

# Candidate Guidelines

Presidential General Election  
November 6, 2012



Prepared by the Office of Jim McCauley  
Placer County Clerk-Recorder-Registrar of Voters

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## OFFICE OF ELECTIONS - JIM McCAULEY

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### Candidate Services

June 11, 2012

Dear Candidate:

This Handbook is intended to assist you in complying with the various requirements and deadlines that accompany a run for political office.

We are all available to assist you in your bid for public office and I encourage you to call upon us if you have any questions on any area of the election.

I invite you to join us at any of the following public sessions relating to the November 6, 2012 Presidential General Election:

June 18	6:00 PM	Candidate Workshop in Rocklin
June 28	6:00 PM	Candidate Workshop in Tahoe City
July 9	6:00 PM	Candidate Workshop in Roseville
July 12	6:00 PM	Candidate Workshop in Lincoln
July 21	10:00 AM	Candidate Workshop in Auburn
November 6	7:30 PM	Convene observer panel for explanation of election procedures.
November 6	8:00 PM	Election Night, 1 <sup>st</sup> summary reports available after 8:00 PM (vote-by-mail ballot & mail ballot precincts). Polling place summaries to follow.
November 7	8:00 AM	Begin official canvass that includes the manual recount of 1% of the precincts chosen at random.

Sincerely,

Jim McCauley  
County Clerk-Recorder-Registrar of Voters

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### **Candidate Services**

June 11, 2012

Dear Officeholders and Candidates:

Thank you for your willingness to serve your community by running for and holding office! The elections process can be confusing for both new candidates and returning officeholders, so the Placer County Office of Elections stands ready to assist you and we welcome your questions.

This Handbook is intended to provide general information about the nomination and election of candidates and does not have the force and effect of law, regulation, or rule. It is distributed with the understanding that the Office of Elections is not rendering legal advice and, therefore, the Handbook is not to be a substitute for legal counsel for the individual using it. In case of conflict, the law, regulation, or rule will apply.

The Office of Elections is open from 8:00 AM to 5:00 PM, Monday through Friday (excluding holidays). We will also be open the two Saturdays and Sundays before Election Day (Saturday, October 27; Sunday, October 28; Saturday, November 3; Sunday, November 4) from 9:00 AM to 4:00 PM. If you have any questions, please call our office at 530-886-5650 or visit our website at [www.placerelections.com](http://www.placerelections.com).

I wish you the best of luck in your endeavors.

Sincerely,

Jim McCauley  
County Clerk-Recorder-Registrar of Voters

A handwritten signature in black ink, appearing to read "Ryan Ronco", is written over the printed name.

Ryan Ronco  
Assistant Recorder-Registrar

# Table of Contents

<i>Presidential General Election Calendar .....</i>	<i>1</i>
<i>Candidate Workshop Schedule.....</i>	<i>2</i>
<i>Campaign Disclosure Schedule for the General Election .....</i>	<i>3</i>
<i>Important Telephone Numbers and Contact Information.....</i>	<i>4</i>
<i>Reporting Elections Violations .....</i>	<i>5</i>
<i>Offices to Appear on the Ballot .....</i>	<i>6</i>
Partisan Offices.....	6
Voter-Nominated Offices .....	6
City Offices.....	7
School Districts .....	8
Special Districts.....	10
<i>Incompatibility of Offices.....</i>	<i>13</i>
<i>Candidate Qualification Information .....</i>	<i>14</i>
General Qualifications to Run for and Hold Public Office.....	14
Specific Qualifications .....	14
<i>Filing for Office .....</i>	<i>16</i>
Nomination Process .....	16
Nomination Document Overview .....	17
Declaration of Candidacy .....	18
Ballot Designation Worksheet.....	20
Nomination Petition .....	21
Candidate Statement of Qualifications .....	22
Code of Fair Campaign Practices.....	33
Write-in Candidates .....	34
Appearing on the Ballot.....	35
<i>Financial and Campaign Disclosure Information .....</i>	<i>37</i>
Public Record.....	37
Termination of Filing Requirements .....	37
Contributions/Expenditures .....	37
Campaign Funds .....	37
Audits .....	38

Late Fees/Fines/Penalties-----	38
Definitions-----	38
Common Filing Requirements -----	39
When and Where to File for Local Candidates -----	40
Form Descriptions-----	41
Conflict of Interest -----	42
<b>General Campaign Information .....</b>	<b>43</b>
Political Signs -----	43
Voter Registration Drives -----	45
Distributing Vote-by-Mail Ballot Applications-----	45
Mass Mailings -----	49
Political Advertisements -----	49
Placer County Poll Watchers Guide -----	50
Electioneering near Polling Places -----	51
Electioneering while a Vote-by-Mail Ballot is being Voted -----	52
News Media Exit Polls-----	52
Canvassing the Election-----	52
<b>Appendix A: Services to Candidates .....</b>	<b>53</b>
Precinct Indexes (a.k.a. Walking Lists)-----	53
Registered Voter List (a.k.a. Alpha Lists)-----	53
Registered Voter Compact Disc-----	53
Customer Mailing Labels -----	53
Precinct/District Maps -----	54
Voting Precinct Lists -----	54
Polling Place Lists-----	54
Vote-by-Mail Voter Information -----	54
<b>Appendix B: Relevant Code Sections .....</b>	<b>55</b>
Campaign Materials -----	55
Distributing Polling Place Information-----	57
Solicitation of Funds-----	57
Penal Provisions Relating to the Nomination of Candidates -----	58
Voter Registration-----	59
Vote-by-Mail Voting -----	60
Use of Surplus Funds -----	61

## Presidential General Election Calendar

DATE	EVENT
June 18 – July 21, 2012 (E-141 – E-108)	Candidate workshops conducted during this period (see next page for schedule).
July 16, 2012 (E-113)	Candidate-filing period begins.
July 31, 2012 (E-98)	Last day to file semi-annual campaign statements (from last statement to 6/30/12).
August 10, 2012 (E-88)	Close of regular candidate filing period. This period is extended if an incumbent fails to file.
August 15, 2012 (E-83)	Close of extended candidate-filing period.
August 16, 2012 (E-82)	Random alphabet draw to be held at 11:00 AM to determine the ballot order of candidates' names.
September 10, 2012 (E-57)	Write-in candidate-filing period begins.
September 27, 2012 (E-40)	Sample ballots may begin to be mailed.
October 5, 2012 (E-32)	Last day to file 1 <sup>st</sup> pre-election campaign statements (from last statement to 9/30/12).
October 8, 2012 <sup>1</sup> (E-29)	First day to issue vote-by-mail ballots.
October 22, 2012 (E-15)	Last day to register for this election.
October 23, 2012 (E-14)	Close of write-in candidate-filing period.
October 25, 2012 (E-12)	Last day to file 2 <sup>nd</sup> pre-election campaign statements (from last statement to 10/20/12).
October 30, 2012 (E-7)	Last day to request a vote-by-mail ballot be sent to the voter by mail.
November 6, 2012	ELECTION DAY

<sup>1</sup> This date may change as it falls on a county holiday.

## Candidate Workshop Schedule

June 18, 2012 – 6:00 PM	Rocklin City Council Chambers 3970 Rocklin Road
June 28, 2012 – 6:00 PM	Tahoe City Customs House Building 775 North Lake Blvd.
July 9, 2012 – 6:00 PM	Roseville City Council Chambers 311 Vernon Street
July 12, 2012 – 6:00 PM	Lincoln McBean Pavilion 65 McBean Park Drive
July 21, 2012 – 10:00 AM	Auburn Office of Elections 2956 Richardson Drive

At the candidate workshops, guest speakers will share their experience and advice on running a successful campaign and working with the media. After a short break, Placer County Office of Elections staff will review the candidate-filing process and campaign disclosure regulations.

Potential candidates, their supporters, and members of the public are welcome to attend. There is no fee for the workshops.

Visit our website for more information at [www.placerelections.com](http://www.placerelections.com).

## Campaign Disclosure Schedule for the General Election

**Filing Schedule for:**

- Candidates and ballot measures to be listed on the November 6, 2012 ballot,
- Committees primarily formed to support/oppose candidates and ballot measures to be listed on the November 6, 2012 ballot, and
- General purpose recipient committees.

FILING DEADLINE	TYPE OF STATEMENT	PERIOD COVERED BY STATEMENT	METHOD OF DELIVERY
July 31, 2012	Semi-annual	<sup>2</sup> – 6/30/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 5, 2012	1 <sup>st</sup> Pre-election	7/1/12-9/30/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>
October 25, 2012	2 <sup>nd</sup> Pre-election	10/1/12-10/20/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> </ul>
Within 24 Hours	Late Contributions <sup>3</sup> and Late Independent Expenditures <sup>4</sup> of \$1,000 or More	10/21/12-11/5/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• Guaranteed Overnight Service</li> <li>• Fax</li> </ul>
January 31, 2013	Semi-annual	10/21/12-12/31/12	<ul style="list-style-type: none"> <li>• Personal Delivery</li> <li>• First Class Mail</li> </ul>

**Notes:**

- Except for deadlines that fall on a Saturday, Sunday, or an official state holiday, there is no provision in the law for extending a filing deadline. Late statements are subject to a \$10 per day late fine.
- All statements are public record.
- Local jurisdictions may impose contribution limits and additional filing requirements.
- The Fair Political Practices Commission may be contacted at 916-322-5660, toll-free at 1-866-275-3772, or [www.fppc.ca.gov](http://www.fppc.ca.gov).

<sup>2</sup> The period covered by any statement begins on the day after the closing date on the last statement filed or January 1 if no previous statement has been filed.

<sup>3</sup> The recipient of a late monetary contribution must file a late contribution report within 48 hours from the time the contribution is received.

<sup>4</sup> A controlled committee of a candidate may not make an independent expenditure to support or oppose another candidate. Committees do not file independent expenditure reports for independent expenditures made on their behalf.



## Important Telephone Numbers and Contact Information

Note: Click on the web address to go to the website.

<b>PLACER COUNTY OFFICE OF ELECTIONS</b>	<p>Website: <a href="http://www.placerelections.com">www.placerelections.com</a>          Telephone: 530-886-5650 or toll-free in California 1-800-824-8683          Contact the Office of Elections for questions regarding the nomination process or any information listed in the handbook.</p>
<b>SECRETARY OF STATE</b>	<p>Website: <a href="http://www.sos.ca.gov">www.sos.ca.gov</a>  <b>Political Reform Division 916-653-6224</b>          Contact the Political Reform Division for questions concerning Form 501 or Form 410, political reform, committee ID numbers, and termination of recipient committees.  <b>Elections Division 916-657-2166</b>          Contact the Elections Division for questions concerning the Elections Code, certified list of candidates, and election results for state and federal offices.</p>
<b>FAIR POLITICAL PRACTICES COMMISSION</b>	<p>Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a>          Telephone: 916-322-5660 or toll-free 1-866-275-3772  <b>Technical Assistance Division</b>          Contact the Technical Assistance Division for questions concerning campaign disclosure, conflict of interest disclosure, and state contribution limits.  <b>Legal Division</b>          Contact the Legal Division for questions concerning conflict of interest disqualification and proper use of campaign funds.  <b>Enforcement Division</b>          Contact the Enforcement Division for questions concerning how to file a complaint under the Political Reform Act.</p>
<b>FEDERAL ELECTIONS COMMISSION</b>	<p>Website: <a href="http://www.fec.gov">www.fec.gov</a>          Telephone: 1-800-424-9530          Contact the Federal Elections Commission for questions concerning federal campaign disclosure requirements or contributions from national banks, national corporations, and foreign nationals.</p>
<b>STATE FRANCHISE TAX BOARD</b>	<p>Website: <a href="http://www.ftb.ca.gov">www.ftb.ca.gov</a>          Telephone: toll-free in the U.S. 1-800-852-5711 or 1-800-338-0505 (automated service)          Contact the Franchise Tax Board for questions concerning committee tax status, tax ID numbers, charitable non-profit groups, or other tax-related questions.</p>
<b>INTERNAL REVENUE SERVICE</b>	<p>Website: <a href="http://www.irs.ustreas.gov">www.irs.ustreas.gov</a>          Telephone: 1-877-829-5500 (tax-exempt organizations) or 916-974-5225 (Sacramento Office)          Contact the Internal Revenue Service for information related to federal taxpayer ID numbers or other tax-related questions.</p>

## Reporting Elections Violations

Occasionally, our office receives calls regarding election violations or fraud. However, the Placer County Office of Elections is not an enforcement agency, so we are unable to respond to most complaints. Reports of violations should be referred to the agencies listed below or you may report the violations to our office and we may forward your complaint to the appropriate agency(ies).

