in formats not specifically addressed (e.g., projected images, laser ads, etc.)	<ul style="list-style-type: none"> <li>• “Ad paid for by” [committee’s name] (on file with Form 410).</li> <li>• <b>Disclosure Format:</b> All text must be in a size, and color contrasting the background, that is readily legible to an average viewer.</li> </ul>

**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.**

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[Title 2 Regulations](#): 18450.4, 18450.7, 18450.8, 18450.9

## **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 — CALIFORNIA STATE TRANSPORTATION AGENCY

Gavin Newsom, Governor

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF TRAFFIC OPERATIONS  
OUTDOOR ADVERTISING PROGRAM  
P.O. BOX 942874, MS-36  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-6473  
FAX (916) 651-9359  
TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



Dear Candidate or Committee Member:

As a candidate or campaign worker for either office or a ballot measure, this reminder about State law governing campaign signs should be helpful to you.

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

A Temporary Political Sign meets the following criteria:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed no sooner than 90 days prior to the scheduled election and is removed within 10 days after that election.
- C. Is no larger than 32 square feet.
- D. Has had a Statement of Responsibility filed with the Department certifying a person who will be responsible for removing the sign (Attached).

A completed Statement of Responsibility must be submitted to:

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

Temporary Political Signs shall not be placed within the right-of-way of any highway, and be visible within 660 feet from the edge of the right-of-way of a classified "Landscaped freeway".

State law directs the Department of Transportation to remove unauthorized Temporary Political Signs and bill the responsible party for their removal. We are calling these provisions to your attention to avoid possible embarrassment or inconvenience to you and your supporters. Please share this information with those assisting in your campaign.

Should you have any questions, comments or need additional information, please call (916) 654-6473.

Enclosure

ODA-0027

*"Provide a safe, sustainable, integrated and efficient transportation system to enhance California's economy and livability"*

STATE OF CALIFORNIA-BUSINESS, TRANSPORTATION AND HOUSING AGENCY

EDMUND G. BROWNER, 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

## **ELECTION DAY PROHIBITIONS**

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

### Electioneering Near Polling Place

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

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

Any person who violates any of the provisions of this section is guilty of a misdemeanor.  
[Elections Code §18370]

### Electioneering During Vote by Mail Voting

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

[Elections Code § 18371]

### Solicitation Dissuading Persons from Voting

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

[Elections Code § 18541]

### Offering / Accepting Rewards for Voting

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

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

### Exit Polling

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

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

## REGISTRATION AND VOTE BY MAIL

### Registration Deadline

March 27, 2023 is the last day to register to vote for the April 11, 2023 Benicia Unified School District Trustee Area 5 Special Vacancy Election.

### Election Day

Election Day is Tuesday, April 11, 2023. The polls will be open from 7:00 a.m. to 8:00 p.m.

### Issuing Ballots

With the passage of AB 37, all active California voters will receive a Vote by Mail ballot for all elections. The window of Vote by Mail mailing is February 21, 2023 to April 4, 2023. Voters who request a Vote by Mail ballot **prior to 5:00 p.m. April 4, 2023** 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. April 4, 2023 will not be mailed to a voter. 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 April 5, 2023 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 can return their ballot by mail, in person to the Solano County Registrar of Voters offices, a Drop Off Location or the polling place on Election Day.

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

Vote by Mail ballots that are received by the county elections official via the postal service or by a bona fide private mail delivery company no later than seven 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](http://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 29 business days before the election, which will be March 13, 2023.

[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 15th 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. 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 February 13, 2023. A list of local office candidates will be available after the close of nominations.

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

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

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

The candidate statement may be withdrawn, but not changed, during the period for filing nomination papers and until 5:00 p.m. of the next working day after the close of the nomination period. (5:00 p.m. Monday, February 13, 2023).

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

The candidate must pick up all forms in person or the candidate's representative must present a letter of specific authorization, signed by the candidate. This statement must contain the candidate's name, the office he or she is seeking, and party affiliation, if applicable. The statement shall include language indicating that the candidate is aware that the Declaration of Candidacy must be properly executed and delivered to the elections official of the county of the candidate's residence by 5:00 p.m. on the 88th day prior to the election, which in this case is February 13, 2023. That statement shall be retained by the elections official.

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

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

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

B. The signature of the candidate, as well as other data, is necessary on many documents required in the nomination process. If through an oversight the nomination papers

are incomplete, the problem can easily be rectified when a candidate files in person. Incomplete documents which are submitted and not rectified prior to the close of nomination, could result in a potential candidate not being certified for the election.

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.

**6.** 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.

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

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

**8.** 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.

**9.** 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.

**10.** 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.

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

If the voter is unable to come to our office to pick up their Vote by Mail ballot he or she may authorize someone else to do so. The authorized person must provide a completed application

from the voter and a statement signed by the voter, designating the authorized representative by name as the person he/she is allowing to pick up his or her Vote by Mail ballot.

