

COUNTY OF SONOMA

**CONSOLIDATED
PRIMARY ELECTION
JUNE 7, 2016**

**CAMPAIGN GUIDE
AND
CALENDAR OF EVENTS**

Local Nonpartisan Offices

Compiled and Distributed by Sonoma County Registrar of Voters



SONOMA COUNTY

Clerk-Recorder-Assessor

www.sonoma-county.org/cra

REGISTRAR OF VOTERS DIVISION

P.O. Box 11485
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Santa Rosa, CA 95406
Tel: (707) 565-6800
Toll Free (CA only):
(800) 750-VOTE
Fax: (707) 565-6843

This handbook has been prepared to assist candidates, committees and members of the news media in preparing for the upcoming 2016 Consolidated Primary Election. This handbook is not intended to be all encompassing, but merely summarizes major provisions related to candidates and committees involved in elections in the County of Sonoma and the State of California.

While staff has attempted to be as informative as possible in compiling this information, and we appreciate the opportunity to address your questions not answered in this handbook, the law prohibits employees from answering questions of a legal nature. This handbook is not intended as a substitute for legal counsel. For your protection, we strongly urge you to consult an attorney.

For additional election-related information, feel free to contact our office Monday through Friday 8 a.m. to 5 p.m., except holidays. For dates that fall on a Saturday, Sunday, or holiday, use the next regular business day for transactions. Call us at (707) 565-6800, visit us at the Sonoma County Registrar of Voters Office, 435 Fiscal Drive, Santa Rosa, or write to us at P.O. Box 11485, Santa Rosa, CA 95406-1485.

Wishing you the best in 2016,

**WILLIAM F. ROUSSEAU,
SONOMA COUNTY CLERK &
REGISTRAR OF VOTERS**

IMPORTANT TELEPHONE NUMBERS

SONOMA COUNTY REGISTRAR OF VOTERS

General Information	(707) 565-6800
Toll-free (within California)	(800) 750-8683
TDD (hearing impaired)	(707) 565-6888
Fax	(707) 565-6843
Vote by Mail Division	(707) 565-6806
(vote by mail ballot applications, information)	
Campaign Disclosure Division	(707) 565-6804
(financial disclosure statements, information)	
Campaign Materials Division	(707) 565-6818
(voter lists, maps, precinct information)	
Candidate Filing Division	(707) 565-6804
(filing requirements for office)	
Voter Registration Division	(707) 565-6800
(voter registration forms, information)	

OFFICE OF THE SECRETARY OF STATE

Elections Division	(916) 657-2166
(general information, filing for state and federal offices)	
Fax	(916) 653-3214
Political Reform Division	(916) 653-6224
(committee ID number, termination)	

FAIR POLITICAL PRACTICES COMMISSION

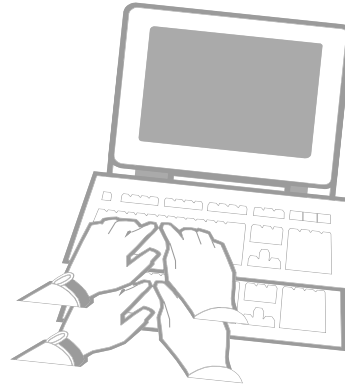
Technical Assistance Division (M-Th 9-11:30 a.m. and M-Tues 1:30-3:30 p.m.)...	(866) 275-3772
(campaign disclosure, state contribution limits, conflict of interest disclosure)	
Fax	(916) 322-3711
Enforcement Division (M-Fri 8 a.m. - 5 p.m.)	(866) 275-3772
(file complaint under Political Reform Act)	

STATE FRANCHISE TAX BOARD

Automated Information	(800) 338-0505
(committee tax status, tax deductible contributions, charitable non-profit groups, general information)	

FEDERAL ELECTION COMMISSION

(federal campaign disclosure, contributions from national banks, national corporations, foreign nationals)



WEBSITES OF INTEREST

vote.sonoma-county.org

Provides information about the Sonoma County Registrar of Voters Office including the following: Voting Information, Registering to Vote, Political Party Preference, Facts for New Citizens, Services for Voters with Disabilities, Vote by Mail Information, Permanent Vote by Mail Information, Polling Places and Sample Ballots, Serving at the Polls, Student Precinct Officer Program, Campaign Materials and Costs, Election Results and Other Services.

vote.sonoma-county.org

Election Night Results

E-MAIL ADDRESSES

- Vote by Mail Information** rov-absentee@sonoma-county.org
- Voter Registration Information** rov-voterreg@sonoma-county.org
- Campaign Information** rov-campaign@sonoma-county.org
- Campaign Materials** rov-materials@sonoma-county.org
- Precinct Officer Information** rov-polls@sonoma-county.org

HELPFUL CONNECTIONS

- Secretary of State** www.sos.ca.gov
- Elections Division www.sos.ca.gov/elections
- Political Reform Division www.sos.ca.gov/prd
- Fair Political Practices Commission** www.fppc.ca.gov
- State Franchise Tax Board** www.ftb.ca.gov
- Internal Revenue Service** www.irs.ustreas.gov
- Federal Election Commission** www.fec.gov
- California Law** www.leginfo.ca.gov

WHO YOU GONNA CALL?



The Sonoma County Registrar of Voters Office appreciates notification of cases of alleged voter registration, petition or voter fraud; however, this office is **NOT** an enforcement agency and is therefore unable to investigate any violations.

In response to the many inquiries our office receives regarding possible election violations or fraud, following is a list of resources regarding whom to contact for the various types of violations:

- **False or misleading campaign materials** ▶ No agency enforcement; these issues are dealt with in court.
- **Violations of the Political Reform Act (Title 9 of the California Government Code §§81000-91014), i.e. mass mailing requirements, slate mailers, campaign disclosure, proper use of campaign funds, disclosure of economic interests** ▶ Contact your local district attorney at (707) 565-2311, or the appropriate city attorney for local candidates or measures, or the Fair Political Practices Commission at 1-866-275-3772 or www.fppc.ca.gov.
- **Election fraud** ▶ Contact your local district attorney at (707) 565-2311, or the California Secretary of State at (916) 657-2166 or www.sos.ca.gov.
- **Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any laws other than the Political Reform Act** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- **Federal campaigns, e.g., U.S. Senate, House of Representatives, the President of the United States, etc.** ▶ Contact the Federal Election Commission at 1-800-424-9530 or www.fec.gov.
- **Open meeting laws (Brown Act)** ▶ Contact your local district attorney at (707) 565-2311, or the California State Attorney General at 1-800-952-5225 or www.caag.state.ca.us.
- **Local ordinances** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.
- **Vandalism or requirements concerning campaign signs** ▶ Contact your local city attorney or local district attorney at (707) 565-2311.

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**OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED
AT THE CONSOLIDATED PRIMARY ELECTION**

VOTER-NOMINATED OFFICES

	Officeholder	Sponsors' Signatures	Filing Fees	In-lieu Signatures
Federal (elected statewide)				
U.S. Senator	Boxer.....	65-100.....	\$3480.00.....	10,000.....
Federal (elected by district)				
U.S. Rep in Congress				
2 nd District	Huffman	40-60	\$1740.00	3,000
5 th District	Thompson.....	40-60.....	\$1740.00.....	3,000
State (elected by district)				
State Senate				
3 rd District	Wolk.....	40-60.....	\$1001.13.....	3,000.....
Member of Assembly				
2 nd District	Wood.....	40-60.....	\$1001.13.....	1,500.....
4 th District	Dodd.....	40-60.....	\$1001.13.....	1,500.....
10 th District.....	Levine.....	40-60.....	\$1001.13.....	1,500.....

OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED AT THE CONSOLIDATED PRIMARY ELECTION

PARTY-NOMINATED OFFICES

Party	No. of Seats	Sponsors' Signatures	Filing Fees
County Central Committee			
Democratic			
1 st District	Elect 6	20-40	N/A.....
2 nd District.....	Elect 5	20-40.....	N/A.....
3 rd District	Elect 4	20-40.....	N/A.....
4 th District	Elect 4	20-40.....	N/A.....
5 th District	Elect 5	20-40.....	N/A.....
Republican			
1 st District	Elect 6	20-40	N/A.....
2 nd District.....	Elect 5	20-40.....	N/A.....
3 rd District.....	Elect 3	20-40.....	N/A.....
4 th District.....	Elect 5	20-40	N/A.....
5 th District.....	Elect 4	20-40.....	N/A.....
American Independent	**	20-40.....	N/A.....
Libertarian	Elect 7***	20-30.....	N/A.....
Peace & Freedom	Elect 7	20-30.....	N/A.....
County Council			
Green	Elect 7	20-30.....	N/A.....

IMPORTANT: Information above is subject to change pursuant to a recent court decision, recently enacted legislation, and guidance from the Secretary of State's office available at <http://elections.cdn.sos.ca.gov/ccrov/pdf/2015/december/15189ms.pdf>. County central committees now have the option of not having the election of members appear on the Primary Election ballot. Instead, they are free to develop an alternate method to elect their membership.