- False or misleading campaign materials: No agency enforcement; these issues are dealt with in court.
- Violations of the Political Reform Act (i.e. mass mailing requirements; slate mailers; campaign disclosure; proper use of campaign funds; disclosure of economic interests): Contact the Fair Political Practices Commission.
- Election fraud: Contact the District Attorney or the California Secretary of State.
- Unlawful use of public funds, violations of the Elections Code, the Penal Code, or any other laws other than the Political Reform Act: Contact the District Attorney, the Grand Jury, or the California Attorney General.
- Federal campaigns (Congress, U.S. Senate, President of the United States, etc.): Contact the Federal Elections Commission.
- Open meeting laws (Brown Act): Contact the District Attorney or the California Attorney General.
- Local ordinances: Contact your local city attorney or the District Attorney.
- Vandalism: Contact your local police department or the sheriff's department.
- Requirements concerning campaign signs: See the list of contacts in the chapter "General Campaign Information."

Note: Click on the web address below to go to the website.

<b>FEDERAL/STATE/LOCAL ENFORCEMENT OFFICES</b>	
<p><b>Fair Political Practices Commission</b>                      428 J Street, Suite 620                      Sacramento CA 95814                      Telephone: 916-322-5660                      Website: <a href="http://www.fppc.ca.gov">www.fppc.ca.gov</a></p> <p><b>Advice Line</b>                      1-866-275-3772</p> <p><b>Anonymous Tip Line</b>                      1-800-561-1861</p>	<p><b>Secretary of State                      Political Reform Division</b>                      1500 11<sup>th</sup> Street, Room 495                      Sacramento CA 95814                      Telephone: 916-653-6224                      Fax: 916-653-5045                      Website: <a href="http://www.sos.ca.gov">www.sos.ca.gov</a></p> <p><b>Elections Division</b>                      916-657-2166</p>
<p><b>Federal Election Commission</b>                      999 E Street, NW                      Washington DC 20463                      Telephone: 1-800-424-9530                      Website: <a href="http://www.fec.gov">www.fec.gov</a></p>	<p><b>Attorney General</b>                      PO Box 944255                      Sacramento CA 94244-2550                      Telephone: 916-322-3360                      toll-free in CA 1-800-952-5225                      Website: <a href="http://www.ag.ca.gov">www.ag.ca.gov</a></p>
<p><b>Placer County District Attorney's Office</b>                      10810 Justice Center Dr., Ste 240                      Roseville CA 95678                      Telephone: 916-543-8000</p>	<p><b>Placer County Grand Jury</b>                      11490 C Avenue                      Auburn CA 95603                      Telephone: 530-886-5200</p>

## Offices to Appear on the Ballot for the November 6, 2012 Presidential General Election

Please Note: This is a living document and is current at the time of printing. For the most current information, please contact the Placer County Office of Elections at 530-886-5650, toll-free in California at 1-800-824-8683, or visit our website, [www.placerelections.com](http://www.placerelections.com). Click on the local office to go to the specific qualifications for that office.

### Partisan Offices

FEDERAL OFFICE		
OFFICE TITLE	LENGTH OF TERM	NEW TERM BEGINS
United States President	4 years	January 20, 2013 (12:00 noon)

### Voter-Nominated Offices

FEDERAL OFFICES		
OFFICE TITLE	LENGTH OF TERM	NEW TERM BEGINS
United States Senate	6 years	January 3, 2013 (12:00 noon)
United States Congress, 1 <sup>st</sup> District	2 years	January 3, 2013 (12:00 noon)
United States Congress, 4 <sup>th</sup> District	2 years	January 3, 2013 (12:00 noon)
STATE LEGISLATURE		
OFFICE TITLE	LENGTH OF TERM	NEW TERM BEGINS
State Senate, 1 <sup>st</sup> District	4 years	December 3, 2012
State Assembly, 1 <sup>st</sup> District	2 years	December 3, 2012
State Assembly, 5 <sup>th</sup> District	2 years	December 3, 2012
State Assembly, 6 <sup>th</sup> District	2 years	December 3, 2012

## City Offices

<b>CITY OF AUBURN</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
City Council	2		December 10, 2012
City Clerk	1		December 10, 2012
City Treasurer	1		December 10, 2012
<b>CITY OF COLFAX</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
City Council	2		November 27, 2012
City Treasurer	1		November 27, 2012
<b>CITY OF LINCOLN</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
City Council	3		December 11, 2012
City Treasurer	1		December 11, 2012
<b>TOWN OF LOOMIS</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Town Council	2		December 11, 2012
Town Clerk	1		December 11, 2012
Town Treasurer	1		December 11, 2012
<b>CITY OF ROCKLIN</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
City Council	3		December 11, 2012
<b>CITY OF ROSEVILLE</b>			
<b>OFFICE TITLE</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
City Council	3		December 11, 2012

## School Districts

<b>COUNTY BOARDS OF EDUCATION</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Placer County Board of Education: Trustee Area 1	1		December 7, 2012
Trustee Area 2	1		
Trustee Area 3	1		
Trustee Area 4 (Trustees are qualified and elected by Trustee Area)	1		
Sutter County Board of Education, Trustee Area 4 (Trustees are qualified and elected by Trustee Area)	1		
<b>COMMUNITY COLLEGE DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Sierra Community College District: Trustee Area 3	1		December 7, 2012
Trustee Area 4	1		
Trustee Area 7 (Trustees are qualified by Trustee Area, but elected at large)	1		
Yuba Community College District: Trustee Area 2	1		
<b>HIGH SCHOOL DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
East Nicolaus Joint Union High School District	3		December 7, 2012
Placer Union High School District: Trustee Area 1	1		
Trustee Area 5 (Trustees are qualified by Trustee Area, but elected at large)	1		
Roseville Joint Union High School District	3		

<b>UNIFIED SCHOOL DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Center Unified School District	2		December 7, 2012
Rocklin Unified School District	2		
Tahoe Truckee Unified School District: Trustee Area 2	1		
Trustee Area 3	1		
Western Placer Unified School District: Trustee Area 1	1		
Trustee Area 3 (Trustees are qualified by Trustee Area, but elected at large)	1		
<b>ELEMENTARY SCHOOL DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Ackerman Elementary School District	3		December 7, 2012
Alta-Dutch Flat Elementary School District	2		
Auburn Union Elementary School District	2	1	
Colfax Elementary School District	2		
Dry Creek Joint Elementary School District	2		
Elverta Joint Elementary School District	2	1	
Eureka Union School District	2		
Foresthill Union School District	2	1	
Loomis Union School District: Trustee Area 1	1		
Trustee Area 2 (Trustees are qualified by Trustee Area, but elected at large)	1		
Newcastle Elementary School District	2		
Placer Hills Union Elementary School District	2	1	
Pleasant Grove Joint Elementary School District	3		
Roseville City School District	2		

## Special Districts

<b>AIRPORT DISTRICT</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Truckee Tahoe Airport District	3	1	December 7, 2012
<b>COMMUNITY SERVICES DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Auburn Valley Community Services District	3		December 7, 2012
Christian Valley Community Services District	2		
Heather Glen Community Services District	2		
Northstar Community Services District	2	1	
San Juan Water District	2		
Suburban Pines Community Services District	2	3	
<b>FIRE PROTECTION DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Alta Fire Protection District	3		December 7, 2012
Foresthill Fire Protection District	3		
Loomis Fire Protection District	3		
Newcastle Fire Protection District	3		
North Tahoe Fire Protection District: Division 1	1		
Division 3	1		
Division 5 (Directors are qualified and elected by Division)	1		
Penryn Fire Protection District	2		
Placer Hills Fire Protection District	3		
Rocklin Fire Protection District	2		
South Placer Fire Protection District	3		
Truckee Fire Protection District	2		
<b>HOSPITAL DISTRICT</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Tahoe Forest Hospital District	2		December 7, 2012

<b>IRRIGATION DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Citrus Heights Water District, Division 1 (Directors are qualified by Division, but elected at large)	1		December 7, 2012
Nevada Irrigation District, Division 3 (Directors are qualified and elected by Division)	1		
<b>MUNICIPAL UTILITY DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Sacramento Municipal Utility District: Ward 1	1		December 7, 2012
Ward 2 (Directors are qualified and elected by Ward)	1		
South Placer Municipal Utility District: Ward 1	1		
Ward 3		1	
Ward 4	1		
Ward 5 (Directors are qualified by Ward, but elected at large)	1		
<b>PUBLIC UTILITY DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Donner Summit Public Utility District	3		December 7, 2012
Foresthill Public Utility District	2	3	
North Tahoe Public Utility District: Seat 1	1		
Seat 2	1		
Seat 5 (Candidates must choose the seat number for which they wish to run. Directors are qualified and elected at large.)	1		
Tahoe City Public Utility District: Seat 3	1		
Seat 4	1		
Seat 5 (Candidates must choose the seat number for which they wish to run. Directors are qualified and elected at large.)	1		
Truckee Donner Public Utility District	3		



Offices to Appear on the Ballot

<b>RECREATION AND PARK DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Auburn Area Recreation and Park District	3		December 7, 2012
Truckee Donner Recreation and Park District	2		
<b>RESORT IMPROVEMENT DISTRICT</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Talmont Resort Improvement District	3		December 7, 2012
<b>SANITARY DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Newcastle Sanitary District	2		December 7, 2012
Truckee Sanitary District	2	1	
<b>WATER AGENCY</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Placer County Water Agency: Division 3	1		December 7, 2012
Division 4	1		
Division 5 (Directors are qualified and elected by Division.)	1		
<b>COUNTY WATER DISTRICTS</b>			
<b>DISTRICT</b>	<b>SEATS</b>		<b>NEW TERM BEGINS</b>
	4-year	2-year	
Alpine Springs County Water District	2		December 7, 2012
Meadow Vista County Water District	2	1	
Midway Heights County Water District	2		
Sierra Lakes County Water District	2		
Squaw Valley Public Service District	3		

## Incompatibility of Offices

The Elections Code prohibits candidates from filing for more than one district office or term of office for the same district at the same election. Candidates are also prohibited from filing for more than one school district office (including community college districts and county boards of education) at the same election. There may also be instances in which two offices are considered incompatible even though the Elections Code does not prohibit a candidate from filing for both offices. If a candidate is elected to two incompatible offices, she must resign from one of the offices. [E.C. Sec. 10510, 10603]

The California state legislature passed Senate Bill 274 in 2005 to codify the common law definition of incompatible offices. This senate bill created Government Code Section 1099, which lists the circumstances under which two public offices are deemed incompatible. These circumstances include one office having the authority to audit, overrule, or exercise supervisory powers over the other; the possibility of a significant clash of duties or loyalties; or public policy considerations that make it improper for one person to hold both offices. This law does not prohibit a candidate from filing for a public office that conflicts with one already held by the candidate. However, if the candidate is elected to the second office, that candidate is deemed to have forfeited the first office. [Gov. Code Sec. 1099]

The California Attorney General's Office has issued many opinions on specific compatibility questions. Here are four examples of incompatible offices:

- The offices of city council member and school district board member where the city and the school district have territory in common
- The offices of high school district trustee and trustee of an elementary school district that is wholly contained within the geographic boundaries of the high school district
- The offices of water district director and a city council member
- The offices of a water district director and a school district trustee having territory in common

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 916-322-3360 or visit their website, [www.ag.ca.gov](http://www.ag.ca.gov).

## **Candidate Qualification Information**

Anyone seeking to hold office must meet certain qualifications. While there are minimum requirements that apply to every office, some offices may require additional qualifications. Candidates are responsible for determining whether or not they are eligible to hold public office. The Office of Elections will provide information regarding the qualifications to hold specific offices to interested individuals and will verify the candidates' qualifications to the best of its ability.

### **General Qualifications to Run for and Hold Public Office**

#### **Age/Citizenship**

A person is incapable of holding a civil office if at the time of her election or appointment she is not at least 18 years of age and a citizen of the state. [Gov. Code Sec. 1020]

#### **Registered Voter/District Resident**

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. [E.C. Sec. 201]

#### **Conviction of Crimes**

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

### **Filing for More than One Office**

#### *Special Districts*

An individual may not file for more than one office or term of office for the same district at the same election. [E.C. Sec. 10510(b)]

#### *School Districts*

No person may file nomination papers for more than one district office, including a county board of education office, at the same election. [E.C. Sec. 10603(c)]

#### *Municipal Offices*

A candidate cannot file nomination papers for more than one municipal office or term of office for the same municipality in the same election. [E.C. Sec. 10220.5]

### **Specific Qualifications**

#### **School District Governing Board Members**

Any person who is a registered voter within the school district and who is not disqualified by the Constitution or California law from holding a civil office is eligible to be a candidate for school district or community college district office.

Candidates for districts that are divided into trustee areas must be registered to vote in the trustee area for which they are running.

Any registered voter is eligible to be a member of the County Board of Education except the County Superintendent of Schools, her staff, or any employee of a school district.

If an employee of a community college district or school district is elected to the governing board, she needs to resign her position with the district before taking the oath of office. If the new board member does not resign, her employment will automatically be terminated when taking the oath.

Notwithstanding any other provision of law, no person may file papers for more than one school board office in the same election. [Ed. Code Sec. 1006, 35107, 72103]

**Special District Directors**

In most districts, you need only be a registered voter of the district (and division or ward, if applicable). However, there may be certain exceptions that you should verify with the Office of Elections or the special district before filing for office.