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

## APPENDIX A - ELECTION CALENDAR

April 11, 2023

Benicia Unified School District Trustee Area 5 Special Vacancy Election



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](http://www.solanocounty.com/elections). Thank you.

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

### Calendar Key:

- An **asterisk (\*)** next to the date indicates the legal date falls on a holiday or weekend. County offices will be closed. The date listed will be the next 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, April 11, 2023. 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><b>December 13, 2023</b> <b>(E-119)</b></p>	<p>Proclamation Issued</p> <p>Proclamation by the County Office of Education calling for the election.</p>
<p><b>December 19,2022 to January 13, 2023</b> <b>(E-113 to E-88)</b></p>	<p>Candidate Nomination Period - All Candidates</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;">§§ 8020, 8040, 8041, 8061-8064, 8100, 8105, 8106, 10510, 13307, 13311</p>
<p><b>December 19,2022 to January 13, 2023</b> <b>(E-113 to E-88)</b></p>	<p>Candidate’s Statement of Qualifications</p> <p>Between these dates, all candidates may prepare a statement of qualifications:</p> <ul style="list-style-type: none"> <li>• State legislative candidates, who have accepted the expenditure limits, may prepare a statement of qualifications also. It may not go beyond 250 words.</li> <li>• All statements will be included in the official county Voter’s Information Guide.</li> </ul> <p>The statement shall be filed and paid for at the time the Declaration of Candidacy is filed. The statement may not be changed, but you may withdraw it before 5:00 p.m. on February 14<sup>th</sup> (the next business day). §§ 13307, 13308; Gov. Code § 85601</p>
<p><b>January 13, 2023</b> <b>(E-88)</b></p>	<p>Last Day for the Candidate Nomination Period – All Candidates</p> <p>This is the last day that all candidates running for office may file nomination forms with the County Elections Official.</p> <p style="text-align: right;">§§ 8020 (b) (c), 10510</p>

\* The legal date falls on a holiday or weekend when our office is closed. The date listed is the next business day.

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<p><b>January 17, 2023</b>  <b>@ 11:00 a.m.</b>  <b>(E-84)</b></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 style="text-align: right;">§§ 13111, 13112</p>
<p><b>February 13 to</b>  <b>March 28, 2023</b>  <b>(E-57 to E-14)</b></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><b>February 25, 2023</b>  <b>(E-45)</b></p>	<p>Military or Overseas Voter Ballot</p> <p>Last day for the county elections official to transmit ballots to military and overseas voters.</p> <p style="text-align: right;">§§ 3114</p>
<p><b>March 13, 2023</b>  <b>(E-29)</b></p>	<p>Processing Vote by Mail Ballots</p> <p>Processing of Vote by Mail ballots may commence on the <b>29th business day</b> before the election but the results of the tally shall not be released until after the polls close.</p> <p>§ 15101(b)</p>
<p><b>March 13 to</b>  <b>April 4, 2023</b>  <b>(E-29 to E-7)</b></p>	<p>Vote by Mail Voting Period</p> <p>Vote by Mail period for the Benicia Unified School District Trustee Area 5 Special Vacancy Election.</p> <p style="text-align: right;">§§ 3001, 3003</p>

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<p><b>March 14 to April 11, 2023</b></p> <p><b>(E-28 to E-0)</b></p>	<p>All Counties: Drop-Off Locations Open</p> <p>By this date, all counties shall open ballot drop-off locations. These locations shall be open at least during regular business hours beginning not less than 28 days before the election through election day. At least one ballot drop-off location shall be an accessible, secured, exterior drop box that is available for a minimum of 12 hours per day, including regular business hours.</p> <p style="text-align: right;">§§ 3025.59 , 4005(a)(1)</p>
<p><b>March 2, 2023</b></p> <p><b>(E-40)</b></p>	<p>Counties Mail County Voter Information Guide</p> <p>Last day for the county elections official to mail a County Voter Information Guide with polling place notice to each registered voter.</p> <p>§ 13300, 13303</p>
<p><b>March 27, 2023</b></p> <p><b>(E-15)</b></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><b>Note:</b> A request for a Vote by Mail ballot from a military or overseas voter will be deemed an affidavit of registration and an application for permanent Vote by Mail status.</p> <p style="text-align: right;">§§ 300(b), 2102, 3102</p>
<p><b>March 28 to April 11, 2023</b></p> <p><b>(E-14 to E-0)</b></p>	<p>New Citizens Registration</p> <p>Registration for new citizens begins the 14<sup>th</sup> day prior to an election and ends on Election Day. A new citizen registering to vote after the close of registration shall provide the county elections official with proof of citizenship prior to voting, and shall declare that he or she has established residency in California. New citizens vote a <u>regular</u> vote by mail ballot.</p> <p style="text-align: right;">§§ 331, 3500, 3501, 3502</p>