**The American Independent Party has notified the Sonoma County Registrar of Voters that they will not use the public ballot process to elect their members in Sonoma County.

*** At the time of this printing, the Libertarian Party had not confirmed their intention to utilize the public ballot process.

**OFFICES TO WHICH CANDIDATES ARE TO BE NOMINATED OR ELECTED
AT THE CONSOLIDATED PRIMARY ELECTION**

NONPARTISAN OFFICES

	Officeholder	Sponsors' Signatures	Filing Fees	In-Lieu Signatures
JUDICIAL (elected county-wide)				
Office #1.....	Shaffer.....	20-40.....	\$1890.41..	7,562
Office #2.....	Broderick.....	20-40.....	\$1890.41..	7,562
Office #3.....	Thistlethwaite.....	20-40.....	\$1890.41..	7,562
Office #4.....	Boyd.....	20-40.....	\$1890.41..	7,562
Office #5.....	Ballinger.....	20-40.....	\$1890.41..	7,562
Office #6.....	Nadler.....	20-40.....	\$1890.41..	7,562
Office #7.....	Hardcastle.....	20-40.....	\$1890.41..	7,562
Office #8.....	Medvigy.....	20-40.....	\$1890.41..	7,562
Office #9.....	Marcoida.....	20-40.....	\$1890.41..	7,562
COUNTY (elected by district)				
Supervisor				
1 st District	Gorin.....	20-40.....	\$1417.78..	5,671
3 rd District	Zane.....	20-40.....	\$1417.78..	5,671
5 th District	Carrillo.....	20-40.....	\$1417.78..	5,671

SUMMARY— CANDIDATE QUALIFICATIONS AND INFORMATION ON VOTER-NOMINATED OFFICES TO BE VOTED ON AT THE JUNE 7, 2016 CONSOLIDATED PRIMARY ELECTION

Office ¹	Term	Term Begins	Qualifications
U.S. Senator	6 yrs	January 3 rd following election, at noon.	At least 30 years of age, citizen of the U.S. for at least 9 years, inhabitant of the state when elected.
U.S. Rep in Congress	2 yrs	January 3 rd following election, at noon.	At least 25 years of age, citizen of the U.S. for at least 7 years, inhabitant of the state when elected. ²
State Senator	4 yrs	1 st Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued ² . May not serve in the same office for more than 2 terms if he or she was elected before June 2012. If elected after June 2012, and has not previously served in the State Senate or State Assembly during his or her lifetime, may serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms. ³
Member of Assembly	2 yrs	1 st Monday in December following election.	Citizen of the U.S., registered voter in the district at the time nomination papers are issued ² . May not serve in the same office for more than 3 terms if he or she was elected before June 2012. If elected after June 2012, and has not previously served in the State Senate or State Assembly during his or her lifetime, may serve no more than 12 years in the State Senate, the Assembly, or both, in any combination of terms. ³

¹The candidate's designated party preference on the ballot shall not be changed between the primary and general election. A candidate for voter-nominated office shall indicate the party preference disclosed upon the candidate's most recent affidavit of registration indicated upon the ballot. A candidate designating a party preference shall not be deemed to be the official nominee of the party designated as preferred by the candidate. A candidate's designation of party preference shall not be construed as an endorsement of that candidate by the party designated. The party preference designated by the candidate is shown for the information of the voters only and may in no way limit the options available to voters. A candidate for a voter-nominated office shall provide his or her party preference history for the preceding ten years on the Declaration of Candidacy.

²Article IV, Section 2(c), of the California Constitution requires one year residency in the legislative district and three years residency in California; however, it is the legal opinion of the Secretary of State's Office that these provisions violate the U.S. Constitution and are unenforceable.

³Every officer or person prohibited by the laws of this state from making or being interested in contracts, or from becoming a vendor or purchaser at sales, or from purchasing script, or other evidences of indebtedness, including any member of the governing board of a school district, who willfully violates any of the provisions of such laws, is punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the state prison, and is forever disqualified from holding any office in this state. G.C. §1097

**SUMMARY— CANDIDATE QUALIFICATIONS AND INFORMATION ON
NONPARTISAN OFFICES TO BE VOTED ON AT THE
JUNE 7, 2016 CONSOLIDATED PRIMARY ELECTION**

Office	Term	Term Begins	Qualifications
Judge of the Superior Court	6 yrs	1 st Monday after January 1 st following election.	Citizen of the U.S., registered voter, member of the State Bar for 10 years immediately preceding the election, or have served as judge of a California court of record for 10 years immediately preceding the election. ¹
County Supervisor	4 yrs	1 st Monday after January 1 st following election, at noon.	Registered voter of the district which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents, and shall reside in the district during incumbency. ¹

¹Every officer or person prohibited by the laws of this state from making or being interested in contracts, or from becoming a vendor or purchaser at sales, or from purchasing script, or other evidences of indebtedness, including any member of the governing board of a school district, who willfully violates any of the provisions of such laws, is punishable by a fine of not more than one thousand dollars (\$1,000), or by imprisonment in the state prison, and is forever disqualified from holding any office in this state. G.C. §1097

CANDIDATE QUALIFICATIONS AND REQUIREMENTS

Nonpartisan Offices — Consolidated Primary Election State Offices (Elected County-Wide)

Judge of the Superior Court

TERM OF OFFICE

The Superior Court Judges serve a 6-year term beginning January 2, 2017.

Cal. Const. Art. VI §16(c)

QUALIFICATIONS

A candidate for Superior Court Judge shall:

- be a citizen of the United States; and
- be registered to vote; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest; and
- have been a member of the State Bar for ten years immediately preceding the election; or
- have served as a judge of a California court of record for ten years immediately preceding the election.

Cal. Const. Art. VI, §15, E.C. §§20, 201, G.C. §1097

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE ▶ The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the Declaration of Intention is filed.

- Judge of the Superior Court\$1,890.41

SIGNATURES-IN-LIEU ▶ A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning January 1, 2016. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 10, 2016, and prior to filing a Declaration of Intention. Supplemental signatures (to replace signatures filed by February 10, 2016, which were found not to be valid) may be filed no later than the close of business on March 11, 2016. Circulators shall be 18 years of age or older.

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

E.C. §§102, 8104(b), 8105(b), 8106 (a)(4),(6), (b)(1),(4)

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF INTENTION ▶ Each candidate must file a Declaration of Intention between February 1, 2016 and February 10, 2016, in the office of the elections official in which his or her nomination papers are required to be filed. If an incumbent, eligible to be elected, fails to file by the close of business on February 10, 2016, any person other than the incumbent may file a Declaration of Intention not later than the close of business on February 15, 2016. No candidate for a judicial office shall be required to state his or her residential address on the Declaration of Intention; however the address must be provided to the elections official for verification.

E.C. §§8023, 8024

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between February 15, 2016, and March 11, 2016. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections

Qualifications and Requirements - Nonpartisan Offices
Judicial Offices (Elected County-wide)
Judge of the Superior Court

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 the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, files a Declaration of Intention within the prescribed time frame, but fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11, 2016, may file a Declaration of Candidacy not later than the close of business on March 16, 2016, regardless of whether that person filed a Declaration of Intention. A candidate for a judicial office may withhold his or her residential address on the Declaration of Candidacy; however the address must be provided to the elections official for verification.

E.C. §§8020, 8023, 8024, 8028, 8040, 8064, 8100, 8200 et seq.

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between February 15, 2016 and March 11, 2016, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the close of business March 11, 2016. Circulators shall be 18 years of age or older. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. §§102, 8020, 8041, 8061, 8062(3), 8066

BALLOT DESIGNATION WORKSHEET ▶ In order to facilitate review of a candidate's proposed ballot designation, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the elections official.

E.C. §§13107

STATEMENTS OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

E.C. §§13307, 13308, 13311

STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after 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 the date of assuming office.

G.C. §§87200 et seq.

Qualifications and Requirements - Nonpartisan Offices

Judicial Offices (Elected County-wide)

Judge of the Superior Court

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. §20440

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 18 of this guide or the appropriate F.P.P.C. Manual.

JUDICIAL OFFICES (ELECTED COUNTY-WIDE)

Judge of the Superior Court Summary Information

IMPORTANT!!!



FILING FEES

- Judge of the Superior Court \$1,890.41 or 7,562 Signatures-in-lieu



NOMINATION SIGNATURES

20 - 40



STATEMENT OF QUALIFICATIONS

Estimated costs on page 13



FILING PERIODS

- 01/01/16* - 02/10/16 **Filing Period** for Signatures-in-lieu of Filing Fees
- 02/11/16 - 03/11/16 **Filing Period** to make up deficient Signatures-in-lieu filed by 02/10/16 (cash, signatures or any combination thereof)

- 02/01/16 - 02/10/16 **Filing Period** for Declaration of Intention
- 02/11/16 - 02/15/16* **Extension Period** for filing Declaration of Intention
- 02/15/16* - 03/11/16 **Filing Period** for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)

- 03/12/16* - 03/16/16 **Extension Period** for filing Nomination Documents/ Statement of Qualifications (if incumbent filed a Declaration of Intention but failed to file a Declaration of Candidacy)



ALL CANDIDATES MUST FILE:

1. Declaration Of Intention
2. Declaration Of Candidacy
3. Ballot Designation Worksheet
4. Nomination Petition
5. Statement Of Economic Interests (Form 700)
6. Campaign Statement Forms (501, 410, 460, 470)

*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

COUNTY OFFICES (ELECTED BY DISTRICT)

County Supervisor

TERM OF OFFICE

County Supervisors serve a 4-year term beginning at noon on January 2, 2017.