**City Offices**

In many cities, you need only be a registered voter of the city to run for office. However, there may be certain exceptions. Please contact the city clerk of the city in which you would like to run for office to inquire about additional qualifications.

## Filing for Office

All candidates are required to complete the nomination process to have their names placed on the ballot. Candidates should pay close attention to filing deadlines, as they cannot be extended under any circumstances. Nomination papers must be filed by 5:00 PM on the last day of candidate filing, August 10, 2012. If an incumbent fails to file, the candidate-filing period for that office extends for individuals other than the incumbent until August 15, 2012.

### Nomination Process

#### Where to Obtain Documents

Nomination papers are obtained from the Office of Elections. The candidate or the candidate's representative (if the candidate is out of town) must come to the Office of Elections *in person*. The address for the Office of Elections is 2956 Richardson Drive, Auburn, California. Please plan to visit our office during regular business hours, as election law does not permit us to extend our hours for the purposes of candidate filing.

When a candidate comes into our office, Office of Elections staff will issue candidate filing and campaign disclosure documents. The Office of Elections provides a receipt to ensure that all of the paperwork has been issued and fully explained to the candidate. The receipt also acts as a checklist when the candidate is ready to file.

#### Filing Log

When a candidate comes into the Office of Elections to have nomination papers issued, she will be entered into the filing log. The filing log contains the candidate's name, address, telephone number, and the dates that documents have been issued and filed. This information may be provided to the press and the public.

#### Authorization for Candidate's Representative

A candidate may authorize another individual to obtain or deliver nomination papers on his behalf. A candidate's representative must have written authorization that is signed by the candidate. The candidate's signature will be verified before any nomination papers are issued. An authorization form may be obtained from the Office of Elections. The authorization must contain the following information:

- The name of the candidate
- The office the candidate is seeking
- The candidate's contact information (i.e., address and telephone number)
- The candidate's residential address
- A statement that the candidate is aware of the candidate filing deadlines
- The candidate's original or "wet" signature [E.C. Sec. 8028]

### **Withdrawal from Candidacy**

No candidate for a special district, school district, or municipal office shall withdraw her declaration of candidacy after the close of candidate filing. [E.C. Sec. 10224, 10225, 10510, 10516, 10603, 10604]

## **Nomination Document Overview**

### **Declaration of Candidacy**

The Declaration of Candidacy is the document on which one declares oneself a candidate for a particular office, provides a ballot name and occupational ballot designation, provides a residential address and telephone number, and states that one is qualified for the office. [E.C. Sec. 10511, 10602]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet is mandatory for any candidate wishing to have an occupation appear on the ballot. It allows candidates to support the occupational ballot designation that they request. Candidates will also be able to use this form to provide alternate ballot designations in case the proposed occupational ballot designation is determined to be unacceptable. [E.C. Sec. 13107, 13107.3, 13107.5]

### **Nomination Petition**

A circulator obtains signatures nominating a candidate to run for office on the Nomination Petition. [E.C. Sec. 10220, Public Utilities Code Sec. 11828(b)]

### **Candidate Statement of Qualifications**

The Candidate Statement of Qualifications is a voluntary statement that a candidate may publish in the sample ballot pamphlet at the candidate's expense. It is subject to word count limits and may only contain information about the candidate publishing the statement. [E.C. Sec. 13307, 13307.5, 13308]

### **Code of Fair Campaign Practices**

The Code of Fair Campaign Practices is a voluntary document that candidates may sign and file to indicate they intend to follow campaign practices based upon principles of decency, honesty and fair play. Elections Code Section 20400 states, "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 and distortions."

## **Declaration of Candidacy**

The Declaration of Candidacy (DOC) is the form that makes an individual a candidate and is required for all elective offices. The candidate also uses this form to provide information necessary for the candidate to appear on the ballot. It will remain in the Office of Elections when it is issued.

### **When to File**

Candidate filing for the November 6, 2012 Presidential General Election begins July 16, 2012 and ends August 10, 2012. If an incumbent fails to file, candidate filing is extended until August 15, 2012 for candidates other than the incumbent. Nomination papers must be filed by 5:00 PM on the last day of candidate filing. The extension does not apply if the incumbent was unable to file for candidacy due to term limits. [E.C. Sec. 10220, 10225, 10510, 10516, 10603, 10604]



When the candidate is prepared to complete the filing process, an elections deputy or district secretary must witness the signature on the DOC. If a candidate is out of town during the candidate-filing period, the signature may be witnessed by a notary public. The declaration must be witnessed by the elections deputy or a notary in order to be valid. [E.C. Sec. 10512]

### **Ballot Name**

On the DOC, the candidate writes how his name will appear on the ballot. The candidate cannot change the ballot name after the candidate-filing period has closed.

A candidate may use the following variations of his name:

- First and last name
- First, middle, and last name
- Initials only and last name
- A nickname may be included, but must be in quotation marks
- A familiar version of the first name, such as Bill for William or Sue for Susan.

If a candidate changes his name within one year of the election, the new name can appear on the ballot if the change was made by marriage or a decree of any court of competent jurisdiction. [E.C. Sec. 13104]

A candidate may not use a title or degree either before or after the ballot name. For example, a candidate can list his name as “John Doe,” but not “Dr. John Doe” or “John Doe, M.D.” [E.C. Sec. 13106]

### **Occupational Ballot Designation**

Candidates have the option to list their occupations below their names on the ballot. If a candidate chooses not to list an occupational ballot designation, that line will remain blank. If a candidate chooses a ballot designation, the designation should describe an individual (e.g., accountant) and not the industry in which the individual

works (e.g., accounting). The occupational ballot designation cannot be changed after the close of candidate filing. Guidelines for the occupational ballot designation are set forth in Elections Code Section 13107 and the California Administrative Code.

Candidates may use the following ballot designations:

- An elective city, county, district, state, or federal office that the candidate holds at the time of filing the nomination papers and to which she was elected by the voice of the people (or appointed, in the case of a superior court judge)
- The word “incumbent” if the candidate is running for the same office that he holds at the time of filing nomination papers and was elected by the voice of the people (or appointed, in the case of a superior court judge)
- The phrase “appointed incumbent” if the candidate holds an office by virtue of appointment and the candidate is a candidate for the same office *or* the word “appointed” and the title of the office if the candidate is a candidate for election to the same office or some other office (the term “appointed incumbent” shall not be required of a candidate who was appointed in lieu of election)
- No more than three words designating either the current principal professions, vocations, or occupations of the candidate. The principal professions, vocations, or occupations of the candidate during the calendar year preceding the filing of the nomination papers may also be used. All California geographical names shall be considered 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) shall be considered as one word. [E.C. Sec. 13107(a)]

The ballot designation “Community Volunteer” may only be used if:

- The candidate’s community volunteer activities constitute the candidate’s principal profession, vocation, or occupation.
- The candidate is not engaged concurrently in another principal profession, vocation, or occupation.
- “Community Volunteer” is not used in combination with another profession, vocation, or occupation. [E.C. Sec. 13107.5]

The Secretary of State has defined “Community Volunteer” as “a person who engages in an activity or performs a service for or on behalf of, without profiting monetarily, one or more of the following:

- A charitable, educational, or religious organization as defined by the United States Internal Revenue Code Section 501(c)(3);
- A government agency; or
- An educational institution.”

The Secretary of State also stipulates that “the activity or service must constitute substantial involvement of the candidate’s time and effort such that the activity or service is the sole, primary, main or leading professional, vocational or occupational endeavor of the candidate.” [E.C. Sec. 13107.5, CA Code of Regs. Sec. 20714.5]



The most common prohibitions on occupational ballot designations are:

- Any designations that would mislead or confuse the voters
- Any suggested evaluations, such as “outstanding,” “leading,” “expert,” “virtuous,” “specialist,” or “eminent”
- Words that indicate status, such as “activist,” “taxpayer,” “professional,” or “reformer”
- Words indicating prior status, such as “former” or “ex-,” with the exception of the word “retired” (which must come before the word it modifies)
- The name of any political party [E.C. Sec. 13107(b)]

The interpretation of Elections Code Section 13107 is governed by the California Code of Regulations Sections 20710 through 20716. Office of Elections staff can help candidates determine if their occupational ballot designations follow the guidelines set forth in the Elections Code and the California Code of Regulations. However, our staff cannot choose or recommend designations for the candidate.

The Secretary of State’s Office will have final approval of occupational ballot designations for state and federal candidates. The County Registrar of Voters has jurisdiction over local candidates. If a ballot designation does not comply with the codes mentioned above, the candidate will be notified. Candidates may provide an alternative ballot designation within three business days of the notification. If no alternative designation has been provided, no occupation will appear on the ballot. [E.C. Sec. 13107(c)]

If a candidate appears on both the primary and general ballots, the occupational ballot designation shall remain the same, unless the candidate, at least 98 days before the general election, requests in writing a different ballot designation and submits a new ballot designation worksheet. [E.C. Sec. 13107(e), CA Code of Regs. Sec. 20711(e)]

### **Ballot Designation Worksheet**

The Ballot Designation Worksheet (BDW) is used by a candidate to support her choice of ballot designation and provide alternates to be used if her ballot designation is determined to be noncompliant with the Elections Code.

### **When to File**

The BDW is filed at the same time as the DOC. [E.C. Sec. 13107.3]

### **When Required**

The BDW is required if a candidate wishes to have a ballot designation appear under her name on the ballot. If the candidate fails to file the BDW, she will not have an occupational ballot designation on the ballot. [E.C. Sec. 13107.3]

### **Rejected Designations**

If the candidate's proposed ballot designation is rejected and the alternate ballot designations provided on the BDW do not comply with the Elections Code, the candidate will be notified by certified mail and given three business days to choose another ballot designation. [E.C. Sec. 13107]

### **Nomination Petition**

Some elective offices require candidates to collect nomination signatures in order to appear on the ballot. The number of signatures that are required depends upon the office that the candidate is seeking. (Please see the chart on the next page for the nomination signature requirements.) Nomination signatures are collected and filed during the candidate-filing period. The Office of Elections will issue enough petition sections to collect the minimum number of nomination signatures required. If the candidate would like additional sections, he may make double-sided copies of one of the petition sections provided by the Office of Elections. [E.C. Sec. 10220, Public Utilities Code Sec. 11828(b)]

### **Multi-County Offices**

If the candidate is seeking a multi-county office, it is important that each petition section contains signatures from voters who are registered in the same county. The Placer County Office of Elections has access to information for voters who are registered in Placer County only and is unable to verify the signatures of voters who reside in other counties. If we receive a nomination petition with signatures of voters who reside in Sacramento County, for example, we have to deem those signatures invalid because we are unable to verify the voters' information. Therefore, signatures need to be filed with the county of residence of the signers. [Public Utilities Code Sec. 11828(b)]

### **Qualifications for Signers**

A petition signer must be a registered voter in the district or political subdivision in which the candidate is running. [E.C. Sec. 10220, Public Utilities Code Sec. 11828(b)]

When a voter signs the petition she needs to include her:

- Printed full name (if we cannot read the handwriting or determine who the voter is, the signature is invalid)
- Residential address (PO Boxes and mailing addresses invalidate the signature)
- Signature in her own handwriting (a spouse or individual with power of attorney may not sign for the voter)

Voters may only sign a nomination petition for one candidate for each office. If there is more than one seat to be filled (for example, 3 seats on a city council), signers may only sign the same number of petitions as there are seats to be filled. If a voter signs more nomination petitions than there are seats to be filled, the signatures will be counted towards the nomination signature requirement of the first candidate (or

candidates equal to the number of seats to be filled) that files the signature. [E.C. Sec. 8404, 10220, Public Utilities Code Sec. 11828(a)]

**Qualifications for Circulators**

The circulator shall be a registered voter of the district in which the candidate is to be voted on and shall serve only in that district or political subdivision. [E.C. Sec. 10220, Public Utilities Code Sec. 11828(b)]

The circulator also needs to complete the “Affidavit of Circulator” located on the back of the nomination petition. The circulator will need to fill in the appropriate blank spaces that include the dates the signatures were obtained, his printed name and residential address, and signature. Only one circulator is allowed per nomination petition section. If the “Affidavit of Circulator” is not completed, the Office of Elections cannot file the nomination petition. [E.C. Sec. 104]

**Number of Nomination Signatures Required for Each Office**

OFFICE	MINIMUM NUMBER OF SIGNATURES REQUIRED	MAXIMUM NUMBER OF SIGNATURES PERMITTED
City of Auburn: City Council	20	30
City Clerk	20	30
City Treasurer	20	30
City of Colfax: City Council	5	10
City Treasurer	5	10
City of Lincoln: City Council	20	30
City Treasurer	20	30
Town of Loomis: Town Council	20	30
Town Clerk	20	30
Town Treasurer	20	30
City of Rocklin, City Council	20	30
City of Roseville, City Council	20	30
Sacramento Municipal Utility District: Ward 1	10	20
Ward 2	10	20
South Placer Municipal Utility District: Ward 1	10	20
Ward 4	10	20
Ward 5	10	20

**Candidate Statement of Qualifications**

The Candidate Statement of Qualifications (CSQ) is an optional statement that candidates may file to be sent to voters in the sample ballot pamphlet. If a candidate chooses to file a CSQ, she pays a fee to cover the cost of printing the statement. This statement gives the candidate the opportunity to tell voters about herself. The CSQ may include the candidate’s age, occupation, education, and a brief description

of the candidate. The CSQ may not mention the candidate's party affiliation or membership or activity in any partisan political organizations. [E.C. Sec. 13307]

### **Who may file**

CSQ's may be filed by statewide candidates for inclusion in the state voter guide, and by candidates for the House of Representatives, the state legislature, and local offices for inclusion with the county sample ballot pamphlet. [E.C. Sec. 13307, 13307.5, Gov. Code Sec. 85601]

### **Candidates for the House of Representatives and State Legislature**

#### *Proposition 34*

Under the provisions of Proposition 34 adopted by voters in November 2000, all candidates for state constitutional and state legislative offices may agree to abide by voluntary expenditure limits. (These limits are adjusted in odd numbered years.) Only candidates who accept the voluntary expenditure limits have the opportunity to publish a CSQ. [Gov. Code Sec. 85601]

#### *Length*

Candidates for the House of Representatives and state legislature candidates are permitted a maximum of 250 words. [Gov. Code Sec. 85601]

#### *Where to File*

CSQ's are filed with the county elections official.