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<p><b>March 28 to April 11, 2023 (E-14 to E-0)</b></p>	<p>Military or Overseas Voters — Late Conditions</p> <p>An unregistered military or overseas voter who was released from service after March 28, 2023 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election. Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a Vote by Mail ballot has been mailed but not voted may apply for a second Vote by Mail ballot. The elections official shall require him or her to sign an authorization to cancel the Vote by Mail ballot previously issued and shall then issue another Vote by Mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>
<p><b>March 28 to April 11, 2023 (E-14 to E-0)</b></p>	<p>Conditional Voter Registration</p> <p>During this period, a voter who missed the voter registration deadline can still register and vote a CVR provisional ballot at the Registrar of Voters Office in Fairfield.</p>
<p><b>March 28, 2023 (E-14)</b> <b>[Date designated by Secretary of State]</b></p>	<p>Certified List of Write-In Candidates</p> <p>The Secretary of State will prepare and send to affected county elections officials a certified list of write-in candidates for voter-nominated offices showing the names of every write-in candidate eligible to receive votes within the county at the election, their addresses, and the offices to which they seek election. This list will also be mailed to each candidate running for the affected offices</p>
<p><b>April 1, 2023 (E-10)</b></p>	<p>Publication of Tally Center Location</p> <p>Last day for the Registrar of Voters office to publish the notice that the Election ballots will be counted at a specified public place. The notice shall be published at least once in a newspaper of general circulation in the county.</p> <p style="text-align: right;">§ 12109</p>

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<p><b>April 4, 2023</b> <b>(E-7)</b></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><b>April 4, 2023</b> <b>(E-7)</b></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>
<p><b>April 5 to April 10, 2023</b> <b>(E-6 to E-1)</b></p>	<p>Military or Overseas Voter – Recalled to Military Service</p> <p>On or between these dates, a registered military or overseas voter recalled to military service after April 4, 2023 (E-7), but before 5:00 p.m. on April 10, 2023 (E-1) may appear at the Registrar of Voters office or, if within the state, in the county in which he or she is recalled to service and apply for a Vote by Mail ballot which may be transmitted to the voter by facsimile, email, or online transmission if the elections official makes the transmission option available.</p> <p>The Vote by Mail ballot may be voted inside or outside the office on or before the close of the polls and returned as are other voted Vote by Mail ballots. To be counted, the ballot shall be returned to the Registrar of Voters office in person, by facsimile transmission, or by an authorized person on or before the close of the polls on the day of the election.</p> <p style="text-align: right;">§ 3111</p>

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<p><b>April 5 to April 11, 2023</b> <b>(E-6 to E-0)</b></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"> <li>• Come to the County Elections department and receive a vote-by-mail-ballot over the counter.</li> <li>• Voters may designate, in writing, a representative to bring the Vote by Mail ballot to them.</li> <li>• The voter may either personally or through an authorized representative return the ballot to the elections department or any polling place in the county.</li> </ul> <p style="text-align: right;">§ 3021</p>
<p><b>April 11, 2023</b> <b>(E-0)</b></p>	<p>Election Day</p> <p>Polls open at 7:00 a.m. and close at 8:00 p.m.</p> <p style="text-align: right;">§§ 1000, 14212</p>
<p><b>April 11, 2023</b> <b>(E-0)</b></p>	<p>Military or Overseas Voters — Late Conditions</p> <p>Last day an unregistered military or overseas voter who was released from service after March 27, 2023 (E-15), the close of registration, and who has returned to his or her county of residence may apply in person to register with the county elections official and vote in the election.</p> <p>Documentary proof of release from service is required. On or before the day of the election the county elections official shall deliver to the precinct board a list of military or overseas voters registered under Section 3108.</p> <p>Any registered military or overseas voter who has returned to their county of registration on or before this day and to whom a Vote by Mail ballot has been mailed but not voted may apply for a second Vote by Mail ballot. The elections official shall require him or her to sign an authorization to cancel the Vote by Mail ballot previously issued and shall then issue another vote- by-mail ballot to the voter or certify to the precinct board that the voter is eligible to vote in the precinct polling place of his or her residence.</p> <p style="text-align: right;">§§ 300(b), 321, 3108</p>

\* The legal date falls on a holiday or weekend when our office is closed. The date listed is the next business day.

\*\* The legal date falls on a holiday or weekend when our office is closed BUT the deadline will not move.