G.C. §§24200, 25000

QUALIFICATIONS

A candidate for County Supervisor shall:

- be a registered voter of the district for which he or she seeks to represent for at least 30 days immediately preceding the deadline for filing nomination documents for the office; and
- reside in the district during his or her incumbency; and
- not have been convicted of a felony involving accepting or giving, or offering to give, any bribe, the embezzlement of public money, extortion or theft of public money, perjury, or conspiracy to commit any of those crimes, or for being an official interested in contracts, or becoming a vendor or purchaser at sales, or purchasing scrip of other evidences of indebtedness, in which the official has financial interest.

G.C. §25041, E.C §20, G.C §1097

FILING REQUIREMENTS

Filing Fee or Signatures-in-Lieu of Paying Filing Fee

FILING FEE ▶ The non-refundable filing fee is payable to the Registrar of Voters, and must be paid at the time the candidate obtains the nomination forms. The filing fee is:

- County Supervisor \$1,417.78

SIGNATURES-IN-LIEU ▶ A candidate may submit petitions containing signatures of registered voters to cover all, or any pro-rata portion, of the filing fee. The Petition-in-lieu form may be obtained from any county elections official beginning January 1, 2016. The petitions must be filed with the county elections official in the county where circulated no later than the close of business on February 25, 2016, and prior to obtaining a Declaration of Candidacy. Supplemental signatures (to replace signatures filed by February 25, 2016, which were found not to be valid) may be filed no later than the close of business on March 11, 2016. Circulators shall be 18 years of age or older.

Any registered voter may sign an in-lieu-filing-fee petition for any candidate for whom he or she is eligible to vote.

E.C. §§102, 8104 (b), 8105(a), 8106 (a)(4),(6), (b)(1), (4)

NOMINATION DOCUMENTS AND PROCEDURES

DECLARATION OF CANDIDACY ▶ Each candidate is required to file a Declaration of Candidacy between February 15, 2016 and March 11, 2016. The Declaration shall be obtained from the county elections official of the county in which the candidate resides and is a voter. The Declaration of Candidacy must be executed in the office of the elections 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 the Declaration must be properly executed and delivered to the county elections official from whom it was obtained not later than the close of business on March 11, 2016.

If an incumbent, eligible to be elected, fails to file a Declaration of Candidacy by the close of business on March 11, 2016, any person, other than the person who was the incumbent on March 11, 2016, may file a Declaration of Candidacy not later than the close of business on March 16, 2016.

E.C. §§8020, 8024, 8028, 8040, 8064, 8100

Qualifications and Requirements - Nonpartisan Offices

County Offices (Elected by District)

County Supervisor

NOMINATION PETITIONS ▶ Each candidate is required to file a Nomination Petition between February 15, 2016 and March 11, 2016, containing at least 20 and no more than 40 signatures of registered voters in the jurisdiction. Each section of the Nomination Petition shall be delivered to the county elections official, not later than the close of business on March 11, 2016. Circulators shall be 18 years of age or older. **NOTE: Signatures submitted in lieu of paying the filing fee, which meet the requirements of this section, may be designated to satisfy this requirement.**

E.C. §§102, 8020, 8041, 8061, 8062(3), 8066

BALLOT DESIGNATION WORKSHEET ▶ In order to facilitate review of a candidate's proposed ballot designation, the candidate shall submit, at the time of filing his or her proposed ballot designation on the Declaration of Candidacy, a completed Ballot Designation Worksheet on a form provided by the elections official.

E.C. §§13107

STATEMENTS OF QUALIFICATIONS (OPTIONAL) ▶ Any candidate for local nonpartisan office may submit a Statement of Qualifications to be printed in the Voter Information Pamphlet portion of the Sample Ballot. Statements must be filed at the same time nomination papers are filed and may be withdrawn, but not changed, until 5 p.m. the next regular business day after nominations close. Statements are confidential until nominations (or extended nominations) close and then become public record.

Statements shall be limited to a recitation of the candidate's own personal background and qualifications, and shall not in any way make reference to other candidates for that office or to another candidate's qualifications, character, or activities.

E.C. §§13307, 13308, 13311

STATEMENT OF ECONOMIC INTERESTS (FORM 700) ▶ Government Code §87300 requires every agency to adopt a Conflict of Interest Code. A Conflict of Interest Code is a document that designates the positions within an agency which make or participate in making governmental decisions that may have a foreseeable material effect on any financial interest.

Each candidate must file a Statement of Economic Interests (Form 700) not later than the final filing date for the Declaration of Candidacy. Elected officials must also file Statements of Economic Interests within (30) days after assuming office, annually, and within (30) days of leaving office. If an individual is appointed to an office, he or she must file not more than (30) days after 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 the date of assuming office.

G.C. §§87200 et seq.

VOLUNTARY CODE OF FAIR CAMPAIGN PRACTICES ▶ At the time an individual files his or her Declaration of Candidacy, Nomination Petition, or any other paper evidencing an intention to be a candidate for public office, the county elections official shall give the individual a copy of the Code of Fair Campaign Practices and a copy of the provisions of Ch. 5, Div. 20 of the Elections Code.

E.C. §20440

CAMPAIGN COMMITTEE FILING OBLIGATIONS

See Campaign Disclosure Requirements starting on page 18 of this guide or the appropriate F.P.P.C. Manual, and the Local County Ordinance governing Campaign Contribution Limits for County Offices.

COUNTY OFFICES

County Supervisor Summary Information

IMPORTANT!!!



FILING FEES

County Supervisor \$1,417.78 or 5,671 Signatures-in-lieu



NOMINATION SIGNATURES

20 - 40



STATEMENT OF QUALIFICATIONS

1 st District	Estimated costs on page 13
3 rd District	Estimated costs on page 13
5 th District	Estimated costs on page 13



FILING PERIODS

- 01/01/16* - 02/25/16
- 02/26/16 - 03/11/16
- 02/15/16* - 03/11/16
- 03/12/16* - 03/16/16

Filing Period for Signatures-in-lieu of Filing Fees

Filing Period to make up deficient Signatures-in-lieu filed by 02/25/16 (cash, signatures or any combination thereof)

Filing Period for Nomination Documents (Statement of Qualifications must be filed with Nomination Documents)

Extension Period for filing Nomination Documents/Statement of Qualifications



ALL CANDIDATES MUST FILE:

1. Declaration of Candidacy
2. Ballot Designation Worksheet
3. Nomination Petition
4. Statement of Economic Interests (Form 700)
5. Campaign Statement Forms (501, 410, 460, 470)

*For dates that fall on a Saturday, Sunday or holiday, use the next regular business day for transactions.

NOTE: This summary of qualifications and requirements is for general information only and does not have the force and effect of law, regulation or rule. In case of conflict, the law, regulation or rule will apply. The candidate should obtain the most up-to-date information available because of possible changes in law or procedure since the publication of this information.

STATEMENT OF QUALIFICATIONS
For Local Nonpartisan Offices
Voter Information Pamphlet – Sonoma County Sample Ballot

ESTIMATED COST OF STATEMENTS OF QUALIFICATIONS*	JUNE 7, 2016
CONSOLIDATED PRIMARY ELECTION	

Jurisdiction	Registration Plus 15%	Typeset & Handling	Run Chg. & Page Set-up	1 Candidate Statement Per Page	2 Candidate Statements Per Page	3 Candidate Statements Per Page	4 Candidate Statements Per Page
COUNTY (Elected Countywide)							
Superior Court Judge							
English Only	277,179	\$116	\$1,459	\$6,298	\$3,149	\$2,099	\$1,574
English & Spanish				N/A	\$6,398	\$4,298	\$3,249
COUNTY (Elected By District)							
Supervisor 1st Dist							
English Only	63,482	\$116	\$351	\$1,864	\$932	\$621	\$466
English & Spanish				N/A	\$1,964	\$1,342	\$1,032
Supervisor 3rd Dist							
English Only	46,774	\$116	\$264	\$1,520	\$760	\$507	\$380
English & Spanish				N/A	\$1,620	\$1,114	\$860
Supervisor 5th Dist							
English Only	53,970	\$116	\$301	\$1,668	\$834	\$556	\$417
English & Spanish				N/A	\$1,768	\$1,212	\$934

*Statements of Qualifications are optional and are printed at the expense of the candidate. Candidates who are required to prepay the estimated costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements, including English and Spanish, that are submitted for an individual office. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1 (or 2 Statements of Qualifications if filing Spanish), written under the amount line, (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement. The above estimates are for printing Statements of Qualifications in Sonoma County Sample Ballots only. You must contact other counties for their estimated costs of printing Statements of Qualifications.