#### *Multi-County Districts*

If there are two or more counties within the district's boundaries, the candidate has the option to file a CSQ in all, some, or none of the counties. The candidate will need to file the CSQ with each county in which he would like it to be published. The candidate is not required to file an identical statement with each county. Because formatting guidelines (the use of bolding, bullets, capitalization, etc.) may differ among counties, candidates are encouraged to contact each county for its guidelines and to obtain a CSQ form.

#### *When to File*

Legislative candidates who were nominated by the voters in the primary election and accept voluntary expenditure limits may file a CSQ for inclusion in the general election sample ballot pamphlet. They will need to file their CSQ's by August 10, 2012. [E.C. Sec. 13307(a)(2)]

#### *Cost of CSQ*

The estimate of the CSQ fee is an approximation of the actual cost of printing and distributing the statement. The actual cost varies from election to election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. If the cost of the printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

Please see below for the costs to publish a CSQ in Placer County. If you wish to file a CSQ in another county, please contact that county for its cost.

FEDERAL AND STATE LEGISLATIVE OFFICES		
OFFICE	ESTIMATED PLACER COUNTY VOTERS	ESTIMATED COST
U.S. Representative, 1 <sup>st</sup> District	27,000	\$670
U.S. Representative, 4 <sup>th</sup> District	168,000	\$3,490
State Senate, 1 <sup>st</sup> District	126,000	\$2,650
State Assembly, 1 <sup>st</sup> District	33,000	\$790
State Assembly, 5 <sup>th</sup> District	13,000	\$390
State Assembly, 6 <sup>th</sup> District	149,000	\$3,110

### Local Candidates

#### *Partisan Content*

CSQ's for nonpartisan candidates shall not include the party affiliation of the candidate, nor membership or activity in partisan political organizations. [E.C. Sec. 13307(a)(1)]

Don't forget to fully proof your candidate statement of qualifications. They are printed exactly as they are submitted. Spelling and grammatical errors will not be corrected by the Office of Elections.

#### *Length*

Local candidates are permitted a maximum of 200 words. [E.C. Sec. 13307(a)(1)]

#### *Where to File*

The CSQ is filed with the Office of Elections.

#### *Multi-County Districts*

If there are two or more counties within the district boundaries, the candidate has the option to file a CSQ in all, some, or none of the counties. The candidate will need to file the CSQ with each county in which he would like it to be published. The candidate is not required to file an identical statement with each county. Because formatting guidelines (the use of

bolding, bullet, capital, etc.) may differ among counties, candidates are encouraged to contact each county for its guidelines and to obtain a CSQ form.

#### *When to File*

Candidates file the CSQ when they file their Declaration of Candidacy (DOC). If a candidate is filing a CSQ with a county other than the county in which she files the DOC, the CSQ needs to be filed with that county by 5:00 PM on the last day of candidate filing. For example, if a candidate for Dry Creek Elementary School District files her DOC in Placer County on July 30, 2012 she will need to file her CSQ in Placer County at the same time. However, she has until the end of candidate filing (August 10) to file a CSQ in Sacramento County. [E.C. Sec. 13307]

*Cost of CSQ*

The estimate of the CSQ fee is an approximation of the actual cost of printing and distributing the statement. The actual cost varies from election to election and may be significantly more or less than the estimate, depending on the actual number of candidates filing statements. If the cost of the printing is different from the estimate, the candidate may be required to pay the difference or may receive a refund.

The costs associated with printing a CSQ will vary from county to county. If you are running for a multi-county office, please contact each county for its cost.

City Offices

<b>CITY OFFICES</b>		
<b>OFFICE</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
City of Auburn: City Council City Clerk City Treasurer	9,000	\$220
City of Colfax: City Council City Treasurer	900	\$140
City of Lincoln: City Council City Treasurer	24,000	\$370
Town of Loomis: Town Council Town Clerk Town Treasurer	5,000	\$180
City of Rocklin: City Council	31,000	\$440
City of Roseville: City Council	63,000	\$760

School Districts

<b>COUNTY BOARD OF EDUCATION</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Placer County BOE: Trustee Area 1	76,000	\$890
Trustee Area 2	28,000	\$410
Trustee Area 3	31,000	\$440
Trustee Area 4	60,000	\$730

<b>COMMUNITY COLLEGE DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Sierra Community College District: Trustee Area 3 Trustee Area 4 Trustee Area 7	194,000	\$2,070
Yuba Community College District, Trustee Area 2	100	\$140
<b>HIGH SCHOOL DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
East Nicolaus Joint Union HSD	100	\$140
Placer Union HSD: Trustee Area 1 Trustee Area 5	53,000	\$660
Roseville Joint Union HSD	76,000	\$890
<b>UNIFIED SCHOOL DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Center USD	500	\$140
Rocklin USD	31,000	\$440
Tahoe Truckee USD: Trustee Area 2 Trustee Area 3	7,000	\$200
Western Placer USD: Trustee Area 1 Trustee Area 3	28,000	\$410

<b>ELEMENTARY SCHOOL DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Ackerman ESD	2,000	\$150
Alta-Dutch Flat ESD	2,000	\$150
Auburn Union ESD	19,000	\$320
Colfax ESD	3,000	\$160
Dry Creek Joint ESD	18,000	\$310
Elverta Joint ESD	300	\$140
Eureka Union School District	17,000	\$300
Foresthill Union School Dist.	4,000	\$170
Loomis Union School District: Trustee Area 1 Trustee Area 2	14,000	\$270
Newcastle ESD	2,000	\$150
Placer Hills Union ESD	10,000	\$230
Pleasant Grove Joint ESD	100	\$140
Roseville City School District	43,000	\$560

Special Districts

<b>AIRPORT DISTRICT</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Truckee Tahoe Airport District	7,000	\$200

<b>COMMUNITY SERVICES DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Auburn Valley CSD	200	\$140
Christian Valley CSD	2,000	\$150
Heather Glen CSD	100	\$140
Northstar CSD	200	\$140
Suburban Pines CSD	100	\$140
San Juan Water District	15,000	\$280



<b>FIRE PROTECTION DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Alta FPD	500	\$140
Foresthill FPD	4,000	\$170
Loomis FPD	6,000	\$190
Newcastle FPD	3,000	\$160
North Tahoe FPD: Division 1	1,000	\$140
Division 3	1,000	\$140
Division 5	2,000	\$150
Penryn FPD	3,000	\$160
Placer Hills FPD	7,000	\$200
Rocklin FPD	300	\$140
South Placer FPD	17,000	\$300
Truckee FPD	800	\$140
<b>HOSPITAL DISTRICT</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Tahoe Forest Hospital District	7,000	\$200
<b>IRRIGATION DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Citrus Heights Water District, Division 1	600	\$140
Nevada Irrigation District, Division 3	3,000	\$160
<b>MUNICIPAL UTILITY DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Sacramento MUD: Ward 1	1,000	\$140
Ward 2	10	\$140
South Placer MUD: Ward 1 Ward 3 Ward 4 Ward 5	36,000	\$490

<b>PUBLIC UTILITY DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Donner Summit PUD	20	\$140
Foresthill PUD	4,000	\$170
North Tahoe PUD: Seat 1 Seat 2 Seat 5	3,000	\$160
Tahoe City PUD: Seat 3 Seat 4 Seat 5	3,000	\$160
Truckee Donner PUD	500	\$140
<b>RECREATION AND PARK DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Auburn Area Recreation and Park District	25,000	\$380
Truckee Donner Recreation and Park District	600	\$140
<b>RESORT IMPROVEMENT DISTRICT</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Talmont Resort Improvement District	200	\$140
<b>SANITARY DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Newcastle Sanitary District	400	\$140
Truckee Sanitary District	600	\$140
<b>WATER AGENCY</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Placer County Water Agency: Division 3	39,000	\$520
Division 4	41,000	\$540
Division 5	40,000	\$530

<b>COUNTY WATER DISTRICTS</b>		
<b>DISTRICT</b>	<b>ESTIMATED PLACER COUNTY VOTERS</b>	<b>ESTIMATED COST</b>
Alpine Springs County Water District	300	\$140
Meadow Vista County Water District	3,000	\$160
Midway Heights County Water District	1,000	\$140
Sierra Lakes County Water District <sup>5</sup>	200	\$140
Squaw Valley Public Service District	600	\$140

**Endorsements**

Copies of endorsements appearing in the CSQ are due when the CSQ is filed.

**Withdrawal of CSQ**

A CSQ may be withdrawn, but not changed, during the period for filing nomination documents and until 5:00 PM of the next working day after the close of the candidate-filing period. Because CSQ’s may not be changed after filing, *it is strongly recommended that candidates thoroughly proof their CSQ’s before filing them.* The Office of Elections must print CSQ’s exactly as there are submitted. [E.C. Sec. 13307(a)(3)]

**Examination Period**

The CSQ is confidential until the close of candidate filing, at which time the public examination period begins. The Office of Elections will have copies of the CSQ’s available for the public to view for the 10 days immediately following the close of candidate filing.

During the public examination period, any voter in the district or the county registrar of voters may seek a writ of mandate or an injunction requiring any or all of the material in the CSQ to be amended or deleted. The writ of mandate or injunction request must be filed no later than the end of the 10-calendar-day period.

A peremptory writ of mandate or an injunction shall issue only upon clear and convincing proof that the material in question is false, misleading, or inconsistent with the requirements of the Elections Code. [E.C. Sec. 13311, 13313]

**No Mention of Another Candidate**

The CSQ may not be used to discuss the merits or demerits of another candidate. The candidate filing the CSQ may only discuss his own qualifications. Indirect

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<sup>5</sup> Sierra Lakes County Water District allows both registered voters and landowners to vote. The estimated number of Placer County voters includes both registered voters and landowners.

references to other candidates are prohibited in addition to direct references. [E.C. Sec. 13307(a)(1), 13308; Gov. Code Sec. 85601]

### **Printing Candidate Statements in Other Languages**

Currently, Placer County is not required to translate CSQ's into other languages. However, a candidate may choose to have her CSQ translated and printed in Spanish at her cost. Elections Code Section 13307(b) requires the Office of Elections to use a translator from the list of approved Spanish translators and interpreters of the Superior Court of Placer County or from an institution accredited by the Western Association of Schools and Colleges. The Office of Elections is unable to accept translations provided by the candidate.

### **Formatting**

CSQ's must be printed in a uniform style. All CSQ's will be set in a full-justified format. Generally, any characters that can be produced from a standard typewriter keyboard are acceptable. However, no paragraph or sentence may begin with a number or punctuation mark. Indentations or multiple underscoring will not be accommodated.

In order to avoid emphasizing words or phrases, Initial Capitalization, and **bolded**, CAPITALIZED, underlined, and "quoted" words or phrases are not acceptable if done to draw attention to the word or phrase in question. If quotations are used to quote an individual, the candidate must have written permission from the individual being quoted.

200-word CSQ's are printed in a ¼ page space and 250-word CSQ's are printed in a ½ page space. In order to fit within the space provided, items in a list will not be allowed unless the list is in paragraph form.

It is strongly recommended that CSQ's not be handwritten. If the handwriting is illegible the Office of Elections may need to interpret the handwriting. In such cases there is a possibility the CSQ may not be typeset and printed as the candidate intended.