<p><b>April 11, 2023</b> <b>(E-0)</b></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><b>April 11, 2023 (E-0)</b></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>
<p><b>April 11 to April 18, 2023</b> <b>(E-0 to E+7)</b></p>	<p>Receiving of Vote by Mail Ballots</p> <p>Any Vote by Mail ballot cast shall be deemed timely if it is received by the elections official via the United States Postal Service or a bona fide private mail delivery company no later than seven days after Election Day and either of the following is satisfied: 1) 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, or 2) 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 elections official upon receipt of the Vote by Mail ballot from the United States Postal Service or a bona fide private mail delivery company, and is signed and dated pursuant to Section 3011 on or before Election Day</p> <p style="text-align: right;">§§ 3011, 3017, 3020(b), (c)10</p>

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<p><b>April 13, 2023</b> <b>(E+2)</b></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. This canvass must be completed no later than May 11, 2023 (E+30)</p> <p style="text-align: right;">§§ 15301, 15372</p>
<p><b>April 24, 2023</b> <b>(E+13)</b> <b>[5:00 P.M.]</b></p>	<p>Vote by Mail Ballots — Notice To Cure Mismatched Signature On Identification Envelope Or Unsigned Identification Envelope</p> <p>By this date, the elections official shall provide to all voters who have been identified as having a signature on the Vote by Mail identification envelope that did not compare with their signature on their voter record a notice of the opportunity to verify their signatures no later than 5:00 p.m. on April 24, 2023 (E+13).</p> <p style="text-align: right;">§ 3019(d)(1)</p> <p>By this date, the elections official shall provide to all voters identified as having failed to sign the Vote by Mail identification envelope a notice of the opportunity to provide a signature no later than 5:00 p.m. on April 24, 2023 (E+13)</p> <p style="text-align: right;">§ 3019(e)(1)</p>
<p><b>April 26, 2023</b> <b>(E+15)</b></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>

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\*\* The legal date falls on a holiday or weekend when our office is closed BUT the deadline will not move.

## APPENDIX B – CONTACT INFORMATION

### Registrar of Voters Office Contact Information

#### ADMINISTRATIVE SERVICES

**Austin Cliche** - Office Coordinator

Direct Line: (707) 784-3359

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

- Affidavit ordering and tracking
  - Accounting and Payroll
  - District Billing
  - Agency Outreach Liaison
  - Statement of Economic Interest (Form 700)
  - Volunteer Program
- Email: [ROVHelper@solanocounty.com](mailto:ROVHelper@solanocounty.com)

**Mireya Mercado** - Elections Technician

Direct Line: (707) 784-3076

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

#### MAPPING, PRECINCTING & REGISTRATION:

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

- GIS / Maps
- Precincts
- Voter Files
- Voter Registration/File Maintenance
- Provisional Processing
- E-Rosters
- Web Site Issues/Changes

#### POLL WORKERS & POLLING PLACES

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

- Poll Worker Recruitment
- Poll Worker Training
- Polling Place Accessibility
- Student Poll Workers

#### ELECTION SERVICES

**Theresa Ives** - Election Coordinator

Direct Line: (707) 784-3360

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

**Greg Fontela** - Election Coordinator

Direct Line: (707) 784-3374

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

**Laura King** – Election Coordinator

Direct Line: (707) 784-3397

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

**Jordan Bhanji** - Election Coordinator

Direct Line: (707) 784-3582

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

**Alexa Spring** – Elections Technician Lead

Direct Line: (707) 784-3357

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

#### CANDIDATE SERVICES

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

- Nominations
- Measures
- Recalls
- Petitions
- Sample Ballot
- Voter Outreach
- FPPC Forms: 501, 410, 460 & 470

#### VOTE BY MAIL VOTING

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

- Sample Ballot
- Vote by Mail – Military/Overseas
- Vote by Mail Processing

## IMPORTANT ADDRESSES AND PHONE NUMBERS

### SOLANO COUNTY REGISTRAR OF VOTERS

**Timothy P. Flanagan**

Registrar of Voters

**John H. Gardner**, Assistant Registrar of Voters

Direct Line: (707) 784-3366

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

**Michael A. Lopez**, Deputy Registrar of Voters

Direct Line: (707) 784-3343

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

Solano County Government Center Building  
675 Texas Street, Suite 2600  
Fairfield, CA 94533-6338  
(707) 784-6675 or Toll Free: (888) 933-VOTE  
[www.solanocounty.com/elections](http://www.solanocounty.com/elections)  
Email: [Elections@solanocounty.com](mailto:Elections@solanocounty.com)

- Candidate filing period is December 19, 2022 to January 13, 2023
- Vote by Mail voting period runs from March 13, 2023 thru to 8:00 p.m. on Election Day, Tuesday, April 11, 2023

### Fair Political Practices Commission

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

Advice Line

Phone: (916) 322-5660

Toll Free (866) ASK-FPPC

Email: [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov)

Enforcement Violations

Toll Free (866) 275-3772 (press 1)

Email: [complaint@fppc.ca.gov](mailto:complaint@fppc.ca.gov)

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