STATEMENT OF QUALIFICATIONS
For Local Nonpartisan Offices
Voter Information Pamphlet — Sonoma County Sample Ballot

CANDIDATE STATEMENT

- Statements of Qualifications are optional and, unless otherwise determined by the governing body, are printed at the expense of the candidate. Candidates who are required to prepay the estimated costs will either be billed for the additional costs or refunded any overpayment following the election. Estimated costs for Statements of Qualifications are based on the printer's price list, set-up fees and the number of registered voters within the jurisdiction. Estimates are for statements not exceeding 200 words. Final costs will be determined by the number of candidate statements, including English and Spanish that are submitted for an individual office. If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees are increased. These charges are prorated among the candidates for a particular contest. Candidates are required to submit a check with "not to exceed" the highest possible cost for 1 (or 2 Statements of Qualifications if filing Spanish), written under the amount line, (Elections Code §13307(c)). All checks will be held until after the final deadline to withdraw a candidate statement.
- A candidate may opt to have his or her statement translated into, and printed in, Spanish, in addition to having his or her statement printed in English. The cost of having a statement printed in both English and Spanish is approximately \$100 more than twice the cost of a statement printed in English only.
- The body of the statement (not including name, age and occupation) shall not exceed 200 words (unless increased to not exceed 400 words by the governing body). Words shall be counted pursuant to Elections Code §9.
- Statements must be submitted on, or attached to, the form provided. Statements must be typewritten and single-spaced in a block paragraph style. Words in all capitals, indentions, italics, underlines, stars, dots, etc., are prohibited. Lists and enumerations will be wrapped as a single paragraph. Multiple single sentence paragraphs that do not fit in the space will be wrapped. Indented text, if submitted, will be run together as a sentence. The elections official is not responsible for the correct typesetting of statements that must be reconfigured to comply with these guidelines.
- Statements for candidates 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.
- Statements shall be written in the first person (e.g., "I am running..." not "She is running..." or "Jane Doe is running...") and shall be limited to a recitation of the candidate's 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 will be printed in random alphabet order unless repositioned due to space considerations. Statements do not rotate.

FILING INFORMATION

- Statements shall be filed with the county elections official when nomination papers are returned for filing, or in the case of an election for which nomination papers are not required (i.e., run-off election) no later than the 88th day prior to the election.
- Statements shall remain confidential until the expiration of the filing deadline for nomination papers for the office. Statements may be withdrawn, but shall not be changed (except as specifically required by the elections official), until 5 p.m. the next regular business day following the close of nominations for such office.
- Statements are subject to examination and challenge by any voter of the jurisdiction (Elections Code §13313) for a period of 10 calendar days following the close of filing for each such office.

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

PREPARATION OF CANDIDATE'S STATEMENT ▶ Shown below is a reduced facsimile of a Candidate's Statement of Qualifications form. Note that the first paragraph in the upper portion contains information as to the limitations on the number of words and the cost of printing and handling your statement. This portion of the form is to be completed by the officer issuing the form. The second paragraph contains check boxes for you to indicate whether you wish to have your statement printed in English only, or in English and Spanish. You should complete this portion and date and sign where indicated. The statement shown below has been typed, in upper and lower case, block paragraph form, and the candidate is not requesting a Spanish translation of her statement. She has corrected and initialed a typographical error (had the candidate not corrected this error it would have been typeset as submitted).

CONTEST ID: _____ CANDIDATE ID: _____

CANDIDATE'S STATEMENT OF QUALIFICATIONS
(INSTRUCTIONS AND STATEMENT OF WITHDRAWAL ON THE REVERSE SIDE OF THIS FORM)

The governing body of your jurisdiction has determined that statements shall be limited to (200 400) words; the (candidate) jurisdiction) shall bear the cost of the statements and payment shall be required (prior to) after) the election. (Payments required in advance are to be made directly to the jurisdiction. Proof of payment will be required at the time the statement is filed). **The estimated cost of printing a 200 word statement for the office is between \$ _____ and \$ _____.** Estimates are based on four candidates sharing the cost of a single page. **If the number of candidate statements submitted is not evenly divisible by four, and the statement cannot be printed with any others, the run charges and set up fees increase. The charges are prorated among the candidates submitting statements for a particular contest.**

I hereby state that I prepared the following statement for printing and distribution in the Voter Information Pamphlet portion of the Sample Ballot in [X] **ENGLISH ONLY** [] **ENGLISH AND SPANISH**. I understand that should I choose to have my statement printed in English and Spanish, the estimated cost of the statement will be double the estimate plus \$100. I understand the estimated cost of the statement will be double for 400 word statements.

DATE: November 12, 2005 CANDIDATE SIGNATURE: Elita P. Snodgrass

Official issuing form to complete →

Check here if you wish English only or English & Spanish →

Date and Sign →

Cost of printing, word limitation, for payment ←

If either age or occupation is left blank, none will be printed ←

Occupation may be more descriptive than ballot designation →

NAME: ELITA P. SNODGRASS AGE: 32
If left blank will not be printed

OCCUPATION: Businesswoman
Not subject to the ballot designation limitations - if left blank will not be printed

(STATEMENT / WORD COUNT BEGINS HERE)

All statements should be typed, in upper and lower case lettering, block paragraph style →

Correct any typos prior to filing and initial →

I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.

I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.

I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.

I am looking forward to serving you on the Washington Unified School District Governing Board.

E.P.S.
Thank you ^{EP} for your vote.

GUIDELINES FOR PREPARING CANDIDATE'S STATEMENT OF QUALIFICATIONS

For Local Nonpartisan Offices

Printed Candidate's Statement ▶ The example below illustrates the candidate's statement as it will be printed in the Voter Information Pamphlet portion of the Sample Ballot. All statements are printed in BLOCK PARAGRAPH STYLE with spacing between paragraphs (no indentations).

WASHINGTON UNIFIED SCHOOL DISTRICT	
ELITA P. SNODGRASS	Age: 32
Occupation: Businesswoman	
<p>I am running for the governing board of the Washington Unified School District because I feel I can bring a balance to the board. I attended local schools, graduating from Washington High School in 1985. I am married and currently have two children attending school in the district.</p>	
<p>I own and operate my own business, so I am well aware of the need to operate within a budget. With proper distribution of resources and educational materials I am convinced we can offer quality education to all students within the district.</p>	
<p>I have been active in the P.T.A., served on the Save Our Youth committee, and am an active member of the All-Faith Church. I have served as Boy Scout Den Mother and Girl Scout Leader for the past 3 years. I also serve as a volunteer at the Community Recycling Center as time allows.</p>	
<p>I am looking forward to serving you on the Washington Unified School District Governing Board.</p>	
<p>Thank you for your vote.</p>	

Word Count Standards

1. Punctuation is not counted.
2. Each word shall be counted as one word except as specified.
3. All geographical names shall be counted as one word (e.g., "City and County of San Francisco" or "Rincon Valley Union School District" shall be counted as one word).
4. Each abbreviation for a word, phrase, or expression shall be counted as one word (e.g., S.R.J.C.).
5. Hyphenated words that appear in any generally available dictionary shall be counted as one word. Each part of all other hyphenated words shall be counted as a separate word.
6. Dates consisting of a combination of words and digits shall be counted as two words (e.g., June 2, 2000). Dates consisting of only digits shall be counted as one word (e.g., 6/2/00).
7. Digital numbers shall be counted as one word (e.g., 100). Numbers which are written out are counted as one word each (e.g., "one" shall be counted as one word and "one hundred" shall be counted as two words).
8. Telephone numbers shall be counted as one word.
9. Internet web site addresses shall be counted as one word.

Statements must be typewritten in upper and lower case, with paragraphs clearly marked. Statements must be submitted on the appropriate form; however, statements may be prepared on a word processor and attached to the form, providing no pertinent information is covered by the attachment. Statements submitted in a format other than block paragraph will be reformatted as illustrated above. If age and/or occupation are left blank, none will be printed. Occupation is not restricted by ballot designation limitations; however, occupations exceeding one line will be shortened. **STATEMENTS MUST BE WRITTEN IN THE FIRST PERSON** (e.g., "I am running ..." not "Jane Doe is running ..." or "He is running ...").