### **Electronic Versions**

Candidates are encouraged to submit their CSQ's on a disc in Word format *in addition* to the hard copy printed on the CSQ form. It is best if candidates do not submit their electronic copy in an e-mail. However, if that is the only means of submitting the electronic version, you may do so provided the e-mail is sent within one business day after you file and you identify in the e-mail that the attached CSQ is the electronic version of a filed CSQ. Submitting an electronic version of the CSQ will help speed the formatting process so that the Office of Elections may send typesetting proofs to the candidates more quickly. The hard copy printed on the CSQ form is the official copy and will be used for proofing. Candidates may want to double check that the electronic version and the hard copy are identical.



## **Code of Fair Campaign Practices**

Elections Code Section 20400 states the purpose of the Code of Fair Campaign Practices (the code) is “to give voters guidelines in determining fair play and to encourage candidates to discuss issues instead of untruths and distortions.” The Legislature’s ultimate intent is that the will of the voters be freely expressed by ensuring that candidates follow basic principles of decency, honesty, and fair play. [E.C. Sec. 20400]

### **Voluntary**

Subscription to the code is voluntary and candidates for public office may not be required to subscribe to or endorse the code. When the elections official issues nomination documents to an individual, the elections official will give the individual a blank form containing a copy of the code to sign. The elections official will also inform the candidate that subscription to the code is voluntary. [E.C. Sec. 20440, 20444]

### **Public Record**

Every code subscribed to by a candidate is public record. The elections official will accept completed forms that are properly subscribed to by a candidate at any time before the election. The forms will be kept for public inspection until 30 days after the election. The Placer County Office of Elections places these forms at the counter for public viewing. [E.C. Sec. 20442, 20443]

### **Text of the Code**

“There are basic principles of decency, honesty, and fair play which every candidate for public office in the State of California has a moral obligation to observe and uphold, in order that, after vigorously contested, but fairly conducted campaigns, our citizens may exercise their constitutional right to a free and untrammelled choice and the will of the people may be fully and clearly expressed on the issues.

“THEREFORE:

“(1) I SHALL CONDUCT my campaign openly and publicly, discussing the issues as I see them, presenting my record and policies with sincerity and frankness, and criticizing without fear or favor the record and policies of my opponents or political parties which merit this criticism.

“(2) I SHALL NOT USE OR PERMIT the use of character defamation, whispering campaigns, libel, slander, or scurrilous attacks on any candidate or his or her personal or family life.

“(3) I SHALL NOT USE OR PERMIT any appeal to negative prejudice based on a candidate’s actual or perceived race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, age, sexual orientation, sex, including gender identity, or any other characteristic set forth in Section 12940 of the Government Code, or association with another person who has

any of the actual or perceived characteristics set forth in Section 12940 of the Government Code.

“(4) I SHALL NOT USE OR PERMIT any dishonest or unethical practice that tends to corrupt or undermine our American system of free elections, or that hampers or prevents the full and free expression of the will of the voters including acts intended to hinder or prevent any eligible person from registering to vote, enrolling to vote, or voting.

“(5) I SHALL NOT coerce election help or campaign contributions for myself or for any other candidate from my employees.

“(6) I SHALL IMMEDIATELY AND PUBLICLY REPUDIATE support deriving from any individual or group which resorts, on behalf of my candidacy or in opposition to that of my opponent, to the methods and tactics which I condemn. I shall accept responsibility to take firm action against any subordinate who violates any provision of this code or the laws governing elections.

“(7) I SHALL DEFEND AND UPHOLD the right of every qualified American voter to full and equal participation in the electoral process.

“I, the undersigned, candidate for election to public office in the State of California or treasurer or chairperson of a committee making any independent expenditures, hereby voluntarily endorse, subscribe to, and solemnly pledge myself to conduct my campaign in accordance with the above principles and practices.” [E.C. Sec. 20440]

### **Write-in Candidates**

Write-in candidates go through a process similar to candidate filing. If an individual has not gone through this process, she cannot be elected even if a majority of voters write her name on the ballot.

### **Filing Requirements**

In order to become a write-in candidate and have votes counted for a particular office, one must file a Statement of Write-in Candidacy. This form contains the candidate's name and residence address, a declaration stating one is a write-in candidate, the title of the office sought, the election date, and the party nomination sought (for partisan offices only). As with the Declaration of Candidacy, the candidate's signature on the Statement of Write-in Candidacy will need to be witnessed by the elections official or, if the candidate will be out of town during the write-in candidate-filing period, a notary public. Write-in candidates also need to sign an Oath of Allegiance. If the office requires nomination signatures, the candidate will also need to collect the same number of valid signatures as other candidates. [E.C. Sec. 200, 8600, *et. seq.*, *Cal. Constitution Art. XX, Sec. 3*]

### **When to File**

The write-in candidacy period for the November 6, 2012 Presidential General Election is September 10, 2012 through October 23, 2012. [E.C. Sec. 8601]

### **Filing Fees**

No fee or charge shall be required of a write-in candidate. [E.C. Sec. 8604]

### **Name Variations**

A write-in candidate will be asked to provide our office with a list of name variations to assist the Office of Elections in determining if a write-in vote was intended for the candidate.

## **Appearing on the Ballot**

### **School Districts**

If the number of candidates who file for a particular office is the same or less than the number of seats to be filled, the office will not appear on the ballot. The school district board will appoint the candidate(s) who filed for office.

If no candidate(s) filed for office, the school district board may appoint any qualified person to the office. Appointees serve as though they were elected. [Education Code Sec. 5326, *et seq.*]

### **Special Districts**

If the number of candidates who file for a particular office is the same or less than the number of seats to be filled, the office will not appear on the ballot and the Registrar of Voters shall request the Board of Supervisors to appoint the candidates who have filed for office.

If no candidate(s) has filed for office, the Board of Supervisors shall appoint any qualified person. Appointees shall serve exactly as if elected at a general district election. [E.C. Sec. 10515]

### **City Offices**

If the number of candidates who file for a particular municipal office is the same or less than the number of seats to be filled, the governing body of the city may, at a regular or special meeting, adopt one of the following courses of action:

- Appoint to the office the person who has been nominated.
- Appoint to the office any eligible elector if no one has been nominated.
- Hold the election, if either no one, or only one person has been nominated.

However, the office must appear on the ballot if there is more than one candidate for any other city office or the city has a measure appearing on the ballot. [E.C. Sec. 10229]



### **Voter-Nominated Offices**

These offices always appear on the ballot. The candidates who have won the nomination of the voters by receiving the highest number of votes or the second highest number of votes at the primary election will appear on the general election ballot. [E.C. Sec 8300, 15451]

### **Judicial Offices**

If the incumbent was the only individual to file nomination papers during the filing period for the Presidential Primary Election, the office will not appear on the ballot. However, if a petition indicating that a write-in campaign will be conducted for the office at the general election, signed by at least 100 registered voters, is filed not less than 83 days before the general election, the incumbent's name shall appear on the ballot. If the incumbent's name does not appear on either the primary or general election ballot, the incumbent is reelected. [E.C. Sec. 8203]

## **Financial and Campaign Disclosure Information**

The Political Reform Act of 1974 (the Act) mandates that all candidates for state and local elective offices, all state and local elected officeholders, and recipient campaign committees file campaign disclosure statements listing contributions received and expenditures made. The campaign disclosure statements put this information in the public domain. In addition to making the financial activities of campaign committees available to the public, these statements help protect candidates from unfounded accusations. This program is administered by the Secretary of State, the Fair Political Practices Commission (FPPC) and local election officials.

Federal candidates fall under the jurisdiction of the Federal Elections Commission (FEC). For information on their regulations, please contact the FEC at [www.fec.gov](http://www.fec.gov) or toll-free at 1-800-424-9530.

### **Public Record**

All campaign disclosure statements are a matter of public record. Any member of the public or press may inspect them at the Office of Elections and copies of filed campaign disclosure statements may be made for \$0.10 a page. Campaign disclosure forms are also available for viewing online; follow the links from our website at [www.placerelections.com](http://www.placerelections.com). [Gov. Code Sec. 81008]

### **Termination of Filing Requirements**

Candidates, officeholders, and committees do not automatically terminate their filing requirements when activity ceases or when an officeholder with an active committee vacates office. An individual maintains candidate status until any potential campaign activity that may require disclosure ceases *and* the appropriate forms (Terminating Form 410 and Terminating Form 460) have been filed. [Gov. Code Sec. 84214, FPPC Regulation 18404]

### **Contributions/Expenditures**

No monetary contribution of \$100 or more shall be received in cash. No expenditure of \$100 or more shall be made in cash. [Gov. Code Sec. 84300]

### **Campaign Funds**

All contributions must be segregated and shall not be commingled with personal funds of the recipient or any other person. Committees must open a campaign account, and all money intended for use in the campaign must be deposited into this account, including personal funds. Expenditures need to be made from this account. The funds in the campaign account may not be used in connection with any other office sought by the candidate. [Gov. Code Sec. 84307, 89511.5(e)]

For more information on restrictions regarding the use of campaign funds, please contact the Fair Political Practices Commission or visit their website at [www.fppc.ca.gov](http://www.fppc.ca.gov).

## **Audits**

The Political Reform Act authorizes investigations and audits of committees and candidates. Candidates and committee treasurers should keep complete records and be prepared to submit supporting documents if requested. The retention schedule for supporting documents is listed in the Fair Political Practices Commission manuals. These manuals may be obtained online at [www.fppc.ca.gov](http://www.fppc.ca.gov) or from the Office of Elections. [Gov. Code Sec. 90000 *et seq.*]

## **Late Fees/Fines/Penalties**

It is the responsibility of candidates and treasurers to be aware of, and to file, the required campaign disclosure statements in a correct and timely manner. Filing after a deadline may lead to late filing penalties of \$10 for each day the statement is late. Committees that fail to file are subject to administrative penalties of up to \$5,000 per violation. Statements must be hand delivered or (in most cases) postmarked as first-class mail by the due date. The second pre-election campaign statement must be mailed guaranteed overnight delivery. Certified mail is recommended, but not required. [Gov. Code Sec. 81007, 83116, 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 Fair Political Practices Commission, the District Attorney, or a private citizen. [Gov. Code Sec. 91000 *et seq.*]

## **Definitions**

### *Candidate*

An individual who:

- Is listed on the ballot,
- Has qualified to have write-in votes on his behalf counted by election officials for nomination or for election to any elective office, or
- Receives a contribution or makes an expenditure or gives his consent for any other person to receive a contribution or make an expenditure with a view to bringing about his nomination or election to any elective office.

An individual who becomes a candidate shall retain his status as a candidate until such time as that status is terminated. [Gov. Code Sec. 82007]

### *Committee*

Any person or combination of persons who directly or indirectly:

- Receives contributions totaling \$1,000 or more in a calendar year,
  - Makes independent expenditures totaling \$1,000 or more in a calendar year,
- or

- Makes contributions totaling \$10,000 or more in a calendar year to or at the behest of candidates or committees.

A person or combination of persons that becomes a committee shall retain its status as a committee until such time as that status is terminated. [Gov. Code Sec. 82013]

A committee receiving \$1,000 or more must file a Statement of Organization – Form 410 within ten days (or within 24 hours if the change occurs after the close of the last pre-election filing period). Forms can be downloaded from the FPPC website at [www.fppc.ca.gov](http://www.fppc.ca.gov) or obtained from the Office of Elections. Mail the original and a copy to the Secretary of State's Office and one copy to the Office of Elections. [Gov. Code Sec. 84101]

The Form 410 is also filed when there is any change to the information listed on the form, such as the treasurer information or committee type. [Gov. Code Sec. 84101, 84103]

#### *Controlled Committee*

A committee that is controlled directly or indirectly by a candidate or which acts jointly with a candidate, controlled committee, or state measure proponent in connection with the making of expenditures. A candidate controls a committee if she, her agent, or any other committee she controls has a significant influence on the actions or decisions of the committee. A candidate who reaches the \$1000 threshold will form a controlled committee. [Gov. Code Sec. 82016]

### **Common Filing Requirements**

The amount of money that a candidate raises or spends determines the filing requirements. Candidates and committees who stay below the \$1,000 threshold have fewer filing requirements. However, if the candidate or committee either receives contributions of \$1,000 or more, or makes expenditures of \$1,000 or more, a committee must be formed and more detailed disclosure statements must be filed.

A list of the most common filing requirements appears below.

Candidates who receive/spend less than \$1,000

- Form 501 – Candidate Intention Statement
- Form 470 – Officeholder/Candidate Campaign Statement-Short Form

Candidates who receive/spend more than \$1,000

- Form 501 – Candidate Intention Statement
- Form 470 Supplement – Officeholder/Candidate Campaign Statement
- Form 410 – Statement of Organization (also used for termination)
- Form 460 – Recipient Committee Campaign Statement
- Form 497 – Late Contribution Report

## When and Where to File for Local Candidates

Note: Click on the form number to see the form.