PLEASE PROOFREAD YOUR STATEMENT. This office will not be responsible for the accurate printing of any re-formatted statement or handwritten statement, nor will it correct any misspellings or errors in, grammar or punctuation. **Words in ALL CAPITALS, italics, underlines, boldface type, ***stars***, ! ! ! dots ..., etc., are prohibited.**

PROVISIONS OF THE CODE OF FAIR CAMPAIGN PRACTICES

as found In Chapter 5 of Division 20 of the California Elections Code

Chapter 5. Fair Campaign Practices

Article 1. General Intent

20400. *The Legislature declares that the purpose of this chapter is to encourage every candidate for public office in this state to subscribe to the Code of Fair Campaign Practices.*

It is the ultimate intent of the Legislature that every candidate for public office in this state who subscribes to the Code of Fair Campaign Practices will follow the basic principles of decency, honesty, and fair play in order that, after vigorously contested, but fairly conducted campaigns, the citizens of this state may exercise their constitutional right to vote, free from dishonest and unethical practices which tend to prevent the full and free expression of the will of the voters.

The purpose in creating the Code of Fair Campaign Practices is to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths or distortions.

Article 2. Definitions

20420. *As used in this chapter, "Code" means the Code of Fair Campaign Practices.*

Article 3. Code of Fair Campaign Practices

20440. *At the time an individual is issued his or her declaration of candidacy, nomination papers, or any other paper evidencing an intention to be a candidate for public office, the elections official shall give the individual a blank form of the code and a copy of this chapter. The elections official shall inform each candidate for public office that subscription to the code is voluntary.*

In the case of a committee making an independent expenditure, as defined in Section 82031 of the Government Code, the Secretary of State shall provide a blank form and a copy of this chapter to the individual filing, in accordance with Title 9 (commencing with Section 81000) of the Government Code, an initial campaign statement on behalf of the committee.

20441. *The Secretary of State shall print, or cause to be printed, blank forms of the code. The Secretary of State shall supply the forms to the elections officials in quantities and at times requested by the elections officials.*

20442. *The elections official shall accept, at all times prior to the election, all completed forms that are properly subscribed to by a candidate for public office and shall retain them for public inspection until 30 days after the election.*

20443. *Every code subscribed to by a candidate for public office pursuant to this chapter is a public record open for public inspection.*

20444. *In no event shall a candidate for public office be required to subscribe to or endorse the code.*

CAMPAIGN DISCLOSURE REQUIREMENTS

The Political Reform Act of 1974 requires all candidates for state and local elective office, all state and local elected officeholders, proponents of state and local ballot measures who control a ballot measure committee, and committees supporting or opposing state and local candidates, and all measure committees, to file campaign disclosure statements disclosing contributions received and expenditures made.

It is the responsibility of the candidate and or committee to be aware of and to file the required campaign disclosure statements in a correct and timely manner. **Government Code §91013 provides for a late filing fine of \$10 per day for the late filing of any campaign disclosure statements after the deadline until the statement or report is filed.**

CAMPAIGN FILING OBLIGATIONS

Except as noted below, an individual who intends to be a candidate for an elective office must file Form 501. Please see instructions on the Form 501 for the filing requirements. For State Candidates, Form 501 is filed with the Secretary of State. Local Candidates file with the appropriate local filing officer for their jurisdiction.
G.C. §85200 et seq.

FORM 501–Candidate Intention Statement ▶ This statement must be filed **before** a candidate solicits or receives **any** contributions (including loans) from others or **before any** expenditures are made from personal funds on behalf of his/her candidacy, excluding personal funds used to pay filing fees and/or fees for Statements of Qualifications. Exception: Candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year.

G.C. §85200

Exception: Form 501 is not required to be filed by candidates who do not intend to receive **any** contributions or loans, **and the only** expenditures from personal funds would be for payment of the filing fee and Statement of Qualifications. Form 501 is not used to obtain a Committee Identification Number.

FORM 410–Statement of Organization ▶ In addition to the above mentioned form, a Form 410 must be filed with the Secretary of State's Office to obtain a Committee Identification Number. Form 410 must be filed if a candidate or committee receives contributions (including loans) totaling \$2,000 or more in a calendar year. This statement **must** be filed within 10 days of receiving \$2,000 in contributions. Include a \$50 payment made payable to the Secretary of State. Thereafter, the \$50 fee is due annually no later than January 15. In addition to the \$50 fee, a penalty of \$150 may be assessed if payment is late. **All** personal funds and/or contributions or loans made to the candidate, to a person on behalf of the candidate, or to the candidate's controlled committee shall be deposited in a campaign bank account **prior** to expenditure. **All** campaign expenditures shall be made from the account. Exception: A bank account is not required if a candidate will not receive contributions or make personal expenditures of less than \$2,000. The filing and statement of qualification fees are not included in calculating the \$2,000. For more details, refer to Campaign Disclosure Manual 2 for Local Candidates and their Controlled Committees.

G.C. §§84101, 84101.5

FORM 470–Officeholder/Candidate Campaign Statement–Short Form ▶ Candidates for office who expect to receive or spend less than \$2,000 during the election and who do not have a controlled committee may file a Form 470 with their Declaration of Candidacy (or no later than the filing deadline for the first pre-election campaign statement). The following individuals seeking or holding office are not required to file campaign disclosure statements (Form 470 or 460): candidates for county central committee offices that do not raise or spend \$2,000 or more in a calendar year; officeholders whose salaries are less than \$200 per month and

CAMPAIGN DISCLOSURE REQUIREMENTS, CONT.

judicial candidates who have not made or received contributions or made expenditures during non-election years; and judges who do not receive contributions and who make personal expenditures of less than \$2,000 or more in non-election years. State officeholders, state candidates, judges and judicial candidates must file the original and one copy with the Secretary of State Political Reform Division.

G.C. §§84206(a), (b), 84207

FORM 470–Supplement ▶ Any candidate who files a Form 470 and who subsequently has \$2,000 or more in receipts and/or expenditures prior to his/her election must send a notice to the Secretary of State, the local filing officer, if any, **and to all candidates for the same office**. This notice must be sent **within 48 hours**. Detailed information concerning the notice required is included on the Supplemental Form 470.

G.C. §84206(c)

FORM 460–Recipient Committee Campaign Statement ▶ Candidates for office who receive contributions or have expenditures of \$2,000 or more must file pre-election and semi-annual campaign statements during the year in which their election is being held. For candidates involved in the June Consolidated Primary Election the first semi-annual campaign statement must be filed no later than **January 31, 2016**; the first pre-election campaign statement is due no later than **April 28, 2016**; the second pre-election campaign statement is due no later than **May 26, 2016**; and the second semi-annual campaign statement must be filed no later than **July 31, 2016**. Please refer to the Campaign Filing Schedule in this guide for the actual filing periods covered by each statement.

For candidates involved in run-off elections held in November 2016, the first pre-election campaign statement is due no later than **October 5, 2016**; the second pre-election campaign statement is due no later than **October 27, 2016**; and the semi-annual campaign statement must be filed no later than **January 31, 2017**. Please refer to the Campaign Filing Schedule for the actual filing periods covered by each statement.

G.C. §84200 et seq.

Termination: Once contributions and expenditures for a particular office cease, all funds are expended, the ending cash balance is \$0.00, and the bank account is closed, an original and one copy of Form 410 must be filed with the Office of the Secretary of State. Additionally, you must file a copy of Form 410 along with an original of the final campaign statement (Form 460) with the appropriate filing officer.

There is no deadline for terminating a committee controlled by a local candidate or officeholder unless the controlling candidate/officeholder becomes a state officeholder (in which case, refer to the FPPC Information Manual for State Candidates (Manual 1) for termination requirements). Primarily formed committees also do not have a deadline to terminate. However, the committee, by its nature, may need to change its committee status if it remains open after the election.

G.C. §84214
FPPC Reg §18404

Important Note: Candidates and Committees are encouraged to visit the Fair Political Practices Commission website for information on new or revised rules and regulations www.fppc.ca.gov.

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES

FORM 501-CANDIDATE INTENTION STATEMENT

WHO FILES:

A candidate for state or local office must file Form 501 prior to solicitation or receipt of any contribution or expenditure of any personal funds used for the election.

You must file a separate Form 501 for each election, including reelection to the same office.

Exception: This form is not required if you will not solicit or receive contributions from other persons and the only expenditures will be from your personal funds used for the filing fee and/or Statement of Qualifications in the sample ballot or ballot pamphlet.

WHEN TO FILE:

Form 501 **must** be filed **before** you solicit or receive **any** contributions or before you make **any** expenditures from personal funds on behalf of your candidacy. This form is considered filed the date it is postmarked or hand delivered.

Exception: A candidate may use his or her personal funds to pay the filing fee and/or Statement of Qualifications fee.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHERE TO FILE:

State Candidates:

Send original to:
Secretary of State Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

Local Candidates:

Send original to:
The appropriate local filing officer

See appropriate Campaign Disclosure Manual and California Form 501 for additional instructions and filing requirements.

PRE-CAMPAIGN REPORTING REQUIREMENTS FOR CANDIDATES AND/OR COMMITTEES, CONT.

FORM 410–STATEMENT OF ORGANIZATION

DEFINITIONS:

RECIPIENT COMMITTEE ▶ A recipient committee is any individual (including an officeholder or a candidate), group of individuals, organization, or any other entity that receives contributions totaling \$2,000 or more during a calendar year.