FORM NUMBER	WHEN TO FILE	ORIGINAL & ONE COPY	OTHER COPIES
501	Before any money is raised or spent	Placer County Office of Elections PO Box 5278 Auburn CA 95604	N/A
410	Within 10 days of receiving/spending \$1,000 (or within 24 hours if the committee qualifies within 16 days of the election)	Secretary of State's Office Political Reform Division 1500 11 <sup>th</sup> Street, Rm 495 Sacramento CA 95814	Placer County Office of Elections
Amended 410	Within 10 days of changes being made to the information on the original 410 (or within 24 hours if the committee qualifies within 16 days of the election)		
460	According to the schedule on page 3 of this handbook	Placer County Office of Elections (Multi-county committees should see FPPC Manual 2 or contact the Office of Elections or FPPC for instructions)	N/A
470	On or before the 1 <sup>st</sup> pre-election report due date	Placer County Office of Elections	N/A
496	Within 24 hours of a \$1,000 independent expenditure being made		
497	Within 24 hours of a \$1,000 contribution (from a single source) being received		

Note: This chart applies to local candidates only.  
 Filing procedures are different for federal, statewide, and state legislative candidates. Candidates for state offices are encouraged to contact the Fair Political Practices Commission: [www.fppc.ca.gov](http://www.fppc.ca.gov). Federal candidates should contact the Federal Elections Commission: [www.fec.gov](http://www.fec.gov).

## Form Descriptions

Note: Click on the form number to see the form.

FORM	DESCRIPTION
410	<b>Statement of Organization.</b> For use in organizing a committee, changing information for a committee, or terminating a committee.
460	<b>Recipient Committee Campaign Statement – Long Form.</b> For use by a recipient committee which receives a cumulative contribution of \$1,000 or more or expends a \$1,000 or more during a calendar year, an officeholder who is ineligible to file a Form 470, or an officeholder who files jointly with one or more controlled committees.
465	<b>Supplemental Independent Expenditure Report.</b> For use by an officeholder, candidate, or committee that makes independent expenditures totaling \$1,000 or more in a calendar year to support or oppose a single candidate. This form is not used by the candidate on whose behalf the independent expenditure was made.
470	<b>Candidate and Officeholder Campaign Statement – Short Form.</b> Form 470 may be used if less than \$1,000 has been raised or spent by or on behalf of the candidate, and he anticipates raising or spending less than \$1,000 for his candidacy for the entire calendar year.
496	<b>Late Independent Expenditure Report.</b> For use by individuals or groups that make independent expenditures totaling \$1,000 or more to support or oppose a single candidate during the 16 days immediately before the election. The (aggregated) expenditure must expressly advocate the election or defeat of a clearly identified candidate. Furthermore, this expenditure cannot be made to or at the behest of the affected candidate or committee. If it is, the expenditure is then an in-kind contribution. [Gov. Code Sec. 82031]
497	<b>Late Contribution Report.</b> For use by candidates and committees to report contributions that cumulatively total \$1,000 or more from a single source received or made during the 16 days immediately before the election. A contribution is a monetary or non-monetary contribution, including a loan, or combination of monetary and non-monetary contributions and loans.
501	<b>Candidate Intention Statement.</b> A candidate for state or local office must file this form prior to solicitation or receipt of any contribution, or expenditure of any personal funds used for the election.
700	<b>Statement of Economic Interests.</b> This form is used by candidates and officeholders to disclose their financial interests. Candidates file it when they complete their nomination paperwork and officeholders file it annually. It discloses economic interests of the past 12 months.

## **Conflict of Interest**

In accordance with the Political Reform Act, state and local candidates and officeholders are required to disclose their economic interests (federal candidates and officeholders are not covered by the Act). Because a few officeholders have used their positions for personal gain in the past, it is important that voters be able to verify that their elected officials do not have conflicting economic interests. The Form 700 – Statement of Economic Interests gives candidates and officeholders a way to make their economic interests public to protect them from accusations of misconduct and to protect voters from officeholders who abuse their positions. [Gov. Code Sec. 87100, *et. seq.*]

## General Campaign Information

California and local laws may affect candidates' campaigns. These laws were enacted to protect the voting rights of citizens and to ensure fair play in campaign practices. Please keep in mind that this section is not all-inclusive and does not take the place of legal advice. However, the information contained should give you a starting point in understanding and following the laws related to political campaigns.

### Political Signs

A political sign is a posted advertisement used to promote or defeat a candidate or measure for an upcoming election. Any type of advertising viewed by the public can fall under political sign regulations. The placement of political signs is subject to regulation by the state, county, and/or cities.

#### State

The Division of Traffic Operations is prepared to answer questions about the state regulation of campaign signs. For information, call 916-654-6473 or go to [www.dot.ca.gov/oda](http://www.dot.ca.gov/oda). You can also ask the Office of Elections for a handout prepared by the Division of Traffic Operations for candidates who intend to advertise outdoors.

#### County

Placer County Code Chapter 17 Zoning, Section 17.54.190(b) requires that:

- Signs shall be posted no earlier than 60 days prior to the election to which they pertain.
- Each person or organization posting such signs shall first deposit with the Placer County Office of Elections a refundable deposit to guarantee removal of the signs as required. Such deposit shall be \$200.00.
- Signs shall be prohibited within any public right-of-way and meet all county setback requirements.
- Signs are permitted to be posted on private property pursuant to the provisions of this section.
- Signs shall be removed no later than 21 days after the election to which they pertain.

If the signs are not removed, notice shall be issued and the responsible party has seven (7) days from the date of notice to remove the signs. If the signs are not removed within that time, violations are punishable under Article 17.62 of the County Code. The punishment is a fine not to exceed \$500.00 per violation, with each day constituting a separate violation, or not more than six months in jail.

For more information about the Placer County political sign regulations, contact the Community Development Resource Agency at 530-745-3197. Complaints about signs in unincorporated portions of the county should be reported to the Placer County Code Enforcement Division at 530-745-3050. You can also find a complaint form on the Code Enforcement Division website at [www.placer.ca.gov](http://www.placer.ca.gov).



General Campaign Information

**Cities**

The Office of Elections strongly recommends that each candidate consult the city clerk in each of the cities in which signs will be placed. Each city has its own policy. The locations, mailing addresses (if different), contact name, and telephone numbers are listed for your convenience.

City of Auburn  
Joseph Labrie, City Clerk  
1225 Lincoln Way, Room 8  
Auburn CA 95603  
530-823-4211, ext. 112

City of Colfax  
Karen Pierce, City Clerk  
33 S. Main Street/PO Box 702  
Colfax CA 95713  
530-346-2313

City of Lincoln  
Patricia Avila, City Clerk  
600 Sixth Street  
Lincoln CA 95648  
916-434-2493

Town of Loomis  
Charleen “Crickett” Strock, Town Clerk  
6140 Horseshoe Bar Road, Suite K  
Loomis CA 95650  
916-652-1840, ext 11

City of Rocklin  
Barbara Ivanusich, City Clerk  
3970 Rocklin Road  
Rocklin CA 95677  
916-625-5560

City of Roseville  
Sonia Orozco, City Clerk  
311 Vernon Street  
Roseville CA 95678  
916-774-5263

**Political Sign Regulations**

These figures are guidelines only. Individual ordinances should be consulted by contacting the appropriate agency prior to placing signs.

JURISDICTION	NUMBER OF DAYS PRIOR TO ELECTION THAT SIGNS MAY BE POSTED	NUMBER OF DAYS AFTER ELECTION THAT SIGNS MUST BE REMOVED	DEPOSIT/FEE REQUIRED	SIZE LIMIT REGULATION
STATE	90	10	None	32 sq. feet
PLACER COUNTY	60	21	\$200.00 refundable	32 sq. feet
AUBURN	N/A	15	\$16.00 fee	7 ft. tall
COLFAX	90	5	None	16 sq. feet
LINCOLN	60	21	\$250.00 refundable	None
LOOMIS	60	7	\$200.00 refundable	12 sq. feet (residential areas) 32 sq. feet (nonresidential areas)
ROCKLIN	45	5	None	None
ROSEVILLE	90	10	None	6 sq. feet

## **Voter Registration Drives**

Some candidates conduct registration drives or encourage individuals to register to vote while they campaign. To ensure that election law is followed and that voters' rights are secured, we ask that anyone involved in the process follow the guidelines below. Please note that this does not contain all laws regarding voter registration. Contact the Secretary of State's Office or the Placer County Office of Elections if you have any questions.

## **The Voter Registration Form**

Voter registration forms may be obtained from the Office of Elections. If an individual requests 50 registration forms or more, she will need to complete a "Voter Registration Card Statement of Distribution." At that time, Office of Elections staff will go over the registration form requirements with the individual who is requesting them.

Individuals distributing voter registration forms must give a form to anyone who requests one provided they have a sufficient number of forms. [E.C. Sec. 2158(b)(2)]

Candidates and their volunteers may not affix or write any statements urging or indicating support or opposition to any candidate onto the voter registration form. [E.C. Sec. 18105]

Anyone who, without the specific written consent of the voter, willfully and with the intent to affect the voter's voting rights, causes, procures, or allows for the voter's party affiliation declaration on the voter registration form to be defaced, altered, or completed may face imprisonment in the state prison for 16 months or two or three years or in the county jail for not more than one year. [E.C. Sec. 18106]

## **Returning the Voter Registration Form**

Voter registration forms need to be returned to the Office of Elections within three (3) business days or the close of registration, whichever is sooner. It is a misdemeanor, punishable by a fine up to \$1,000, to knowingly or negligently interfere with the prompt delivery of the voter registration forms to the Office of Elections. [E.C. Sec. 2138, 2139, 18103]

## **Confidential Information**

A voter's driver's license number, identification card number, and social security card number contained on a voter registration form are confidential. This information shall not be disclosed by an individual or organization that distributes voter registration forms or by any person entrusted with the voter registration form. [E.C. Sec. 2138.5]

## **Distributing Vote-by-Mail Ballot Applications**

Individuals, groups, and organizations may distribute vote-by-mail ballot applications. However, there are strict guidelines set forth in the Elections Code regulating the distribution of vote-by-mail ballot applications. While this manual contains information regarding those guidelines, the Office of Elections strongly

recommends that anyone thinking about distributing vote-by-mail ballot applications call the Office of Elections or the Secretary of State before proceeding. *The applications must be approved before they are distributed.*

### **Formatting**

Any individual, group, or organization distributing applications for vote-by-mail ballots must use the uniform format approved by the Secretary of State. Failure to conform to this format may result in criminal prosecution. [E.C. Sec. 18402]

The uniform format for vote-by-mail ballot applications *must* be obtained from the local elections official or the Secretary of State. Forms should be 5½” x 8½”, which is within the range of first-class postage, unless the individual, candidate, or campaign is given advance authorization by the elections official. While the California Elections Code does not provide guidelines for the size of applications, all of the forms approved at the last election were 5½” x 8½” or larger. Elections officials are required by law to indicate certain information on each application when a ballot is issued. Small applications do not provide enough space for this purpose. [E.C. Sec. 3007]

The elections official may authorize a change in type fonts and/or size. However, the type may not be smaller than 6 point, and all approved type fonts must be clear and easily readable.

For a sample application contact the Secretary of State at 916-657-2166 or the Office of Elections at 530-886-5650. Upon request, the Placer County Office of Elections will provide a camera-ready proof of a vote-by-mail ballot application.

*The vote-by-mail ballot application must be approved by the Placer County Office of Elections before it is mass-produced and distributed to voters.*

### **Addresses**

Any application for a vote-by-mail ballot that is mailed to a voter by an individual, group, or organization shall be non-forwardable. The mailing address to which a vote-by-mail ballot is returned *may not* be the address of any political party, political campaign headquarters, or a candidate’s residence. Candidates, as well as their families and other household members are, of course, exempted from this prohibition and may receive their own vote-by-mail ballots at their resident address. *The address to which the actual vote-by-mail ballot shall be sent may not be pre-printed. The voter must complete this information.*

The Office of Elections prefers that the return address on the application be ours; however, a campaign address may be used as the return address, in which case the return address must clearly and unambiguously indicate that it is a campaign office address. Titles such as “Vote-by-Mail Ballot Center” are not permitted. A notice must also be included to inform the voter of his right to return the application directly to the Office of Elections. Any individual, organization, or group that receives completed

applications shall return the forms to the appropriate elections official *within 72 hours of receiving the completed forms or before the application deadline, whichever occurs first*. Failure to return completed applications in a timely manner to the appropriate elections official is a misdemeanor. [E.C. Sec. 3006, 3008, 18576]

Any application that is pre-printed must contain the following statement: “*You have the legal right to mail or deliver this application directly to the local elections official of the county where you reside.*” [E.C. Sec. 3006(b)(3)]

### **Preprinted Information**

The following information *must* be pre-printed on the application form by the individual, group, or organization distributing the applications:

- *The deadline for receipt of the completed application by the elections official.* [E.C. Sec. 3006(a)]
- *The name of the county in which the applicant resides.* Line 3 of this form must include the name of the county in which the applicant is registered to vote. [E.C. Sec. 3007]
- *The name, address, and telephone number of the organization providing the form.* This information should be printed at the bottom of the form and will permit the applicant to contact the individual, group, or organization distributing the form should any questions arise. [E.C. Sec. 3008]
- *The name and address of the elections official.* This information should be printed in the box concerning the voter’s “legal right” (see above).
- *Information on permanent vote-by-mail status.* An application must include information concerning the procedure for all registered voters to obtain the status of permanent vote-by-mail voters. [E.C. Sec. 3006(d)]
- *Partisan ballots.* In a presidential primary election, if the vote-by-mail voter has declined to disclose a preference for a political party, the voter may request a party ballot for a partisan primary election if that political party has adopted a party rule, duly noticed to the Secretary of State, authorizing that vote. The application shall contain a toll-free telephone number, established by the Secretary of State, that the voter may call to access information regarding which political parties have adopted such a rule. The application shall contain a check-off box with a conspicuously printed statement that reads, “I have decline to disclose a preference for a qualified political party. However, for this primary election only, I request a vote-by-mail ballot for the \_\_\_\_\_ Party.” The name of the political party shall be personally affixed by the voter. [E.C. Sec. 3006(c)]

The following information *may* be pre-printed on the application form by the individual, group, or organization distributing the applications:

- *The name and date of the election.* [E.C. Sec. 3006(a)(4)]
- *The name of the applicant.* This must be the name of the voter as it appears on the voter’s affidavit of registration. [E.C. Sec. 3006(a)(1)]

- *The residence address of the applicant.* This must be the residence address indicated on the voter's affidavit of registration. The most current voters' addresses are available from the Office of Elections. [E.C. Sec. 3006(a)(1)]
- *Voter Identification Number.* The Placer County Office of Elections does not, at this time, require voter identification numbers to be pre-printed in the box labeled "FOR OFFICIAL USE ONLY." However, the use of barcodes is strongly encouraged. Please discuss barcode use with the Office of Elections IT Staff before printing your applications.