CONTRIBUTION ▶ The term “contribution” includes monetary payments, loans and non-monetary goods or services.

PERSONAL FUNDS–Candidates ▶ The personal funds of a candidate or officeholder used in connection with seeking or holding elective office are contributions and are counted towards qualifying as a recipient committee. However, personal funds used to pay a candidate filing fee or a fee for the Statement of Qualifications to appear in the ballot pamphlet are not counted toward the \$2,000 threshold.

Pursuant to Government Code §84300(a), no contribution of one hundred dollars (\$100) or more shall be made or received in cash. Pursuant to Government Code §84300(b), no expenditure of one hundred dollars (\$100) or more shall be made in cash.

WHEN TO FILE:

File the Form 410 within 10 days of receiving \$2,000 in contributions. In addition the 10 day rule to file an original Form 410:

- a recipient committee qualifying during the 16 days prior to an election in which it must file pre-election statements must file a Form 410 by fax, guaranteed overnight delivery, or personal delivery within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements.
- a recipient committee qualifying during the 90 days prior to an election in which the committee makes independent expenditures of \$1,000 or more to support or oppose a candidate in that election must file the Form 410 (or the information contained on the Form 410) within 24 hours of qualification with the filing officer who will receive the committee’s original disclosure statements and with the filing officer(s) for the candidate(s) supported or opposed by the independent expenditure. These filings must be made by fax, guaranteed overnight delivery, personal delivery, or online (if online filing is available).

WHERE TO FILE:

All Committees:

Send original & one copy to:
Secretary of State Political Reform Division
1500 11th Street, Room 495
Sacramento, CA 95814

County & City Committees:

Send copy to:
The appropriate local filing officer

You will receive written notification from the Secretary of State’s Office assigning an identification number to your committee. (Identification numbers are also posted on the Secretary of State’s web site at www.cal-access.ss.ca.gov.)

See appropriate Campaign Disclosure Manual and California Form 410 for additional instructions and filing requirements.

CAMPAIGN DISCLOSURE REQUIREMENTS OFTEN OVERLOOKED

BE INFORMED: *The Franchise Tax Board is authorized under Section 90001 of the California Government Code to audit Campaign Disclosure Statements. The audit can include tests of the accounting records and other such auditing procedures. The purpose of campaign disclosure is to provide the public with the identity of contributors and the amounts they give, as well as the amount officeholders, candidates and committees spend. The laws passed to enforce that purpose can be challenging for the unwary, therefore some often overlooked requirements, some identified in audit reports, are provided here:*

- Even unopposed candidates are subject to the campaign disclosure provisions of the Political Reform Act. (Gov. Code §82007)
- Prior to soliciting or receiving any contribution (including a loan), all elected officeholders and all candidates must file Form 501 (candidate intention).
- Contributions include **PERSONAL FUNDS** and are subject to the same disclosure requirements.
- A Statement of Organization (Form 410) must be filed within 10 days by any person who receives contributions totaling \$2,000 or more during a calendar year.
- Officeholders and candidates who receive contributions or make expenditures must establish a campaign checking account in California and report it on a Form 410.
- Loans to a candidate are considered contributions unless the loan is from a financial institution.
- Filing fees and candidate statement fees may be paid in cash if the candidate is using personal funds and will not be reimbursed through the committee. (Gov. Code §85200) Otherwise, campaign disclosure laws require that expenditures of \$100 or more be made by written instrument containing the names of both the payee and payor. (Gov. Code §84300)
- Never accept or spend \$100 or more in cash. (Gov. Code §84300(a),(b))
- For contributions of \$100 or more, including loans, and in-kind contributions, you must disclose the contributor's name, street address, occupation and employer. (Gov. Code §84211(f),(g)) Contributions of \$100 or more may not be made in the form of a money order or cashier's check. Contributions may continue to be made with a credit card.
- Maintain details on contributions and expenditures of \$25 or more, even if you are spending less than \$2,000. Refer to recordkeeping guidelines in appropriate Campaign Finance Disclosure Manual.
- Make copies of all contributor checks.
- Candidates must disclose occupation and employer information for all donors of \$100 or more.
- **NO PERSONAL USE OF CAMPAIGN FUNDS.** Use campaign funds only for political, legislative, or governmental purposes.
- The source for each loan must be disclosed.
- All expenditures of \$100 or more must be itemized on the campaign statements, and then summarized on the Campaign Disclosure Statement Summary Page. Payee street addresses must be disclosed on the campaign statements for expenditures made (Gov. Code §84211(k)).
- As long as a committee is in existence, a Semi-Annual Campaign Statement must be filed. If the candidate has filed a long form (460) previously in the calendar year, a 460 must be filed as the Semi-Annual Statement even if there is no activity.
- If the committee changes its treasurer, an amendment to the Form 410 Statement of Organization must be filed.
- All committees making or receiving contribution(s) that total in the aggregate \$1,000 or more during the last 90 days before the election, must disclose receipt within 24 hours, even if the contribution is from your personal funds.
- (County Candidates as per Ordinance 5798) If \$500 or more including contributions aggregated that are made to or received by a county candidate during the last 16 days before the election, disclose receipt within 24 hours, even if the contribution is from your personal funds.
- Any person who makes independent expenditures in support of or in opposition to a single candidate for elective office or a single ballot measure, which accumulate to one thousand dollars (\$1,000.00) or more during the 90 days immediately preceding the election in which the candidate or measure will be voted on shall file Form 496 within twenty-four (24) hours, each time an independent expenditure is made (Form 462 affirming the independent nature of the expenditure is required). Per Local Ordinance 5798 – Committees supporting or opposing any County candidate are required to file 24 hour independent expenditure reports during the local election cycle.

2016 PRIMARY ELECTION CAMPAIGN FILING SCHEDULE

JUNE 7, 2016

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
FEBRUARY 1, 2016*	Semi-Annual	** - 12/31/15	Personal Delivery First Class Mail
WITHIN 10 BUSINESS DAYS (State Candidate Controlled Committees)	\$5,000 Report	Ongoing	E-File only with SOS File any time other than the 90-day Election cycle
WITHIN 24 HOURS (State Candidate Controlled Committees)	Contribution Reports	03/09/16 - 06/07/16	E-File only with SOS
WITHIN 24 HOURS (Local Candidate Controlled Committees)	Contribution Reports	03/09/16 - 06/07/16	Personal Delivery Guaranteed Overnight Service Fax or E-mail
APRIL 28, 2016	Pre-election	01/01/16 - 04/23/16	Personal Delivery First Class Mail
MAY 26, 2016	Pre-election	04/24/16 - 05/21/16	Personal Delivery Guaranteed Overnight Service
AUGUST 1, 2014*	Semi-annual	05/22/16 - 06/30/16	Personal Delivery First Class Mail

* Because the January 31, 2016 and the July 31, 2016 filing deadlines fall on a Sunday, these filing deadlines are extended to the next business day.

** The period covered by any statement begins on the day after the closing date of the last statement filed, **OR** January 1, if no previous statement has been filed.

2016 GENERAL ELECTION CAMPAIGN FILING SCHEDULE

November 8, 2016

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
AUGUST 1, 2016*	Semi-annual	** - 6/30/16	Personal Delivery First Class Mail
WITHIN 24 HOURS	Contribution Reports	8/10/16 - 11/08/16	Personal Delivery Fax or Email Guaranteed Overnight Service
OCTOBER 5, 2016	Pre-election	7/01/16 - 9/30/16	Personal Delivery First Class Mail
OCTOBER 27, 2016	Pre-election	10/01/16 - 10/22/16	Personal Delivery Guaranteed Overnight Service
JANUARY 31, 2017	Semi-annual	10/23/16 - 12/31/16	Personal Delivery First Class Mail

NOTE: At the time of printing this guide book the Fair Political Practices Commission is reviewing the November 8, 2016, deadline filing schedule. The final schedule should be available January 15, 2016 at www.fppc.ca.gov.

* Because the July 31, 2016, filing deadline falls on Sunday, this filing deadline is extended to the next business day.
 ** The period covered by any statement begins on the day after the closing date of the last statement filed, **OR** January 1, if no previous statement has been filed.

CAMPAIGN LITERATURE

Mass Mailing

Definition of Mass Mailing: 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. Mass Mailing Sent Electronically: It is required that the name of the candidate or committee be disclosed on over 200 substantially similar campaign messages distributed to the public through email.

G.C. §82041.5, FPPC Reg §18435

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

Mass Mailing Requirements

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).

G.C. §84305

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 via U.S. mail or through electronic mail. This identification must be presented in the same size and color as the committee name—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 Reg. 18435

Mass Mailing Prohibitions

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

G.C. §89001

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 or 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.

E.C. §20008

Important Note: For Political Advertising Disclaimers visit <http://www.fppc.ca.gov/learn/campaign-rules/campaign-advertising-requirements-restrictions.html>

CAMPAIGN LITERATURE, CONT.

Simulated Ballot Requirements

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 any official sample ballot prepared by the county elections official, or the Secretary of State.