Please note that although much of the required information may be pre-printed, the voter still needs to *handwrite the mailing address to which the ballot is to be mailed and sign her name.* [E.C. Sec. 3006]

### **Turning in the Completed Application**

Any individual, organization, or group that distributes applications for vote-by-mail ballots and receives completed application forms shall *return the forms to the appropriate elections official within 72 hours of receiving the completed forms or before the application deadline, whichever is sooner.* Failure to return completed applications in a timely manner to the appropriate elections official is a misdemeanor. [E.C. Sec. 3008, 18576]

### **Expediting the Issuance of Vote-by-Mail Ballots**

To expedite the issuance of vote-by-mail ballots, it is suggested that:

- Voters are instructed to mail or deliver the applications to the Office of Elections.
- If the applications are addressed directly from a computer file of registered voters, include the voter identification number with the names and street addresses of the voters.
- If the computer has the capability to barcode, please contact the Office of Elections for instructions. Using barcodes will enhance efficiency and save taxpayer dollars.
- Make room on the application for the voter's daytime telephone number so the voter can be contacted if there are any questions regarding the application.
- Use the most recent voter addresses supplied by the county elections official.
- Advise the Office of Elections of plans to mail applications so that our staff will be prepared to receive and process the vote-by-mail ballot requests.

### **Distributing and Receiving Vote-by-Mail Ballots**

A member of the public can be authorized to distribute and receive vote-by-mail ballots at the discretion of the Registrar of Voters. People who have received this authorization in the past include postmasters and nursing home administrators.

A voter who casts a vote-by-mail ballot must return the ballot in person or by mail to the Placer County Office of Elections. A voted ballot may also be dropped off at any Placer County polling place on Election Day. If a voter is unable to return his ballot

due to illness or physical disability, the voter may designate a spouse, child, parent, brother, sister, grandchild, grandparent or a person residing in the same household as the voter to return the ballot. A person who is authorized to return a ballot will be required to sign the vote-by-mail envelope where designated. Any person can be authorized to drop a voted ballot in a mailbox for a voter. [E.C. 3017(a)]

*At no time shall a candidate running for office be authorized by the Registrar of Voters to distribute unvoted ballots on behalf of the Office of Elections. Similarly, a candidate for office shall not be given the authority to return voted ballots to the Office of Elections or the polls unless that voter is a member of the candidate's family. [E.C. Sec. 3017(e)]*

### **Mass Mailings**

"Mass mailing" means over 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. [Gov. Code Sec. 82041.5]

No newsletter or other mass mailing shall be sent at public expense. [Gov. Code Sec. 89001]

The local Registrar of Voters is required to provide to each candidate (or the candidate's agent) a copy of Government Code Section 84305 at the time of filing. [E.C. Sec. 16]

#### **Government Code Section 84305. "Manner of Sending Mass Mailings (200 pieces or more of identical or nearly identical pieces of mail)"**

- (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).

### **Political Advertisements**

As used in Elections Code Section 20008 "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.

Any paid political advertisement which refers to an election or to any candidate for state or local elective office which is contained in or distributed with a newspaper, shall bear on each surface or page thereof, in type or letter 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. [E.C. Sec 20008]

## **Placer County Poll Watchers Guide**

The election process is public and anyone who wishes may observe this process in a polling place. However, the vote of the individual citizen is secret, and no one may interfere with a voter's right to cast a secret ballot.

Members of the precinct boards are sworn elections officials of Placer County and have complete responsibility for conducting all phases of the election in their precinct. Observers who are courteous will find them cooperative. However, certain standards are expected of observers.

Poll watchers and the news media should become familiar with the following rules and procedures that pertain to appropriate conduct at polling places. The Office of Elections requests compliance with these regulations at all times.

- A. Poll watchers may not interfere in any way with the conduct of the election or with the vote count following the close of the polls. Any person who interferes with the election or with a voter is punishable by imprisonment for 16 months or two or three years. [E.C. Sec. 18502]
- B. The election must be orderly. Do not talk in a loud voice, cause confusion, or congregate inside the polls.
- C. Poll watchers may not use the telephone or other facilities. We ask you not to use the telephone because the Office of Elections must have the means of direct contact to all of our polling places at all times.
- D. The area between the official table and the voting booths is for voters only and may not be used as an observer post. [E.C. Sec. 14221]
- E. Poll watchers may not sit at the official table or handle any of the official voting equipment, supplies, or ballots. [E.C. Sec. 14223]
- F. Poll watchers may not wear candidate badges, discuss candidates, or bring any campaign material into the polling place. This activity constitutes electioneering and is illegal. Electioneering may not be conducted within 100 feet of a polling place. "100 feet of a polling place" means a distance of 100 feet from the room or rooms in which voters are signing the Roster-Index and casting ballots. The blue and white "Polling Place 100 Feet" signs which are posted outside of each polling place indicate the 100 foot boundary for electioneering. [E.C. Sec. 18370]
- G. Presence at a polling place of a person with firearms or uniformed as a peace officer, guard, or security personnel:
  - (a) Any person in possession of a firearm or any uniformed peace officer, private guard, or security personnel or any person who is wearing a

- (b) This section shall not apply to any of the following:
- (1) An unarmed uniformed guard or security personnel who is at the polling place to cast his vote.
  - (2) A peace officer who is conducting official business in the course of public employment or who is at the polling place to cast her vote.
  - (3) A private guard or security personnel hired or arranged for by a city or county elections official.
  - (4) A private guard or security personnel hired or arranged for by the owner or manager of the facility or property in which the polling place is located if the guard or security personnel is not hired or arranged solely for the day on which an election is held. [E.C. Sec. 18544]
- H. Damaging or tampering with voting equipment or official election materials is a felony, punishable by imprisonment for up to four years. [E.C. Sec. 18564]
- I. Poll watchers may not at any time handle voted or unvoted ballots. [E.C. Sec. 14280]
- J. A Roster-Index, marked to indicate persons who have voted, is posted inside the polling place door for reference by the public or any observers. It may be inspected provided there is no interference with poll operations or inconvenience to the voter. This Roster Street Index is not to be removed from the premises. [E.C. Sec. 14202, 14223]
- K. A member of the public is guilty of a misdemeanor if, while observing any of the following, he willfully engages in any conduct set forth in Elections Code Section 18562.5(b).
- (a) Attempting to ascertain the identity and ballot choices of a voter, or having observed or learned the identity of a voter, attempting to ascertain the ballot choices of that voter.
  - (b) Opening a provisional or vote-by-mail ballot envelope containing a voted ballot in order to ascertain the voter's ballot choices.
  - (c) Making or placing a mark or device on a ballot or secrecy envelope in an attempt to ascertain the voter's ballot choices.
- L. Smoking is not permitted inside the polling places at any time.
- M. Cell phone usage is not permitted within the precinct by anyone. This includes, but is not limited to: talking, texting, and gaming. If you need to make an emergency phone call, please step outside the precinct to do so.

### **Electioneering near Polling Places**

On Election Day, there are certain activities that may not occur within 100 feet of the polling place. These activities include electioneering, circulating petitions, soliciting



votes or speaking to a voter about marking his ballot, placing signs relating to a voter's qualification to vote or speaking to a voter on the subject of his qualification to vote, or recording a voter entering or exiting a polling place. Signs are posted at strategic locations clearly marking the 100-foot limits of the polling place. [E.C. Sec. 18370, 18541]

The California State Legislature recently defined electioneering as "the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location." Electioneering information includes visual displays associated with a candidate or measure, paraphernalia containing electioneering information (e.g., shirts, campaign buttons), and the dissemination of audible electioneering information. [E.C. Sec. 319.5]

### **Electioneering while a Vote-by-Mail Ballot is being Voted**

Election Code Section 18371 prohibits a candidate or a representative of a candidate from soliciting the vote of a vote-by-mail voter or doing any electioneering while in the residence or immediate presence of the voter, during the time that he knows the voter is voting. Section 18371 does not preclude electioneering by mail or telephone or in public places, except as prohibited by any other provision.

### **News Media Exit Polls**

Members of the news media are permitted to conduct voter surveys outside of the polling places on Election Day. These surveys may take place no closer than 25 feet from the door to the polls.

### **Canvassing the Election**

Final results for the election cannot be released until the canvass has been completed. The election canvass process is an internal audit and is required by state law to ensure the accuracy of election results. California election law allows 28 days to conduct the official canvass of the final election results. The canvass begins no later than the Thursday after the election and concludes within 28 days of the election. Placer County traditionally starts Wednesday, the day after the election. During the canvass, vote-by-mail ballots turned in at the polling place on Election Day and provisional ballots are researched to validate eligibility. The Office of Elections also reconciles the polling place rosters against the computer tallies from the precincts; performs a manual count of 1% of all ballots cast in each race to verify the accuracy of the election tally system; tallies eligible damaged, mailed and provisional ballots; and counts write-in votes. The canvass concludes with the certification and issuance of official election results. Any member of the public may observe this process. [E.C. Sec. 15300, *et seq.*]

## **Appendix A: Services to Candidates**

Candidates may purchase the following voter information from the Placer County Office of Elections to aid with their campaigns. All requestors must complete a “Request to Purchase Voter Information” form and will be required to sign a statement verifying the information will not be used for personal or commercial purposes. Please allow enough time for the Office of Elections to produce your report or labels. Times vary among jobs, so please coordinate your requests with the Office of Elections for best results.

### **Precinct Indexes (a.k.a. Walking Lists)**

Precinct indexes are printed in alphabetical order by street names, then numeric house numbers. The list shows the names of voters at each address with party preference and telephone number. Each candidate may order precinct indexes at a base cost of \$5.00 per 5,000 names, rounded up to the next 5,000 names.

### **Registered Voter List (a.k.a. Alpha Lists)**

Many lists may be produced which contain more complete information for each voter record. These lists are arranged in alphabetical order by voter’s last name and may be printed by precinct, district, or countywide. Many formats are available, which may include: residence address, mailing address, telephone number, party preference, etc. The Elections staff will recommend lists based on what the requestor wishes to accomplish. Each candidate may order alpha lists at a base cost of \$5.00 per 5,000 names, rounded up to the next 5,000 names.

### **Registered Voter Compact Disc**

The voter file (countywide or by district) may be obtained on CD at the following charges:

- \$100.00 - Countywide voters.
- \$125.00 - Countywide voters, with voter history. (May specify up to 5 elections for history attached to each record, or “All history” in a separate file with a Unique ID field to link to each voter.)
- \$25.00 - District File, per 30,000 voters.

This file format is .txt, which may be imported into most software programs such as MS Access, MS Excel, etc. Test files may be requested. Pre-paid files may be transmitted via encrypted e-mail.

### **Customer Mailing Labels**

Mailing labels addressed to every eligible voter or to family households of the same surname are available. Household labels constitute approximately 60% to 65% of the registered voters within a district. The cost is \$0.10 per label. The labels can be ordered by district or precinct.

### **Precinct/District Maps**

Precinct or district maps are available from the Office of Elections. Specialty maps using geographical information systems technology are also available. Contact the Office of Elections for the cost of these maps.

### **Voting Precinct Lists**

This report details the regular precincts that were placed into specific voting precincts. The fee is \$5.00.