“This is an unofficial, marked ballot prepared by (insert 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.

E.C. §20009

Truth in Endorsements Law

Provides information regarding restrictions on endorsements, representation requirements, etc. A copy is available in the California Elections Code which can be viewed at www.leginfo.ca.gov/calaw.

E.C. §§20000-20010

Electioneering Near Polling Place

No person, on Election Day, or at any time that a voter may be casting a ballot, shall, within 100 feet of a polling place or an elections official’s office:

- 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 relating to voters’ qualifications or speak to a voter on the subject of his or her qualifications except as provided in Section 14240.
- d) Do any electioneering.

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

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

E.C. §18370

CAMPAIGN POSTERS AND SIGN PLACEMENTS

- **CITY OF SANTA ROSA:** (707) 543-3015 **TERRI GRIFFIN, CITY CLERK**
 Sign permit required. Private property only; 60 days prior to and 15 days after
 must have property owner’s permission the date of the election
 Signs may not exceed 16 sq. ft. in area
 and, if detached, more than 9 ft. in height.
- **CITY OF CLOVERDALE:** (707) 894-1701 **COMMUNITY DEVELOPMENT DEPARTMENT**
 Must have property owner's permission; 30 days total. Potential extension of up to 45
 Residential: 6 sq. ft., 7 ft. in height; days upon approval of Planning Director
 Nonresidential: 24 sq. ft., 10 ft. in height;
 Private property only
- **CITY OF COTATI:** (707) 665-3622 **TAMI TAYLOR, CITY CLERK**
 Private property only; must have property owner's 60 days prior to and 10 days after
 permission. 12 sq. ft. total (front & back) on the date of the election
 residential; 20 sq. ft. (front & back) nonresidential
- **CITY OF HEALDSBURG:** (707) 431-3317 **MARIA CURIEL, CITY CLERK**
 Must have property owner's permission; 90 days prior to and 15 days after
 Private property only the date of the election
- **CITY OF PETALUMA:** (707) 778-4360 **CITY COMMUNITY DEVELOPMENT DEPARTMENT**
 Contact City Community Development Dept. (707) 778-4301
 for information 90 days prior to and 15 days after
 the date of the election
- **CITY OF ROHNERT PARK:** (707) 588-2225 **JOANNE BUERGLER, CITY CLERK**
 Must have property owner's permission; 90 days prior to and 10 days after
 Private property only the date of the election
- **CITY OF SEBASTOPOL:** (707) 823-1153 **MARY GOURLEY, CITY CLERK**
 Must have property owner's permission; No specific guidelines established for
 Private property only posting, remove after the election
- **CITY OF SONOMA:** (707) 933-2206 **CITY PLANNING DEPARTMENT**
 No signs or posters on public property or Signs must be removed within ten days
 utility poles. Must obtain permission from after election
 property owner to post on private property.
 Signs may not exceed 8 sq. ft. without a permit
- **TOWN OF WINDSOR:** (707) 838-5337 **COMMUNITY DEVELOPMENT DEPARTMENT**
 Or swolski@townofwindsor.com 45 days total
 Private property only; must have property owner’s
 permission; Permit and fee required, 32 sq. ft.
 residential, 4’ in height; 64 sq. ft. non-residential,
 6’ in height. Contact Community Development
 Department to obtain permit
- **COUNTY OF SONOMA:** (707) 565-1900 **COUNTY PLANNING DEPARTMENT**
 Must obtain permission from the Planning 90 days prior to and 20 days after
 Department for unincorporated areas, no the date of the election
 closer to road than the property lines
- **STATE OF CALIFORNIA:** The California Department of Transportation governs placement of temporary political signs
 along state highways. The next three pages of this booklet contain information regarding this subject. Questions
 regarding this matter should be referred to the Department of Transportation at (916) 654-6473 or by visiting
www.dot.ca.gov/oda.
 The above information is correct to the best of our knowledge. For additional information or any recent changes or
 amendments contact the appropriate agency.

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
Outdoor Advertising Program
1120 N STREET, MAIL STATION 36
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
(916) 654-6473



Dear Candidate or Committee Member:

As a candidate or campaign worker for either an 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.

TEMPORARY POLITICAL SIGNS ARE SIGNS WHICH MEET THE FOLLOWING CRITERIA:

- A. Encourages a particular vote in a scheduled election.
- B. Is placed not 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.

A completed Statement of Responsibility must be submitted to:

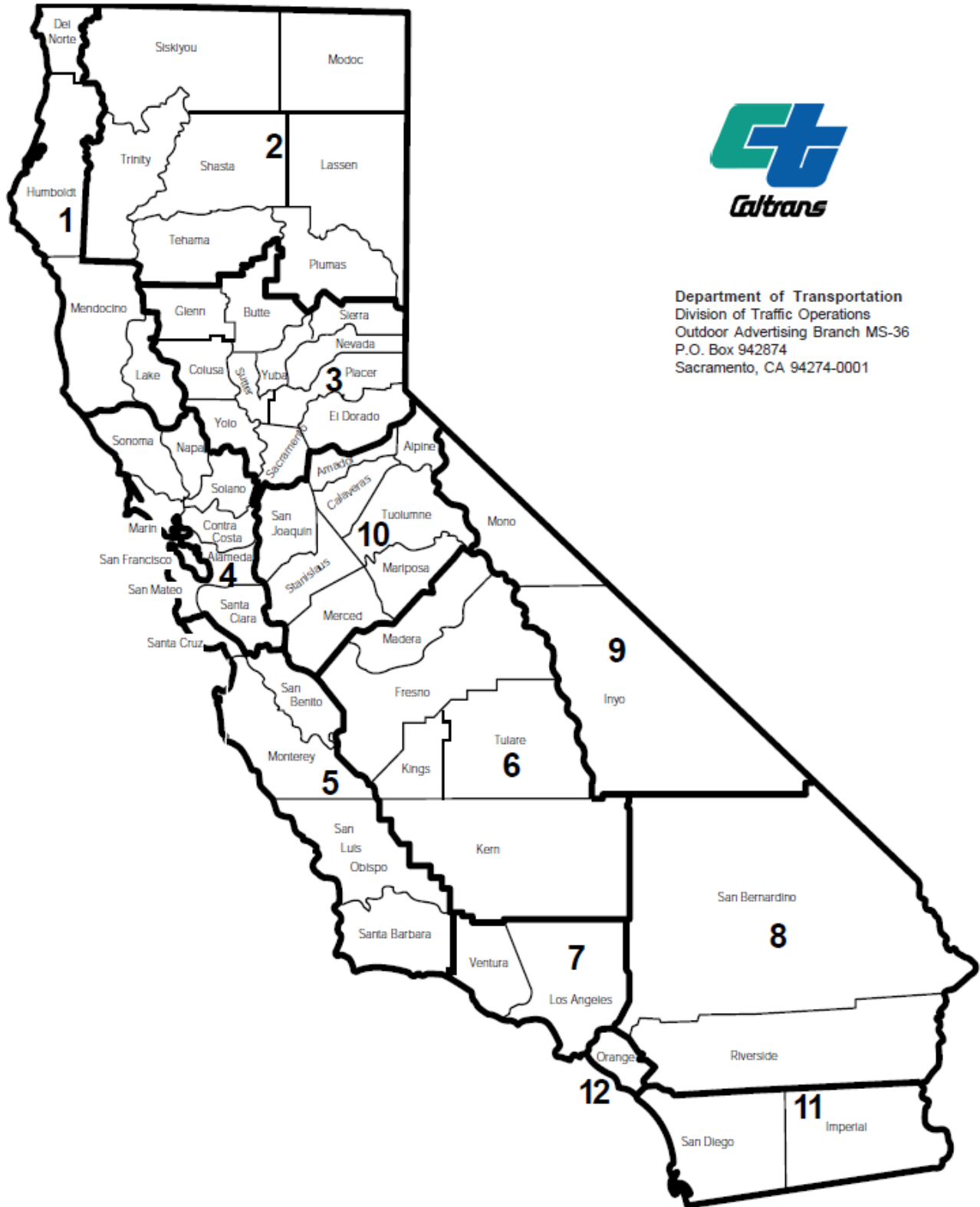
**Division of Traffic Operations
Outdoor Advertising Program
P.O. Box 942874, MS-36
Sacramento, CA 94274-0001**

Temporary Political Signs shall not be placed within the right-of-way of any highway, or 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) 654-5327.

Caltrans District Map



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

DEPARTMENT OF TRANSPORTATION

DIVISION OF TRAFFIC OPERATIONS
Outdoor Advertising Program
1120 N STREET, MAIL STATION 36
P.O. BOX 942874
SACRAMENTO, CA 94274-0001
(916) 654-6473



**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's name: _____

Address: _____

Phone number (including 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.

Date

Signature of Responsible Party

Mail Statement of Responsibility to:

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

VOTER REGISTRATION–CAMPAIGN MATERIALS

Voter registration information is available for governmental, political, journalistic, or educational purposes only. An application to purchase voter registration information is required. Requests may be made in person or by phone, and must be paid for at the time the order is picked up. All shipped orders will include a shipping fee.

Materials Description	Prices
Walking Lists ▶ Registered voters by residence address, regular or voting precinct, phone number and party.	\$.50 per 1,000 records
Alpha Lists ▶ Alphabetical list, by precinct or district; residence and mailing addresses, political party and phone number.	\$.50 per 1,000 records
Mailing Labels ▶ Names and mailing addresses on peel and stick labels. Available by household sort and/or political party sort if requested. (computer generated labels)	\$10.00 flat fee plus \$11.50 per 1,000 records
CD ▶ Voter file by district. (txt file) Optional voter history available	\$20.00 flat fee plus \$1.00 per 1,000 records \$270.00 whole county
Vote by Mail Voters ▶ Lists, labels, or disk file of voters, who have applied/returned vote by mail ballots. (E-mail also available upon deposit.)	List: \$10.00 flat fee plus \$.10 per page Labels: \$10.00 flat fee plus \$20.00/1000 peel & stick Disk/ \$20.00 flat fee plus E-mail: \$1.00 per 1000
Maps ▶ Precinct maps by city and/or unincorporated areas of the county and district maps are available.	\$2.00 to \$10.00 per page
Statement of the Vote ▶ Prior election results by precinct Disk/	\$15.00/\$20.00 hard copy \$15.00

For **additional information** contact the Registrar of Voters Mapping and Computer Services Division at (707) 565-6818 or e-mail: rovmaterials@sonoma-county.org.

VOTE BY MAIL BALLOT INFORMATION

Who May Vote by Mail?

Any registered voter who requests a Vote by Mail ballot in writing may vote by mail.

E.C. §§3001, 3003

Permanent Vote by Mail Voter Information ▶ Any voter may apply for permanent Vote by Mail status. A voter will lose his or her permanent Vote by Mail status if he or she does not return a Vote by Mail ballot in four consecutive statewide general elections.

E.C. §§3201, 3206

Mailed Ballot Precinct Information ▶ Though technically not Vote by Mail voters, voters who reside in a precinct that has fewer than 250 registered voters 88 days prior to an election may be declared to be in a “mailed ballot precinct.” When this occurs, all voters in that precinct will automatically be mailed a Vote by Mail ballot; **no application is necessary**. Because of the increasing number of jurisdictions with overlapping boundaries that hold elections at the same time, the number of mailed ballot precincts has increased.

E.C. §3005

What Information Must Be Provided to Obtain a Vote by Mail Ballot?

To obtain a Vote by Mail ballot, voters must apply in writing to the local elections official. As required by law, an application for a Vote by Mail ballot is always included in the Sample Ballot; however, no application form is necessary. A voter may write a note to the local elections official requesting a Vote by Mail ballot. The request shall contain the following:

1. the voter’s printed name
2. the voter’s **residence** address
3. the mailing address to which the voter wants the Vote by Mail ballot sent
4. the name and date of the election for which the voter is applying
5. the voter’s **signature**

In Sonoma County mail request to:

Sonoma County Registrar of Voters
P.O. Box 11485
Santa Rosa CA 95406-1485

or Fax your request to:

(707) 565-6862

E.C. §§3001, 3006

When to Apply for a Vote by Mail Ballot

Elections officials process Vote-by-Mail applications and mail ballots during the period 29–7 days prior to an election. A voter may submit an application prior to this time, but the elections official will hold it until the 29th day. Applications for Vote by Mail ballots **that are to be mailed to the voter** cannot be processed if received less than 7 days prior to an election. Vote by Mail ballots are available in the Registrar of Voters Office until 8 p.m. on Election Day.

E.C. §3001

Distributing Applications for Vote by Mail Ballots

Any candidate, group of candidates, ballot measure committee or other political organization that intends to conduct a Vote by Mail voter drive, should note the following information regarding distribution of applications for Vote by Mail ballots. Before you do anything, contact your local elections official.

VOTE BY MAIL BALLOT INFORMATION, CONT.

Uniform Vote by Mail Voting Application

The Secretary of State has prepared a uniform application format for a Vote by Mail ballot for use by all individuals, organizations and groups distributing Vote by Mail ballot applications. Failure to conform your application to the uniform format is a misdemeanor. A master Vote by Mail ballot application form will be provided by the Registrar of Voters Office, 435 Fiscal Dr., Santa Rosa, CA 95403.

Important Information

- To ensure accuracy, the voter should fill out all the information on the application; however, the following information may be preprinted on the application form:
 1. the voter's name and residence address as they appear on the voter's affidavit of registration
 2. the name and date of the election for which the Vote by Mail ballot is being requested
 3. the deadline date by which the application must be received by the elections official
- There is a separate section of the form to indicate a mailing address if the voter wishes to receive his or her ballot at an address other than his or her residence address. This information **may not** be preprinted and may only be completed by **the voter**. The mailing address to which a Vote by Mail ballot is requested to be sent may not be the address of any political party, political campaign headquarters, or a candidate's residence. This provision does not apply to a candidate, or to a candidate's immediate family or housemates, who request that a Vote by Mail ballot be mailed to the candidate's residence address.
- The voter must **personally** affix his or her signature.
- Any application containing preprinted information shall contain the following statement (verbatim) printed conspicuously on the form:

You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.
- The name, address and telephone number of any organization, individual or group that authorizes the distribution of applications shall be printed on the application.
- Any individual, organization or group that distributes applications for Vote by Mail ballots and receives completed application forms shall deliver the forms to the appropriate elections official **within 72 hours** of receipt. It is a crime to delay the return of a Vote by Mail ballot application.
- Vote by Mail ballot applications provided by a group or organization shall be sent by nonforwardable mail.
- Any individual, group or organization that knowingly distributes any application for a Vote by Mail ballot that does not conform to the state requirements is guilty of a misdemeanor.
- Voters who use a Vote by Mail ballot application provided by an individual, group or organization must attest to the truth and correctness of the contents and sign under penalty of perjury.
- The Vote by Mail ballot application must contain information regarding permanent Vote by Mail status.
- The size of the uniform format approved by the Secretary of State is 8 1/2" x 5 1/2".

Vote by Mail Ballot Counting

Vote by Mail ballots are processed beginning 10 business days prior to an election, but no results may be released until 8 p.m. election night. Partial Vote by Mail results are the first results announced on election night.

CANDIDATES' RECEIPT OF NOMINATION DOCUMENTS Documents which are pertinent to your office are indicated with the letter "R" for received or "F" for filed. Please initial over the letters "R" to indicate receipt of the corresponding documents. A deputy clerk will initial over the letters "F" to indicate that the documents have been filed. Should you have questions about any of these documents do not hesitate to contact this office at (707) 565-6800. HAVE YOU RECEIVED?	US SENATE	IN CONGRESS	STATE/LEGISLATIVE	CENTRAL COMMITTEE	JUDICIAL	COUNTY	SCHOOL GOV BOARD	MUNICIPAL	SPECIAL DISTRICTS
Candidates' Handbook	R	R	R	R	R	R	R	R	R
Campaign Disclosure Manual			R		R	R		R	
Campaign Statements			R	R	R	R	R	R	R
Local Campaign Ordinance (if applicable)						R		R	
Petition-In-Lieu Forms	R	R	R		R	R			
Declaration of Intention					R				
Declaration of Candidacy	R	R	R	R	R	R	R	R	R
Ballot Designation Worksheet	R	R	R	R	R	R	R	R	R
Nomination Petition	R	R	R	R	R	R		R	
Statement of Economic Interests			R		R	R	R	R	R
Statement of Qualifications	R	R	R		R	R	R	R	R
Code of Fair Campaign Practices			R	R	R	R	R	R	R
HAVE YOU FILED?									
Campaign Statements*			F	F	F	F	F	F	F
Filing Fee/Petitions-In-Lieu	F	F	F		F	F			
Declaration of Intention					F				
Declaration of Candidacy	F	F	F	F	F	F	F	F	F
Ballot Designation Worksheet	F	F	F	F	F	F	F	F	F
Nomination Petition/Petitions-In-Lieu	F	F	F	F	F	F		F	
Statement of Economic Interests			F		F	F	F	F	F
Statement of Qualifications**	F	F	F		F	F	F	F	F
Code of Fair Campaign Practices**			F	F	F	F	F	F	F

*CANDIDATES SPENDING \$0 (EXCLUDING PERSONAL FUNDS USED FOR FILING FEE AND OR FEE FOR STATEMENT OF QUALIFICATIONS) FILE FORM 470. CANDIDATES SPENDING \$.01-\$1,999.99 FILE FORMS 501 AND 470. CANDIDATES INTENDING TO SPEND \$2,000.00 OR MORE FILE FORMS 501 AND 410 AND SHOULD REFER TO THE FPPC FILING SCHEDULE IN THE CANDIDATE'S CAMPAIGN GUIDE FOR DEADLINES REGARDING FILING FORM 460.

**OPTIONAL