### **Polling Place Lists**

A list of the polling place locations for the upcoming election is available for standard copy fees, which are \$0.50 for the first page and \$0.25 for each additional page.

### **Vote-by-Mail Voter Information**

#### **Vote-by-Mail Labels**

For \$0.10 per label, vote-by-mail labels (including permanent vote-by-mail voters and voters living in mail ballot precincts) are available starting from 29 days before the election and continuing through 7 days before the election.

#### **Vote-by-Mail Date Range/District Report**

An alphabetical list can be requested, from any specific date to the present that includes the name and mailing address of every vote-by-mail voter. It also provides the precinct number, the date of the vote-by-mail request, the date the ballot was issued/mailed, the political party of the requestor and the date the ballot was returned. This report can be run by district or countywide. The initial report is \$35.00 and subsequent reports are \$10.00.

For further information, call the Placer County Office of Elections at 530-886-5650.

## **Appendix B: Relevant Code Sections**

The Office of Elections has included the following code sections to help candidates comply with election and campaign law. Please note, this selection of codes is not all-inclusive. If you have any questions regarding election or campaign law, please contact the appropriate agency.

### **Campaign Materials**

#### **Government Code Section 84305. Manner of sending mass mailings (200 pieces or more of identical or nearly identical pieces of mail)**

- (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).

#### **Elections Code Section 319.5. "Electioneering."**

"Electioneering" means the visible display or audible dissemination of information that advocates for or against any candidate or measure on the ballot within 100 feet of a polling place, an elections official's office, or a satellite location under Section 3018. Prohibited electioneering information includes, but is not limited to, any of the following:

- (a) A display of a candidate's name, likeness, or logo.
- (b) A display of a ballot measure's number, title, subject, or logo.
- (c) Buttons, hats, pencils, pens, shirts, signs, or stickers containing electioneering information.
- (d) Dissemination of audible electioneering information.

#### **Elections Code Section 18370. Electioneering within 100 feet of a 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, a satellite location under Section 3018, 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 defined by Section 319.5.
- (d) Do any electioneering as provided by Section 319.5.

As used in this section, "100 feet of a polling place, a satellite location under Section 3018, 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.

**Elections Code Section 20008. Political advertisement requirements**

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.

**Elections Code Section 20009. 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 an 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.

**Elections Code Section 18301. Printing of simulated sample ballots.**

In addition to any other penalty, any person who prints or otherwise duplicates, or causes to be printed or duplicated, a simulated ballot or simulated sample ballot that does not contain the statement required by Section 20009 or that uses an official seal or insignia in violation thereof, is guilty of a misdemeanor.

**Distributing Polling Place Information**

**Elections Code Section 18302. Distribution of precinct polling place information.**

Every person is guilty of a misdemeanor who knowingly causes to be mailed or distributed, or knowingly mails or distributes, literature to any voter that includes a designation of the voter's precinct polling place other than a precinct polling place listed for the voter in an official precinct polling list that constituted the latest official precinct polling list at sometime not more than 30 days prior to the mailing or distribution.

**Solicitation of Funds**

**Election Code Section 20202. Authorization to use candidate or committee name.**

It is unlawful for any person who solicits funds for the purpose of supporting or promoting any candidates or committees to include in any part of its name the name of that candidate or committee unless that person shall have previously obtained the authorization of the candidate or committee or the candidate's or committee's designated agent to use the candidate's or committee's name in the name of the that person.

Authorization by a candidate or committee shall not be construed as rendering the person soliciting funds a controlled committee as defined by Section 82016 of the Government Code.

**Elections Code Section 20203. Notice of nonauthorization to be included in fundraising communication.**

Any person who solicits or receives contributions on behalf of any candidate or committee for the purported and exclusive use of that committee or the candidate's election campaign and who is not authorized by the candidate or committee or the candidate's or committee's designated agent to do so, shall include a notice in any fundraising communication, whether through any broadcasting station, newspaper,

magazine, printed literature, direct mailing, or any other type of general public advertising, or through telephone or individual oral fundraising appeal, clearly and conspicuously stating that the person is not authorized by the candidate or committee and that the candidate or committee is not responsible for the actions of that person.

**Government Code Section 84307.5. Fundraising payments made to spouse or domestic partner.**

A spouse or domestic partner of an elected officer or a candidate for elective office shall not receive compensation from campaign held by a controlled committee of the elected officer or candidate for elective office for services rendered in connection with fundraising for the benefit of the elected officer or candidate for elective office.

**Penal Provisions Relating to the Nomination of Candidates**

**Elections Code Section 18200. Fictitious name to nomination petition.**

Every person who subscribes to any nomination petition a fictitious name, or who intentionally subscribes thereto the name of another, or who causes another to subscribe a fictitious name to a nomination petition, is guilty of a felony and is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

**Elections Code Section 18201. Defacing or destroying a nomination paper.**

Any person who falsely makes or fraudulently defaces or destroys all or any part of a nomination paper, is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18202. Deliberate failure to file nomination paper.**

Every person acting on behalf of a candidate is guilty of a misdemeanor who deliberately fails to file at the proper time and in the proper place any nomination paper or declaration of candidacy in his or her possession that is entitled to be filed under this code.

**Elections Code Section 18203. False declaration of candidacy.**

Any person who files or submits for filing a nomination paper or declaration of candidacy knowing that it or any part of it has been made falsely is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18204. Suppression of nomination paper.**

Any person who willfully suppresses all or any part of a nomination paper or declaration of candidacy either before or after filing is punishable by a fine not exceeding one thousand dollars (\$1,000) or by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or by both the fine and imprisonment.

**Elections Code Section 18205. Consideration for a person to become or withdraw from becoming a candidate.**

A person shall not directly or through any other person advance, pay, solicit, or receive or cause to be advanced, paid, or solicited, or received, any money or other valuable consideration to or for use of any person in order to induce a person not to become or to withdraw as a candidate for public office. Violation of this section shall be punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years.

**Elections Code Section 18351. False statements in candidate statement; fine.**

Any candidate in an election or incumbent in a recall election who knowingly makes a false statement of a material fact in a candidate's statement, prepared pursuant to Section 11327 or 13307, with the intent to mislead the voters in connection with his or her campaign for nomination or election to a nonpartisan office is punishable by a fine not to exceed one thousand dollars (\$1,000).

**Elections Code Section 18501. Public official who knowingly allows fraud shall forever be disqualified from holding office.**

Any public official who knowingly violates any of the provisions of this chapter, and thereby aids in any way the illegal casting or attempting to cast a vote, or who connives to nullify any of the provisions of this chapter in order that fraud may be perpetrated, shall forever be disqualified from holding office in this state and upon conviction shall be sentenced to a state prison for 16 months or two or three years.

**Voter Registration**

**Elections Code Section 2138. Return of completed affidavits of registration.**

Individuals and organizations distributing voter registration cards pursuant to subdivision (b) of Section 2158 and who receive completed voter registration cards from voters shall return the completed cards to the county elections official or shall deposit the cards in the postal service within three days, excluding Saturdays, Sundays, and state holidays, of receipt from a voter.

**Elections Code Section 2139. Return of completed affidavits of registration.**

On the day of the close of registration for any election all deputy registrars of voters or individuals and organizations that have submitted plans for distribution shall immediately return all completed affidavits of registration in their possession to the county elections official. Unused affidavits shall be returned upon completion of the distribution plan.

**Elections Code Section 18103. Interference with transfer of affidavit to county elections official.**

Any person who knowingly or negligently (a) interferes with the prompt transfer of a completed affidavit of registration to the county elections official, (b) retains a voter's completed registration card, without the voter's authorization, for more than three days, excluding Saturdays, Sundays, and state holidays, or after the close of



registration, or (c) denies a voter the right to return to the county elections official the voter's own completed registration card, is guilty of a misdemeanor punishable by a fine not to exceed one thousand dollars (\$1,000).

**Elections Code Section 18105. Writing or affixing political statements on affidavits of registration.**

No affidavit of registration or voter registration card shall contain, and no person other than the registrant shall write on or affix thereto, or cause to be written on or affixed thereto, any statement urging or indicating support or opposition to any candidate or measure.

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

**Elections Code Section 18106. Alteration of affidavit of party affiliation.**

Every person is punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years or in the county jail for not more than one year who, without the specific consent of the affiant, willfully and with the intent to affect the affiant's voting rights, causes, procures, or allows the completion, alteration, or defacement of the affiant's party affiliation declaration contained in an executed, or partially executed, affidavit of registration pursuant to subdivision (h) of Section 2150 and Section 2151.

This section shall not apply to a county elections official carrying out his or her official duties.

**Vote-by-Mail Voting**

**Elections Code Section 18371. Electioneering during vote-by-mail voting.**

- (a) No candidate or representative of a candidate, and no proponent, opponent, or representative of a proponent or opponent, of an initiative, referendum, or recall measure, or of a charter amendment, 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.
- (b) Any person who knowingly violates this section is guilty of a misdemeanor.
- (c) This section shall not be construed to conflict with any provision of the federal Voting Rights Act of 1965, as amended, nor preclude electioneering by mail or telephone or in public places, except as prohibited by Section 18370, or any other provision of law.

**Elections Code Section 18576. Willful interference with return of vote-by-mail ballot application.**

Any person who willfully (a) interferes with the prompt delivery of a completed vote by mail ballot application, (b) retains a completed vote by mail ballot application, without the voter's authorization, for more than three days excluding weekends and holidays, or by the deadline for return of vote by mail ballot applications, whichever is earlier, or (c) denies an applicant the right to return his or her own completed vote

by mail ballot application to the local elections official having jurisdiction over the election, is guilty of a misdemeanor.

**Elections Code Section 18578. Fraudulent vote-by-mail voting.**

Any person who applies for, or who votes or attempts to vote, a vote by mail ballot by fraudulently signing the name of a fictitious person, or of a regularly qualified voter, or of a person who is not qualified to vote, is guilty of a felony punishable by imprisonment pursuant to subdivision (h) of Section 1170 of the Penal Code for 16 months or two or three years, or by fine not exceeding one thousand dollars (\$1,000) or by both the fine and imprisonment.

**Use of Surplus Funds**

**Government Code Section 89519. Use of surplus funds.**

- (a) Upon leaving any elected office, or at the end of the postelection reporting period following the defeat of a candidate for elective office, whichever occurs last, campaign funds raised after January 1, 1989, under the control of the former candidate or elected officer shall be considered surplus campaign funds and shall be disclosed pursuant to Chapter 4 (commencing with Section 84100).
- (b) Surplus campaign funds shall be used only for the following purposes:
  - (1) The payment of outstanding campaign debts or elected officer's expenses.
  - (2) The repayment of contributions.
  - (3) Donations to any bona fide charitable, educational, civic, religious, or similar tax-exempt, nonprofit organization, where no substantial part of the proceeds will have a material financial effect on the former candidate or elected officer, any member of his or her immediate family, or his or her campaign treasurer.
  - (4) Contributions to a political party committee, provided the campaign funds are not used to support or oppose candidates for elective office. However, the campaign funds may be used by a political party committee to conduct partisan voter registration, partisan get-out-the-vote activities, and slate mailers as that term is defined in Section 82048.3.
  - (5) 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.
  - (6) The payment for professional services reasonably required by the committee to assist in the performance of its administrative functions, including payment for attorney's fee for litigation which arises directly out of a candidate's or elected officer's activities, duties, or status as a candidate or elected officer, including, but not limited to, an action to enjoin defamation, defense of an action to enjoin defamation, defense of an action brought of a violation of state or local campaign, disclosure, or election laws, and an action from an election contest or recount.
- (c) For purposes of this section, the payment for, or the reimbursement to the state of, the costs of installing and monitoring an electronic security system in the home or office, or both, of a candidate or elected officer who has received threats to his or her physical safety shall be deemed an outstanding campaign debt or elected officer's expense, provided that the threats arise from his or her activities,

duties, or status as a candidate or elected officer and that the threats have been reported to and verified by an appropriate law enforcement agency. Verification shall be determined solely by the law enforcement agency to which the threat was reported. The candidate or elected officer shall report any expenditure of campaign funds made pursuant to this section to the commission. The report to the commission shall include the date that the candidate or elected officer informed the law enforcement agency of the threat, the name and the telephone number of the law enforcement agency, and a brief description of the threat. No more than five thousand dollars (\$5,000) in surplus campaign funds may be used, cumulatively, by a candidate or elected officer pursuant to this subdivision. Payments made pursuant to this subdivision shall be made during the two years immediately following the date upon which the campaign funds become surplus campaign funds. The candidate or elected officer shall reimburse the surplus fund account for the fair market value of the security system no later than two years immediately following the date upon which the campaign funds became surplus campaign funds. The campaign funds become surplus campaign funds upon the sale of the property on which the system is installed, or prior to the closing of the surplus campaign fund account, whichever comes first. The electronic security system shall be the property of the campaign committee of the candidate or elected officer.

# Calendar for year 2012 (United States)

January							February							March						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31

  

April							May							June						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

  

July							August							September						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

  

October							November							December						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					



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